

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Tuesday, April 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: Lynn Cullick – here, Judy Gilmour – here, John Shaw – here, John Purcell – aye, Dan Koukol - present

Others present: Scott Koeppel, Jeff Wilkins

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

**APPROVAL OF MINUTES:** Member Gilmour made a motion to approve the March 22, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion passed.**

**NEW BUSINESS**

- ***Approve AT&T internet contract*** – Scott Koeppel, Technology Director reported that there was an engineering mistake made by AT & T, in which copper wiring was installed instead of fiber. Mr. Koeppel said that due to the error, AT & T is requiring the County's current contract to be cancelled and that a new contract be approved. Member Purcell made a motion to forward to the Board for approval, second by Member Gilmour. **With all in agreement, the motion carried.**
- ***Approve Policy for Managing Email Archive*** – Mr. Koeppel reminded the committee of the suggested /required amount of time that correspondence including email, are maintained in the County according to the State of Illinois Department of Archives. Discussion on the reasons for retaining records, Technology Services' ability to retrieve email from the current County archives. **There was consensus by the committee to forward the issue to the May 12, 2016 Committee of the Whole meeting for further discussion.**
- ***Approve Employee Handbook Revisions*** – Jeff Wilkins reviewed the proposed changes that would bring the Employee handbook in compliance with the organization charts as suggested by the State's Attorney's Office. **The committee asked Mr. Wilkins to make the proposed revisions and bring those back to the May 5, 2016 Admin HR Committee meeting.**
- ***Approve Salaries for Elected Officials (Circuit Clerk and Coroner) for Determination 180 days prior to beginning of term*** – Member Koukol made a motion to forward the approval of the salary suggestions to the County Board for approval, second by Member Gilmour. **With all in agreement, the motion carried.**

**OLD BUSINESS** - Member Cullick reminded the committee that they had once been in discussions regarding County Board compensation, amount of time spent travelling to meetings, amount of time Board members spend in committee meetings, interviews, consultation and advising sessions, and community events and meetings. Ms. Cullick said that several Board meetings agree that it is time to readdress those issues. **There was consensus by the committee to forward the discuss on compensation and insurance to the Committee of the Whole meeting on May 12, 2016.**

**EXECUTIVE SESSION** – Not Needed

**ITEMS FOR COMMITTEE OF THE WHOLE**

- *Approve Policy for Managing Email Archive*
- *County Board Compensation and Insurance Discussion*

**ACTION ITEMS FOR COUNTY BOARD**

- *Approve AT&T internet contract*
- *Approve Salaries for Elected Officials (Circuit Clerk and Coroner) for Determination 180 days prior to beginning of term*

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Member Koukol moved to adjourn the meeting at 7:36p.m., Member Shaw seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary