

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, September 8, 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: John A. Shaw – here, Judy Gilmour – here, Lynn Cullick – here. With three members present, a quorum was established to conduct committee business.

Member Purcell arrived at 9:12a.m.

Member Shaw left the meeting at 9:25a.m.

Committee Members Absent: Dan Koukol

Others present: Glenn Campos, Jill Ferko, Scott Koeppel, Tracy Page, Tina Varney, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the CORRECTED August 23, 2016 meeting minutes, second by Member Shaw. **With all in agreement, the motion carried.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Technology – Scott Koeppel, Technology Services Director stated that the State’s Attorney’s Office has made the recommendation amending the KenCom agreement to include the payment of a new Technology Support staff.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Approval of request to provide copies of all documentation, information and emails pertaining to any County Employee Leave of Absence, including FMLA, PEDA, Worker’s Compensation, COBRA and Disability from each Elected Official and Department Head as well as the Admin Services Human Resources Coordinator to the County Treasurer, effective August 12, 2016 – Jill Ferko informed the committee that the Treasurer’s office is not being notified of employee leaves, updates during the leave, and their return. Ms. Ferko said it is imperative that her office receive copies of all documentation so that they can notify IMRF, ensure that employees are being paid when they return, and the coordination of employee benefits.*

Ms. Ferko explained the Personnel Action Notice form (PAN sheet), and said that this form is required when any action is taken, but any other forms, reports, and dates are essential for her office so they can process documentation to IMRF and coordinate benefits. Ms. Ferko stated that she will begin requiring a PAN sheet for every pay period so that her office is up-to-date on the employee leave status. Ms. Ferko stated that the PAN sheet and the FMLA form are used for different purposes, the PAN sheet is for payroll purposes, and the FMLA Certification Form is for tracking benefits regarding medical leaves, and that her office just wants the dates of any leave, routine updates on the employee leaves, and that she does not want any type of information regarding an employee's medical health. Mr. Wilkins expressed concern about confidentiality and sharing employee information with other offices. Ms. Ferko reminded the committee that her office handles confidential documentation on a daily basis, and that upholding confidentiality is not an issue for her office.

Discussion on the lack of communication, coordination of benefits, failure to notify the Treasurer's Office/Payroll Office about employees on leave, forms that are given to the Treasurer's Office, forms that should be given to the Treasurer's Office, and the difference between the PAN sheet and the FMLA Certification Form.

Jeff Wilkins suggested that Administrative Services coordinate a meeting with the Treasurer and the other County HR personnel to discuss the PAN sheet, the FMLA Designation Form and resolution for County Board approval. Ms. Ferko left the meeting prior to this discussion, and wasn't able to provide her input.

- *Technology – Recommend Approval of Credit Card Limit Increase* – Scott Koeppel stated that Technology is increasingly using the department credit card for purchases, and requested an increase in the credit card limit to \$5000.

Member Purcell made a motion to increase the Technology Services Credit Card limit to \$5000, second by Member Cullick. **With four members voting aye, the motion carried.**

Member Gilmour requested that the County research the 2% cash back for credit card use instead of the points system. Member Gilmour will discuss with Jill Ferko, County Treasurer.

- *Recommend Cable Television Franchise Agreement by and Between the County of Kendall, Illinois and CMN-RUS, Inc.* – Member Purcell made a motion to forward the Cable Television Franchise Agreement by and Between the County of Kendall, Illinois and CMN-RUS, Inc. to the County Board for approval, second by Member Cullick. **With four members voting aye, the motion carried.**
- *Recommend Public Hearing under New Business portion of the County Board meeting agenda at 9:00a.m. on September 20, 2016 to consider an additional cable franchise* – Member Purcell made a motion to forward the Public Hearing under New Business portion of the County Board meeting agenda at 9:00a.m. on September 20, 2016 to consider an additional cable franchise for approval at the County Board meeting, second by Member Cullick. **With three members voting aye, the motion carried.**

- *Recommend Approval of GIS Job Descriptions* – Discussion on the GIS department job descriptions that have been reviewed by the Technology Director and the State’s Attorney’s Office. There was consensus by the committee to change the GIS Coordinator Education Requirement to 7 years. Member Purcell made a motion to forward the GIS Job Descriptions to the County Board for approval, second by Member Gilmour. **With three members voting aye, the motion carried.**

- *County Employee Picnic* – Member Cullick asked Mr. Wilkins about the survey that the committee requested sent out to employees asking about their preferences for an employee appreciation event. Discussion on the survey results, other options for employee appreciation. Member Cullick requested that this item be added to the October 6th Committee agenda.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Approval to Increase the Technology Services Credit Card limit to \$5000*

- *Recommend Cable Television Franchise Agreement by and Between the County of Kendall, Illinois and CMN-RUS, Inc*

- *Recommend Public Hearing under New Business portion of the County Board meeting agenda at 9:00a.m. on September 20, 2016 to consider an additional cable franchise*

- *Recommend Approval of GIS Job Descriptions*

PUBLIC COMMENT – None

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 10:35a.m., second by Member Cullick. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary