



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**KC Office Building, 111 W. Fox Street**  
**County Board Rm 210; Yorkville**  
**Monday, August 1, 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 – June 6, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion and Approval of Updated Employee Handbook*
  - *Discussion of 2022 Employee Appreciation Luncheon Options*
- 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**  
**Monday, June 6, 2022**

**CALL TO ORDER** – Chair Flowers called the meeting to order at 5:30pm.

**ROLL CALL**

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

**With 5 members present, a quorum was established to conduct committee business.**

**Employees in Attendance:** Scott Koeppel, Latreese Caldwell, Meagan Briganti, Tina Dado

**Others in Attendance:** None

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

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Gengler to approve the May 18, 2022 minutes. **With five members present voting aye the motion passed 5-0**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – Mr. Koeppel stated that all items to be discussed are on the agenda.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion and Approval of Revised Employee Handbook.* - Ms. Caldwell briefed the committee regarding the maximum accruals for earned vacation time. Ms. Caldwell stated that the current Kendall County Employee Handbook maximum accumulation is 1.5 times years of service to be carried over month to month. The SAO’s current Employee Handbook states 450 hrs. maximum accumulation of time. Ms. Caldwell stated that a few employees have lost some of their time because of the maximum accrual limits. Ms. Briganti provided a memo, in the Admin HR packet, to the committee regarding maximum accruals. On the boardroom screens, Ms. Briganti shared her time and attendance document from the Gradience System indicating where she lost time on a month to month basis because she exceeded the maximum accrual limit. Ms. Briganti

stated that her time was affected due to the COVID -19 Pandemic. Mr. Koepfel stated that he is not aware of any employees denied their vacation time. Mr. Koepfel stated that one of his employees is taking a vacation day at the end of this month to avoid losing his accrued time. The decision was made by the committee to change the maximum accrual limit to 30 working days or 6-week limit. Ms. Caldwell briefed the committee regarding the new state laws “Time Off To Vote” “Paid Time Off For Jury and Witness”. The FMLA Leave schedule will change from the current 12-month measured forward to the Rolling 12-month period. Ms. Caldwell briefed the committee as to the changes to the current Kendall County’s Employee handbook regarding IMRF Disability Benefit. Ms. Caldwell stated that currently, if an employee chooses to apply for IMRF disability the employee must use 10 consecutive work days of sick/personal, then County will provide full pay until the date IMRF disability benefits commence. Ms. Caldwell stated that the SAO’s current Employee Handbook does not provide employees full pay until the date IMRF Disability Benefits commence. The committee has agreed to the language in the SAO’s Employee Handbook. The committee agreed to include part-time employees of Kendall County in the Bereavement Policy for the new Kendall County Handbook. The committee has agreed to remove the General Leave of Absence Policy in the current Kendall County Employee Handbook. Mr. Koepfel “Access for Archived Emails.” The committee agreed to add County Administrator and Inspector General as representatives for the County to obtain emails for employees’ that report under the County Board and County Administrator. The committee agreed to adopt the Social Media Policy. The new policy will provide the County Administrator the right to read what an employee writes or says publicly and make a determination if it meets this policy. The committee requests that the County Board be informed of any violations of this policy.

Chair Flowers made a motion, second by Member Vickers to send the *Revised Employee Handbook* to the State’s Attorney for review, followed by County Board for final approval with **five members present voting aye, the motion carried by a vote of 5-0.**

- *Discussion and Approval of Revised Part-time Administrative Assistant Job Description-* Ms. Caldwell discussed the reasons for the changes to the Part-Time Administrative Assistant Job Description. The Administration Department is looking for an individual that is familiar with a variety software and can meet the needs of the department as well as the County Board. Mr. Koepfel stated the changes are minimal and mainly pertain to job duties that will be required by the employee in this position The job description was created in 2020 and reviewed by the SAO at that time. The decision was made not to send the job description to the SAO for review at this time.

**EXECUTIVE SESSION** – None

**ITEMS FOR COMMITTEE OF THE WHOLE** – None

**ACTION ITEMS FOR COUNTY BOARD** – *Approval of Revised Part-time Administrative Assistant Job Description.*

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

Respectfully Submitted,

Tina Dado  
Human Resource Specialist