

**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR REMOTE MEETING**

**Wednesday June 17, 2020**

**CALL TO ORDER** – Member Flowers called the meeting to order at 5:30.

**ROLL CALL**

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

**Others in Attendance:** Mera Johnson, Scott Koeppel, Tracy Page

**APPROVAL OF AGENDA** – Motion made by Member Gilmour second by Member Prochaska to approve the agenda. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gengler, second by Member Vickers to approve the June 1, 2020 minutes. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Administration* – Mr. Koeppel informed the Committee that Bob Jones will be bringing the Dental Rebate to the Committee or to the County Board for approval in July. Mr. Koeppel asked the Committee for direction on some outstanding items that staff was working on before the COVID-19 Pandemic hit. Both items were RFQs. **There was consensus from the Committee indicated that wanted to move forward with the Codification RFQ and rebid the Employee 457 Plan RFQ.**

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion of Kendall County Employee Service Award Recognition Program* – Mr. Koeppel reported that because of some medical leave in the office the employee recognition program has been delayed. It has been delayed even further with the

COVID-19 Pandemic. Staff has been working with a local vendor to create a store so employees have more choice, can customize their gifts and purchase additional options all virtually. Once it is safe to have an in person recognition that will be done as well. Ms. Page indicated that a slide show was also a good way to recognize employees. **There was consensus from the Committee to get employees their Awards with a recognition with slide show for those employees interested once it is physically possible.**

- *Discussion Families First Coronavirus Response Act FFCRA Policy and COVID-19 Leave Request Forms* – Ms. Johnson explained that the Federal Act was put in place effective April 1 as a response to the COVID-19 Pandemic. It gives employees up to 80 hours of additional leave if they have one of 6 requirements. Staff has been reviewing possible cases. To date no employees have used the leave. IPMG the County's Worker's Comp provider has encouraged the County to submit all cases to determine compensability. Ms. Page indicated also that while first responders are different she has dealt with one case, although the employee did not miss significant work time. The attached Policy and Leave Request Packet was created by the State Attorney's Office in case Departments wanted to adopt it. Member Flowers asked if an employee needed a Doctor's not to return to work. Ms. Johnson indicated yes, she also indicated the County has a right to check the employees' temperature and perform other measures to determine if the employee could return to work. Chair Flowers also asked about telework. Mr. Koepfel responded that potentially an employee could be quarantined but not take advantage of the leave as they could telework if they were not experiencing symptoms. Mr. Koepfel asked if the Committee would like to include the Policy in the Handbook. Member Vickers has concerns about that as if the Act was changed the County would have to update the Handbook. Ms. Johnson suggested including the policy in the recently created COVID-19 Guidebook that Director Bonuchi and herself created. **There was consensus from the Committee to include the Policy and Leave Packet created by the State Attorney's Office in the COVID-19 Guidebook.**

**EXECUTIVE SESSION** - None

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

**ACTION ITEMS FOR COUNTY BOARD** - None

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the meeting adjourned at 6:07 p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator