



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Rooms 210**  
**Monday, August 7, 2017 ~ 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska
- 3. Approval of Agenda**
- 4. Approval of Minutes from July 19, 2017 Meeting**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. 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*
  - *Employee Recognition*
  - *Employee Handbook Revisions*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630- 553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Wednesday, July 19, 2017**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:32p.m.

**ROLL CALL**

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

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

Others Present: Latreese Caldwell, Bob Jones, Scott Koepfel

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES – July 6, 2017**

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

**CBIZ Update** – Jim Pajauskas updated the committee on the loss ratio with BCBS. Mr. Pajauskas also informed the committee that the HAS plan vendor, BenefitWallet will send out new debit cards to all plan participants, between July 24 and August 2, 2017. They will have two blackout dates for system updates on August 6 & 7, 2017, where members will have limited access.

Mr. Pajauskas also told the committee that he provided new hire enrollment guides to Jill Ferko and Bob Jones that will be a useful tool to distribute to new employees.

**Wine Sergi: Cyber Liability Insurance Proposal Update** – Rich Ryan provided a brief summary of a Cyber Liability Insurance Proposal listing two carriers, ICRMT and Axis. Mr. Ryan reviewed each option, and recommended that the County obtain \$1 million in coverage at the cost of under \$5,000. Member Prochaska made a motion to forward the recommended Axis proposal to the County Board for approval, second by Member Purcell. **With five members present voting aye, the motion passed.**

Member Gilmour asked Mr. Ryan about the Millbrook and Planning, Building and Zoning discussion on insurance coverage for work that is being completed by the County Planning, Building and Zoning department. Mr. Ryan stated that his recommendation would be that the Village of Millbrook be listed as the primary carrier of any insurance required for business with the County. **Mr. Ryan will provide his recommendation to Matt Asselmeier in the Planning, Building and Zoning department, this week.**

## DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

*Treasurer's Office* – Bob Jones reviewed the monthly medical insurance invoices, monthly benefits summary, and monthly medical insurance report with the committee. Mr. Jones also updated the committee on the status of the employee overcharged for healthcare premium, the status of medical claims for the employee and any family members. The committee asked Mr. Jones to create a waiver and documentation for the employee to sign regarding healthcare claims filed during the period of overpayment. **There was consensus by the committee to refund the overpayment amount of \$1,439.10 to the employee.**

*Administrative Services Office* – Scott Koeppel reported that he is working on the department head job descriptions and will present those to the committee for review in early Fall.

Latreese Caldwell reviewed the Claims Analysis including claims paid to date, and open claim amounts. **The committee asked Ms. Caldwell to show how Kendall County is trending in Workers Compensation claims at the next meeting.**

Ms. Caldwell also informed the committee about a small amount of funds available from Medpay, and the possibility of using those funds for payment toward non-employee claims. Ms. Caldwell was instructed by the committee to obtain additional information from IPMG about a waiver form that might be used, and a form to itemize claims. **There was consensus by the committee to authorize payment up to \$1,000. If a waiver and other necessary legal documents were obtained for County records.**

## COMMITTEE BUSINESS

*Discussion on HR Question from Judge McCann* – Discussion on HR responsibilities being handled by the Administrative Services Department, and the importance of notifying employees of changes in responsibility that have occurred over the last few months. Mr. Koeppel was tasked with drafting an email to send to Department Heads and Elected Officials with an update on the changes and which office to contact with questions. The committee also asked Mr. Koeppel to ensure that the information is also available in all employee handbooks used throughout the County, and to have discussion with Elected Officials on their expectations.

*Posting of County Administrator Job Opening* – There was consensus by the committee to authorize up to \$1,000. for the posting of County Administrator position opening on the County webpage, in newspapers, The Beacon News, Oswego Ledger, Kendall County Record, and Chicago Tribune, as well as listing the opening with Illinois City/County Management Association. The posting will remain open for 45 days.

**ITEMS FOR COMMITTEE OF THE WHOLE - None**

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of the Axis Cyber Liability Insurance Proposal*
- *Approval to refund \$1,439.10 from account 0102-027-6547 to employee for overpayment of Health Insurance premium*

**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 7:20p.m.

Respectfully Submitted,

Valarie McClain  
Recording Secretary



# KENDALL COUNTY ADMINISTRATIVE SERVICES DEPARTMENT

## *Memorandum*

**To:** Lynn Cullick, Admin/HR Committee Chair; Admin HR Committee  
**CC:** Scott Koeppel, Acting County Administrator  
**From:** Andrez Beltran  
**Subject:** County Administrator Job Posting  
**Date:** 8/7/17

On July 24, 2017, staff was directed to post the County Administrator job opening. The budget for all postings was \$1,000. The position was to be posted by July 28, 2017. In addition, staff was directed to have all correspondence sent to the County Clerk, and to direct all applicants to the website.

On July 28, 2017, the job opening was posted to the website. In addition, it was sent to the Illinois Municipal League (IML), the International City/County Management Association (ICMA), and Illinois City/County Management Association (ILCMA) to be listed. The online job board Indeed was also selected to be posted on. However, as it only last 30 days, staff will post this week to last over most of the open period. Other options such as online and print newspapers were considered, but not economical. Finally, staff emailed a notice of the opening to local Chambers of Commerce, Economic Development Corporations, schools, libraries, municipalities, and news media.

Below please find the prices of the postings.

Publication	Cost
IML	\$45
ICMA	\$450
ILCMA	\$50
Indeed	\$300

A minor note: due to a typo, on IML, ICMA, and ILCMA the job posting states the closing date is September 4 rather than September 12. However, all applicants are directed to the website to get an application which displays the proper date.