



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Monday, February 6, 2023 at 5:30 p.m.
MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Ruben Rodriguez (Chairman), Jason Peterson, Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. ***MOTION (VV) Approval of Agenda**
4. **Approval of Minutes - NONE**
5. **Committee Reports and Updates**
 - A. **Human Resources Department Report**
 - B. **Employee Training & Professional Development**
 - C. **Benefits and Insurance Report**
6. **New Committee Business**
 - A. ***MOTION (VV) Approval of Jason Peterson as Vice Chair of Human Resources & Insurance Committee**
 - B. ***MOTION (VV) (Forward to CB) Human Resources Director Job Description**
 - C. ***MOTION (VV) (Forward to CB) Human Resources Generalist Job Description**
 - D. ***MOTION (VV) (Forward to CB) County Employment Application**
 - E. ***MOTION (VV) (Forward to CB) Emergency Contact Form**
 - F. ***MOTION (VV) (Forward to CB) Vehicle Use Acknowledgment Form**
 - G. ***MOTION (VV) (Forward to CB) Confidentiality Agreement Form**
 - H. ***MOTION (VV) (Forward to CB) Kendall County Internship Program & Application Form**
 - I. ***DISCUSSION Kendall County Identification Badge**
 - J. ***DISCUSSION Community Outreach Employee Advisory Committee**
 - K. ***DISCUSSION Employee Service Awards**
7. **Old Committee Business**
8. **Chairman's Report**
9. **Public Comment**
10. **Executive Session**
11. **Items for Committee of the Whole**
12. **Action Items for County Board**
13. **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.