

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Wednesday, August 21, 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		
Scott Gengler	<b>ABSENT</b>		
Judy Gilmour	<b>ABSENT</b>		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Meagan Briganti, Bob Jones, Matt Kinsey, Scott Koeppel

**APPROVAL OF AGENDA** – Motion made by Member Vickers 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 Vickers, second by Member Prochaska to approve the August 5, 2019 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer* – Bob Jones referenced his health insurance reports. At our current enrollment and usage numbers we are looking to be about \$250,000 under budget. Mr. Jones also had a question about part time employees and their qualification for insurance particularly dental and vision benefits. There was consensus by the committee to offer fringe benefits if the part time employee met the hours required every 6 months. Also, Mr. Jones asked that a representative from All State attend a meeting to discuss offering Disability Insurance options at employees cost. Committee agreed to have the representative attend.

*Administration Department* – Mr. Koeppel reported that staff met with Alliant our Liability and Worker’s Comp Insurance Broker and insurance renewal numbers will be available by early November. Mr. Koeppel also distributed the proposed Holiday schedule for next year which is from the Circuit Court of the 23<sup>rd</sup> Judicial Circuit and what the County has historically followed. The consensus of the Committee was to forward the 2020 Holiday Schedule to the Board for approval under consent Agenda. Finally, Mr. Koeppel reviewed a memo about questions asked at the last Admin HR Meeting regarding Federal Grants and implications with the new cannabis law.

## PUBLIC COMMENT - None

## COMMITTEE BUSINESS

- *Presentation Health Insurance Mid-Year Review the Horton Group* – Mike Wojcik and Beth Ishmael from the Horton Group, the County’s Health Insurance Broker reviewed current aggregate health insurance enrollment data and presented options for potential savings for next calendar year, including pharmacy policy changes, a four tier category system, the County currently has two categories and different contribution modeling. They will return in October with renewal information.
- *Discussion of County Expense Reimbursement Policy* – In January 2019 a new law requiring Illinois employers to reimburse employees for work related expenses went into effect. Many employers including Kendall County already reimburses employees. A draft Expense Reimbursement Policy from the State’s Attorney Office is in the packet and will be part of the Employee Handbook.
- *Discussion of Mack & Associates, P.C. Performing a GIS Mapping Fee Cost Study not to Exceed \$5,000* – Ms. Briganti noted that as a follow up to last month’s discussion about the GIS fees they reviewed the statute and it states an acceptable study needs to be done. Mr. Koepfel also indicated he would work with Clerk Gillette to determine if her part of the GIS fees need to be evaluated as well. Member Flowers asked if the internal study and survey done by Ms. Briganti was sufficient or if that was considered a conflict? **There was consensus to get the State’s Attorney Office opinion on if the internal study is sufficient or if an external study needs to be done. If the internal study is sufficient an ordinance will be brought to the Committee. If an external study is needed staff will forward the item to County Board for approval. A roll call vote was done Ms. Flowers voted Aye, Mr. Prochaska voted Aye, Ms. Vickers voted Aye.**
- *Discussion of Second Internet Connection* – Mr. Kinsey reported that the, State’s Attorney Office reviewed the Second Internet Contract and has changes to the terms and conditions. The contractor will not make changes to their industry standard contract. Member Prochaska indicated that he was okay with moving forward as many large companies do not make changes. Mr. Kinsey noted that the proposed changes were as follows: Metro Net asks that the County pay penalties if the contract is broken early. Also access to the premises clause was an issue with the SAO. Member Vickers stated the County does not have much bargaining power. **Member Vickers made a motion, second by Member Prochaska to forward to the Board. All Members present voted Aye. The motion carried.**

## EXECUTIVE SESSION - None

**ITEMS FOR COMMITTEE OF THE WHOLE** – A Special Meeting needs to be had to do a review for the County Administrator a tentative date of September 11<sup>th</sup>, was proposed. Mr. Koeppl suggested the Chairman bring it up at the Board Meeting when the entire Board is present and more consensus on a date can be had.

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of 2020 Holiday Schedule – Consent Agenda August 27<sup>th</sup> Board Meeting*
- *Approval of Second Internet Connection with Metro Net – Board Meeting*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With three members voting aye, the meeting adjourned at 6:50 p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator