

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Wednesday, November 15, 2017**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 6:11p.m.

**ROLL CALL**

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers		6:17p.m.	
John Purcell	Here	Returned at 6:56p.m.	6:33p.m.

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

Other County Board Members Present: Bob Davidson, Scott R. Gryder, Audra Hendrix  
 Staff Present: Scott Koeppel, Mike Neuenkirchen

**APPROVAL OF AGENDA**

Motion: Member Gilmour  
 Second: Member Prochaska  
**RESULT: Approved with a 4-0 Voice Vote**

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

Motion: Member Prochaska  
 Second: Member Purcell  
**RESULT: Approved with a 4-0 Voice Vote**

**COMMITTEE BUSINESS**

- *Approve Contract with CTS Software for purchase and installation of TripMaster software in the amount of \$50,912.00 to be paid from IDOT and Community Foundation for the Fox River Valley grants – Mike Neuenkirchen explained the software, the proposed uses by Kendall Area Transit, and the funding by IDOT and the Foundation for the Fox River Valley grants.*

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Gilmour. **With four members present voting aye, the motion carried.**

- *Discussion and Approval of Workers Compensation Bid* – Member Cullick updated the committee on the process status, the two bidders, and on the legal review by the State’s Attorney’s Office.

Rich Ryan from Wine Sergi again updated the committee on the differences between IPRF and ICRMT services, safety grant and clarified the 90-day opt out provision by IPRF.

Member Flowers made a motion to forward to the County Board for approval of the lowest responsible bid from ICRMT for Workers Compensation Insurance, second by Member Gilmour. **With four members voting aye, the motion carried.**

- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services* – Discussion on the dynamics and qualifications required for Insurance Brokerage Firm, and RFQ versus RFB. **There was consensus by the committee to move forward with an RFQ, gathering samples, beginning talks about RFQ’s in December, and going out for bid in February or March 2018 for Health Insurance Brokerage Services.**

Once the Health Care RFQ is completed, the Committee will proceed with an RFQ for the Property, Casualty, Liability and Worker’s Compensation Insurance Brokerage Services.

- *Review of Employee Handbook Revisions* – Item tabled to the December meeting

## **DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Scott Koeppl reviewed the written reports of the monthly Medical Insurance Report, monthly Benefit Summary Report, monthly Medical Insurances Invoices, Worker’s Compensation total claims, monthly Administration HR Summary Report, and the Illinois Risk Management Trust Claims Analysis*

## **ACTION ITEMS FOR NOVEMBER 21, 2017 COUNTY BOARD AGENDA**

*Approval of Contract with CTS Software for purchase and installation of TripMaster software in the amount of \$50,912.00 to be paid from IDOT and Community Foundation for the Fox River Valley grants*

*Approval of the bid from ICRMT for Workers Compensation Insurance*

## **ITEMS FOR THE DECEMBER 14, 2017 COMMITTEE OF THE WHOLE – None**

**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 7:01p.m.

Respectfully Submitted,

Valarie McClain, Administrative Assistant and Recording Secretary