

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, April 3, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

ROLL CALL

Attendee Name	Status	Arrived
Judy Gilmour	Present	
Matthew Prochaska	ABSENT	
Lynn Cullick	Present	
Bob Davidson	Present	
John Purcell	Present	

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

Others Present: Jeff Wilkins

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – March 28, 2017

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – No report

COMMITTEE BUSINESS

- *Review of County Administrator Job Description* – Lynn Cullick, Scott Gryder and Jeff Wilkins will meet this week to review the County Administrator Job Description before bringing it back to the Committee. Mr. Wilkins stated that the Administrative Services, Planning, Building and Zoning and Facilities Management Job Descriptions will come to the Admin HR committee for review before going to the County Board for approval. The job descriptions for Technology and GIS have already been completed.
- *Employee Handbook Revisions/Update* - Jeff Wilkins reported that they have not yet received the reviewed copy from the State's Attorney's Office.

- Committee Chair Cullick asked the committee for input on when and how often the committee should meet each month. There was consensus by the committee that the committee should not meet if there is no business to discuss.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

ADJOURNMENT

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

This meeting was adjourned at 6:05p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary