

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, February 28, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:42p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Early
Judy Gilmour	Present		
Matthew Prochaska	Late	5:56p.m.	6:50p.m.
Lynn Cullick	Present		
Bob Davidson	Present		
John Purcell	Late	5:53p.m.	

With three members present, a quorum was established to conduct committee business.

County Staff Present: Jeff Wilkins, Glen Campos

APPROVAL OF AGENDA

Motion: Member Gilmour
 Second: Member Davidson
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – February 6, 2017

Motion: Member Davidson
 Second: Member Cullick
RESULT: Approved with a Unanimous Voice Vote

CBIZ Update – Jim Pajauskas provided the committee a year-to-year comparison between 2015 and 2016, including the top 10 specialty drug costs, the average age of participants, total membership, paid medical claims and pharmacy claims in both the HMO and PPO plans.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administrative Services – Jeff Wilkins reported that a citizen experienced a fall on the south stairwell (Fox Street) earlier this week, and was taken by ambulance to Rush Copley Hospital in Aurora. Discussion on making the south entrance of the County Office Building an employee entrance with key fob access only, and designating specific public parking spots in the front row of the main parking lot behind the County Office Building. There was consensus by the Committee to continue the discussion at the Admin HR Committee meeting on March 6, 2017, and at the County Board meeting on March 7, 2017.

Mr. Wilkins also reviewed the monthly medical insurance, medical insurance invoices, Administration/HR Summary, and workers' compensation reports with the committee.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Employee Handbook Updates* – Item tabled until future meeting. Member Cullick stated that ASA Leslie Johnson is reviewing the employee handbook, the suggested IPMG handbook, and the proposed revisions to the employee handbook, and should have some suggestions for the committee by the next meeting.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD – Discussion on south entrance of County Office Building and designating specific parking spaces in the front row of the main parking lot for citizen parking only.

EXECUTIVE SESSION – Member Gilmour made a motion to enter into Executive Session for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for the purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Cullick. With four members voting aye, the committee entered Executive Session at 6:53p.m.

Roll Call: Member Davidson - yes, Member Purcell – present, Member Cullick – yes, Member Gilmour - yes. **With four members present voting aye, the committee entered into Executive Session at 6:52p.m.**

Committee Members Absent: Matthew Prochaska

Others Present: Jeff Wilkins

The committee reconvened into Open Session at 6:54p.m.

ADJOURNMENT

Motion: Member Gilmour Second: Member Purcell RESULT: With a Unanimous Voice Vote, this meeting was adjourned at 6:56p.m.
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Respectfully Submitted,

Valarie McClain
Recording Secretary