

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
County Office Building
County Board Rooms 209-210
111 W. Fox Street, Yorkville IL
Meeting Minutes
Thursday, February 4, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:06a.m.

ROLL CALL

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

Committee Members Absent: John A. Shaw

Others present: Glenn Campos, Scott Koeppel, Jim Pajauskas, Jeff Wilkins

APPROVAL OF AGENDA: Member Cullick made a motion to approve the agenda with moving Executive Session after Monthly Reports, and moving Department Heads & Elected Officials up to the first item in monthly reports, second by Member Gilmour. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the January 26, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion carried.**

Amendment: Member Koukol made an amended motion to approve the January 26, 2016 meeting minutes with a correction on page 1 under the Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology and Approval of a form to Request Archived Emails from the Journal Copy as: *There was consensus by the Committee that the document would be reviewed by the State's Attorney's Office and then returned to the committee for further discussion*, second by Member Purcell. **With all in agreement, the motion passed.**

MONTHLY REPORTS

- a. **Department Heads and Elected** – Scott Koeppel updated the committee on Technology Services work with the County Clerk Elections Office on preparations for the upcoming election. To be in compliance with new regulations, the County Clerk purchased 140 new laptops to allow on-site voter registration. Technology has also purchased Verizon Internet Wi-fi to be used only during election time, and is working with Vo-Tech to get access to the election program on-site, and still get back to Kendall County to update and make changes when citizens register on-site, and to avoid voter fraud or people trying to register at multiple sites.

Mr. Koeppel reported that Vital Records, specifically for marriage licenses in the Clerk's office, are being added to the Dev Net program. Technology is working to implement the

system and get the computer updated and more secure. This will only be used for internal record keeping, and not information available to the public.

Technology is also working with Mutual Ground, who is now in the Courthouse, and working with the State's Attorney's office to give Mutual Ground an internet path so they may access their emails, etc. Mutual Ground is not on the County internet, and will not have access to any county files. Technology is working on phone access for them as well.

Mr. Koeppel reported that Technology is working with the Circuit Clerk to update the Jano server to provide the necessary speed that will allow faster access to the Jano system and information.

Mr. Koeppel reported that Technology is also researching time clock software for several offices that have inquired about a program that will allow tracking of exempt and non-exempt time records.

b. County Administrator

- *Recommend Approval of Inter-Agency Agreement between the Illinois State Police and Kendall County for fingerprint-based Criminal History Record Information* – Jeff Wilkins reviewed the agreement with the committee, and said that our current account with the State Police allows us to get a name check, but this agreement would allow us to get fingerprint information, and will give the county state and FBI criminal history. The process will be done through the Regional Office of Education in Kendall County to get the reports. Mr. Wilkins will forward the agreement to the State's Attorney's Office for review prior to being forwarded to the County Board for approval. Member Koukol made a motion to forward the item to the County Board for approval, second by Member Purcell. **With all in agreement, the motion carried.**
- *Review Health Benefit Enrollment* – Jeff Wilkins reviewed the statistics of the current Health Insurance Plan enrollment. Mr. Purcell suggested the following changes:
 1. Label categories the same in each chart
 2. Include a column for the non-union employee totals next to the union employee totals column

The committee requested that HR provide this report at the first Admin HR meeting every other month.

Mr. Wilkins also reviewed the monthly reports with the committee. Member Purcell asked Mr. Wilkins to provide the comparison chart to the County Board members for the insurance discussion at the February 16, 2016 County Board meeting.

EXECUTIVE SESSION – Motion by Member Cullick to enter into Executive Session for the purpose of collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees 5ILCS 120-2c/2, second by Member Gilmour.

Roll Call: Member Purcell – yes, Member Koukol - yes, Member Gilmour – yes, Member Cullick – yes. **With four members present voting aye, the committee entered into Executive Session at 9:45a.m.**

Member Koukol made a motion to reconvene into Open Session at 10:37a.m., second by Member Purcell. **With four members present voting aye, the meeting was reconvened into Open Session.**

OLD BUSINESS

- *Meeting Time Change* – item not discussed at this meeting
- *Organization Charts Discussion* – Mr. Wilkins presented information from the U.S. Department of Labor Wage and Hour Division, and said that department heads would fall under the Executive Exemption classification.

NEW BUSINESS

- *Employee Handbook* – item not discussed at this meeting

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Approval of Inter-Agency Agreement between the Illinois State Police and Kendall County for fingerprint-based Criminal History Record Information*

PUBLIC COMMENT – None

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:48a.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary