

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Monday, March 1, 2021

CALL TO ORDER – Chair Elizabeth Flowers 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	ABSENT		
Robyn Vickers	Here		

Employees in Attendance: Suzie Gonzalez, Arissa Hunt, Scott Koeppel, Tracy Page

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

ROLL CALL VOTE

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

With four members voting aye, the motion passed by a 4-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gengler, second by Member Gilmour to approve the February 17, 2021 minutes.

ROLL CALL VOTE

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

With four members present voting aye, the motion passed by 4-0 vote.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *2020 Year End Presentation* – Mike Wojcik from The Horton Group reviewed the 2020 plan review year, state of the health market due to Covid-19, plan performance, current employee demographics, prescription performance results, premium and deductible statistics, trends, future considerations and 2022 renewal strategy.
- *Discussion and Approval of Employee Recognition Event* – Mr. Koepfel stated that the County Board hosts two annual events each year for employee recognition: one is a picnic or luncheon as Employee Appreciation usually held in September or October; and the other is recognition and presentation of Employee Service Awards. Mr. Koepfel stated that with Covid-19 Administration

Valarie McClain reported that due to Covid-19, last year's events took on a different look and feel. For the Appreciation "picnic", individuals in each office or department were able to select their lunch from a local restaurant menu, and then lunches were delivered on a specified date. Ms. McClain stated that this worked well for smaller offices, but that some larger offices in the Courthouse that are on very tight schedules due to court/trials, did not receive their lunches until well after the requested time.

Ms. McClain reported that she created a "Spirit Store" similar to those used by schools with Imagination Print & Design that had a selection of varying items for employees to choose from based on their level of service years. Employees were pleased with the opportunity to select their own awards, and there was 100-percent participation, and employees could choose traditional plaques or trophy type awards, or non-traditional type awards such as shirts, jackets, duffel bags, backpacks, beach bags, or blankets, all that could be embroidered or etched with the County logo and years of service.

There was discussion of enacting the Imagination Store in the spring and then recognize employees at a future County Board meeting. The committee would like to proceed in the next few months.

The committee will discuss these items again at a future meeting.

- *Discussion of Families First Coronavirus Response Act (FFCRA)* – Mr. Koepfel briefed the committee on the FFCRA Act that expired at the end of 2020. Mr. Koepfel said the Act had to deal with emergency paid sick leave or time-off. Mr. Koepfel stated that the County has not been implementing this policy, and that the County might have to respond retroactively. Currently, employees have used their own personal or sick time.

There was consensus by the committee to not take any action on this item, or extend the Act.

EXECUTIVE SESSION – Not Needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

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

ROLL CALL VOTE

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

With four members present voting yes the meeting adjourned at 6:59p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary