

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HUMAN RESOURCES COMMITTEE OF THE WHOLE**  
**Meeting Minutes**  
**Tuesday, April 25, 2017**

**CALL TO ORDER**

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:31p.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		
Bob Davidson		5:43p.m.	
John Purcell		5:32p.m.	8:03p.m.
Scott Gryder	Present		8:23p.m.
Elizabeth Flowers	Present		
Audra Hendrix	Present		
Tony Giles	<b>Absent</b>		
Matt Kellogg	<b>Absent</b>		

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

Staff Present: Jill Ferko, Bob Jones, Jeff Wilkins, Andrez Beltran

Guests Present: Mike Neuenkirchen. Jim Pajauskas, Rich Ryan

**APPROVAL OF AGENDA with an Executive Session added after the approval of minutes.**

Motion: Member Hendrix  
 Second: Member Gryder  
**RESULT: Approved with a Unanimous Voice Vote**

**APPROVAL OF MINUTES from April 3, 2017**

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

**EXECUTIVE SESSION # 1** – Member Cullick made a motion to go 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 120/2 (1), second by Member Gilmour.

Roll Call: Member Gilmour – yes, Member Prochaska – aye, Member Purcell – yes, Member Cullick – yes, Member Gryder – aye, Member Hendrix – aye, Member Flowers – aye

With eight members present voting aye, the committee entered into Executive Session at 5:35p.m. The committee reconvened in Open Session at 5:52p.m.

**WINE SERGI UPDATE** – Rich Ryan updated the Committee on a recap of exposure update developments on Building Values, Autos, Payroll, Equipment, IT Computer, Claim Review Summaries on all Property, Auto, General Liability, Workers Compensation, Law Enforcement and Public Official coverages. Mr. Ryan also said they conducted a remarketing of the Kendall County program with various insurance companies with Public Entity experience, completed supplemental applications for each carrier, specific to the Jail, health Department Programs, Highway Department, Sheriff's Office, Forest Preserve District and Veterans Assistance Commission. Wine Sergi also completed a final review of claim reserves prior to submitting to all carriers, presented proposal summaries to the Admin HR Committee after review of all proposals received.

**CBIZ UPDATE** – Mr. Pajauskas said he will provide a recap of the County's first quarter with United Healthcare at the May meeting.

Jim Pajauskas reported that CBIZ is happy to allow employee Jody Crable to assist County employees with benefit questions during the transition.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – No report

## **COMMITTEE BUSINESS**

- *Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act* – Andrez Beltran reported that this will be the third time that Kendall County will be applying for RTA funds through this federal grant. This grant is specifically earmarked for those with disabilities and for senior citizens. Mr. Beltran stated that the local match money will be stretched further by receipt of matching state funds.

Mike Neuenkirchen stated that they are looking to maximize existing grant opportunities that will allow K.A.T. to provide more service without tapping local tax resources. Mr. Neuenkirchen stated that ridership is up approximately twelve percent, and the addition of ridership for the Association of Individual Development (A.I.D.) program out of Aurora, going to their Sugar Grove campus, has contributed to that increase. Mr. Neuenkirchen said that eighty-two percent of their ridership is for medical appointments and employment travel. They expect to receive these funds sometime in 2018.

Member Prochaska made a motion to forward to the County Board for approval, second by Member Gryder. **With all members present voting aye, the motion carried.**

- *Approve County Administrator Job Description* – Member Gilmour made a motion to forward the County Administrator Job Description for approval, second by Member Gryder.

Discussion on the organizational chart and chain of command for this position, disciplinary procedures, the employee handbook, education requirements/preferences and legal review by the State’s Attorney’s Office.

Member Prochaska made a motion to amend the job description under III. E. Qualifications to read “A minimum of Bachelor’s Degree and Master’s Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting or related field, or equivalent work experience is preferred”, second by Member Purcell.

Roll Call for the Amendment to the County Administrator Job Description: Member Flowers – aye, Member Davidson – yes, Member Prochaska – yes, Member Gryder – yes, Member Gilmour – no, Member Cullick – yes, Member Purcell – yes, Member Hendrix – no. **The Amendment passed with Members Flowers, Davidson, Prochaska, Gryder, Cullick and Purcell voting aye, and Members Gilmour and Hendrix voting nay.**

Roll Call for Approval of Job Description including the new language: Member Hendrix – yes, Member Purcell – aye, Member Cullick – yes, Member Gilmour – yes, Member Gryder – yes, Member Davidson – yes, Member Prochaska – yes, Member Flowers – aye. **The motion to forward the County Administrator Job Description to the County Board for approval passed with an 8-0 vote.**

- *HR Audit Discussion and Review* – Jeff Wilkins provided a memorandum to the committee regarding the HR functions and Board priorities. Mr. Wilkins stated that each position in the Administration and Planning, Building and Zoning departments are unique essential functions across a broad scope of work and are not routine day to day. Mr. Wilkins also stated that the allows him limited opportunity to train personnel to back-up the essential functions for each unique position.

Mr. Wilkins stated that he met with County Treasurer Jill Ferko to discuss transitioning the benefit responsibilities of enrollment, changes, and billing for health, dental, vision, life, HAS, FSA, COBRA and retirees to the Treasurer’s Office. Mr. Wilkins emphasized there is still need to have someone in Administration to assume the other HR responsibilities of Risk Management: workers comp claims, property claims, liability claims, property and inventory, and resolving billing issues.

County Treasurer Jill Ferko stated that she feels it would be a positive transition to move benefits to the Treasurer’s Office, and that along with herself, the Chief Deputy Treasurer, and two Deputy Treasurer’s will be trained by CBIZ next week. Ms. Ferko stated that her office already handles the supplemental life insurance, Legal Shield, IMRF and AFLAC benefits, enrollment and maintenance. Ms. Ferko stressed the importance of cross-training

and back-up for every position in her office to ensure that business is continuous and uninterrupted even in the event of employee change or transition.

Ms. Ferko was ninety-eight percent sure that she would not need to hire anyone to fulfill these responsibilities this year, but Treasurer staff will track the hours that are spent on these responsibilities, and Ms. Ferko will evaluate for next year's budget. A member of Ms. Ferko's staff will attend the Admin HR meetings and provide reports as needed each month.

Further discussion on the need for restructuring in the Administration Office and how to keep the County functioning most efficiently, division of the office responsibilities, the knowledge and skill set of office personnel to assume the HR responsibilities, transfer of Liquor Licensing functions to the County Clerk's Office, personnel job responsibility reassignment within the department, the Board's priorities for possibly creating a deputy County Administrator position for Admin HR component and back-up for personnel issues.

**The committee directed Mr. Wilkins to immediately have all calls and emails for the former Human Resources Coordinator transferred to him for filtering and action.**

- *Employee Handbook Update* – Item tabled to a future meeting.

**EXECUTIVE SESSION # 2** – Member Cullick made a motion to go 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 120/2 (1), second by Member Gilmour.

Roll Call: Member Gilmour – yes, Member Prochaska – aye, Member Purcell – yes, Member Cullick – yes, Member Gryder – aye, Member Hendrix – aye, Member Flowers – aye

With eight members present voting aye, the committee entered into Executive Session at 7:42p.m. The committee reconvened in Open Session at 8:31p.m.

**ITEMS FOR COMMITTEE OF THE WHOLE** - None

#### **ACTION ITEMS FOR COUNTY BOARD**

- *Approve Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act*
- *Approve County Administrator Job Description*

**PUBLIC COMMENT** – None

**QUESTIONS FROM THE MEDIA** – None0

## **ADJOURNMENT**

Motion: Member Davidson

Second: Member Flowers

**RESULT: Approved with a Unanimous Voice Vote**

This meeting was adjourned at 8:36p.m.

Respectfully Submitted,

Valarie McClain

Recording Secretary