

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**SPECIAL Meeting Minutes**  
**Wednesday, November 1, 2017 at 5:30p.m.**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:31p.m.

**ROLL CALL**

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	here		
Matthew Prochaska		5:54p.m.	
Lynn Cullick	here		
Elizabeth Flowers	present		
John Purcell		5:40p.m.	

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

Others Present: Sheriff Dwight Baird, Deputy Mark Bunting, Latreese Caldwell, Scott Koeppel, Deputy Commander Jason Langston, Deputy Scott Moran, Deputy Rick Pearson

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT** – None

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** - None

**COMMITTEE BUSINESS**

- *Approval of new one-year contract with Proven IT for toner purchase and printer repair to be paid from account #0102-033-6587* – Mr. Koeppel informed the committee that switching to Proven IT for the purchase of printer toners also includes free printer maintenance. Mr. Koeppel stated that this would not be an increased cost to the County. Member Gilmour made a motion to forward to the County Board for approval the new one-year contract with Proven IT, second by Member Flowers. **With three members present voting aye, the motion carried with a 3-0 vote.**
- *Recommend United Health Care as the lowest responsible bidder for Employee Health Insurance* – Member Cullick reported that Mr. Koeppel was in attendance for all of the bid openings with CBIZ and Wine Sergi this afternoon, and since Mr. Ryan and Mr. Pajauskas could not be present this evening, Mr. Koeppel would be

providing the bid information. Mr. Koepfel briefed the committee on the two vendors and bids submitted for Employee Health Insurance. Member Flowers made a motion to recommend United Health Care as the lowest responsible bid for Employee Health Insurance, second by Member Gilmour. **With three members present voting aye, the motion carried with a 3-0 vote.**

- *Recommend lowest responsible bid for Employee Dental Insurance* – Mr. Koepfel briefed the committee on the vendors and bids submitted for Employee Dental Insurance, including Lincoln Financial, United Health Care, BCBS, Unum and Humana. UNUM was the lowest bid, but United Health Care offered a one-percent discount on Health Insurance if we also went with UHC for Dental, Life and Voluntary Life Insurance, which was the equivalent of \$45,000 - \$50,000 savings on the Health Insurance. Member Gilmour made a motion to recommend United Health Care as the vendor for the Employee Dental Insurance, second by Member Flowers. **With three members present voting aye, the motion carried with a 3-0 vote.**
- *Recommend lowest responsible bid for Employee Life Insurance* – Mr. Koepfel reported that the County received bids from Lincoln Financial, UNUM, United Healthcare, Dearborn National, and OSHS/Minnesota Life. The lowest rate was from United Health Care. Member Gilmour made a motion to recommend to the County Board United Health Care for the Employee Life and Voluntary Life Insurance for approval, second by Member Flowers. **With four members present voting aye, the motion carried with a 4-0 vote.**
- *Recommend lowest responsible bid for Property, Liability and Auto Insurance* – Mr. Koepfel reported that only ICRMT submitted a bid for Property, Liability and Auto Insurance, with a three-percent increase from this year's bid.

Member Purcell made a motion to recommend to the County Board for approval ICRMT bid for Property, Liability and Auto Insurance, second by Member Flowers. **With four members present voting aye, the motion carried with a 4-0 vote.**

- *Recommend lowest responsible bid for Workers Compensation Insurance* – Mr. Koepfel reported that ICRMT and Illinois Public Risk Fund (IPRF) submitted bids for Workers' Compensation Insurance. IPRF submitted the lowest bid, but there were concerns about the IPRF assessment clause, the 120-day versus 30-day notification period, and whether the IPRF policy also covers volunteers. **There was consensus by the committee to move this item to the November 6, 2017 meeting for further discussion with Rich Ryan from Wine Sergi, and include the item on the November 7, 2017 County Board agenda as Recommend Approval of the bidder's Compensation Insurance in an amount not to exceed \$171,411.**

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

## **ACTION ITEMS FOR NOVEMBER 7, 2017 COUNTY BOARD AGENDA**

- *Recommend Approval of new one-year contract with Proven IT for toner purchase and printer repair to be paid from account #0102-033-6587*
- *Recommend Approval of United Health Care as the lowest responsible bidder for Employee Health Insurance*
- *Recommend Approval of United Health Care as the lowest responsible bidder for Employee Dental Insurance*
- *Recommend Approval of United Health Care as the lowest responsible bidder for Employee Life and Optional Life Insurance*
- *Recommend approval of ICRMT as the lowest responsible bidder for Property, Casualty, Liability and Auto Insurance*
- *Recommend Approval of the bidder for Worker's Compensation Insurance in an amount not to exceed \$171,411.*

**PUBLIC COMMENT** – Gary Bailey, Legal Counsel for FOP

**EXECUTIVE SESSION** – Not needed

### **MEETING ADJOURNMENT**

Motion: Member Prochaska Second: Member Flowers <b>RESULT: Approved with a Unanimous Voice Vote of 5-0</b>
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This meeting was adjourned at 6:27p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary