

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, November 3, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:06a.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, Lynn Cullick – here, John Purcell - present. **With three members present, a quorum was established to conduct committee business.**

Committee Members Absent: Dan Koukol, John A. Shaw

County Personnel Present: Glen Campos, Scott Koeppel, Jeff Wilkins

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

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Recommend Amendment to Intergovernmental Agreement for Administrative and Treasury Services between Kendall County, Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board* – Scott Koeppel stated this was the amendment with a change from KenCom on page 11, 2C. Motion made by Member Purcell, second by Member Gilmour. **With three members voting aye, the motion carried.**
- *Resolution Authorizing Execution and Amendment of Section 5311 Public Transportation Service Grant Agreement* – Member Purcell made a motion to forward the resolution to the County Board for approval, second by Member Cullick. Jeff Wilkins stated that IDOT separated the combined resolution, and so this is in addition to the one previously brought to the committee. **With three members voting aye, the motion carried.**
- *Resolution regarding requirements for County Board member participation in IMRF* – Member Cullick briefed the committee on the reason for resolution and said that this needed to be passed by December 1, 2016. Motion made by Member Gilmour made a motion to forward the item to the County Board for approval, second by Member Purcell. **With three members voting aye, the motion carried.**

- *Resolution establishing reimbursement of all travel, meal, and lodging expenses of officers and employees of the County of Kendall, Illinois* – Member Cullick stated that this resolution is a requirement under state statute, and Jeff Wilkins reviewed the things the statute required including the definitions, official business for which travel expenses may be reimbursed, maximum allowable reimbursement for travel expenses, the approval of expenses, and the documentation of expenses.

Discussion continued on verbiage of Section IV Lodging, Meals and Travel, and changes that were suggested. Jeff Wilkins will make the proposed changes and have the resolution ready for the Committee of the Whole meeting on November 10th.

Member Purcell made a motion to forward the item to the Committee of the Whole, second by Member Gilmour. **With three members voting aye, the motion carried.**

- *Recommend revisions to employee handbook* – Item tabled to a future meeting

ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion of Resolution Establishing Reimbursement of all travel, meal, and lodging expenses of officers and employees of the County of Kendall, Illinois*

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Approval of Amendment to Intergovernmental Agreement for Administrative and Treasury Services between Kendall County, Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board*
- *Recommend Approval of Resolution Authorizing Execution and Amendment of Section 5311 Public Transportation Service Grant Agreement*
- *Recommend Approval of Resolution regarding requirements for County Board member participation in IMRF*

CBIZ Update – Jim Pajauskas reported there will be a Benefit Fair on Tuesday, November 8, 2016 at the Health Department, and Wednesday, November 9, 2016 at the Historic Courthouse, and that Open Enrollment will end on Friday, December 2, 2016.

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Purcell moved to adjourn the meeting at 10:45a.m., second by Member Gilmour. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary