

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING MINUTES**  
**Monday, October 21, 2020**

**CALL TO ORDER** – Chair Flowers called the meeting to order at 5:31pm.

**ROLL CALL**

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

**Employees in Attendance:** Scott Koeppel

**Others in Attendance:** Dane Mull, Alliant Mesirow

**APPROVAL OF AGENDA** – Motion made by Member Gilmour, second by Member Prochaska to approve the agenda. **With all members voting aye the motion passed.**

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Prochaska to approve the October 5, 2020 minutes. **With all members present voting aye the motion passed 5-0**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – Scott Koeppel briefed the committee on the September GIS report.

Mr. Koeppel said that Latreese Caldwell is working on the Admin HR reports, and will send those out to committee members shortly.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion and Approval of Worker Compensation, Liability, Property, and Cyber Security Insurance Renewal* – Dane Mull from Alliant Mesirow briefed the committee on his tour of the Kendall County Public Safety Center with ICRMT who was doing a property conservation and safety inspection. Mr. Mull plans to develop a training program the Sheriff’s Office will incorporate into their service trainings.

Regarding insurance renewal, Mr. Mull said ICRMT is going to offer a credit to its members that renew with ICRMT, which totaled approximately \$53,000. Overall, with the ICRMT credit, they were able to reduce the program costs 4.6 percent or \$30,000 in savings.

Mr. Mull said that the Workers Compensation had a 13 percent decrease in the premium or \$20,000. In addition, the County's experience modification rate has decreased in consecutive years due to favorable employee injury experience and favorable claim development.

On Liability, (Automobile Liability, General and Products Liability, Employee Benefits Liability, Employment Practices Liability, Law Enforcement Liability, Public Officials Liability and Excess Liability), the premium did increase by 8.3 percent or \$42,543, but the increase was off-set by the Workers Compensation premium decrease and credit.

Mr. Mull note that due to the Covid pandemic, the 2020-2021 excess liability policy (\$10 million excess of \$1,000,000 primary) now excludes claims arising out of the actual or alleged transmission of a communicable disease or virus. This represents a limitation of coverage.

The County's expiring Cyber Liability insurance coverage is place with BCS insurance with a \$3,000,000 limit of liability and a \$25,000 deductible. Alliant Mesirow is recommending the County keep its existing coverage with BCS despite a 22 percent increase for this year.

ICRMT can provide the County a \$2,000,000 limit with a \$25,000 retention for \$6,525, but it is at a lower limit of liability. ICRMT is not able to offer a higher limit at this time. ICRMT has collaborated with Beasley Cyber Security, and that group will provide an opportunity for the County for the next renewal.

- *Discussion and Approval of Facilities Management Assistant Director/Project Manager Job Description* – Mr. Smiley stated he originally requested a similar position in 2014, but was denied. He said Facilities Management continues to have many projects throughout the County with the primary responsibility falling to him. Mr. Smiley reviewed the current projects that he is supervising and the upcoming projects for 2021 with parking lot paving, snow plowing, landscaping, janitorial, Solar Field, HVAC systems, and additional work in the County Office Building. Mr. Smiley stated that this position would be valuable in learning the history of the County buildings and in the transition when Mr. Smiley chooses to retire in the future. The Facilities Management Committee forwarded the item to the Admin HR Committee hoping they would forward the item to the State's Attorney's Office for legal review and analysis of what type of position and expertise would be involved.

Member Prochaska made a motion to forward the item to the State's Attorney for approval, second by Member Gengler. **With four members present voting aye, the motion carried by a vote of 4-0.**

**EXECUTIVE SESSION** – None

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

## **ACTION ITEMS FOR COUNTY BOARD**

- *Discussion and Approval of Worker Compensation, Liability, Property, and Cyber Security Insurance Renewal with Alliant Mesirow*
- *Discussion and Approval of Facilities Management Assistant Director/Project Manager Job Description*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler. **With four members present voting yes the meeting adjourned at 6:21p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary