

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, May 15, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Present		
Matthew Prochaska	Present		
Lynn Cullick	Present		
Elizabeth Flowers	Present		6:27p.m.
John Purcell		5:37p.m.	

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

Others Present: Jill Ferko, Scott Koeppel

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – April 25, 2017

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Treasurer Jill Ferko updated the committee on the transition of benefits from the Admin Office to the Treasurer’s Office, by saying that she and three staff members had some benefit training with CBIZ last Friday, and have established a problem log that all four can access when dealing with employees or reported issues.

Ms. Ferko said that Bob Jones has been working for two-weeks on filing three years’ worth of documents that were never filed by the HR Coordinator, and that many documents were filed incorrectly or placed in the wrong employee file.

Discussion by the committee on distribution of the Human Resource Coordinator position responsibilities with the following being absorbed by the Treasurer’s Office: Benefits, FMLA, ComPsych Guidance, COBRA, HRA Retirees, monthly HR Reports for Admin HR Committee meetings, and the monitoring of the Affordable Care Act Measurement Program for Part-time and Seasonal employees.

Responsibilities that will remain in the Administration Office: Background Checks, Workers Compensation, Property and Vehicle Inventory and Management, Employee Recognition events, and the Employee Picnic.

Ms. Ferko asked about funding to provide her three staff members with stipends for absorbing most of the HR position responsibilities on top of their current workload. Ms. Ferko stated that the amount of time already required of all four staff in the transition warranted a stipend. Ms. Ferko will submit a proposal with the requested amount to the Finance Committee for review in June.

COMMITTEE BUSINESS

- *Review of County Administrator and Deputy County Administrator Job Descriptions* – The committee began review of the County Administrator position and made several changes including:

Section II

- B. Change to read: ...on an interim basis, “is responsible for” instead of “performs”
- D. Remove point 10
- F. Remove 3rd and 7th bullet points
- G. Remove Bullet 3
- H. Remove paragraph (responsibility absorbed by County Clerk)
- J. Remove HIPAA section

Section III

- A. 4th point – include the wording “requires excellent demand of”
 - E. 2nd point – Wording should be “preferred” instead of “required”
- *Organizational Chart* – Item tabled to the next meeting
 - *Board Room Organization* – Discussion on changes made to the Board room to allow more interaction of Elected Officials and Department Heads in the meeting. The committee also discussed the need for updating the furniture in the Board room, and possible funding sources. The committee will revisit the issue at the May 23, 2017 meeting.

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 8:04p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary