

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Wednesday, October 4, 2017 at 5:15p.m.**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:22p.m.

**ROLL CALL**

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Judy Gilmour		5:27p.m.	
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		8:40p.m.
John Purcell		5:25p.m.	7:50p.m.

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

Others Present: Bob Jones, Scott Koeppel, Mike Neuenkirchen

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES – September 20, 2017**

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

**CBIZ Update** – Jim Pajauskas provided a brief review of the United Health Care (UHC) claims review, the prior year claims history, the financial exhibit, the dental claims review, and updated the committee on the final proposed renewal offer from UHC, the option of including the dental with the UHC package for an additional one-percent discount on the healthcare options.

Mr. Pajauskas reviewed the various proposed plan options for the 2018 renewal with the committee, and other possible options for additional cost savings, as well as Dental plan options, and Life/AD & D renewal options.

**Wine Sergi Update** – Rich Ryan updated the committee on the proposed ICRMT Property, Liability, Workers Compensation Limits, Retention, and Deductibles.

## DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

*Treasurer's Office* – Chief Deputy Treasurer Bob Jones reported that Employee Benefit Fairs have tentatively been scheduled for Wednesday, November 8, and Thursday, November 9, 2017, and will probably take place in the Public Safety Center, Historic Courthouse and Health & Human Services buildings.

*PBZ* – Scott Koeppel asked Rich Ryan to explain the levels of liability insurance that the County and the Village of Millbrook currently have, regarding the zoning inspections performed by County employee Brian Holdiman for the Village.

Mr. Koeppel stated that Millbrook has finally accepted the agreement that the County State's Attorney has drafted. Mr. Koeppel stated that Auto Insurance cannot be purchased by Millbrook for the County employee, but the County can charge the Village for the portion of Auto Insurance used for inspections within the Village. Mr. Koeppel will continue to update the committee as things progress.

## COMMITTEE BUSINESS

- *Approval of Resolution Authorizing Execution for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act* – Mike Neuenkirchen, Kendall Area Transit Director briefed the committee on the RTA Section 5310 Financial Assistance which he stated would bring in approximately \$250,000 over the last two years. Member Purcell made a motion to forward the resolution to the County Board for approval, second by Member Prochaska. **With five members voting aye, the motion carried.**
- *Approval of Bids for K.A.T. Bus #7 for \$2,000. and K.A.T. Bus #2 for \$1,200.* – Member Gilmour made a motion to forward to the County Board for approval the bidding of Kendall Area Transit buses # 7 for \$2,000., and Bus #2 for \$1,200., second by Member Flowers. **With five members voting aye, the motion carried.**

**The Admin HR Committee took a recess at 7:31p.m. to allow the Forest Preserve Operations Committee to conduct business for the scheduled 6:30p.m. meeting**

**The Admin HR Committee reconvened at 8:04p.m.**

- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services* – Member Cullick stated that this issue has been discussed numerous times and at several committees. Ms. Cullick said that the State's Attorney's Office has issued several opinions on the issue to Chairman Gryder and Vice Chair Cullick that the County is in direct violation of the law by not conducting sealed bidding for Insurance Brokerage and Risk Management Consultant Services for this year. Discussion on the key issues of conducting a sealed bid, the loss of power of negotiating for the lowest bid, renewals that have already been negotiated, defining professional services, and the lack of time to conduct a sealed bid. Further discussion on how to proceed for the current year, the

unique situation of union and non-union employees participating in the health insurance plans, and preparing for the future years of bidding for Insurance Brokerage and Risk Management Consultant Services. **Member Prochaska made a motion to forward the item to the October 11, 2017 Committee of the Whole meeting, second by Member Flowers. With four members voting aye, the motion carried.**

- *Review of Employee Handbook Revisions* – Item tabled to a future meeting

#### **ITEMS FOR COMMITTEE OF THE WHOLE**

- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services*

#### **ACTION ITEMS FOR OCTOBER 17, 2017 COUNTY BOARD AGENDA**

- *Approval of Resolution Authorizing Execution for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act*
- *Approval of Bids for K.A.T. Bus #7 for \$2,000. and K.A.T. Bus #2 for \$1,200.*

**PUBLIC COMMENT** – None

**EXECUTIVE SESSION** – Not needed

**Member Flowers left the meeting at 8:40p.m.**

**To ensure there was a quorum to conduct meeting business, Member Cullick appointed Board Member Audra Hendrix to fill the vacancy left by Member Flowers, second by Member Gilmour. Motion carried.**

#### **MEETING ADJOURNMENT**

Motion: Member Hendrix Second: Member Gilmour <b>RESULT: Approved with a Unanimous Voice Vote</b>
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This meeting was adjourned at 8:45p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary