

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday, September 18, 2019

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

ROLL CALL

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

Others in Attendance: Meagan Briganti, Scott Koeppel, Tracy Page

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration Department* – Mr. Koeppel explained that they are wrapping up negotiations on the Ken Com IGA and when completed it will go to the Board for approval. Mr. Koeppel is working with other entities on shared services, specifically GIS and paper supplies purchasing.
- *Sherriff's Office* – Ms. Page reported that TAPHI (Tactical Athlete Performance Health Institute) has been out to train all the employees in the Sheriff's Department and that 2 employees have taken advantage of the Program. Ms. Page indicated that both employees are very happy with the quicker process and attentive staff at TAPHI. Ms. Johnson reminded the Committee that this process saves the County money on overtime and PEDAs as the employee is back to work faster and gets immediate care.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Tom Conlin and Anthony Simonetta from All State about Employee Voluntary Coverage Options* – Tom Conlin introduced himself as the local agent. He was asked by Bob Jones to present some options for voluntary coverage as there has been some issues with Aflac. With a physical office in town there can be better service to employees. Anthony Simonetta went over the options available through All State. These options include Out of Pocket Expenses for mayor medical incidents. Universal Life insurance, Accident Insurance and Disability Insurance. **The consensus was to discuss further at another meeting when Mr. Jones could attend and all other options could be considered.**
- *Discussion of GIS Fee Cost Study* - Ms. Briganti indicated that she redid the cost analysis to include the Counties Member Prochaska requested. She also redid the fee structure from \$28 to \$30 as requested. Member Flowers indicated that she was fine with the \$30 fee. Member Gilmour and Member Gengler conquered.
- *Review of the Ordinance setting Kendall County GIS Fees* – Ms. Briganti presented a draft Ordinance which she copied from the Animal Control Fee Ordinance. Member Flowers indicated she'd like the State's Attorney to briefly review. **Motion made by Member Gilmour, second by Gengler to forward the Cost Study and Fee Ordinance to the Finance Committee.**
- *Kendall County Drug and Alcohol Testing Policy* – Ms. Johnson reviewed the draft policy prepared by the State's Attorney Office for their staff. Highlights of the Policy is a zero tolerance policy, meaning employees are not allowed to come to work in possession of drugs or impaired or under the influence of drugs. Other highlights include employees are not allowed to use cannabis or alcohol 4 hours before work and 8 hours following a work related accident or undergoing a post-accident test. Kendall County also reserves the right to test employees for a variety of reasons. With a positive test registering at 5 nanograms cannabis and .08% alcohol. The committee discussed whether they wanted to know if employees had any drugs in their system or if they would just like a positive or negative test result. Ms. Johnson indicated that Physicians Health would be performing tests and can also come and do onsite testing. Ms. Johnson also noted that there is an option to send employees through the Employee Assistance Program. **The consensus of the Committee was to update the Policy per the Committee's comments and bring it back for the entire Committee to review before sending it on to COW for discussion.**
- *Discussion of Physicians Immediate Care as County Occupational Health Provider*- Ms. Johnson explained that in 2017 Rush Copley Occupational Health shut its doors and while employees have the right to choose where they go for care, it is helpful to Supervisors and Kendall County to have a preferred provider, especially with a more comprehensive Drug and Alcohol Program. The Sheriff's Office and Animal Control currently use Physicians. There is no contract and this would create a stream lined system for communication when it comes to workplace injuries.

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – None

GIS Fee Study and Ordinance setting GIS Fees to the Finance Committee

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmour. **With three members voting aye, the meeting adjourned at 6:56 p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator