



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
Kendall County Office Building
111 W. Fox Street; Room 210; Yorkville
Monday, March 1, 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 17, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *2020 Year End Presentation – The Horton Group*
 - *Discussion and Approval of Employee Recognition Event*
 - *Discussion of Families First Coronavirus Response Act (FFCRA)*
- 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, February 17, 2021

CALL TO ORDER – Vice Chair Judy Gilmour called the meeting to order at 5:30pm.

ROLL CALL

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

With five members present, a quorum was confirmed to conduct business.

Employees in Attendance: Suzie Gonzalez, Matt Kinsey, Scott Koeppel, Tracy Page

APPROVAL OF AGENDA – Motion made by Member Koukol second by Member Flowers to approve the agenda.

ROLL CALL VOTE

Committee Member	Vote
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Yes

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

APPROVAL OF MINUTES – Motion made by Member Koukol, second by Member Flowers to approve the February 1, 2021 minutes.

ROLL CALL VOTE

Committee Member	Vote
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

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Continued Discussion of an Amendment to the County Board Rules of Order Updating County Board Standing Committees* – This was a continuation from the last meeting, and the committee reviewed the suggestions presented by Member Gilmour regarding Standing Committees.

The Committee discussed the different committees, the need for meeting monthly or meeting as needed; and the fact that often the same information is given two or three times to Board members, as they are involved in various meetings.

Suggestions included:

1. Combining Animal Control and Health & Environment Committees, renaming the new committee to Health & Community Services
2. Designate Labor & Grievance Committee meetings “as when needed”
3. Eliminate the Law, Justice & Legislation Committee since the LJI reports can be given at the Committee of the Whole or County Board meeting
4. Make an effort to equally distribute the membership on the 7 standing committees

Discussion on the need for more communication in Committee of the Whole meetings, and County Board meetings to ensure that all ten Board members are aware of various issues and better prepared for decision making and voting. There was also the suggestion of more communication between Board members regarding items that come out of various committees.

Member Vickers made a motion to forward the discussion to the March 11, 2021 Committee of the Whole meeting, second by Member Gengler.

ROLL CALL VOTE

Committee Member	Vote
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes
Elizabeth Flowers	Yes
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.

- *Discussion of an Amendment to the County Board Rules of Order Meeting Voting Protocol – Mr. Koeppel felt it would be better to demonstrate the voting software to the committee when they were able to all meet in-person. Mr. Koeppel provided information on the equipment and the voting capability and display. Discussion on the difference between “abstain” and “present” when voting, and how a Board Member can change their vote with the new system. Mr. Koeppel will research and provide information at a future meeting.*

EXECUTIVE SESSION – None

ITEMS FOR THE MARCH 11, 2021 COMMITTEE OF THE WHOLE

- *Discussion of an Amendment to the County Board Rules of Order Updating County Board Standing Committees*

ACTION ITEMS FOR COUNTY BOARD - None

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

ROLL CALL VOTE

Committee Member	Vote
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 6:17p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

Families First Coronavirus Response Act (FFCRA) Summary

Mandatory policy (04/01/20-12/31/20) developed to assist employees experiencing hardships when an employee cannot work or telework due to COVID 19 quarantine restrictions. Eligible employees include full time, part time, and seasonal workers who have been employed for 30 days.

Requires public and private employers with less than 500 employees to abide by the policy. Employers are eligible for a dollar for dollar payroll tax credit for documented time used by employees. Government employees are NOT eligible for the tax credit.

FFCRA is broken into Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Act (EFMLA) as follows:

EPSL

Up to 80 hours of paid sick leave at 100% of the employee's pay rate due to a required quarantine or if the employee is experiencing COVID symptoms.

Up to 80 hour of paid sick leave at 2/3 pay rate due to a need to care for an individual who is quarantined due to COVID or to care for a child whose school is closed and/or the individual is experiencing another illness similar to COVID specified by the secretary of Health and Human Services.

EFMLA

Up to an additional 10 weeks (up to 400 hours) for an employee who has been employed for at least 30 calendar days and cannot work due to a child's school or daycare being closed due to COVID.

12/31/20 Update to policy

Employers are no longer required to provide FFCRA leave after December 31, 2020, but employers may voluntarily decide to provide such leave. Any change to extend the requirement to provide leave under the FFCRA would require an amendment to the statute by Congress. The Consolidated Appropriations Act, 2021, extended employer tax credits for EPSL and EFMLA voluntarily provided to employees until March 31, 2021. However, this Act did not extend an eligible employee's entitlement to FFCRA leave beyond December 31, 2020.