

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
County Office Building
County Board Rooms 209-210
111 W. Fox Street, Yorkville IL
Meeting Minutes
Tuesday, January 26, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:30p.m.

ROLL CALL

Committee Members Present: Dan Koukol – present, Lynn Cullick - here, Judy Gilmour – here, John Purcell = yes, John Shaw - here

Others present: Scott Koeppel, Jeff Wilkins

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda as presented, second by Member Shaw. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the January 7, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion passed.**

MONTHLY REPORTS

- a. **Department Heads and Elected** – Scott Koeppel reported that the ad for aerial photography bids was placed last week, and that he will bring the bids to the committee for further discussion and a decision on whether to proceed with the aerials.

Mr. Koeppel also reported that Technology Services continues working on the 708 Mental Health Board website, and that they assisted with the development of the new Health Department website as well.

OLD BUSINESS

- *Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology Services* – Scott Koeppel reviewed the proposed resolution with the committee, and stated that it will go to the State’s Attorney’s office for review prior to going to the county Board for final approval. There was consensus that the documents be reviewed by the State’s Attorney’s office, and then to the Committee of the Whole for further discussion.
- *Approval of a Form to Request Archived Emails from the Journal Copy* – Mr. Koeppel stated that this proposed form would be used by the Technology department as a record of any request for emails from the journal copy by someone other than the original email recipient. There was consensus that the documents be reviewed by the State’s Attorney’s office, and then to the Committee of the Whole for further discussion.

NEW BUSINESS

- *Insurance Discussion* – Discussion on the need for obtaining bids from other vendors for the County healthcare, and the timing of researching other vendors, and gathering information on other plan options.

Jeff Wilkins will contact Blue Cross Blue Shield and ask if they are willing to provide the County's plan information to multiple brokers. Mr. Wilkins also offered to create an RFP for insurance vendor bids, if the committee decided they wanted one to be posted. There was consensus that they committee will wait for further results from negotiations.

- *County Organizational Chart* – Chair Cullick asked the committee to review the current department organizational charts provided. Discussion on “chain of command” issues with some departments, and the confusion of who supervises which employees. The committee will continue to review the organization charts, and discuss further changes needed at the February 4, 2016 meeting.
- *Employee Handbook* – Item tabled to a future meeting

EXECUTIVE SESSION – None needed

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 7:06p.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary