

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

Monday, August 3, 2020

CALL TO ORDER – Member Flowers called the meeting to order at 5:32pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
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 Vickers second by Member Gilmour 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 Gilmour, second by Member Prochaska to approve the July 15, 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

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Dental Rebate by Met Life Due to COVID-19-* Mr. Koeppel explained that Bob Jones and Horton have been working on this project. It’s similar to the MLR Rebates the County has received in the past. This rebate is a result of Dental offices being closed due the pandemic. The amount \$12,517.36 would see employees with family coverage have no premium taken out for their first payment in September. **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 to send the Dental Rebate by Met Life Due to Covid-19 to the August 4 Board Meeting for approval.**

- *Discussion and Approval of Employee Recognition Pizza Party* – Ms. Johnson explained that because of the Pandemic staff is seeking direction on what to do in place of a Pizza

Party this year. Ms. Johnson suggested Food trucks or box lunch delivery to each Department. Member Gilmour asked about the Budget for this item. Mr. Koeppel said he would check and get back to the Committee regarding the budget. Member Vickers suggested staff contact Azadores Burgers in Oswego as they have really good deals on box lunches. Ms. Johnson asked if Azadores had other options like salads? Ms. Page noted that Food Trucks would not work for 3rd shift employees. **Chair Flowers asked Ms. Johnson to have Ms. McClain research more and report back to the Committee.**

- *Discussion and Approval of Census Committee Renewal* – Ms. Johnson explained that because of the COVID-19 Pandemic Census efforts have been extended to October 31st. The Commission has also received additional monies. Currently the resolution states that the Commission is active through the end of September. Member Vickers indicated that the Commission should meet and discuss continuing as they have not met since March 5th. Member Prochaska suggested that the resolution also be updated to reform in 2030. **Once the Commission meets Member Vickers will report back as to next steps.**
- *Discussion of Codification Proposal* – After reviewing both proposals and seeing the presentations from each Company Mr. Koeppel indicated that while similar he believes that American Legal would provide a slightly better product because of their strong legal background. Member Prochaska noted that he too preferred American Legal. Member Gengler asked Mr. Koeppel if staff has reached out to the City of Yorkville, who has American Legal. Mr. Koppel responded that he hadn't but that is the next step in the process. Chair Flowers indicated that she preferred Muni Code because of the self-loading capabilities. Member Vickers indicated that Muni Code seemed more user friendly. **There was consensus from the Committee to continue discussing this item at the next meeting or at the Committee of the Whole Meeting.**
- *Discussion and Approval of the Employee Handbook Update – County Administrator Direct Oversight of Department Heads* – Ms. Johnson indicated that as staff continues to update the HR Handbook with new policies and reviewing older policies one item that was found was that there are many references to Committee Chairs running Departments as opposed to current practice which falls to the County Administrator. Ms. Johnson went through each of the 12 references getting consensus and feedback from the Committee on changes. **Ms. Johnson will make changes and bring the updated document back to the Committee for approval and forward to the County Board for final approval.**
- *Discussion and Approval of Kendall County Board Meetings and Committee Meetings Remote Policy* – Mr. Koeppel reviewed the proposed changes to the Board Rules of Order due to the COVID 19 pandemic meeting have gone remote. These proposed rules address those changes with the hope of working out any procedural and or logistical issues that have come up. **After some discussion there was consensus from the Committee to forward to the entire Board to discuss at the next Committee of the Whole Meeting.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE –

- *Approval of Kendall County Board Meetings and Committee Meetings Remote Policy*
- *Discussion of Codification Proposals*

ACTION ITEMS FOR COUNTY

- *Approval of Dental Rebate by Met Life Due to COVID-19 in the Amount of \$12,517.36 – August 18th, County Board Meeting*

ADJOURNMENT – Member Gilmour made a motion to adjourn the meeting, second by Member Gengler **Chair Flowers called for a roll call vote, with all members present voting yes the meeting adjourned at 7:35 p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator