

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, December 13, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:01a.m.

ROLL CALL

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

Committee Members Absent: Bob Davidson

County Personnel Present: Glen Campos, Scott Koeppel

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

APPROVAL OF MINUTES: Member Prochaska made a motion to approve the November 22, 2016 meeting minutes, second by Member Gilmour. **With all in agreement, the motion carried.**

CBIZ Update – Jim Pajauskas said the census has been submitted to United Healthcare and will be upload it into their system so that id cards can be distributed prior to January 2017.

Glen Campos reported:

- 18 employees in the PPO family switched to the HSA, and 14 single employees switched from the PPO to the HSA, leaving three families and 4 singles on the PPO from Probation, KenCom, the Sheriff's Patrol Deputies, and the Sheriff's Patrol Sergeants.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Technology – Mr. Koeppel reported that their new employee began on 12/12/2016, and is currently being trained by Technology personnel.

Mr. Koeppel also reported on some changes to the procedures for ordering toners, supplies and service on the Konica Copiers. Designated staff in each department or office will now be responsible for direct contact with Konica when ordering supplies, service, etc. Mr. Koeppel said that they are working with a new company to recycle toners.

Technology also made some changes to the Animal Control printers, and the Coroner's office rearranging things, hooking up computers, etc.

Mr. Koeppel has scheduled meetings with KenCom to ensure that their needs are being met, to discuss issues that KenCom would like resolved, and to observe their system.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Department Heads Review* – Member Cullick reminded committee members that the Board approved evaluation tools that would allow the County Administrator to conduct Department Head reviews for Facilities Management, Technology, Animal Control, and PBZ. Discussion on including the Chief Assessor and the County Engineer in the process as well. The committee had previously talked about having these reviews in January each year. After the County Administrator conducts an evaluation, each committee will review the Department Head evaluations, and then the Board will review the evaluations at a Committee of the Whole meeting.
- *County Administrator Review* – Member Cullick reminded the committee that the Board approved conducting an annual review of the County Administrator in January each year. The committee will review the evaluation forms at the next committee meeting and decide how to proceed.
- *Board Member Training* – Member Cullick stated that Mr. Koepfel, Mr. Weis, Ms. Ferko and Ms. Gillette will be addressing the Board during training.
- *Determine 2017 Regular Meeting Schedule* – Discussion on the days and times for meeting as a committee on a regular basis. There was consensus by the committee to meet on the first Monday of the month at 5:30p.m. and on the fourth Tuesday of the month at 5:30p.m.
- *Employee Handbook Updates* – Item tabled to a later meeting

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Purcell moved to adjourn the meeting at 10:41a.m., second by Member Gilmour.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary