



# COUNTY OF KENDALL, ILLINOIS

**Admin & HR Committee  
County Office Building  
County Board Rooms 209-210**

**Thursday, June 9, 2016 ~ 9:00a.m.**

## **MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Judy Gilmour, Dan Koukol, John Purcell, John A. Shaw (Vice Chair), and Lynn Cullick (Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from May 24, 2016 Meeting**
- 5. Monthly Reports**
  - a. CBIZ Update**
  - b. Department Heads and Elected Officials**
  - c. County Administrator**
- 6. New Business**
- 7. Old Business**
  - *Approve Policy for Managing Email Archive*
  - *Organizational Chart Discussion*
  - *Employee Handbook Discussion*
- 8. Action Items for County Board**
- 9. Public Comment**
- 10. Executive Session**
- 11. Adjournment**