

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, March 6, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:42p.m.

ROLL CALL

Attendee Name	Status	Arrived
Judy Gilmour	Present	
Matthew Prochaska	Late	6:30p.m.
Lynn Cullick	Present	
Bob Davidson	Present	
John Purcell	Present	

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

Others Present: Scott Koepfel, Jeff Wilkins

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – February 28, 2017

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administrative Services* – Jeff Wilkins reminded the committee that United Healthcare will be onsite for three employee meetings on Tuesday, March 7, 2017, at the Historic Courthouse, at the Courthouse and at the Health Department to answer questions and assist with benefit or claims issues.

COMMITTEE BUSINESS

- *Approve Resolution Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)* – Jeff Wilkins said this is something that is done annually, and that a public hearing is required for this resolution. Mr. Wilkins reviewed information provided, including a summary, background, appropriation, and service provided to the County.

Member Purcell made a motion to forward the resolution to the Board for approval, second by Member Gilmour. **With four members present and voting aye, the motion carried.**

- *Announce Public Hearing for March 21, 2017 at County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311) - Member Purcell made a motion to forward the Approval of the Public Hearing to the Board for approval, second by Member Gilmour. **With four members present and voting aye, the motion carried.***
- *Anti-Harassment Training Completion Deadline – ASA Leslie Johnson has requested that the training modules be accessible online for all employees to complete in place of a training presentation this year. Once the online training is available, the committee will determine a deadline for all employees and elected officials to complete the training.*
- *Approve Technology Analyst Job Description – Mr. Koepfel stated that this job description is for a current position that has been updated to reflect the additional duties and responsibilities for the work with GIS (vouchers, purchasing and invoicing), the County Clerk and Records Offices (support of the new requirement/laws requiring electronic registration at all voting places) the Circuit Clerk’s Office (JANO System upgrades and changes, e-filing, and other technology advancements), and additional support for KenCom. There was consensus by the committee to forward the item to the Committee of the Whole meeting for further discussion.*

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approve Resolution Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)*
- *Announce Public Hearing for March 21, 2017 at County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)*
- *Approve Technology Analyst Job Description*

PUBLIC COMMENT – None

EXECUTIVE SESSION – Judy Gilmour made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, second by Member Purcell.

Roll Call: Member Davidson – yes, Member Gilmour – yes, Member Purcell –yes, Member Cullick – yes. **With four members voting aye, the committee entered into Executive Session at 6:14p.m.**

The committee reconvened in Open Session at 6:48p.m.

ADJOURNMENT

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

This meeting was adjourned at 7:20p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary