

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, June 9, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

ROLL CALL

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

Committee Members Absent: John A. Shaw

Member Purcell entered the meeting at 9:09a.m.

Others present: Glenn Campos, Leslie Johnson, Scott Koeppel, Jim Pajauskas

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

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

MONTHLY REPORTS

- a. **CBIZ Update** – Jim Pajauskas provided an update on claims for all people covered from January – April, 2016. Some of the stats are:

HMO

- The average age increased from 44.7 to 46.3 years
- HMO membership is down -6.6%
- Paid claims for the four-month period ending 3.31.16 compared to last year's period are down -38.8%
- Paid pharmacy claims are down -38.4% for the four-month period
- Specialty pharmacy claims are down -78.8%

PPO

- The average age decreased from 44.1% to 43.9%
- Total membership is up to 5.1%
- Paid claims for the four-month ending 3-31-2016 are up 2.1%
- Paid pharmacy claims are down 5.6%
- Specialty pharmacy claims are up 13.8%

- b. **Department Heads and Elected** – Scott Koepfel reported that Technology received a request from a Township Assessor for a county email address. Mr. Koepfel’s concerns were that they are not county employees, have not signed the Technology policy, and are not under any county supervision. There was consensus from the committee to have further discussion of this issue at the Committee of the Whole meeting.
- c. **County Administrator** – No report

NEW BUSINESS - None

OLD BUSINESS

- *Approve Policy for Managing Email Archive* – Scott Koepfel reminded the committee that we currently retain emails for 30 days, and that Mr. Koepfel recommends maintaining emails for 7 years. Member Purcell made a motion to forward the item to the Committee of the Whole second by Member Koukol. **With Member Purcell voting no, and Members Cullick, Gilmour and Koukol voting yes, the motion passed with a 3-1 vote.**
- *Organization Chart Discussion* – item tabled until the next meeting
- *Employee Handbook Discussion* – item tabled until the next meeting

EXECUTIVE SESSION –

ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion on Policy for Managing Email Archive*
- *Discussion of Health Insurance Plan Design Options*

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – Jerry Bannister, Yorkville, voiced his concerns about the County not retaining all emails, and suggested that all County emails be archived indefinitely.

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:18a.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary