

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Thursday, December 19, 2018

CALL TO ORDER - Committee Chair Elizabeth Flo0wers called the meeting to order at 5:30p.m.

ROLL CALL

| Attendee | Status | Arrived | Left Meeting |
|-------------------|---------------|----------------|---------------------|
| Elizabeth Flowers | Present | | |
| Judy Gilmour | Here | | |
| Scott Gryder | | 5:46p.m. | |
| Matthew Prochaska | Here | | |
| Robyn Vickers | Here | | |

Others in Attendance: Bob Jones, Scott Koepfel

APPROVAL OF AGENDA – Motion made by Member Prochaska, second by Member Vickers to approve the agenda. **With four members voting aye, the agenda was approved by a 4-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Prochaska, second by Member Gilmour to approve the November 29, 2018 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – Bob Jones reported that he had completed the MetLife census on December 10, 2018, and information on dental cards and supplemental life insurance is forthcoming. Mr. Jones also stated that Blue Cross Blue Shield began mailing insurance cards to employees on December 13, 2018.

The Medical Loss Ratio rebate was set for December 28, 2018, and information was sent to employees last week on the amount that their premium would be reduced for that one pay period.

Administration Department – Scott Koepfel briefed the committee on the possibility of County Office Building employee I.D. badges as part of the new accounting/payroll/time clock system. **Mr. Koepfel was asked to provide additional information and pricing on this proposal for the next meeting.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Employee Handbook Update* – Scott Koepfel reported that the Board Chair had suggested that the Labor & Grievance Committee assume the responsibility of reviewing and updating the Employee Handbook. After discussion, Committee Chair Flowers stated that one of her goals for the committee this year was to review, update and complete a revised employee handbook, and that she was not in favor of the Labor & Grievance Committee assuming this responsibility. **There was consensus that the Administrative HR Committee would continue with the Employee handbook updating and revision.**
- *Discussion of 2020 Wellness Program* - Discussion on additional incentives and program ideas. **The committee asked Scott Koepfel to contact other counties about their wellness programs, and to bring those findings, as well as proposed ideas and incentives back to the committee at the January 16, 2019 meeting. Mr. Koepfel was also instructed to invite The Horton Group to attend the meeting to present their ideas and incentives on Wellness Programs.**
- *Health Insurance Enrollment Update* – Mr. Jones reported that 15 employees chose the \$2800 deductible H.S.A. plan, 225 employees chose the \$1500 deductible H.S.A. plan, 57 employees selected the HMO plan, and 11 employees did not submit wellness forms. Mr. Jones stated that his office only received fifty percent response from retirees for insurance coverage, and twenty-five percent of employee insurance forms were incomplete, requiring his follow-up, completion and submission. Mr. Jones stated that fifty–seventy percent of employees participated in the Benefit Fair and contacted him with questions on the changes, new plans and enrollment.
- *Discussion of Management Internship in Administration* – Mr. Koepfel reported that Aurora University (AU) approached Administrative Services regarding their Internship Program. Mr. Koepfel said that AU offers Master Level internships to organizations, and that interns are paid \$15 per hour. Mr. Koepfel will research further and report at a future meeting.

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gryder. **With five members voting aye, the meeting was adjourned at 6:08p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary