

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Wednesday, January 16, 2019**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:31p.m.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Scott Gryder		5:38p.m.	
Matthew Prochaska	Here		
Robyn Vickers	<b>ABSENT</b>		

**Others in Attendance:** Bob Jones, Matt Kinsey, Scott Koepfel

**APPROVAL OF AGENDA** – Motion made by Member Gilmour second by Member Prochaska 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 Gilmour to approve the January 7, 2019 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer’s Office* – Bob Jones provided an update on the health insurance enrollment and the various plans. Mr. Jones reported that fourteen employees selected the H.S.A. \$2800 plan, and some employees moved from the HMO plan to the H.S.A. \$1500 plan. Written report provided in the packet.

*Administration Department* – Scott Koepfel briefly reviewed the monthly reports with the committee. Written report included in the packet.

Mr. Koepfel stated that Alliant Mesirow would attend at the 2<sup>nd</sup> February meeting to provide an end of year 2018 report.

Mr. Koepfel also updated the committee on his research on a quote for codification. He will continue to update the committee.

Mr. Koepfel also stated that it makes sense to include the I.D. badges for the County Office Building employees and include it in the County Office Building security project or with

time clocks as part of the ERP solution because of budgeting.

Mr. Koepfel also reported that the Technology Director and Facilities Director reviewed the management and administration of Internet and Phone system sections of the handbook. **The committee reviewed this section, and asked that annual Cyber Security training for all employees be included in part 2 on page 32.**

**PUBLIC COMMENT - None**

## **COMMITTEE BUSINESS**

- *Discussion of 2020 Wellness Program* – Beth Ishmael distributed information introduced Laura Czekanski, Wellness Supervisor for the The Horton Group. Ms. Czekanski began by looking at the biometric screenings and events that are already being conducted in the County. Ms. Czekanski reviewed information available by three top companies utilized by The Horton Group regarding screening packages and Health Fair Activities, as well as pricing for the various levels in each proposal.

Ms. Czekanski stated that these screening through a third-party administrator allow data to be collected, aggregate data between The Horton Group and the third-party vendor, and to be analyzed based on the whole person, not only their physical issues. Ms. Czekanski said they are then able to deliver year long, employee engagement-focused programs that sustain wellbeing improvement over time. Ms. Czekanski stated there are three ways employees are able to register with the screening company and participate in wellbeing screenings:

1. at an on-site screening event
2. with their personal physician
3. at a participating lab

Ms. Czekanski said next steps include member engagement in their personal wellbeing with the start of education programs and resources based on the screening data analysis.

Further discussion on the Contribution Exhibit that showed our current practice information of employee and employer contributions for each plan without additional wellness participation, and with wellness participation. There was also discussion on other resources and benefits such as Well on Target, discounted Fitness, and the Blue Points programs available through the Blue Cross Blue Shield website. **There was consensus to educate employees throughout 2019, and then to launch the next steps of the Wellness Program for 2020, and that the base cost of \$6,100 would come from contingency funds.**

- *Discussion on ERP Capital Project Solution Kendall County* – Matt Kinsey reported that the Treasurer's Office continues to experience issues with their current payroll software. Mr. Kinsey briefed the committee on the proposed

payroll accounting system for the Treasurer's Office, which includes systems for vouchers, payroll and budgeting. **There was consensus by the committee for Mr. Kinsey to proceed with the RFP for the Treasurer's new system.**

- *Review of Employee Handbook Updates* – Mr. Koeppe reported that ASA Leslie Johnson is currently reviewing the second half of the employee handbook. Mr. Koeppe also stated he is updating the first sections of the handbook and will have that ready for 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 Gryder. **With four members voting aye, the meeting was adjourned at 7:12p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary