



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Office Building, 111 W. Fox Street
County Board Rm 210; Yorkville
Monday, June 6, 2022 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 – May 18, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion and Approval of Revised Employee Handbook*
 - *Discussion and Approval of Revised Part-time Administrative Assistant Job Description*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, May 18, 2022

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

ROLL CALL

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

With 3 members present, a quorum was established to conduct committee business.

Employees in Attendance: Latreese Caldwell, Meagan Briganti, Tina Dado

Others in Attendance: None

APPROVAL OF AGENDA – Motion made by Member Koukol, second by Member Vickers to approve the agenda. **With three members voting aye the motion passed by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Koukol to approve the May 2, 2022 minutes. **With three members present voting aye the motion passed 3-0**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Meagan Briganti briefed the committee regarding the ILGISA (Illinois GIS Association) Tax Map Presentation that she and Joshua Carlson attended on behalf of Kendall County. The historical tax map browser tool is used for searching and browsing Kendall County’s collection of tax maps. Ms. Briganti said that additional information is located on the Kendall County website. Ms. Briganti stated that there is 40 years of information on the browser and 13,700 documents have been scanned in. Ms. Briganti stated that this is a helpful tool for appraisers and assessors to see the changes in the County.

Latreese Caldwell briefed the committee regarding the Worker’s Compensation reports for FY22. Ms. Caldwell stated on page 7 of the loss run report, the County has 38 claims and has paid out \$40,522 in worker’s compensation claims for FY22, on page 8 there are 10 open claims from prior years, on page 9 is the summary report and page 10 is the Property and General Liability information. There are no auto claims for FY22 or General Liability claims for FY22. Ms. Caldwell stated that Mark Bell from IPMG provided updated claims review information during a Risk Management meeting on May 12, 2022. Ms. Caldwell stated that Mr. Bell commented on Kendall County having the “best run” Public Safety Center and that Sheriff Baird is doing an excellent job. Ms. Caldwell briefed the committee regarding the benefits reports from

Bob Jones that found on pages 11-12 of the Admin HR packet.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

Request to change the Champion Program into an alternate prize program for the Kendall County Broadband Survey with a Prize Poll not to exceed \$1,000.00 to be paid from the American Rescue Plan Act Fund. - Meagan Briganti briefed the committee regarding the Broadband Survey Program listed on page five of the Admin HR Packet. Ms. Briganti stated that the original champion program involving the local students did not go as planned. Although, reminder emails were sent out to the students, advertised on WSPY and Kendall County posted on social media platforms promoting the champion program, but the County did not get any students to sign up. Ms. Briganti suggested since the County has \$1,000 set aside for the champion program to create an alternate prize program. The decision was made to have a Raffle or Sweepstakes program and the prizes would be \$50.00 gas cards.

Member Koukol made a motion, second by Member Vickers to change the program to a gas card incentive program, with **three members present voting aye, the motion carried by a vote of 3-0.**

- *Discussion and Approval of Revised Employee Handbook* – Ms. Caldwell briefed the committee regarding the SAO’s Teleworking Policy that will become part of the revised Kendall County Employee Handbook. Ms. Caldwell specifically addressed the question regarding Teleworking and Workman’s Compensation cases. Ms. Caldwell received an email from Mark Bell that addressed the Worker’s Compensation/Remote Work Location. Ms. Caldwell proceeded to discuss chapter six, Disciplinary and Separation procedures. The discussion regarding the “permanent removal of department heads” was postponed until the next Admin HR meeting. Ms. Caldwell briefed the committee regarding the procedures for a verification of employment. The discussion included the lack of the Human Resource Information System (HRIS) and how it limits the HR department to provide employment verifications. At the current time, all verifications that are received in the Administration Department must be forwarded to the Treasurer’s Office to be completed. Megan Briganti addressed to the committee regarding annual accrual time. Ms. Caldwell stated that the SAO handbook allows 450 vacation hour accruals. The current Kendall County Employee Handbook has the “maximum accumulation” of no more than 1.5 times an employee’s annual salary accrual rate. If the employee doesn’t take their time, they will lose it. The committee decided to table the discussion for a later date.

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 Vickers. **With three members present voting yes, the meeting adjourned at 7:00 p.m.**

Respectfully Submitted,

Tina Dado
Human Resource Specialist



**Kendall County Information and Communication Technology
GIS Department**

111 West Fox Street
Yorkville, Illinois 60560

To: Administration/HR Committee

Subject: Employee Handbook Request

Please consider removing the “maximum accumulation” clause under Vacation time in the employee handbook (page 34, Section 6.1.C.). Since this is a benefit, it should not be taken away if someone is more than 1.5 times their annual accrual rate. By removing this clause, it could be sold to incoming employees as an added benefit and encourage the retention of current employees. We do still want to encourage employees to take their time, but it can be done without being threatened with losing the earned time.

Thank you,

Meagan Briganti

Meagan Briganti
Deputy Director
Kendall County Information and Communication Technology

Kendall County Job Description

TITLE: Part-Time Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: TBD

I. Position Summary:

Provides administrative and clerical support to the Administrative Services Department and County Board.

II. Essential Duties and Responsibilities:

- A. Provide administrative assistance to Administrative Services with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator and/or County Board members.
- B. Answer incoming telephone calls/walk ins - provide general information to the public.
- C. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board. Utilize electronic compliance software to manage requests and responses.
- D. Type, send and file letters and informational lists for distribution.
- E. Update certain County website pages.
- F. Distribute mail and run postage machine.
- G. Order office supplies and inventory.
- H. Assist with processing, tracking and filing accounts payable invoices using ERP system.
- I. Assist with collecting data, developing reports and completing special projects.
- J. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees.
- K. Assist with general filing of Administrative Services and County Board documents.
- L. Electronically record and run a Board Committee meeting using Board meeting software and audio/visual software. prepare minutes for County Board committee meetings
- M. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding -public notices, prepare minutes for County Board committee meetings.
- N. Assist in preparation of Excel spreadsheets including creating tables, forms, templates and updating reports and charts.
- ~~N.O. Assist in the preparation of PowerPoint presentations.~~
- ~~O.P. Create content for and post to Assists with public relations and social media accounts.~~
- ~~P.Q. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties.~~
- ~~R. Maintains regular attendance.~~
- ~~Q.S. Attend County Board committee meetings after regular business hours as assigned.~~
- ~~R.T. Other duties as assigned~~

Kendall County Job Description

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- The ability to independently complete projects and follow guidance.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.
- Proficient use and Computer knowledge of MS Office Suite and remote meeting software.
- Prepare and use audio/visual equipment for presentations.

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B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety polices.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);
- A minimum of two (2) years' experience in an office environment

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VI. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Frequently lift and/or move up to 10 pounds;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;

