

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, November 22, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:44p.m.

ROLL CALL

Committee Members Present: John Purcell - yes, Judy Gilmour – here, Lynn Cullick – here

Committee Members Absent: Dan Koukol

John Shaw entered the meeting at 5:45p.m. and left the meeting at 6:20p.m.

Others present: Scott Koeppel, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the October 24, 2016 meeting minutes, second by Member Purcell. **With three members in agreement, the motion carried.**

PUBLIC COMMENT – None

DEPARTMENT HEADS AND ELECTED OFFICIALS REPORTS

Technology – Scott Koeppel updated the committee on current projects, and the end of year computer purchase of the Surface computers and the new desk top computers for those that are in need of being replaced/updated.

COMMITTEE BUSINESS

- *Approve Systems Administrator Job Description* – Scott Koeppel stated that this job description would be filled by a current employee, and has been reviewed by the State’s Attorney’s Office.
- *Approve Computer Support Specialist Job Description* – This would be for a new employee to assume the responsibility of the position.

Member Gilmour made a motion to forward the Systems Administrator and Computer Support Specialist job descriptions to the County Board for approval, second by Member Purcell. **With four members voting aye, the motion carried.**

- *Employee Handbook Updates* – Item tabled to a future meeting
- *Discuss New Board Member Training* – Member Cullick stated that the new Board Member Training will be held on December 15, 2016 at the Committee of the Whole meeting. Other topics that will be included are the Open Meetings Act, Technology, Board Rules of Order, Ethics Ordinance, Elected Officials and Appointed Department Heads, Timesheets, Pay Vouchers, attendance forms, as well as other various topics.
- *Update Wellness and Healthcare Program* – Jeff Wilkins reported that the Wellness Program and the Alternate Contribution Structure will not be implemented until 2018.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ITEMS FOR COUNTY BOARD

- *Approve Systems Administrator Job Description and Computer Support Specialist Job Description*

EXECUTIVE SESSION – Not needed

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 7:43p.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary