

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, April 4, 2022

CALL TO ORDER – Vice Chair Gilmour called the meeting to order at 5:36pm.

ROLL CALL

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

Staff in Attendance: Scott Koeppel

Others in Attendance: Dane Mull, Alliant Mesirow Insurance

APPROVAL OF AGENDA – Motion made by Member Koukol, second by Member Gengler to approve the agenda. **With four members voting aye the motion passed by a 4-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gengler, second by Member Vickers to approve the March 16, 2022 minutes. **With four members present voting aye the motion passed 4-0**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – No report

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Property, Liability, and Workers Compensation Presentation - Alliant Insurance Services* – Dane Mull, Alliant Account Executive provided the annual stewardship report to the committee, showcasing the efforts made by the county to manage the risks to the county. Mr. Mull stated that the insurance market are still challenging and difficult for government entities, primarily due to property losses, catastrophes, civil unrest, and the pandemic and societal issues. Mr. Mull reported that ICRMT has helped all of its members to stay a little more insulated with all that is currently going on.

Mr. Mull highlighted some of the achievements and accomplishments for this year including a cost containment programs to help manage workers comp claims and the rebound program for the Sheriff's Office, Loss Control, and \$6000 in safety grants awarded from ICRMT. Property inspections of the County Office Building and Health and Human Services Building were conducted this past year.

The Claims Activity report indicated that the focus should continue on employee workers comp claims. The County continues to do a great job, and the average year is significantly lower. Centralized risk-management function is a great tool in monitoring, analyzing and controlling claims.

Future Goals:

1. Monitoring cost containment programs for the Sheriff's Office including wellness and fitness programs once employees are injured
2. Training following transitions for supervisors
3. Cyber-liability options and protection against cyber claims

- *Discussion and Approval to proceed with 2022 Employee Service Awards Store* – Mr. Koepfel provided a brief history of service awards and the change made a few years ago to the “spirit” store model used by school districts. Koepfel stated that employees are pleased with the “spirit” store model now used for Service Awards, and the opportunity to choose their own award.

Member Koukol made a motion to approve the process, second by Member Vickers.
With four members present voting aye, the motion passed by a 4-0 vote.

- *Discussion and Approval of Facilities Director Job Description* – Mr. Koepfel reviewed the revisions made to the Facilities Director Job Description from 2017 that wasn't sent forward to the committee for approval. Member Gilmour recommended sending the job description to the States Attorney's Office for review.

Member Koukol made a motion to approve the revised Facilities Director Job Description and forward to the States Attorney's Office for legal review, second by Member Gengler. **With four members present voting aye, the motion to forward the job description to the State's Attorney's Office for legal review and then on to the County Board for final approval passed by a 4-0 vote.**

- *Discussion and Approval of a Resolution Authorizing Execution and Amendment of Consolidated Vehicle Procurement (CVP) Program* – Mr. Koepfel stated that this is a resolution authorizing Kendall Area Transit to apply for a capital assistance grant for paratransit vehicles.

Member Gengler made a motion to forward the item to the County Board for final approval, second by Member Koukol.

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

EXECUTIVE SESSION –Not Needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR THE COUNTY BOARD

Approval of a Resolution Authorizing Execution and Amendment of Consolidated Vehicle Procurement (CVP) Program

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Vickers. **With four members present voting aye the meeting adjourned at 6:31p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary