



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**KC Office Building, 111 W. Fox Street**  
**County Board Rm 210; Yorkville**  
**Wednesday, October 19, 2022 at 5:30 p.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 – October 6, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Presentation – the Horton Group: Approval of Plan Performance/Renewal Planning*
- 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**  
**Thursday October 6, 2022**

**CALL TO ORDER** – Committee Chair Elizabeth Flowers called the meeting to order at 5:00 p.m.

**ROLL CALL**

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

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

**Employees in Attendance:** Scott Koeppel, Latreese Caldwell, Tina Dado, Bob Jones, Jill Ferko,

**Others in Attendance:** None

**APPROVAL OF AGENDA** – Motion made by Member Koukol, second by Member Gengler approved the agenda. **With four members voting aye the motion passed by a 4-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Koukol, second by Member Gengler to approve the August 17, 2022 minutes. **With four members present voting aye the motion passed 4-0.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS –**

Mr. Koeppel briefed the committee that the health insurance renewal amount is higher than it was initially thought to be. Initially was thought to be a 12% increase, this is the number that is in budget, he just was informed it was 19.5 %. Horton is confident that through negotiations with Blue Cross/Blue Shield they will be able to get that number closer to the original estimate increase of 12%.

**PUBLIC COMMENT -** None

**COMMITTEE BUSINESS**

- ***First Agenda Item – Discussion of Kendall County HR Department***  
 Scott Koeppel lead the discussion and directed the board members to page 7 of the packets for his memo on the need to create a centralized HR department. Matt Kellogg and Scott Koeppel meet with several officials from DuPage and Kane counties on how they run their HR. Both counties currently have centralized HR departments and talked with them about their methodology. Discussion also with State’s

Attorney office who also felt that they were fielding issues that didn't rise to the need of State Attorney review but would be best handled by an HR department. Employees have expressed that they didn't know who to go to for HR matters or were uncomfortable going to certain people when issues pop-up.

Administration staff is recommending a centralized Human Resources Department that reports to the Human Resources and Administration Committee. The department will be led by a director that reports to the County Administrator. The suggested Human Resources Department would function like the Facilities and ICT Departments.

Board members were given the following four options:

1. Continue operating Human Resources functions with current practices.
2. Create a Human Resources Department and transfer duties from departments and elected offices.
3. Transfer Human Resources duties from departments and elected offices to the Treasurer's Office.
4. Create a Human Resources Department that does not include Payroll (3 employees). Payroll remains in the Treasurer's Office.

Scott Koeppel's memo reflected how Kendall County HR functions are spread across different departments and elected offices. The memo discussed how DuPage and Kane County structure their HR and best practices used for their employees. Some of the counties have separate Finance Departments for payroll and some are under the HR Department. Mr. Koeppel explained that Kendall County does not currently have a Finance Department, functions spread out over several departments (Admin, Treasurer, Clerks Office) but the finance functions are working really well under this structure. Treasurer Jill Ferko discussed her opinion on wanting to keep payroll and benefits in her department, and that she felt that her staff has performed these duties well for the County employees. She would like to see HR under Treasurer's Office set up similar to Clerk/Recording office; establishing two separate areas Treasurer and HR. She indicated that she is on board with hiring a HR director as her office does not handle all of the other duties that are needed by employees. She indicated no one currently in her office has the credentials to take over those HR duties. Discussion ensued as to the pros and cons of establishing an HR department including costs, personal issues, best practices, and where those functions/duties should reside. Discussion ensued if HR should be under the County Board and not under an elected official's office. Latreese Caldwell gave the board more information on the history of how benefits were handled in the past and how these functions were performed. She asked the board to look at the Tyler-Munis system and how it is set-up; it is an integrated system and has functions set-up that we are currently not using. With no consensus that was reached on this discussion it was asked to be moved to the next Committee of the Whole.

Motion to send the discussion of Kendall County HR Department to next Committee of the Whole on October 13, 2022 by Member Koukol, second by Member Gengler. **With four members voting aye the motion passed by a 4-0 vote.**

- **Second Agenda Item – Discussion of GIS Developer Job Description**  
Discussion ensued for the need to change the duties of one of the employees to GIS Developer. The job has changed significantly. All the GIS is in the Amazon cloud, it provides for better security and we don't have to buy and maintain servers. Josh is our most talented employee with work on (Amazon) servers and cloud services and cloud work. We want to increase Josh's role. He updates the county's information daily he has automated several tasks. He is working with KenCom on their maps, looking to create a system with Brian Holdiman and Matt to use when they are doing their investigations in PBZ to tie them back to the map, store them, and not have to purchase a software system. We no longer need to contract with a company skilled in EZRI. We have additional duties with helping to maintain next- generation 911 with KenCom. Josh has become more than a mapping person. He is an IT person.

Motion by Member Gilmour to send the GIS Developer Job Description to next County Board meeting on October 18, 2022 under the consent agenda, second by Member Gengler. **With four members voting aye the motion passed by a 4-0 vote.**

- **Third Agenda Item – Discussion and Approval of 2024 Kendall County Wellness Plan**  
Wellness Plan the County Board approves where employees have to go to the doctor and turn in their benefit form. Have to adopt the program ahead of the Benefits Fair and December 1.

Motion by Member Gengler to send 2024 Kendall County Wellness Plan to next County Board Meeting on October 18, 2022 under the consent, second by Member Koukol. **With four members voting aye the motion passed by a 4-0 vote.**

**EXECUTIVE SESSION** – Member Gengler made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Gilmour.

**Roll Call**

<b>Attendee</b>	<b>Status</b>
Elizabeth Flowers	aye
Scott Gengler	yes
Judy Gilmour	yes
Dan Koukol	yes
Robyn Vickers	absent

**ITEMS FOR October 13, 2022 COMMITTEE OF THE WHOLE**

- *Discussion of Kendall County HR Department*

**ACTION ITEMS FOR COUNTY BOARD**

- GIS Developer Job Description – Consent Agenda
- 2024 Kendall County Wellness Plan – Consent Agenda

**ADJOURNMENT** – Member Gengler made a motion to adjourn the meeting, second by Member Koukol. **With four members present voting yes, the meeting adjourned at 5:54 p.m.**

Respectfully Submitted,

Sally A. Seeger  
Administrative Assistant