

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