

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, August 7, 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	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:32p.m.	

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

Others Present: Jill Ferko, Scott Koeppel, Mike Neuenkirchen

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – July 19, 2017

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – County Treasurer Jill Ferko informed the committee about a non-discrimination testing for the flexible spending survey (to ensure the County is in compliance with the IRS guidelines) that was to be sent to the former HR Coordinator to be completed in January 2017, but was never submitted by Administration, was completed and submitted by her office today.

Ms. Ferko also informed the committee that this week, Mr. Jones will finalize the waiver, documentation, and payment to the employee that was overcharged on their insurance premium for several months earlier in the year.

Ms. Ferko will forward a copy of the Digital Enrollment Summary of benefits that was provided by Jim Pajauskas (CBIZ) to the Committee.

Administrative Services Office – Scott Koepfel updated the committee about the WSPY FOIA from May 2017 that was fulfilled in its entirety by the Administration FOIA Officer, but was challenged by Doug Nelson and WSPY, and sent to the Illinois Attorney General’s Office for review. Leslie Johnson from the Kendall County State’s Attorney’s Office sent a response and all documentation to the Illinois Attorney General PAC Officer on August 3, 2017, and awaits further correspondence. Mr. Koepfel will continue to update the committee.

Mr. Koepfel updated the committee on the posting of the County Administrator Position, the various places it has been posted, as well as the costs for advertising. The posting has also been sent through the Economic Development news blast to the municipalities. All resumes and questions are being sent directly to the County Clerk.

Mr. Koepfel reported that he and Latreese Caldwell continue budget meetings with department heads under the County Board, and will finish those meetings next week.

Mr. Koepfel stated that he received documents from Rich Ryan at Wine Sergi regarding the Cyber Liability Insurance. Mr. Koepfel asked for clarification of extending the insurance out to December 1, 2018 to co-term with the County’s other insurance. **There was consensus by all five committee members to extend the insurance to December 1, 2018.**

Mr. Koepfel also asked the committee for direction concerning the bill for the Tyler records management for the Sheriff’s Office. Mr. Koepfel stated that KenCom did not sign the assignment agreement from the County. As of July 1, 2017, the County owed Tyler approximately \$70,000, but payment was never made, and Mr. Koepfel does not have a current invoice, because KenCom has yet to sign the agreement for the next ten-years. **There was consensus by all five members of the committee to contact Tyler, asking for a current invoice with the \$67,000 quoted in the assignment agreement already approved by the County Board.**

COMMITTEE BUSINESS

- *Approval for Kendall Area Transit to dispose of one 2009 12-passenger light-duty Paratransit Bus with 169,000 miles, and one 2009 12-passenger light-duty Paratransit Bus with 178,000 miles* – Mike Neuenkirchen provided the committee with two vehicles that are no longer needed as part of the fleet. Mr. Neuenkirchen asked the committee for approval to put both vehicles out for bid. Mr. Neuenkirchen hopes to report back to the Board in early September. **There was consensus by all five of the committee members to proceed with the bid process and disposal of the two vehicles.**

Mr. Neuenkirchen also reported that the Village of Lisbon sent a letter to Kendall Area Transit (K.A.T.) stating that they are no longer able to make any contributions to Kendall Area Transit. Mr. Neuenkirchen stated that the ridership for the Village is consistently very low. Basic service will still be available for Lisbon citizen’s as needed.

- *Employee Recognition* – Discussion on options other than an annual picnic. Item to be discussed at the August 23, 2017 meeting in more detail.
- *Employee Handbook Revisions* – The committee was provided a copy of the first half of the handbook that was reviewed by ASA Leslie Johnson for review and discussion at the next meeting.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

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

This meeting was adjourned at 6:25p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary