

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, June 27, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Present		
Lynn Cullick	Here		
Elizabeth Flowers	ABSENT		
John Purcell	Here		

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

Others Present: Bob Jones, Scott Koepfel, Mike Neuenkirchen, Tracy Page

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 23, 2017

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

CBIZ Update – Scott Koepfel reported that Mr. Pajauskas met with the union representatives and United Healthcare representatives regarding better understanding of the HSA and HMO plans.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Bob Jones, Treasurer’s Office – Mr. Jones reported on an employee that enrolled for family coverage during open enrollment, but was only entered for single coverage in the United Healthcare system. Mr. Jones said has agreed to go back to April 2017, but that they denied retroactive back to January 2017. Mr. Jones asked if the committee wanted to reimburse the employee for the difference in the cost between single and family for the months of January, February and March 2017.

Mr. Jones also reported on the distribution of the HSA funds upfront, and the possibility of someone leaving the plan mid-year. Discussion on pro-rating amounts for additions to the HSA plan in mid-year, life-changing event qualifiers, timelines for the selection of providers for 2018, open enrollment dates, Lincoln Insurance invoice discrepancies for July 2017 and quote for 2018,

P-T vacation and personal time-off guidelines, and an update on the reorganization and transitioning of the employee benefits to the Treasurer's Office.

COMMITTEE BUSINESS

- *Approval of 2018 County Holiday Schedule* – Member Prochaska made a motion to forward the 2018 Holiday Schedule to the County Board for approval, second by Member Gilmour. **With four members voting aye, the motion carried.**
- *Update on IDOT Funding Issues and Kendall Area Transit (K.A.T.)* – Mike Neuenkirchen reviewed the letter from IDOT regarding the letter sent to all contractors partially funded by the State of Illinois. Mr. Neuenkirchen said that there is a small portion of federal funds (5311) that will not come through until the state passes a budget. MR. Neuenkirchen stated that Kendall Area Transit did operate for 6 months last year with funding cuts last fiscal year. Mr. Neuenkirchen reported that HB 2453 directs that all funds allocated for downstate operating assistance funds will bypass the general fund.

Mr. Neuenkirchen also reported that the K.A.T ridership will end this fiscal year on a 4-5 percent increase over last year, with the majority of the growth coming in the last 6 months.

Mr. Neuenkirchen also stated that there are a couple of buses that they are trying to dispose of, and are awaiting release from IDOT. They hope to have those ready for presentation to the County Board for disposal in July.

- *Discussion of Transfer of Sheriff's Office Employee Worker's Compensation Responsibilities – Sheriff's Office/Administration* – Member Cullick asked Tracy Page about her current responsibilities regarding Workers Compensation for Sheriff's Office employees, her access to the IPMG system, employee files, entry of new claims into the system, claim invoices that need to be paid, communication between the Administration Office and Sheriff's Office regarding claims, and continued reporting of claim updates and information to the Admin HR Committee. Discussion on transitioning the Sheriff's Office Worker's Compensation responsibilities to the Sheriff's Office.

Scott Koeppel reported that he, Sheriff Baird, Tracy Page and Latreese Caldwell will meet to discuss the specifics of transferring the responsibilities for the Sheriff's Office Workers Compensation to the Sheriff's Office Executive Assistant.

- *Discussion on Codification* – Discussion on the process for codification, and current funds available for digitalization of the records/codification of records dating back to 1841. Mr. Koeppel reported that in discussions with Debbie Gillette, she informed him that she has been scanning the majority of the documents personally. **There was consensus by the committee to allow the County Clerk to proceed with scanning in preparation for codification.**
- *Organizational Chart* – Mr. Koeppel reported that he received the Deputy County Administrator and County Administrator job descriptions with comments and suggestions from the State's Attorney's Office, and the organization chart was created based on the two job descriptions. There was consensus by the committee to review the County Administrator and Deputy County Administrator positions and determine the correct structure of the

Administration Office Organizational chart based on the two job descriptions at the July 6, 2017 meeting.

- *Deputy Administrator Job Description* – Item tabled to the July meeting

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of 2018 County Holiday Schedule*

PUBLIC COMMENT – None

EXECUTIVE SESSION - Member Prochaska made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Gilmour.

Roll Call: Member Purcell – no, Member Cullick – yes, Member Gilmour – yes, Member Prochaska - yes.
With four members present voting aye, the committee entered into Executive Session at 7:24p.m.

Committee Members Absent: Elizabeth Flowers

Date of Executive Session	Retained	Released
February 4, 2016	X	
March 3, 2016	X	
June 28, 2016	X	
July 7, 2016	X	
August 4, 2016	X	
August 23, 2016	X	
September 27, 2016	X	
October 24, 2016	X	
March 6, 2017	X	
April 25, 2017 – Session 1	X	
April 25, 2017 – Session 2	X	

With all in agreement, the committee reconvened in Open Session at 7:27p.m.

MEETING ADJOURNMENT

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

This meeting was adjourned at 7:29p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary