

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Wednesday, October 16, 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		
Scott Gengler	ABSENT		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Meagan Briganti, Scott Koeppel,

**APPROVAL OF AGENDA** – Motion made by Member Vickers second by Member Prochaska 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 Prochaska, second by Member Vickers to approve the October 7, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORT** - None

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Kendall County Drug and Alcohol Testing Policy* – Ms. Johnson explained that at the September 18<sup>th</sup>, meeting there were two follow up questions to the proposed Drug and Alcohol Policy prepared at the SAO. The first question asked had to do with where the clause prohibiting employees from using cannabis 4 hours before work came from? SAO staff used 4 hours as that is the industry standard. The next question was about CDL drivers or employees paid by Federal grants. Ms. Johnson explained that there are no employees under the County Administrator that are currently impacted by CDLs and grants.

Mr. Koeppel indicated that he went to a seminar and the attorney doing the presentation recommended not to pre-employment screen for cannabis as there could be a privacy related lawsuit filed. Once the employee is on board then testing can

occur. Member Gilmour asked about other drugs. Mr. Koepfel indicated that yes there would still be testing for illegal drugs, however with cannabis and alcohol the recommendation is to not test as we can draw a privacy and or discrimination complaint. Member Flowers asked about doing just positive/negative testing for pre-employment testing. Mr. Koepfel answered yes. Member Vickers stressed that she didn't want to be sued so she was okay with no pre-employment testing for cannabis. Member Gilmour asked about employees who drive but who don't have CDLs. Mr. Koepfel answered that they would be tested if they were in an accident or if there was reasonable suspicion. The hesitation with pre-employment testing is they candidates are not County employees yet. Member Gilmour asked about how the SAO has the pre-employment test in their draft policy? Mr. Koepfel will research this, however this draft may have come from early on in the process. Mr. Koepfel also indicated a separate memo can be signed if the County ever gets a grant funded position. Ms. Johnson indicated that a possible compromise is to do pre-employment testing with just a positive/negative test. Member Flowers stated that perhaps separate pre-employment testing language would work. **Motion made by Member Prochaska, second by Member Gilmour to postpone to the Nov. 4<sup>th</sup> Admin HR Meeting to inquire about pre-employment testing and positive/negative only results with SAO. With all members present voting aye the motion carried.**

- *Approval of County Employee Wellness Program effective January 1, 2021, with mandatory physical/health screening to be completed by November 30-* Mr. Koepfel explained that this is an annual item. Because of some possible changes there are a few changes this year. **Member Prochaska asked unanimous consent to leave the item over to after Executive Session, Member Vickers second. With all members present voting aye the item was postponed.**
- *Discussion of 2020 Aerial Imagery Invitation to Bid –* Ms. Briganti explained that she received a request from the Assessor's Office for aerial images. In the packet is the draft Invitation to Bid. The language from the last Bid document was changed as it had a lot of detail that is considered industry standard and not relevant to the bid. Ms. Briganti indicated that she used the language from the Parcel Fabric bid that went out last month and that was reviewed by the SAO. Ms. Briganti also noted that there is a penalty clause that she'd like to keep as in the past the deliverable language was 6 months. She'd like it changed to 3 months. Member Flowers indicated that she would like to keep the penalty clause. Member Prochaska asked about other legal language. Mr. Koepfel stated that any contract would be reviewed by the SAO, this is just the Invitation to Bid. **Member Prochaska made a motion to approve the 2020 Aerial Imagery Invitation to Bid, second by Member Vickers. With all members present voting aye the motion carried.**

**EXECUTIVE SESSION** - Member Flowers made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2 and Collective negotiating

matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, second Member Prochaska.

**Roll Call:** Member Flowers-Aye, Member Gengler- Absent, Member Gilmour-Yes, Member Prochaska-Yes, Member Vickers-Yes. **With four members present, the committee entered into Executive Session at 6:07p.m.**

**Reconvened in Open Session at 6:13pm**

**COMMITTEE BUSINESS -**

- *Approval of County Employee Wellness Program effective January 1, 2021, with mandatory physical/health screening to be completed by November 30, 2020- **Member Prochaska made a motion, second by Member Vickers to forward the Approval of County Employee Wellness Program January 1, 2021 to the County Board for approval. With all Members present voting aye the motion carried.***

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

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of County Employee Wellness Program effective January 1, 2021, with mandatory physical/health screening to be completed by November 30 – November 5<sup>th</sup>, Board Meeting*

**ADJOURNMENT –** Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting adjourned at 6:18 p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator