

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, October 24, 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: John Shaw - aye, John Purcell - aye, Dan Koukol - present, Judy Gilmour – here, Lynn Cullick – here

Others present: Scott Koeppel, Jeff Wilkins, Glenn Campos

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

APPROVAL OF MINUTES: Member Shaw made a motion to approve the October 6, 2016 meeting minutes, second by Member Gilmour. **With five members in agreement, the motion carried.**

PUBLIC COMMENT – None

DEPARTMENT HEADS AND ELECTED OFFICIALS REPORTS

- *Technology* – Scott Koeppel met with KenCom to address the funding for a new Technology position that would include assisting with KenCom technology needs. Discussion on when to post the technology position want ad, the original Inter-governmental agreement with KenCom and Kendall County, and Kendall County Technology Services, and the amendment.

Discussion on the proposed salary for the new position including benefits, and a salary range of \$48,000 - \$52,000.

Mr. Koeppel also informed the committee that there was a Technology issue in the Health and Human Services Building recently, that was totally resolved within a few days.

COMMITTEE BUSINESS

- *Approval of Contract with Bruce Harris & Associates for an amount not to exceed \$7,995.00 for change detection services (GIS)* – Scott Koeppel informed the committee that the contract is for the GIS Department, and some of the benefits are with the addresses, and new structures that have been constructed in the last year. Mr. Koeppel reported that this is something that was in the budget. Member Purcell made a motion to forward the Approval of Contract with Bruce Harris & Associates for an amount not to exceed \$7,995.00 for change detection services (GIS), second by Member Shaw. **With five members voting no, the motion failed.**

- *HR Audit/Employee Handbook Update* – Member Cullick stated she wanted this issued on the agenda because of continuing complaints and discussions with employees regarding FMLA, Worker’s Comp, new legislative changes, and updates and accurate information that is not getting to employees. Member Cullick wants to ensure that the County Employee website, intranet, and employee handbook are up-to-date with the latest information so that people are not misinformed or confused any longer. She feels that there needs to be a central place to send employees, supervisors, and elected officials for correct information. Jeff Wilkins stated that he recently reviewed an ICRMT employee handbook that was reviewed by O’Halloran, Kossoff, Geitner and Cook, that was well assembled and concise. He said that it included some of the statutes that had changed this year that the County needed to implement. Mr. Wilkins reviewed some of the ICRMT policies including sexual harassment, e-cigarettes, social media, employee sick leave, and health care contributions after FMLA exhausted. Discussion continued on the need to continuously update the employee handbook, and to make it available for employees, and on posting updated information on the employee website, and the need to continually discuss this item until all of the audit recommendations have been completed.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ITEMS FOR COUNTY BOARD - None

EXECUTIVE SESSION – Member Cullick made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5 ILCS 120/2 1), and 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 (5 ILCS 120/2 2), second by Member Gilmour.

Roll Call: Member Purcell – yes, Member Cullick – yes, Member Gilmour – yes, Member Koukol – no, Member Shaw - yes. With Members Purcell, Cullick, Gilmour and Shaw voting aye, and Member Koukol voting no, the committee entered into Executive Session at 6:14p.m. The committee reconvened in Open Session at 7:17p.m.

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 7:18p.m., Member Shaw seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary