

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Tuesday, December 27, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:33p.m.

**ROLL CALL**

Committee Members Present: Lynn Cullick – here, Bob Davidson – yes, Judy Gilmour – here, John Purcell - present, Matthew Prochaska - here

Others present: Glen Campos, Scott Koepfel

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

**APPROVAL OF MINUTES:** Member Purcell made a motion to approve the December 13, 2016 meeting minutes, second by Member Gilmour. **With five members present in agreement, the motion carried.**

**CBIZ Update** – Glenn Campos that ID cards from United Healthcare were mailed out last week. Mr. Campos said that there have been employee questions, and that employees that didn't yet receive a card can obtain a temporary card from him.

**PUBLIC COMMENT** – None

**DEPARTMENT HEADS AND ELECTED OFFICIALS REPORTS**

Scott Koepfel, Technology Director updated the committee on their current projects:

- a. Copier Transition – They continue to get departments set-up. He said they are involving the departments more by streamlining the process and having departments contact Konica directly with any issues or supply requests. He reported they are also reviewing the numbers of color copies that are being made, and working with Konica Minolta on reports and data that can help Technology to lower costs County-wide.
- b. KenCom Issues – Mr. Koepfel said that some of the fire engines are having connectivity issues with the way they connect back with KenCom to get information. The connection is dropping consistently around the County. Technology is researching options to assist with alleviating the issues.
- c. File Storage Issues – Some departments are increasing the amount of space they use rapidly. Technology is investigating why it's happening and how they can curb the increase, off-load the files or possibly delete older documents.

- d. Technology is testing Sprint with the Sheriff's Office in attempt of cutting mobile phone costs.

## COMMITTEE BUSINESS

- *Employee Handbook Updates* – The following were suggested changes made by the committee:
  1. Motion made by Member Purcell, second by Member Prochaska to remove Section 5.3 Educational Reimbursement. **Motion approved by a voice vote.**
  2. Section 5.2 - Workers' Compensation
    - a. Why isn't the Report of Injury or Incident Report language not in the new section?
    - b. Does the insurance carrier require/suggest having an employee injured on the job, complete an incident form?
    - c. Is the Incident form or Report of Injury form required for employer records?
  3. Section 6.3 - Bereavement
    - a. Why was "blood relative" removed from the list of covered immediate family member?
    - b. What is the definition of an eligible employee? Why isn't it clearly listed in this section? Is it full-time employees? Part-time Employees? Or both?
  4. Section 6.5 – Time Off to Vote
    - a. Clarify the statement "can use sick, personal or vacation time"
  5. Section 6.10 – New Law
    - a. Define ½ time schedule

There was consensus by the committee to have the Human Resources Coordinator have the proposed changes, including the changes and updates from the committee tonight, reviewed by the State's Attorney's Office, and then provide a proposed final version for review by the committee on January 10, 2017.

- *Per Diem/Salary Discussion* – Item tabled until the January 10, 2017 meeting
- *Department Heads Review* - Scott Koeppel reported that Jeff Wilkins asked that he and Jim Smiley, Facilities Management Director, provide their 2017 goals to him last week. Mr. Wilkins will then complete his evaluation of these two Directors, and review with the Admin HR Committee Chair.
- *County Administrator Review* - Item tabled until the January 10, 2017 meeting

**ITEMS FOR COMMITTEE OF THE WHOLE - None**

**ITEMS FOR COUNTY BOARD - None**

**EXECUTIVE SESSION – Not needed**

**ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 7:09p.m., Member Gilmour seconded the motion. The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary