

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Monday, December 4, 2017**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:46p.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	ABSENT		
John Purcell	Present		

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

Staff Present: Scott Koeppel, Becki Rudolph

**APPROVAL OF AGENDA**

Motion: Member Prochaska made a motion to approve an amended agenda with moving the Department Head and Elected Official Reports to under the first item of Business.  
 Second: Member Gilmour  
**RESULT: With Members Cullick, Gilmour and Prochaska voting aye, and Member Purcell voting no, the agenda was approved by a 3-1 Voice Vote**

**APPROVAL OF MINUTES – November 15, 2017**

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

**COMMITTEE BUSINESS**

- *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement* – KAT Director Mike Neuenkirchen briefed the committee on the grant agreement and the resolution for approval. Member Prochaska made a motion to forward the resolution to the County Board for approval, second by Member Cullick. **With four members present voting aye, the motion carried.**

## DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

*Scott Koepfel, Administration and Technology* – Mr. Koepfel briefed the committee on the proposed Wellness Program, and stated that the Treasurer's Office would send the information to the employees in early December. Discussion on the Wellness Program, the timeframe, the required Employee and participating Spouse Annual Physical by December 1, 2018, the premium reduction for all employees participating in the Wellness Program, and the start date for the program of January 1, 2019.

- *Discussion about Employee Recognition Ceremony in January 2018* – Discussion on the annual awards ceremony to be held during the January 16, 2018 meeting. Awards will be presented to employees that have worked for the County for 10, 15, 20, 25, 30, 35, and 40 years. Each employee with a work anniversary of five years will receive a Certificate of Appreciation.
- *Discussion on new Kendall County Sexual Harassment Policy* – Discussion on the new County Sexual Harassment Policy and the changes made. Member Prochaska made a motion to forward the approval of the policy to the County Board, second by Member Gilmour. **With four members present voting aye, the motion carried.**
- *Approval of the Ordinance Adopting the Amended Kendall County Policy Against Unlawful Discrimination, Harassment, and Sexual Misconduct* – Discussion on the amendments made to the current ordinance. Member Purcell made a motion to forward the amended ordinance to the County Board for approval, second by Member Prochaska. **With four members present voting aye, the motion carried.**
- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services* – Member Cullick asked the committee to review the information provided and to bring any suggestions, criteria and questions to the next meeting for discussion.
- *Review of Employee Handbook Revisions* – **Item tabled to the January 2, 2018 meeting**

## ACTION ITEMS FOR DECEMBER 19, 2017 COUNTY BOARD AGENDA

- *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement*
- *Approval of the new Kendall County Sexual Harassment Policy*
- *Approval of the Ordinance Adopting the Amended Kendall County Policy Against Unlawful Discrimination, Harassment, and Sexual Misconduct*

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

**PUBLIC COMMENT** – None

**MEETING CHANGES** – Member Cullick cancelled the December 20, 2017 meeting, and rescheduled the meeting for Wednesday, December 13, 2017 at 4:00p.m.

**EXECUTIVE SESSION** – Member Prochaska made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5ILCS 120-2c/1), second by Member Purcell.

Roll Call: Member Purcell – yes, Member Gilmour – yes, Member Cullick – yes, Member Prochaska – yes. With four members present voting aye, the committee entered into Executive Session at 7:01p.m.

### **MEETING ADJOURNMENT**

Motion: Member Second: Member <b>RESULT: Approved with a Unanimous Voice Vote</b>
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This meeting was adjourned at 7:26p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary