

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, May 23, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:35p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour		5:41p.m.	
Matthew Prochaska	Present		
Lynn Cullick	Present		
Elizabeth Flowers	Present		
John Purcell		5:43p.m. & returned at 6:25p.m.	6:00p.m.

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

Others Present: Bob Jones, Scott Koepfel, Jim Pajauskas

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 15, 2017

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

CBIZ Update – Jim Pajauskas briefly provided a brief update on the first two months of claims with United Healthcare and stated that the County is running at approximately seventy-two percent thus far. Mr. Pajauskas reported there are no outstanding issues that his office is currently working on. Mr. Pajauskas will plan to meet with Interim Administrator Scott Koepfel and update him on the different policies, procedures, etc.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Bob Jones, Chief Deputy Treasurer, shared Treasurer Jill Ferko’s request for an increase to the Deputy Treasurer Salary line in the amount of \$25,000.00 for this fiscal year. Ms. Ferko stated that the HR position was set at \$57,095.00, and as of May 1, 2017, approximately seventy-five percent of those responsibilities were transferred to the Treasurer’s Office. Ms. Ferko would like the additional funds to pay Bob Jones, who is assuming the majority of the additional responsibilities, she would like to give Mr. Jones an additional \$650.00 per pay period stipend retro back to May 1, 2017, and the total remaining amount of

\$15,250.00 to be divided between Stannette Kraber, Ronda Thomas and other staff that might assume additional responsibilities as well.

There was consensus by the committee to forward the issue to the Finance Committee at the May 25, 2017 meeting for further discussion and action if necessary.

COMMITTEE BUSINESS

- *Approve change of 2nd meeting of the month from the 4th Tuesday to the 3rd Wednesday of each month at 5:30p.m.* – Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Gilmour. The change would be effective in July 2017. **With four members voting aye, the motion carried.**
- *Discuss ADA statement for notices and agendas* – Mr. Koeppel said that there should be a statement on each meeting agenda that reads: *If special accommodations or arrangements are needed for meeting attendance, please notify the County Administration Office at 630-553-4171 a minimum of 24-hours prior to the meeting.* **Recommendation that this statement be added at the to all future meeting agendas.**
- *Review of County Administrator Job Description* – The committee reviewed the revised County Administrator position with the committee’s recommendations. The committee recommended changing the wording of Section III E to be: *Bachelors degree required, Masters degree strongly preferred.*
- *Deputy County Administrator Job Description* – Suggestions offered by Latreese Caldwell to Scott Koeppel for this position include:
 1. Reports to County Administrator
 2. Fiscal and Budget
 - a. County Budget
 - b. Administrative Services Departments
 - c. A/P and A/R for Kendall Area Transit (K.A.T.)
 - d. Bond issues
 3. Strategic and Policy Planning – Administrative Services Directors
 4. Human Resources
 - a. Federal/State Employment, labor laws, regulations
 - b. Hiring, Background Checks
 - c. Performance Reviews Liaison – Administrative Services Directors
 - d. Employee Training Liaison – Administrative Services Directors
 - e. Succession Training
 5. Risk Management/Insurance
 - a. Property/Casualty Insurance
 - b. Vehicle/Property Inventory
 - c. Background Checks for Motor Vehicles

d. Workman's Compensation

6. Project Management

- *Organizational Chart* – Item tabled to next meeting
- *Board Room Organization* – Facilities Management and Technology will continue researching and obtaining quotes for updated Board Room furniture and technology upgrades. Discussion on funding, the timing of the changes, the necessity of new furniture, and functionality.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of County Administrator as the Open Meetings Act Designee*
- *Approve change of 2nd meeting of the month from the 4th Tuesday to the 3rd Wednesday of each month at 5:30p.m*
- *Approve County Administrator as the Open Meetings Act designee*

ITEMS FOR THE MAY 25, 2017 FINANCE COMMITTEE

- *Discussion Request by Treasurer Jill Ferko for Increase to Deputy Treasurer Salary Line in the amount of \$25,000.00*

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

ADJOURNMENT

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

This meeting was adjourned at 8:23p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary