



**COUNTY OF KENDALL, ILLINOIS**  
**SPECIAL COMMITTEE OF THE WHOLE/  
ADMIN HR COMMITTEE**

**KENDALL COUNTY OFFICE BUILDING  
2<sup>nd</sup> Floor Board Room; 111 W. Fox Street; Yorkville**

**Monday, July 11, 2022 at 5:30PM  
MEETING AGENDA**

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

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Scott Gryder (Chair)	Absent		
Matt Kellogg (Vice Chair)	Absent		
Amy Cesich	Present		
Brian DeBolt	Present		
Elizabeth Flowers	Present		
Scott Gengler	Present		
Judy Gilmour	Present		
Dan Koukol	Present		
Ruben Rodriguez	Present		
Robyn Vickers	Present		

**With 8 members present, a quorum was established to conduct committee business.**

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

**Others in Attendance:** Todd Miliron, Yorkville, IL

**APPROVAL OF AGENDA** – Motion made by Member DeBolt, second by Member Koukol to approve the agenda. **With 8 members voting aye the motion passed by an 8-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Cesich, second by Member Gilmour to approve the June 16, 2022 minutes. **With eight members voting aye the motion passed by an 8-0 vote.**

**NEW BUSINESS**

- Discussion and Approval of the Kendall County Handbook
  - Scott Koeppel stated that legal review of the Kendall County Handbook had been received from the State’s Attorney’s Office. Mr. Koeppel handed out a list of 11 Questions for the HR Admin Committee to be discussed after the legal review.
    1. Should a new definitions policy be added to the Introduction Section to define Executive and Designated Human Resources Representative? This would make the handbook useable by other departments and offices. The Committee consensus was yes.
    2. Should the title Department Head be used, as the immediate supervisor, instead of County Administrator, as it would align with the Department Head’s job description? The Committee Consensus was yes.

3. Who has the oversight of the County Administrator? The Committee consensus was to put in a small section at the beginning of the handbook detailing the oversight of the County Administrator. The County Board Chairman will continue to approve time off and other day to day issues for the County Administrator.
4. Mr. Koepfel notified the Committee that whenever there is a change to the handbook, bargaining unions may request to bargain over certain items.
5. Would the Committee like to add the new laws that will go into effect 1/1/2033 into the handbook now? Otherwise, the handbook would have to be distributed and signed now and again in January. The Committee consensus was to add the January 2023 laws now and to get any additional new laws from the State's Attorney's Office.
6. Should a new section Religious Accommodations be added? Yes, the committee agreed to add the recommended section.
7. How does Board want to address outside employment approval? Should Part-Time be added, some employees work part time in two separate county or Forest Preserve departments? The Committee agreed to add Part-Time and within the County and Forest Preserve.
8. If comp time is allowed, we would need a policy. The Committee agreed to allowing comp time and to generating a policy for comp time.
9. Discussion ensued around how many years could elapse before an employee that left Kendall County and returned to Kendall County would lose prior vacation accrual rate. The Committee agreed upon 5 years. Would an employee be able to have continuous service if moving from one department or office to another within Kendall County? Yes
10. Should Kendall County require employees to provide documentation confirming they attended jury/witness duty? The Committee consensus was yes. A sentence shall be added to this effect.
11. Who has the authority to access elected official's emails? Only the elected official should have access to their own emails.

## **DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

**PUBLIC COMMENT** – Todd Miliron, Yorkville, IL

**QUESTIONS FROM THE MEDIA** - None

**CHAIRMAN'S REPORT** - Scott Koepfel stated that the Chairman has cancelled the Committee of the Whole on July 14 at 4pm.

**EXECUTIVE SESSION for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body (5ILCS 120/2 C 1)** – the Committee entered into Executive Session at 6:24pm. Member Rodriguez left Executive Session at 6:40pm The Committee returned to Open Session at 6:45pm.

**ADJOURNMENT** – Member Gilmour made a motion to adjourn the meeting, second by Member Vickers with **seven members present voting yes, the meeting adjourned at 6:48 p.m.**

Respectfully Submitted,  
Tina Dado  
Human Resource Specialist

