

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Monday, March 4, 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	Here		
Judy Gilmour	Here		
Scott Gryder	Here		
Matthew Prochaska	<b>ABSENT</b>		
Robyn Vickers	<b>ABSENT</b>		

**Others in Attendance:** Bob Jones, Scott Koeppel.

**APPROVAL OF AGENDA** – Motion made by Member Gryder second by Member Gilmour 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 Gryder, second by Member Gilmour to approve the February 20, 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 distributed information about several employee assistance programs available for free to all employees. These services included up to 3 free sessions of psychological counselling, civil matters like divorce and personal finances.

CHC will be at the April 2, meeting to demo the website.

Mr. Jones asked about monthly reports. He stated that the report from BCBS was extensive. Moving forward Mr. Jones will only highlight the reports for the committee.

*Administration Department* – Scott Koeppel reported that Horton, the County’s insurance broker will return on May 6, to discuss health insurance cost saving measures.

**PUBLIC COMMENT** - None

## COMMITTEE BUSINESS

- Discussion of Employee Years of Service Recognition Program – Scott Koeppe explained that he was seeking direction from committee members on this issue. Currently employees who are being recognized for years of service can choose from several engraved gifts. This year there is an employee who does not want any of the gifts offered. The Department Head would like to still recognize the employee with a gift card. Assistant State’s Attorney, Leslie Johnson has provided the information in the packet about gift cards for years of service recognition. It seems that gifts cards would be considered taxable income and would have to be included by the Treasurer’s Office as income. There would be tax implications. Member Gryder stated that he felt the policy should remain as is, choose from the list of gifts, no gift card alternative. Member Flowers asked about increasing the number of gifts available. She stated that there are companies out there that have extensive catalogs with many options. Member Gilmour recalled not having many options before and also asked about streamlining the recognition ceremony. **There was consensus from the committee to leave the process as is with no gift card alternative.**
  
- Discussion and approval of Employment Application – Scott Koeppe presented the changes to the current application that Leslie Johnson suggested. The changes between the current and proposed application are outlined in the attached memo created by Mera Johnson. Member Gryder agreed with the phone and email address changes. He asked about the driver’s license and criminal conviction questions being retained. Mr. Koeppe stated that we may not be able to legally ask those questions anymore. Member Gryder also asked about keeping the ‘how did you hear about this opportunity’ question. Member Flowers asked about professional versus personal references, stating that she preferred it be listed as just references, because if someone is just graduating they may not have many professional contacts. Member Gilmour asked if individuals need to fill out the application. Mr. Koeppe indicated that if just a resume and cover letter is submitted, he asks that the application is completed for the candidate to be considered. Mr. Koeppe indicated that he would ask the questions raised of legal, with changes discussed by the committee made. The revised application will be sent to the Board for approval. Motion made by Member Gryder, second by Member Gilmour. **With three members voting aye, the updated Employment Application will be forwarded to the County Board for approval.**
  
- Discussion of Email Retention and Storage Issues – Mr. Koeppe stated that there is no action needed, just an update on the project. Matt Kinsey is still working to reduce the number of accounts. IT is also looking at old emails accounts and storing them on blue ray discs to free up space.

**EXECUTIVE SESSION** – Not needed

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

## **ACTION ITEMS FOR COUNTY BOARD**

- *Approval of the updated Employment Application*

**ADJOURNMENT** – Member Gryder made a motion to adjourn the meeting, second by Member Gilmour. **With three members voting aye, the meeting was adjourned at 6:07 p.m.**

Respectfully Submitted,

Mera Johnson  
HR Risk Management & Compliance Coordinator