

**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 Koeppel, 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 June 6, 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 and 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