



**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR COMMITTEE  
KC Historic Courthouse, 3<sup>rd</sup> floor Courtroom  
109 W. Ridge Street; Yorkville  
Wednesday, February 17, 2021 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from February 1, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Continued Discussion of an Amendment to the County Board Rules of Order Updating County Board Standing Committees*
  
  - *Discussion of an Amendment to the County Board Rules of Order Meeting Voting Protocol*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING MINUTES**  
**Wednesday, January 20, 2021**

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

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

**Employees in Attendance:** Meagan Briganti, Matt Kinsey, Scott Koeppel, Tracy Page

**APPROVAL OF AGENDA** – Motion made by Member Gilmour, second by Member Koukol to approve the agenda.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Aye

**With five members voting aye, the motion passed by a 5-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Vickers, second by Member Gengler to approve the January 20, 2021 minutes.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes

**With five members present voting aye, the motion passed by 5-0 vote.**

## DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

*GIS/Mapping Department* – Meagan Briganti reviewed the departments January report with the committee, stating that she will be out on maternity leave beginning in March, and Joshua Carlson will be out on FMLA (paternity leave) in March as well.

*Technology Services* – Matt Kinsey reported for 2020, they introduced a new networking equipment, which upgraded their core communications, and facilitated growth for moving forward. They also reviewed the new host and storage solutions for computing and storage upgrade, reducing the equipment down to three, which will centralize the operation, and they also reviewed how data was being backed up, and they streamlined the instance to a new application,

In 2021, they are upgrading all of the access points to increase the Wi-Fi in all buildings, working with Facilities Management on the VoIP phone system project, and hope to be complete by May. Technology is also working with the Treasurer's Office on the new Tyler Munis and have all instances of Tyler Munis running except ExecuTime, and should be completed by the end of February. Director Kinsey stated Technology plans to transition of upgrading copier fleets to eliminate waste and unnecessary copiers throughout the County.

Lastly, they are working on a LaserFish program that will rethink the way documents are made available to the public, and hopefully eliminate excessive FOIA requests.

Mr. Kinsey also reported that he would be bringing forth to the committee approval of a change to the County domain address to *KendallCounty.il.gov*.

*Monthly Reports* - Mr. Koeppel reviewed the December 2020 Medical Insurance report with the committee. Mr. Koeppel stated that Bob Jones reported that ninety-five percent of County employees obtained their annual health screening/physical making it comparable to prior years.

Mr. Koeppel reported that the County received a Covid-19 credit from BCBS for the October bill for \$65,981.73. In the past, the Board has given the employees a credit when they have received premium credits. Mr. Koeppel stated that Bob Jones asked the committee for direction on how to proceed with this credit. **There was consensus by the committee that the credit should be given to the employees.**

Mr. Koeppel is working with Alliant Mesirov and The Horton Group on presenting the 2020 end-of-year reports, changes to plans, and suggestions for the next year in March or April.

Mr. Koeppel asked the committee for committee goals for 2021, including the handbook revisions, personnel - morale incentives, active employee satisfaction surveys, and other ideas the committee would like to focus on this year.

**PUBLIC COMMENT - None**

**COMMITTEE BUSINESS**

- *Discussion of an Amendment to the County Board Rules of Order updating County Board Standing Committees* – This was a continuation from the County Board meeting on changing the number of committees and meeting per month.

Member Gengler made a motion to table the discussion to a future meeting, second by Member Gilmour.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Aye
Judy Gilmour	Yes

**With five members present voting aye, the motion carried by a vote of 5-0 to table this item to a future meeting.**

**EXECUTIVE SESSION** – None

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

**ACTION ITEMS FOR COUNTY BOARD** - None

**ADJOURNMENT** – Member Koukol made a motion to adjourn the meeting, second by Member Gengler.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Aye
Judy Gilmour	Yes
Dan Koukol	Yes

**With five members present voting yes the meeting adjourned at 6:06p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

## MONTHLY ADMINISTRATION / HR SUMMARY REPORT

February 1, 2021

<b>W.C. Claims Expense (12/1/20 - 11/30/21)</b>				
	<b>2018-19 Policy</b>	<b>2019-20 Policy</b>	<b>2020-21 Policy</b>	<b>Total Claims</b>
December	\$ 752	\$ 20,665		\$ 21,416
January	3,312	18,285	2,725	24,322
February				0
March				0
April				0
May				0
June				0
July				0
August				0
September				0
October				0
November				0
<b>Total Claims Expense</b>	<b>\$ 4,063</b>	<b>\$ 38,950</b>	<b>\$ 2,725</b>	<b>\$ 45,738</b>

**W.C. Annual Premium**                      \$ 175,442    \$ 156,177    \$ 135,981

**Self Insured Retention (SIR)**

Self Insured Amount	\$ 250,000	\$ 250,000	\$ 250,000
No. of claims >\$250k	0	0	0
No. of claims >\$100k & <\$250k	0	0	0
No. of claims <\$100k	27	59	7
<b>Total claims paid</b>	<b>27</b>	<b>59</b>	<b>7</b>

<b>Workers' Comp. Claims</b>	<b>2018-19 Policy</b>	<b>2019-20 Policy</b>	<b>2020-21 Policy</b>	
	<b>Prior Year Total</b>	<b>Prior Year Total</b>	<b>DEC</b>	<b>JAN</b>
Administration		1		
Animal Control	2	4	2	1
Circuit Clerk	1	2		
Coroner				
County Clerk				
Facilities	1	3		1
Forest Preserve	3			
Health Dept.	2	1		
Highway	2	1		
Judiciary				
PBZ		1		
Probation		1		
Public Defender				
Sheriff - Corrections	4	25	1	2
Sheriff - Patrol/Admin	10	18		
State's Attorney	1	1		
Technology				
VAC	1	1		
<b>Totals</b>	<b>27</b>	<b>59</b>	<b>3</b>	<b>4</b>

<b>Property Claims (12/1/20 - 11/30/21)</b>	<b>Policy Year</b>	
	<b>Insurance</b>	<b>Total Claims</b>
1/14/2021 Ford Fusion 2013		
		-
	<b>\$ -</b>	<b>\$ -</b>

**Illinois Counties Risk Management Trust  
Claims Analysis  
2/1/2021**

**Worker's Compensation - Current Year**

**FY20-21 Worker's Compensation**

	Incident Date	Department/Office	Status	Paid
1	12/1/2020	Animal Control	open	240
2	12/7/2020	Animal Control	open	-
2	12/19/2020	Sheriff	closed	578
3	12/29/2020	Sheriff	open	602
3	1/11/2021	Sheriff	open	-
4	1/11/2021	Animal Control	open	
4	1/22/2021	Maintenance	open	-
5	12/3/2021	Corrections	open	-
5	1/8/2021	Corrections	open	-
6	1/3/2021	Corrections	open	1,306

**Total FY20-21 Claims \$ 2,725**

**Worker's Compensation - Prior Years**

**FY19-20 Worker's Compensation**

	Incident Date	Department/Office	Status	Paid
1	7/25/2020	Animal Control	open	\$ 18,786
2	7/22/2020	Administration	re-opened	108
3	9/10/2020	Highway	open	2,548
4	4/2/2020	Corrections	re-opened	18,938
5	4/11/2020	Corrections	re-opened	4,143
6	9/27/2020	Corrections	open	29,984
7	11/7/2020	Corrections	open	-
8	11/25/2020	Corrections	open	-
9	11/27/2020	Corrections	open	
10	11/29/2020	Corrections	open	-
11	11/5/2020	Corrections	re-opened	69
12	11/28/2020	Corrections	open	876
13	11/25/2020	Sheriff	open	-
14	11/29/2020	Sheriff	open	-
15	7/14/2020	Sheriff	re-opened	13,151
16	8/31/2020	Sheriff	re-opened	587

**Total FY19-20 Claims 89,189**

**2018-19 Policy**

1	2/17/2019	Sheriff	open	90,680
2	5/23/2019	VAC	open	39,809

**Total FY18-19 Claims 130,489**

**2017-18 Policy**

1	12/13/2017	Sheriff	open	23,100
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**Total FY17-18 Claims 23,100**

**Total Prior Year's Active Claims \$ 242,778**

**Illinois Counties Risk Management Trust  
Claims Analysis  
2/1/2021**

**Property & Casualty**

**Auto PD - Current Year**

**FY20-21 Auto PD**

Incident Date	Department/Office	Status	Paid
1 1/14/2021	Sheriff	open	\$ -
<b>Total FY20-21 Claims</b>			<b>\$ -</b>

**Auto PD - Prior Years**

**FY16 -17 Auto PD**

Incident Date	Department/Office	Status	Paid
1 12/16/2016	Sheriff	re-opened	\$ 2,836
<b>Total FY16-17 Claims</b>			<b>\$ 2,836</b>

**General Liability - Current Year**

**FY20-21 General Liability**

Incident Date	Department/Office	Status	Paid
1			
<b>Total FY20-21 Claims</b>			<b>\$ -</b>

**General Liability - Prior Years**

**FY15-16 General Liability**

Incident Date	Department/Office	Status	Paid
1 8/9/2016	Sheriff	open	\$ 59,123
<b>Total FY15-16 Claims</b>			<b>59,123</b>

**FY17-18 General Liability**

1 8/4/2018	Sheriff	open	9,140
<b>Total FY17-18 Claims</b>			<b>9,140</b>

**FY18-19 General Liability**

1 10/2/2019	Sheriff	open	\$ -
<b>Total FY17-18 Claims</b>			<b>-</b>

**Total Prior Year's Active Claims \$ 68,263**

**1. Standing Committees:**

- 1. Administration / HR**
- 2. Economic Development**
- 3. Facilities Management**
- 4. Finance**
- 5. Highway**
- 6. PBZ**
- 7. Combination of Animal Control and Health & Environment. Rename the new committee to "Health & Community Services"**

**2. As needed – Labor & Grievance**

**3. Eliminate Law, Justice, & Legislation. (The reports given at LJI can be given at a COW or Board Meeting.)**

**4. Make an effort to equally distribute the membership on the 7 standing committees.**