

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Wednesday, March 20, 2019**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Scott Gryder	<b>ABSENT</b>		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Matt Kinsey, Tracy Page.

**APPROVAL OF AGENDA** – Motion made by Member Prochaska second by Member Vickers to approve the agenda. **With four members voting aye, the agenda was approved by a 4 -0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Prochaska to approve the March 4, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Administration Department* – Ms. Johnson reviewed the February Worker’s Compensation and Open Claims Report. February produced 4 new claims. Member Flowers asked about a reopened claim. Ms. Johnson indicated that the Forest Preserve reopened claim was a re-injury. Ms. Page indicated that the Sheriff’s reopened claim was because the employee retained an attorney.

Member Prochaska had a question about the Forest Preserve and deductibles. He said there was discussion in the past when we moved to the \$250,000 deductible that the Forest Preserve could not afford it. The consensus at the time was that the County would pay anything over \$125,000 which was the original deductible amount. Member Gilmour did not recall this discussion. Ms. Johnson would research previous minutes.

Member Gilmour asked about insurance for the dental equipment at the Health Department, specifically liability insurance. Ms. Johnson indicated that she would inquire about this with Alliant Mesirow the County’s insurance broker.

Member Flowers asked about improvements for Worker's Compensation. Ms. Johnson indicated that the broker has met with administrative staff and will be meeting with other Departments to review programs for implementation. The plan is then to return to the Committee with a status update. Ms. Flowers asked about a \$500,000 liability claim from 2014. Ms. Johnson said she would let the Committee know the details of the case, because it is older and she is new she was not clear on the details.

**PUBLIC COMMENT - None**

## **COMMITTEE BUSINESS**

- Discussion and Approval of Amendment to Kencom Agreement for Technology Services – Mr. Kinsey explained that Kencom in conjunction with Grundy County received a grant for a new phone system. This amendment to the existing Agreement would be to provide additional IT support for the new system. Two IT employees currently support Kencom 50% of each their salary packages would be \$93,455.15. In the interest of using a rounded number \$90,000 was inserted. This would almost double the base amount of the current agreement. The 3% annual increase would still remain in the agreement. This would also allow the two IT employees to receive additional certification and training on the phone system. Mr. Kinsey also indicated the additional funds received would be used for a paid IT internship and to give the two employees a small increase. Member Gilmour indicated that she would like to see the actual amount calculated used in the agreement and that the details undergo legal review. Motion made by Member Vickers second by Member Prochaska to approve the agreement pending legal review. **With four members voting aye, the Amendment to Kencom Agreement was approved by a 4-0 vote pending legal review.**
- Discussion of County Board Rules of Order- Ms. Johnson indicated that the proposed Rules of Order was sent for legal review. Changes were made based on recommendations from the State's Attorney's Office. Member Prochaska explained that the language was taken from another County. He asked that the word 'actually' be removed on page 18 regarding the public comment section. Member Vickers thought 'actually' clarifies things. After discussion it was decided to leave 'actually' in. Member Prochaska also brought up the idea of allowing people to yield their time to others. Member Gilmour stated that it should not be addressed and should be at the Chair's discretion. Member Vickers said she has seen it done various ways with other taxing bodies. Sometimes the time is limited to only the person speaking, other times when arranged beforehand individuals are allowed to yield the floor. The consensus was to leave it at the discretion of the Chair. Member Prochaska also wanted to add that the one-hour period should be per comment period. There was consensus to add 'per comment period' after 'shall not exceed an hour' on page 18 section E. Finally, Member Gilmour had some changes to page 19 under Special Committee Reports, Add Juvenile Justice Committee. Remove Public Building Commission and add Other State Associations/Organizations to UCCI Committee. **There was consensus to forward the County Board Rules of Order to the County Board**

- Discussion and approval of Employment Application – Ms. Johnson explained that the document was forwarded to the State’s Attorney’s office with the questions the committee had about leaving some items in the application. The State’s Attorney’s office is suggesting the questions referring to driver’s license information and criminal record remain off of the application. Other changes the Committee asked for like changes to references and asking about where they heard about the job posting will remain on the application. Member Flowers asked about providing more space for candidate job history. Ms. Johnson explained that candidates were encouraged to attach their resume and cover letter. Motion made by Member Gilmour second by Member Prochaska. **With four members voting aye, the updated Employment Application was approved 4-0 and will be forwarded to the County Board for approval.**
  
- Discussion of Monthly Meeting Dates and Times – Chair Flowers indicated that she would like to move one of the meeting times to during the day, specifically 8am so someone from the State’s Attorney’s Office could attend. Many items have to be revisited several times at multiple meetings because they have to undergo legal review. Member Vickers said she could make an 8am meeting work. Member Prochaska was interested in Member Gryder’s availability. Member Gilmour was amendable to the change. Member Gilmour asked which of the two meetings would be moved. The insurance contractor typically comes to the first meeting of the month. Chair Flowers suggested in light of the outside contractors’ schedules that the first meeting of the month on Monday remain at 5:30pm and the second meeting of the month on Wednesday be moved to 8:00am, however the committee will review this next month to check with staff and Member Gryder’s schedule. **Consensus was made to change the time of the meeting held on the third Wednesday from 5:30pm to 8:00am pending staff and full committee input at the April 1 meeting.**

**EXECUTIVE SESSION** – Not needed

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

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of County Board Rules of Order*
  
- *Approval of Kendall County Employment Application*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting was adjourned at 6:21 p.m.**

Respectfully Submitted,

Mera Johnson  
 HR Risk Management & Compliance Coordinator