

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Monday, August 2, 2021

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:34pm.

ROLL CALL

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

Employees in Attendance: Scott Koeppel, Matt Kinsley

Guests in attendance:

APPROVAL OF AGENDA – Member Gilmour made a motion to approve the agenda, second by Member Gengler. **With five members voting aye, the motion passed by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Koukol to approve the July 22, 2021 minutes. **With five members present voting aye, the motion passed by 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration – Mr. Koeppel provided a hiring update to the committee. An offer for the HR position was accepted. Details will follow. Mr. Koeppel reported that an offer for the Budget & Finance Analyst position was accepted and the candidate will start on August 16, 2021.

Mask Mandates – Mr. Koeppel reported that face coverings are still optional in Kendall County offices and Court House but re-evaluation will be on a week-to- week basis.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Plan Performance/Renewal Planning Presentation* – Beth Ishmael from Horton Group presented a slide show presentation in regards to renewal of the upcoming employee benefit package. Final negotiation discussion will follow at the October 4, 2021 meeting.
- *Approval of Network Security Specialist Job Description* – Matt Kinsely briefed the Committee on the job description for the Network Security position.

Mr. Koepfel asked the committee if they would like the job description sent to the State's Attorney office for legal review for approval since it is a new job description.

There was consensus by the Committee to forward the job description to the State's Attorney's office for legal review.

- *Approval of Network Administrator Job Description* – Matt Kinsely briefed the Committee on minimum changes to the job description for the Network Security position.

Member Gilmour made a motion to approve the *Network Administrator Job Description*, second by member Gengler. **With five members present voting aye the motion carried by a 5-0 vote.**

EXECUTIVE SESSION – Not needed.

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR THE AUGUST 3 COUNTY BOARD MEETING

Approval of Network Administrator Job Description

Approval of Network Security Specialist Job Description once reviewed and approved by State's Attorney Office

Approval for funding for the Network Security Specialist job Description

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Gilmore. **With five members present voting aye the meeting adjourned at 6:46p.m.**

Respectfully Submitted,

Sandra Washkowiak
Administrative Assistant and Recording Secretary