

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, January 7, 2019

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:38p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Judy Gilmour		5:20p.m.	
Scott Gryder	ABSENT		
Matthew Prochaska	Here		
Robyn Vickers	Here		6:35p.m.

Others in Attendance: Bob Jones, Scott Koepfel

APPROVAL OF AGENDA – Motion made by Member Prochaska, second by Member Vickers to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Prochaska, second by Member Vickers to approve the December 19, 2018 minutes with one correction – correct the spelling of Elizabeth Flowers last name in the Call to Order section. **With three members voting aye, the minutes were approved with the correction by a 3-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer’s Office – Bob Jones reported that the funds for the H.S.A. accounts was deposited on January 3, 2019.

Administration Department – Scott Koepfel briefed the committee on a Kendall Area Transit bus loaned to the Kendall County Sheriff’s Office for the transport of an inmate to/from court, appointments, etc. After meeting with the Kendall Area Transit Director and a representative from IDOT, it was determined that Kendall Area Transit would be able to sign that vehicle over to the Sheriff’s Office permanently with the assistance of IDOT.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Review of Kendall County Employee Handbook* – Mr. Koepfel presented the first three sections of the proposed changes to the Employee Handbook.

Proposed changes accepted by the committee for Section 1 include:

- 1.4 A. Full-time employee classification hours to remain at a minimum of thirty-four (34) hours per week
- 1.4 B. Six-month probationary period for new employees to remain
- 1.4 C. Part-time employees to continue earning sick/personal time earned proportionate to the anticipated number of hours worked per month
- 1.4 D. Add section pertaining to volunteers

Proposed changes accepted by the committee for Section 2 include:

- 2.1 C. i. 3. The committee asked that the following be added to the Complaints section:
 - a. Employees wishing to file a complaint against County Board Members or Elected Officials should contact the State's Attorney's Office
 - b. Employees wishing to file a complaint against the County Administrator should contact the County Board Chair or County Board Vice Chair
 - c. Employees wishing to file a complaint against another employee should contact their Immediate Supervisor, their Elected Official, their Department Head, or the County Administrator
- 2.2, paragraph 4 Employees should direct any request for accommodation to Immediate Supervisor or County Administrator
- 2.7, paragraph 3 **add** or to the County Risk and Compliance Coordinator
- 2.8, paragraph 2 **add after the last sentence**
 - a. Employees wishing to file a workplace violence complaint against County Board Members or Elected Officials should contact the State's Attorney's Office
 - b. Employees wishing to file a workplace violence complaint against the County Administrator should contact the County Board Chair or County Board Vice Chair
 - c. Employees wishing to file a workplace violence complaint against another employee should contact their Immediate Supervisor, their Elected Official, their Department Head, or the County Administrator
- 2.10 Mr. Koepfel was asked to consult with the State's Attorney's Office to clarify procedures, timing, random testing, reasonable suspicion, personnel subject to drug testing, etc.
- 2.10, B.11 **add as one of the designated Employee Representatives**
The County Risk and Compliance Coordinator
- 2.10, D.3 ***Scott Koepfel to compile list of jobs pre-employment testing would apply to***
- 2.10, D.4 ***Scott Koepfel to explore options and who will oversee testing***
- 2.10, D.8 ***Scott Koepfel to consult with Sheriff Baird on authorized representatives to conduct searches, etc.***

- 2.10, F. *Scott Koepfel to research providers, procedures, and clarify procedure if an applicant or employee fails the initial drug test*
- 2.14 No change to limited personal usage
- 2.14, A. *Scott Koepfel to discuss with Technology Director and Facilities Director*
- 2.16 No change to limited personal usage
- 2.19, D. Employees wishing to file complaints regarding suspected unethical or illegal conduct should do so in writing to their Immediate Supervisor, Elected Official, Department Head, the County Administrator, the County Board Chairperson, or the County Board Vice Chairperson

There was consensus by the committee to continue review of the Employee Handbook beginning with Section 3 at the February 4, 2019 meeting.

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With three members voting aye, the meeting was adjourned at 6:48p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary