

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, December 18, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:00p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers		5:14p.m.	
John Purcell	Present		

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um was established to conduct committee business.

Staff Present: Jill Ferko

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Gilmour
RESULT: The agenda was approved by a 4-0 voice vote

APPROVAL OF MINUTES – December 4, 2017

Motion: Member Prochaska
 Second: Member Gilmour
RESULT: Approved with a Members Cullick, Prochaska and Gilmour voting aye, and Member Purcell voting nay, the minutes were approved by a 3-1 voice vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Jill Ferko, County Treasurer/Collector – Ms. Ferko reported that the Benefit Fairs were very successful and well attended.

Ms. Ferko also reported that her office submitted the United Health Care census last week, as well as Dental and EyeMed. They will have training this week on how to invoice themselves this week.

Ms. Ferko also reported the differences between 2017 and 2018 enrollment numbers – HMO family decreased by 11, HMO single decreased by 14, PPO family decreased by 2, PPO single decreased by 2, HSA family increased by 17, and HSA single increased by 14.

COMMITTEE BUSINESS

- *Discussion of a County Credit Card Policy and inclusion in the Employee Handbook* – Discussion on the need for an updated credit card policy, and employee acknowledgment form agreeing to comply with County policy. Also discussion on limit amount, and uniformity of use of cards by employees. Ms. Ferko stated that she is working on the policy and a form, and will present to the committee in January or February.
- *Approval of Administrative Services Credit Card with a credit limit of \$2500.* – Discussion on need for Technology and Administrative Services to have credit cards. Member Cullick stated that Mr. Koeppel will retain his credit card for Administrative Services, and a card will be issued to the new Technology Director when applicable.
- *Approval of Resolution to Adopt the Annual 1,000 Hour Standard for IMRF Participation* – Discussion on the resolution, the ramifications, the limits, and the 780 hours worked that would make an employee eligible for benefits.

Member Gilmour made a motion to forward the item to the County Board for approval, second by Member Purcell. **With five members present voting aye, the motion carried.**
This item will be forwarded for the January 2, 2018 County Board meeting.

- *Review of Employee Handbook Revisions* - **Item tabled to January 2, 2018 meeting**

ACTION ITEMS FOR JANUARY 2, 2018 COUNTY BOARD AGENDA

- *Approval of Resolution to Adopt the Annual 1,000 Hour Standard for IMRF Participation*

ITEMS FOR THE JANUARY 11, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – None

MEETING ADJOURNMENT

Motion: Member Prochaska
Second: Member Flowers
RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary