

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, September 7, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 8:33a.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers		8:40a.m.	9:37a.m.
John Purcell		8:41a.m.	

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

Others Present: Latreese Caldwell, Gina Hauge, Bob Jones, Scott Koeppel

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Gilmour
RESULT: Approved with a 3-0 Voice Vote

APPROVAL OF MINUTES – August 23, 2017

Motion: Member Prochaska
 Second: Member Gilmour
RESULT: Approved with a 3-0 Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer’s Office – Chief Deputy Treasurer Bob Jones informed the committee that he has contacted several vendors about the Benefits Fair, the vendors need at least 30-days’ notice prior to the event. Mr. Jones asked the committee for potential dates, and further direction.

Discussion of Request for Qualifications (RFQ) for Insurance Brokerage and Risk Management Consultant Services, the current insurance carriers, and the potential of seeking bids for property casualty insurance. Ms. Cullick stated that with committee consent, she recommends scheduling the benefits fair, and moving ahead with CBIZ and United Healthcare for this year, and determining a timeline for Requests for Proposals

(RFP) and Requests for Qualifications (RFQ) for next year. There was consensus by the committee to conduct the Benefits Fair during the first week of November 2017. Mr. Jones will continue to update the committee on his progress with the organization.

The committee will wait to hear from Jim Pajauskas about healthcare provider updates for 2018 at the next meeting, and have further discussion on plans for next year.

Mr. Jones also reported that the Treasurer's Office will be conducting an immediate audit of the benefits system due to numerous errors previously entered into the system. They will obtain correct contact information from the Payroll Office.

Administrative Services Office – Scott Koeppel asked the committee for direction regarding the proposed CASA Food Truck event on October 21, 2017, to be held in the Health Department parking lot. Discussion on insurance, food vendors, the event and ensuring an agreement between CASA and Kendall County is in place prior to the event date. Mr. Koeppel will work with the State's Attorney's Office on the agreement.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Approve Increase of Part-Time Employee Hours from 600 to 1000 for IMRF Eligibility* – Member Cullick stated this was discussed in committee previously, and at the Finance Committee meeting, who recommended bringing the issue back to the Admin HR Committee. Several County Departments/Offices utilize part-time employees. Ms. Cullick reported a presentation at a UCCI meeting earlier in the year, and she met briefly with the presenter who was able to answer most of her questions. Ms. Cullick said that after many years of non-compliance, the County is now in compliance and able to file on a regular 2-year basis, the form stating which elected officials qualify for IMRF.

Ms. Caldwell informed the committee that she has contacted IMRF General Counsel for further information on participation. Ms. Caldwell reviewed information provided by IMRF, including the public act that was passed for non-educational employers to increase their hourly standards, the old law and the new law, as well as a sample resolution the County would use to make the change to 1000 hours. Ms. Caldwell asked the general counsel about how a change would affect seasonal employees, and if current part-time employees would be grandfathered, and general counsel stated that any new hires after the resolution is passed would be eligible for the 1000 hours. Counsel also stated that any newly elected officials would have to meet the 1000 hours, and that newly elected County Board members are no longer eligible due to state legislature. Ms. Caldwell also expressed concern about part-time employees increasing hours and how that would affect benefit eligibility. Discussion on the implications for health benefits, management of part-time employee time records and actual hours worked, the risks involved in changing the number of hours for part-time employees, and IMRF certification requirements. The Committee asked Ms. Caldwell to obtain the information provided by the IMRF

general counsel in writing. The Committee also asked Ms. Caldwell to research if grandfathering would apply to someone hired by the County from another County or Municipality for the next meeting. The Committee also asked Bob Jones to provide the number of County employees that work between 600 and 1000 at the next meeting. **There was consensus by the committee to discuss the item further at a future meeting.**

- *Discussion on purchase of the FOIA Software* – Scott Koeppel gave the committee the pricing breakdown on the proposed FOIA software, and Gina Hauge provided additional information on the various components available and the ones that they would like to purchase. Discussion on a contract terms, and the Technology budget. Ms. Hauge was asked by the Committee to verify the contract terms.

Member Purcell made a motion to forward to the Finance Committee the discussion of the purchase of the annual subscription services of FOIA Software from GovQA Public Records Management System in an amount not to exceed \$10,000 per month, and determine what funds will be used, and if the purchase should be started this budget year or next budget year, and then on to the Board for approval at the September 19, 2017 meeting, second by Member Prochaska. **With five members in agreement the motion passed by 5-0 vote.**

- *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. There was consensus by the committee to dedicate a meeting specifically to the review of the employee handbook in the near future. Member Cullick stated that her goal was to get the update and final approval of the employee handbook completed by the end of December 2017.

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 Purcell RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at 10:15a.m.

Respectfully Submitted,

Valarie McClain, Administrative Assistant and Recording Secretary