



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**KC Office Building, 111 W. Fox Street**  
**County Board Rm 210; Yorkville**  
**Wednesday, August 17, 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 – August 1, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Plan Performance/Renewal Planning Presentation – The Horton Group*
  - *Discussion of 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**  
**Monday, August 1, 2022**

**CALL TO ORDER** – In the absence of committee chair Flowers, Member Gilmour 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	Absent		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Absent		

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

**Employees in Attendance:** Scott Koepfel, Meagan Briganti

**Others in Attendance:** None

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

**APPROVAL OF MINUTES** – Motion made by Member Koukol, second by Member Gengler to approve the May 18, 2022 minutes. **With three members present voting aye the motion passed 3-0**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – Megan Briganti addressed the committee and a handout was provided to the committee on the following items.

- New hire in GIS department, Amanda Bailey started on August 8<sup>th</sup>. She is a NIU graduate from Dixon, IL.
- Megan provided contact methods for the public and internal staff to get in touch with GIS. The email address is [KCGIS@kendallcountyil.gov](mailto:KCGIS@kendallcountyil.gov) and department phone line (630-553-4212).
- Department will maintain legal review, communication with the Assessor’s Office and perform parcel splits.
- Update data and communication with KenCom, especially for NextGen911. Megan updated the committee on their progress for the following projects.
- Completed a project for Oswego Public Library, used heat map so they could focus on new membership efforts.
- Near Map- they flew early July for the urbanized areas of the county.
- KenCom and NG911 – helped them go live with them and Grundy county.
- ESRI UC – Working with multiple high- level ESRI employees about tools that they use. Many new ideas are being implemented into the software.

- Splits – They created 652 new parcels and retired 263 parcels between May and July (8-week period).
- Wiki - Documentation – They have over 80 separate topics documented to create standard operating procedures and knowledge based for GIS department.
- Trained Administration staff on the platform August 4<sup>th</sup> 2022.

Mr. Koeppel briefed the committee that Horton will be at the next meeting (August 17, 2022) to update committee on Health Insurance renewal projections for 2023, and progress and plan changes for health insurance FY2022-23.

**PUBLIC COMMENT - None**

### **COMMITTEE BUSINESS**

- ***Discussion and Approval of Updated Employee Handbook-*** Mr. Koeppel stated the Employee Handbook went to legal review and they suggested some changes. Send to the Admin/HR committee ant to COW. Flextime was added to handbook and a vacation cap of up to 225 hours was added. Legal also suggested that the document be as usable as possible by elected offices as each office is a separate employee in regards to the employee handbook. Elected officers may elect to use the KC employee handbook. Mr. Koeppel explained some of the definitions that are being used in the handbook The term Employer – is noted throughout the handbook after discussion with legal. The use of Executive is defined as department head or elected official. He also defined Designated HR as this may be a different person depending on the office, such as Sheriff’s office. County Administration defined would also be the elected office official. Employee complaints regarding the County Administrator will go to the county Inspector General. The handbook adapted the changes from the committee, eleven questions with COW and legal, all material changes were made. Changes were made to the handbook to change pronouns to gender neutral. The employee handbook is now being proofread and any errors are being clean up. The plan is to present at the August 16<sup>th</sup> County Board meeting.  
 Questions from the members to Mr. Koeppel, asked if approved by the County Board what will be the turnaround time for employees. Mr. Koeppel stated that they will be working asap (next day) with IT to set up a portal so employees can go in and sign electronically. They will also send to Elected Official and Department Heads after County Board approved, they can adopt for use or use their own employee handbook. Member asked how will employees know what has changed in this updated employee handbook? Scott said it was suggested to him to prepare a cover memo with the handbook stating that significant changes have been made to it and suggest to employee that they review the entire document. How will employees receive the updates employee handbook after approval, this is yet to be determined, if employees will receive a hardcopy or digital copy.

Committee member requested that the updated Employee Handbook be presented at Committee of the Whole on August 11, 2022.

Member Gengler made a motion, second by Member Koukol to send the *Revised Employee Handbook* to the Committee of the whole (COW) on August 11, 2022 and followed by County Board for final approval. **With three members present voting aye, the motion carried by a vote of 3-0.**

- ***Discussion of 2022 Employee Appreciation Luncheon Options*** – Mr. Koepfel stated that this project is in the budget. Mr. Koepfel stated that due to the increase in Covid-19 and the need for safety of employees, staff does not recommend large open pizza parties for County employees. Mr. Koepfel reviewed possible options with the committee.

One option would be to have individual office/department pizza/salad lunches delivered when good time for each office. Could spread it out over one month (October). Maciano's was VERY good with delivery for our larger pizza parties, but will need to discuss with them about 35 deliveries and the restricted times for delivery to the Courthouse.

A second option could be gift cards or certificates to selected restaurants in Yorkville. Not sure how this would work or if the County would be allowed to purchase gift cards/certificates for employee appreciation event (Question for SAO).

The boxed lunches/restricted menu options with Asadores in Oswego, did not work well. Lunches didn't arrive when requested (12 noon or earlier) in the Courthouse and many employees did not receive lunch or it came hours after their lunch break. Food was ok, but arrived cold to every location. Small business was not able to handle the demand of delivery to 35 offices/departments.

Mr. Koepfel stated that Admin staff is asking for other possible ideas or options from the Committee, and direction on when and what they would like to provide for employee appreciation.

Motion to approve option one- Maciano's ordered for individual offices, made by Member Koukol, second by Member Gengler. **With three members voting aye the motion passed by a 3-0 vote.**

**EXECUTIVE SESSION** – None

**ITEMS FOR August 11, 2022 COMMITTEE OF THE WHOLE** – *Discussion of and Approval of Updated Employee Handbook*

**ACTION ITEMS FOR COUNTY BOARD** – none

**ADJOURNMENT** – Member Koukol made a motion to adjourn the meeting, second by Member Gengler. **With three members present voting yes, the meeting adjourned at 6:01 p.m.**

Respectfully Submitted,

Sally A. Seeger  
Administrative Assistant

## Kendall County Job Description

**TITLE:** Administrative Assistant  
**DEPARTMENT:** Administrative Services  
**SUPERVISED BY:** Deputy County Administrator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** 5/15/2018  
**REVISED:** 5/15/2018

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### I. Position Summary:

Provides assistance in all areas of ~~Administrative Services Administration~~ Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the ~~Administration Department County Administrator, Deputy County Administrator,~~ and County Board in implementing functions, procedures, and responsibilities.

### II. Essential Duties and Responsibilities:

#### Administrative Services

- A. Serve as the Administrative Assistant for ~~the Administration Department ve Services~~ and Kendall County Board.
- B. Provide administrative assistance to ~~Administration Department ve Services~~ with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator, and County Board members.
- C. Answer incoming telephone calls for ~~the Administration Department ve Services~~ and County Board Office and appropriately respond to public inquiries by mail or phone.
- D. Provide general information to the public.
- E. Complete State-mandated training and serve as a Freedom of Information Act Officer for County Board, ~~the Administration Department ve Services,~~ and other departments as assigned ~~by County Administrator.~~
- F. Type, send and file letters and correspondence on behalf of the ~~County Administration Department or, Deputy County Administrator,~~ and County Board ~~members.~~
- G. Update various County informational lists for public and organizational distribution.
- H. Draft updates to certain County website pages including, but not limited to, the homepage, calendar, and pages for ~~the Administration Department ve Services,~~ County Board, and Board Committee volunteer opportunities.
- I. Manage all inter-office and outgoing mail functions, as well as maintain the postage machine and meter, and monitor and replenish the postage for County Administrative Office Building.
- J. ~~Manage and record petty cash register, P~~rocess ~~Administrative Services'~~ accounts payable claims and vouchers, track invoice payments and certain contracts for budget purposes and review certain budget line items ~~for the of Administration Department ve Services~~ and County Board.
- K. Order and manage ~~the Administration Department's ve Services~~ and County Board's office supplies and inventory.
- ~~L.~~ Assist with collecting and presenting data, developing reports, completing special projects, as it pertains to certain budget accounts.
- ~~M.~~ Assist in preparation of Excel spreadsheets including creating tables, forms, templates and updating reports and charts.
- ~~N.~~ Assist in the preparation of PowerPoint presentations.
- ~~L.O.~~ Create content for and post to public relations and social media accounts
- ~~M.P.~~ Organize ~~the Administration Department's ve Services'~~ department files and process records disposal applications to the Local Records Commission.

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## Kendall County Job Description

- N.Q. Handle confidential matters daily relating to all functions of [the Administration Departmentive Services](#), Kendall County Board, and its committees and maintains the confidentiality of said information.
- O.R. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- P.S. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

## Kendall County Job Description

- ~~Q.T.~~ Perform Criminal Background Checks and Motor Vehicle Record Checks for departments reporting to the County Administrator.
- ~~R.U.~~ Prepare, maintain, and file notary public applications/renewals for all County employees.
- ~~S.~~ Maintain and file time off requests and bi-weekly time sheets, and personnel files for employees reporting to the County Administrator and Deputy County Administrator.
- ~~T.~~ Produce monthly time off reports for employees reporting to the County Administrator and Deputy County Administrator.
- ~~U.V.~~ Maintain regular attendance and punctuality.
- ~~V.W.~~ Perform other duties as assigned.

### County Board

- ~~W.X.~~ Attend County Board committee meetings (8-10 monthly), as assigned, both during and after regular business hours, including Mayors Managers meetings, special County Board receptions, ceremonies, and presentations. Coordinate all aspects of County receptions, special recognition, and special meetings.
- ~~Y.~~ Electronically record and run a Board Committee meeting using Board meeting software and audio/visual software
- ~~X.Z.~~ Prepare minutes for County Board's various committee meetings; store and categorize recordings and minutes. Prepare executive session minutes for bi-annual review for various County Board committees.
- ~~Y.AA.~~ Coordinate administrative tasks for County Board committee meetings, including, but not limited to, typing and posting agendas, compiling and distributing meeting packets, notifying the media, communicating with board members for attendance and agenda topics, and updating county web calendar, as well as placing public notices and announcements with local media.
- ~~Z.BB.~~ Prepare, maintain, and update the list of County Board's appointments to outside boards, commissions, and special districts.
- ~~AA.CC.~~ Type, send, and file letters and correspondence for the County Board, County Board committees, and Board & Commission appointments.
- ~~BB.~~ Coordinate County Employee Appreciation and Recognition programs.

### 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. Language Skills:

- Ability to research, read and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

#### B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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**Commented [TD3]:** Should this position maintain personnel files or records?

**Commented [TD4]:** Should this be handled by HR? "in the absence of the Human Resources Specialist.

**Commented [TD5]:** Does this include Admin HR Committee? "in the absence of PT Admin Assistant?"

**Commented [TD6]:**

**Commented [TD7R6]:** Should this be managed by HR? "In absence of HR Specialist Admin Assistant may perform these duties?"



## Kendall County Job Description

### C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

### D. Skills, Knowledge, and Abilities:

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas and work effectively with county personnel and elected officials.
- The ability to independently complete projects and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, MS Office Suite and remote meeting software,
- Prepare and use audio/visual equipment for presentations.
- Knowledge of office practices, principles of modern record keeping, setup, and maintaining filing systems.
- May require skill in the use of Dictaphones and transcribing equipment.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.

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### E. 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.

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### E.F. Education and Experience:

- A minimum of an Associate's Degree from an accredited college or university is required.
- A minimum of at least five (5) years of experience as an Executive Secretary or Administrative Assistant is required.

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### V. 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., Historic Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

### VI. Work Environment:

## Kendall County Job Description

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

cc: personnel file, employee

# MONTHLY MEDICAL INSURANCE REPORT

FY 22

	Non-Union    Union		<u>Total Enrolled</u>		Annual Plan Cost						
			<u>Jun-22</u>	<u>Jul-22</u>							
HMO EE	9	10	21	19	\$8,612.66						
HMO FAM	7	13	20	20	\$16,435.09						
H.S.A. \$1500 EE	60	47	107	107	\$10,983.59 *						
H.S.A. \$1500 FAM	43	53	99	96	\$20,913.41 *						
H.S.A. \$2800 EE	2	2	4	4	\$10,130.17 *						
H.S.A. \$2800 FAM	5	4	8	9	\$19,301.29 *						
BC Options. \$1500 EE	8	1	9	9	\$10,509.47 *						
BC Options \$1500 FAM	3	5	8	8	\$20,017.73 *						
BC Options \$2800 EE	1	1	2	2	\$9,655.84 *						
BC Options \$2800 FAM	1	0	1	1	\$18,405.44 *						
<b>Total Enrolled</b>	<b>139</b>	<b>136</b>	<b><u>278</u></b>	<b><u>275</u></b>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dental EE</td> <td style="text-align: center;">168</td> </tr> <tr> <td>Dental Family</td> <td style="text-align: center;">194</td> </tr> <tr> <td><b>Total Enrolled</b></td> <td style="text-align: center;"><b><u>362</u></b></td> </tr> </table>						Dental EE	168	Dental Family	194	<b>Total Enrolled</b>	<b><u>362</u></b>
Dental EE	168										
Dental Family	194										
<b>Total Enrolled</b>	<b><u>362</u></b>										

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*

**FY 22 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$6,423,600) \*64.34% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	390623	407851	419029	426085	419762	411179					\$3,314,184
Met Life Dental Premium	28486	28706	28745	29276	28784	27742	28290	28791					\$228,820
BCBS Life Premium	601	613	604	619	591	622	623	622					\$4,894
Health Savings Account	625	547000	4125	9625	9625	2875	4000	6375					\$584,250
FSA Admin Fee	84	84	98	105	105	201	98	102					\$876
<b>TOTALS</b>	<b>\$451,857</b>	<b>\$993,996</b>	<b>\$424,194</b>	<b>\$447,476</b>	<b>\$458,134</b>	<b>\$457,524</b>	<b>\$452,774</b>	<b>\$447,068</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,133,024</b>

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**FY 21 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,830,200) \*94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27247	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	555000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
<b>TOTALS</b>	<b>\$977,143</b>	<b>\$416,314</b>	<b>\$416,363</b>	<b>\$424,448</b>	<b>\$425,743</b>	<b>\$415,749</b>	<b>\$408,928</b>	<b>\$407,691</b>	<b>\$409,247</b>	<b>\$400,778</b>	<b>\$382,474</b>	<b>\$408,649</b>	<b>\$5,493,529</b>

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**FY 20 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,110,000) \*98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	341783	356052	360795	353798	349472	353379	365907	353625	355621	293832	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	25602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	91	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
<b>TOTALS</b>	<b>\$919,867</b>	<b>\$366,470</b>	<b>\$381,943</b>	<b>\$389,671</b>	<b>\$382,537</b>	<b>\$378,235</b>	<b>\$369,318</b>	<b>\$394,236</b>	<b>\$384,966</b>	<b>\$380,385</b>	<b>\$320,548</b>	<b>\$381,139</b>	<b>\$5,049,317</b>

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**FY 19 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,270,000) \*94.99% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359064	353709	361141	369973	358602	370815	366397	366645	368565	377012	\$4,171,818
UHC Final Bill	0	0	1513	0	0	0	0	0	0	0	0	0	\$1,513
Met Life Dental Premium	0	48213	23852	24138	24249	24733	23914	24374	24400	24311	24113	24485	\$290,781
Met Life Life Premium	0	0	1383	932	471	482	465	484	479	479	476	483	\$6,134
Health Savings Account	516000	1250	6875	1250	1125	3500	0	3000	0	0	500	1250	\$534,750
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	0	0	0	105	0	95	0	95	95	189	0	91	\$669
FSA Admin Fee	84	84	84	105	0	123	0	0	0	0	0	0	\$480
<b>TOTALS</b>	<b>\$871,408</b>	<b>\$214,119</b>	<b>\$392,771</b>	<b>\$380,239</b>	<b>\$386,986</b>	<b>\$398,905</b>	<b>\$382,980</b>	<b>\$398,767</b>	<b>\$391,371</b>	<b>\$391,624</b>	<b>\$393,653</b>	<b>\$403,321</b>	<b>\$5,006,143*</b>

0102-027-6547

## MONTHLY BENEFITS SUMMARY REPORT

FY 22

Retirees/COBRA (12/1/21 -11/30/22) (42 Retirees / 1 COBRA)			
Vision	Family	13	\$1,273.68
Vision	Single	19	\$957.72
Medical	Family	4	\$42,588.30
Medical	Single	13	\$72,935.85
Dental	Family	36	\$11,565.38
Dental	Single	21	\$17,018.45
<b>TOTAL</b>		<b>106</b>	<b>\$146,339.38</b>

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	625
January	547,000
February	4,125
March	9,625
April	9,625
May	2,875
June	4,000
July	6,375
August	
September	
October	
November	
<b>Total</b>	<b>\$ 584,250</b>