

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, May 6, 2019

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:32p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Scott Gryder	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Scott Koeppel, Tracy Page

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Gryder to approve the agenda. **With five members voting aye, the agenda was approved by a 5 -0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gryder, second by Member Prochaska to approve the April 17, 2019 minutes. **With five members voting aye, the minutes were approved by a 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration Department* – Mr. Koeppel updated the Board on new hires. Director Smiley has hired a new Maintenance Tech as there was a retirement in his Department. Ms. Johnson assisted with the interviews and will also assist with the upcoming GIS Specialist opening. In Animal Control we are back to the drawing board on the open Kennel Manager position. The person we offered it to accepted another position, so we have to move more quickly on open position.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Presentation Review of Prescription Opportunities and Performance Drug – The Horton Group* – Horton has been rescheduled to June as they would like more time to gather more prescription data.

- *Discussion and Approval of Kencom Intergovernmental Agreement for Technology Support Services* – After a review by the State’s Attorney Office it was decided to separate the Treasury and Administration Agreement from the Technology Support Services Agreement because the scope of technology services have grown. The Treasury Agreement should be passed first. Some things of note, the ink and toner services remain in the agreement. The biggest change is the increase the money because staff has to get training on the new phone system to provide support. With regard to the payments, the monthly payment of \$3500 will start within 30 days of the agreement being signed with a 3% increase every year which will start on December 1st of this year. The amount will total about \$93,000 a year. This agreement is two years initially then there is a one-year notice clause because we are relying on these payments for staff salaries. Motion made by Member Gryder second by Member Prochaska. **With five members voting aye, the agreement was approved to be forwarded by a 5-0 vote**

- *Discussion and Approval of Kencom Intergovernmental Agreement for Administrative, Treasury and Employee Benefits Administration Services* – Mr. Koepfel explained that the Treasury and Employee Benefits Agreement has been updated to reflect how we currently operate. The original agreement was before Kencom became their own entity so we removed the handbook reference and worker’s comp and we changed the health benefits to the Treasurer’s Office. It’s a two-year agreement then auto renews for a year after that and has a 120 day out. Motion made by Member Gryder second by Member Vickers. **With five members voting aye, the agreement was approved to be forwarded by a 5-0 vote**

- *Discussion of Worker’s Compensation Tactical Athlete Health and Performance Institute Program* – Mr. Koepfel showed a short video about the benefits of a new Worker’s Compensation Program proposed by ICRMT/ IPMG that is geared at getting employees back to work more quickly by providing specialized attention to employees that opt into the Program. Tactical Athlete Health and Performance Institute (TAHPI), is the company. It is voluntary and would cost \$1285 per incident. The overtime and PEDA savings would be significant, in addition to getting employees back to work more quickly. Motion made by Member Gryder second by Member Gilmour approve the Program and present the video at the Committee of the Whole Meeting. **With five members voting aye, the Program was approved and will be presented at the May 16th, COW by a 5-0 vote**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE -

- *Discussion of Worker’s Compensation Tactical Athlete Health and Performance Institute Program*

ACTION ITEMS FOR COUNTY BOARD

- *Discussion and Approval of Kencom Intergovernmental Agreement for Administrative, Treasury and Employee Benefits Administration Services*

- *Discussion and Approval of Kencom Intergovernmental Agreement for Technology Support Services*

ADJOURNMENT – Member Gryder made a motion to adjourn the meeting, second by Member Prochaska. **With five members voting aye, the meeting was adjourned at 5:57p.m.**

Respectfully Submitted,

Mera Johnson
HR Risk Management & Compliance Coordinator