



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

1. **Call to Order**
2. **Roll Call:** Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. ***MOTION (VV) Approval of Agenda**
4. ***MOTION (VV) Approval of Minutes – February 6, 2023 (Page 1)**
5. **Committee Reports and Updates**
 - A. Horton Group – Kendall County Employee Benefits Report and Update
 - B. Alliant Insurance Services, Inc. – Kendall County Insurance Report and Update
 - C. Monthly Benefits Report Provided by Kendall County Treasurer’s Office (Page 5)
 - D. Monthly Report Provided by Kendall County Human Resources Department (Page 7)
6. **New Committee Business**
 - A. ***MOTION (VV) (Forward to CB) Property Inventory Form (Page 10)**
 - B. ***MOTION (VV) (Forward to CB) EEO-4 Survey Form (Page 11)**
 - C. ***MOTION (VV) (Forward to CB) Probationary Period Performance Evaluation Form (Page 12)**
 - D. ***MOTION (VV) (Forward to CB) Economic Development Coordinator Job Description (Page 15)**
 - E. ***MOTION (VV) (Forward to CB) Agreement to Accept Compensatory Time Off in Lieu of Overtime Pay (for Non-Exempt, Non-Union Employee) (Page 20)**
 - F. ***MOTION (VV) (Forward to CB 3/21/23 Meeting) Resolution Honoring Women’s History Month in Kendall County (Page 21)**
7. **Old Committee Business**
 - A. ***MOTION (VV) (Forward to CB 6/20/23 Meeting) Identification Badge Policy (Page 22)**
 - B. ***MOTION (VV) (Forward to CB 6/20/23 Meeting) Safe Driving Policy Amendment (Page 23)**
 - C. ***MOTION (VV): Authorize Human Resources Department to Proceed with 2023 Employee Service Awards in an amount not to exceed \$1,975.00 (Page 25)**
 - D. ***MOTION (VV) (Forward to Finance & Budget Committee): Authorize the purchase of Kendall County water bottles in an amount not to exceed \$5,062.00 (Page 26)**

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.

8. Chairman's Report

9. Public Comment

10. 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

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.

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, February 6, 2023, at 5:30 p.m.

Call to Order

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30 p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	here		
Jason Peterson	here		
Elizabeth Flowers	here		
Zach Bachmann	here		
Matt Kellogg	here		

Others Present: County Administrator Scott Koeppel, Human Resources Director Leslie Johnson and Human Resources Generalist Tricia Springman.

Approval of Agenda – Member Bachmann made a motion to approve the agenda, second by Member Peterson. **With five members voting aye, the motion carried by a vote of 5 -0.**

Committee Reports and Updates –

- A. Human Resources Department Report – HR Director Leslie Johnson briefed the committee on the departments’ first two months of operation and directed their attention to page one of the packet provided to them. She highlighted the departments’ accomplishments and ongoing projects. The HR Department developed a Resolution Honoring Black History Month in Kendall County which will be presented at the February 7, 2023, County Board meeting for approval.
- B. Employee Training and Professional Development - Ms. Johnson briefed the committee and answered questions on the implementation of professional development and employee training, turning their attention to page two of the packet. For all training completed by employees, the certificate will be included in that employee’s personnel file. County Administrator Scott Koeppel stated that all AED machines have been inspected and updated in the county buildings.
- C. Benefits and Insurance Report – Ms. Johnson presented to the Board and directed their attention to the graphs (pages 3-8 of packet) of Kendall County Employee demographics, Workers Compensation claims by department (17 open claims), Liability and Property claims and the monthly medical insurance report.

New Committee Business

A *MOTION (VV) Approval of Jason Peterson as Vice Chair of Human Resources & Insurance Committee

Member Kellogg made a motion to Approve Jason Peterson as Vice Chair of Human Resources & Insurance committee, second by Member Bachmann. **With five members voting aye, the motion carried by a vote of 5 -0.**

B. *MOTION (VV) (Forward to CB) Human Resources Director Job Description

Member Kellogg made a motion to forward to County Board meeting the Human Resources Director Job Description, second by Member Flowers. **With five members voting aye, the motion carried by a vote of 5-0.**

C.*MOTION (VV) (Forward to CB) Human Resources Generalist Job Description

Member Peterson made a motion to forward to County Board meeting the Human Resources Generalist Job Description, second by Member Kellogg. **With five members voting aye, the motion carried by a vote of 5 -0.**

Ms. Johnson answered questions on the generalist job description. It was purposefully left open-ended so that in building the department and adding additional staff, the generalist can take on one or more of the functions of the HR department and employees can be cross trained.

D. *MOTION (VV) (Forward to CB) County Employment Application

Member Flowers made a motion to forward to County Board meeting the County Employment Application, second by Member Bachmann. **With five members voting aye, the motion carried by a vote of 5 -0.**

E. *MOTION (VV) (Forward to CB) Emergency Contact Form

Member Flowers made a motion to forward to County Board meeting the Emergency Contact Form, second by Member Peterson. **With five members voting aye, the motion carried by a vote of 5 -0.**

F *MOTION (VV) (Forward to CB) Vehicle Use Acknowledgment Form

Member Peterson made a motion to forward to County Board meeting the Vehicle Use Acknowledgment Form, second by Member Flowers. **With five members voting aye, the motion carried by a vote of 5 -0.**

Discussion and questions regarding the Vehicle Use Acknowledgment form ensued. The employee's driver's license will be kept on file when completing the vehicle use acknowledgment form. This form will be signed by employees when onboarding if they will be driving a county owned vehicle. Discussion will be continued at a future meeting regarding a requirement for personal vehicle use while on county time and what that would entail as insurance/ liability.

G. *MOTION (VV) (Forward to CB) Confidentiality Agreement Form

Member Bachmann made a motion to forward to County Board meeting the Confidentiality Agreement Form, second by Member Kellogg. **With five members voting aye, the motion carried by a vote of 5-0.**

H. *MOTION (VV) (Forward to CB) Kendall County Internship Program & Application Form

Member Flowers made a motion to forward to County Board meeting the Kendall County Internship Program & Application Form, second by Member Peterson. **With five members voting aye, the motion carried by a vote of 5 -0.**

HR Generalist Tricia Springman led a discussion on the new Kendall County Internship Program and application process. She is currently working with the various departments and their needs for an intern.

She has created an online application with links to the website and to each office so the applicant can learn more about that department. She has created an internship flyer to be posted on social media platforms. They will be working on outreach with various schools.

I.*DISCUSSION Kendall County Identification Badge

Ms. Johnson led a presentation on the need for Kendall County identification badges for employee safety. Two designs of badges, developed by the Human Resources Department, which includes an employee photo was distributed to the committee. Ms. Johnson is asking the committee if they want to put a policy in place that would require all Kendall County employees to wear the photo ID while working in their official capacity. Discussion ensued with the committee on what requirements they would like to see in the policy. Ms. Johnson will bring a draft policy to the next meeting for this committee to review.

J.*DISCUSSION Community Outreach Employee Advisory Committee

Ms. Johnson briefed the committee on a Community Outreach initiative that the Human Resources Department is developing and directed their attention to page 34 of the packet. She would like to improve employee engagement with the community, on a strictly volunteer basis. The Human Resources Department is forming a committee to work on planning and organizing these volunteer opportunities. Planning is in progress for a May volunteer day with the KC Forest Preserve for spring planting at the Pickerill Estate House property. It was suggested that volunteer hours be tracked as they move forward.

K.*DISCUSSION Employee Service Awards

Ms. Johnson gave an overview of what the employee service awards had looked like in the past, and directed the committee to page 35 in the packet. She presented a breakdown of the number of employees eligible for awards this year, along with estimated costs based on previous tier amounts for service years. The department is working with a local vendor to set-up an online store for the employees that are eligible. Employees in the past were not eligible for awards until 10 years of service. Ms. Johnson is asking the committee if they would like to implement an award for employees between 5-9 years of service. Tricia Springman handed out a flyer to the committee with some inexpensive ideas for the service awards. The committee discussed various options for these awards.

Old Committee Business - None

Chairman's Report - None

Public Comment - None

Executive Session - None

Items for the Committee of the Whole Meeting – None

Action Items for County Board-

The following items will be sent to the February 21, 2023 County Board meeting under the Consent Agenda:

- Approval of Human Resources Director Job Description
- Approval of Human Resources Generalist Job Description
- Approval of County Employment Application
- Approval of Emergency Contact Form
- Approval of Vehicle Use Acknowledgment Form

- Approval of Confidentiality Agreement Form

The following item will be sent to the February 21, 2023 County Board meeting under Human Resources and Insurance Standing Committee Reports:

- Approval of the Kendall County Internship Program & Application Form

Adjournment – Member Flowers made a motion to adjourn, second by Member Bachmann. **With five members present in agreement; the meeting was adjourned at 6:42 p.m.**

Respectfully submitted,
Sally A. Seeger,
Administrative Assistant

MONTHLY MEDICAL INSURANCE REPORT
FY 23

	Non-Union		Union		Total Enrolled		Annual ER Plan Cost	Retirees/COBRA (12/1/22 -11/30/23) (57 Retirees / 0 COBRA)	
	Feb-23	Mar-23	Feb-23	Mar-23	Feb-23	Mar-23		Retirees	COBRA
HMO EE	11	10			21	21	\$7,745.65	14	\$597.90
HMO FAM	5	13			18	18	\$14,630.77	16	\$450.72
H.S.A. \$1500 EE	75	48			118	123	\$11,827.61 *	2	\$10,160.27
H.S.A. \$1500 FAM	45	51			91	96	\$22,507.70 *	11	\$18,778.96
H.S.A. \$3000 EE	1	2			1	3	\$10,898.27 *	35	\$4,815.34
H.S.A. \$3000 FAM	5	4			9	9	\$20,752.13 *	20	\$6,260.33
BC Options \$1500 EE	5	1			6	6	\$11,311.26 *		
BC Options \$1500 FAM	1	4			5	5	\$21,532.29 *		
BC Options \$3000 EE	2	0			2	2	\$10,381.70 *		
BC Options \$3000 FAM	3	0			2	3	\$19,776.49 *		
Total Enrolled	153	133	273	286					\$41,063.52

Dental EE	184
Dental Family	190

Total Enrolled 374

NOTES:
1) Premiums and headcount paid as of monthly report date
* 2) Includes Employer HSA contribution *

FY 23 MONTHLY MEDICAL INSURANCE INVOICES BUDGETED \$6,462,308 37.06% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line Item	% of budget
BCBS Medical Premium	467114	896081	424612										\$1,787,807	5,438,252	32.87%
BCBS Dental Premium	28221	-218	28489										\$56,492	381,879	14.79%
BCBS Life Premium	595	612	591										\$1,798	9677	18.58%
Health Savings Account	375	540750	7230										\$548,355	597,500	91.77%
FSA Admin Fee	95	95	112										\$301	35,000	0.86%
TOTALS	\$495,399	\$1,437,320	\$461,033	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,394,753	6,462,308	37.06%

FY 22 MONTHLY MEDICAL INSURANCE INVOICES (BUDGETED: \$6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	418868	423977	418344	406923	411574	412983	412883	-4843	\$4,903,995
Met Life Dental Premium	56127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	\$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	\$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	\$591,375
FSA Admin Fee	0	792	98	105	105	201	98	102	102	105	102	98	\$1,906
TOTALS	\$479,415	\$1,022,872	\$830,850	\$406,831	\$457,083	\$455,203	\$450,499	\$442,493	\$443,651	\$446,000	\$442,589	-\$3,629	\$5,873,857

FY 21 MONTHLY MEDICAL INSURANCE INVOICES (BUDGETED: \$5,830,200) *94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	378496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27287	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	559000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
TOTALS	\$977,143	\$416,314	\$416,363	\$424,448	\$425,743	\$415,749	\$408,928	\$407,691	\$409,247	\$400,778	\$382,474	\$408,649	\$5,493,529

FY 20 MONTHLY MEDICAL INSURANCE INVOICES (BUDGETED: \$5,110,000) *98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	347783	356052	360795	357398	349472	353379	365907	353625	355621	293632	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	26602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	0	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
TOTALS	\$919,867	\$366,470	\$381,943	\$389,671	\$382,537	\$378,235	\$369,318	\$394,236	\$384,966	\$380,385	\$320,548	\$381,139	\$5,049,317

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KENDALL COUNTY HUMAN RESOURCES DEPARTMENT MARCH 6, 2023 REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE

Here are a few highlights from the Human Resources Department during the month of February:

COMPLIANCE & RISK MANAGEMENT:

- Wage and hour review completed for all County departments.
- Prepared and implemented timekeeping system for all County departments to be utilized until Executime is operational.
- Working on development and implementation of Executime with Technology and Treasurer's Office.
- Continue learning Tyler Munis system and working on development of recruitment module.
- Developing Emergency Operations Plan for Kendall County Office Building
- Quarterly claims review meeting held with IPMG on 3/1/2023.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- Developed and implemented Kendall County's Internship Program.
- Continued marketing of the new Internship Program within our community and various academic institutions.
- Ongoing recruitment & interviews for vacant Part-Time Kennel Technician position.
- Preparing, reviewing, and updating job descriptions for County departments.

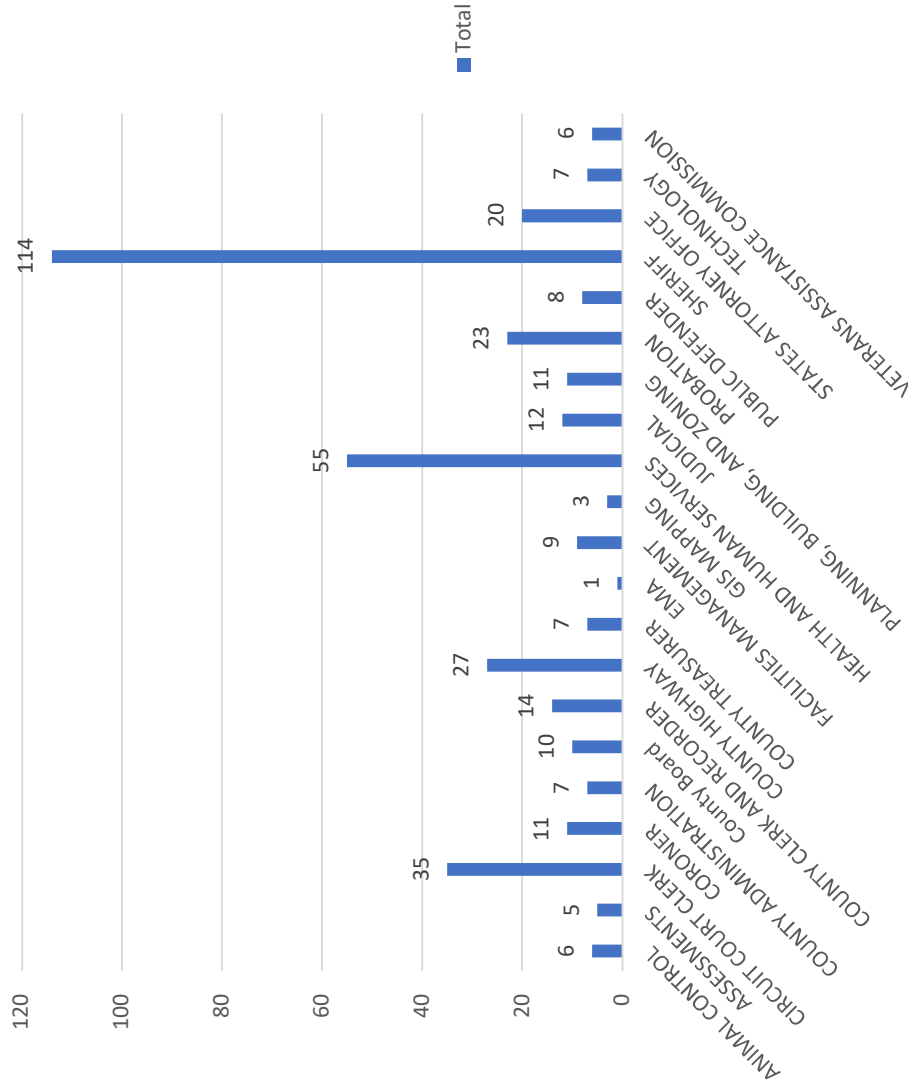
EMPLOYEE ENGAGEMENT:

- Chili Cookoff held on 2/24/2023 – congratulations to the Treasurer's Office for being named the 2023 Chili Cookoff Champion!
- Community Outreach Committee survey provided to employees. 15 employees are signed up to serve on this committee. First committee meeting to be held in March.
- Continued development of employee service awards and other employee recognition programs
- Preparations have begun for Kendall County to celebrate Women's History Month in March.

LABOR RELATIONS:

- Completed bargaining for Facilities Management Department bargaining unit. Tentative agreement on successor contract reached.
- Preparations for upcoming bargaining at end of 2023.

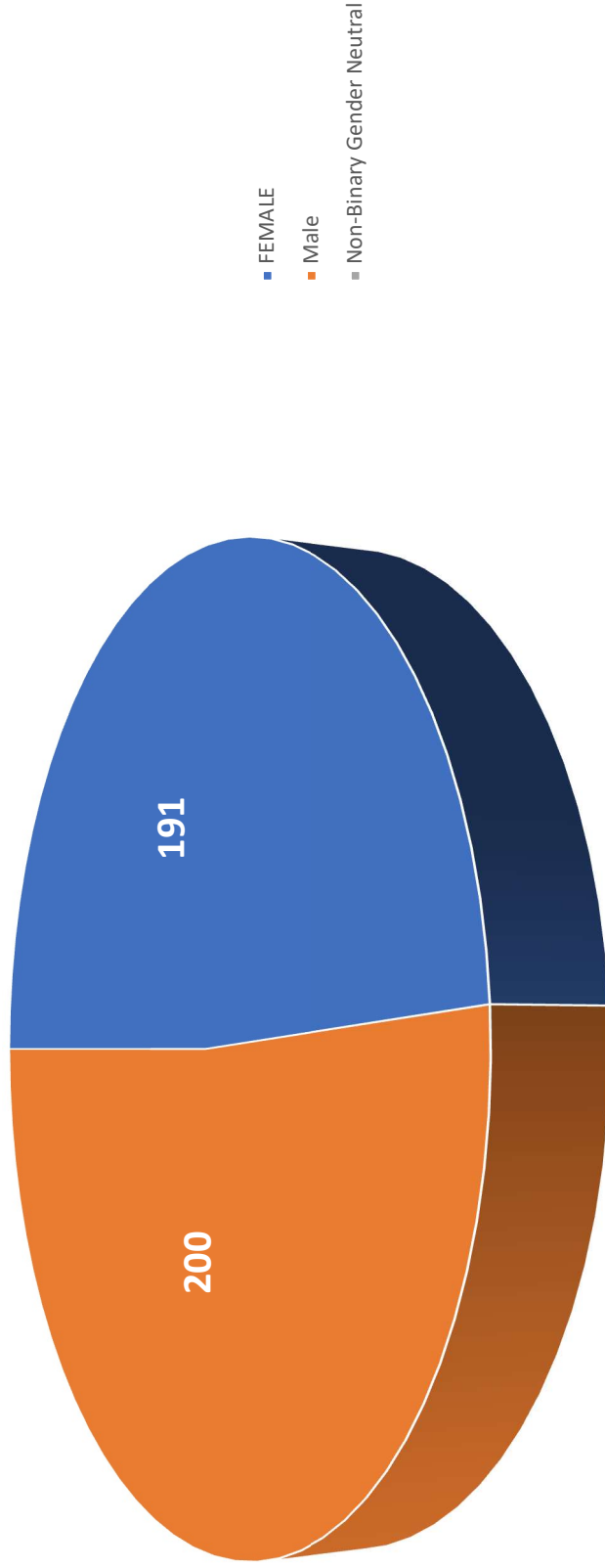
Headcount Totals by Department/Office as of 2/28/2023



Departments	Employee Headcount
ANIMAL CONTROL	6
ASSESSMENTS	5
CIRCUIT COURT CLERK	35
CORONER	11
COUNTY ADMINISTRATION	7
County Board	10
COUNTY CLERK AND RECORDER	14
COUNTY HIGHWAY	27
COUNTY TREASURER	7
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	3
HEALTH AND HUMAN SERVICES	55
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	11
PROBATION	23
PUBLIC DEFENDER	8
SHERIFF	114
STATES ATTORNEY OFFICE	20
TECHNOLOGY	7
VETERANS ASSISTANCE COMMISSION	6
Grand Total	391

Headcount data provided through Tyler Munis Report run on 2/28/23

Demographics as of 2/28/2023





COUNTY OF KENDALL, ILLINOIS

Property Inventory Form

EMPLOYEE NAME: _____
 JOB TITLE: _____
 DEPARTMENT: _____

PROPERTY DESCRIPTION	PROPERTY ID NUMBER	DATE PROVIDED TO EMPLOYEE	DATE PROPERTY RETURNED TO COUNTY

By signing below, I affirm that I received the property set forth above. All property provided to me shall not be duplicated or given to another person without the prior written consent of Kendall County. Upon my separation of employment or upon request, I will promptly return the property to Kendall County. If the property becomes lost, stolen, or damaged, I must immediately report it to my direct supervisor. I understand that my failure to comply with these requirements may result in disciplinary action up to and including termination of employment.

 Employee's Signature

 Date

FOR ADMINISTRATIVE USE:

The following property was returned to Kendall County and/or transferred to another department/office, as noted below:

Description of Property	Department In Possession of Property	Date Received

 Human Resources Department

 Date

EEO-4 Voluntary Self Identification Form



The Equal Employment Opportunity Commission (EEOC) requires all State and local governments with 100 or more employees to submit demographic workforce data in an EEO-4 report every other year. Covered employers must invite employees to self-identify gender, ethnicity, and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. If you do not wish to disclose information, please mark "I do not wish to disclose." This form will be used for EEO-4 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources Department. Please return the completed form to the Kendall County Human Resources Department.

NAME: _____

JOB TITLE: _____

DEPT./OFFICE: _____

DATE COMPLETED: _____

GENDER: *Please check one of the options below.*

Male Female Non-binary I do not wish to disclose.

ETHNICITY: *Please check one of the options below.*

Yes, I am **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.)

No, I am **not Hispanic or Latino**.

I do not wish to disclose.

RACE: *Only complete this section if you checked, "No, I am not Hispanic or Latino." Select ONE of the following categories:*

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.



KENDALL COUNTY PROBATIONARY PERFORMANCE EVALUATION

Employee's Name: _____ Title: _____
Department/Office: _____ Date of This Evaluation (mm/dd/yyyy): _____

Ratings

AA = Above Average: *The probationary employee often exceeds the normal job requirements.*

S = Satisfactory: *The probationary employee fulfills normal job requirements.*

US = Unsatisfactory: *The probationary employee performs below the job requirements.*

Check the appropriate boxes and support with information
(if you need more space, please attach a sheet of paper)

1. **Job Knowledge:** *Possesses a clear understanding of the job responsibilities and assigned tasks.*

AA S US

Comments:

2. **Quality of Work:** *Work product is accurate, thorough, and effective.*

AA S US

Comments:

3. **Office/Department Procedures:** *Demonstrates compliance with office/department procedures.*

AA S US

Comments:

4. **Timeliness of Work:** *Completes assignments in a timely manner.*

AA S US

Comments:

5. **Cooperation:** *Communicates well with supervisors, co-workers, and the public. Cooperates as a team player.*

AA S US

Comments:

6. **Initiative, Responsibility and Organization:** *Keeps office neat; keeps files organized; takes initiative in their job responsibilities; and implements improved methods of work.*

AA S US

Comments:

7. **Attendance and Punctuality:** *Arrives for work on time each day, uses breaks and lunchtime appropriately and notifies supervisor of any change in schedule.*

AA S US

Comments:

8. **Overall Evaluation:** *Rate the employee's total performance, taking into consideration the most important factors of the job.*

AA S US

Comments:

Has the employee successfully completed the probationary period? Yes No

If no, do you recommend an extension of the probationary period? Yes No

Probationary period extended to: _____

Signatures

Department Head/Elected Official's Signature: _____ Date (mm/dd/yyyy): _____

Supervisor's Signature: _____ Date (mm/dd/yyyy): _____

By signing below, I acknowledge that I received a copy of this probationary performance evaluation.

Employee's Signature: _____ Date (mm/dd/yyyy): _____

Employee's Comments (Optional): *If you need more space, please attach a sheet of paper.*

TITLE: Economic Development Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Exempt
APPROVED: DRAFT

I. Position Summary:

Under the supervision of the Deputy County Administrator, this role will be responsible for coordinating and overseeing of the economic development of the County of Kendall (“County”) including facilitating federal grants; facilitating business expansion and retention; recruiting new industry; and managing loan assistance through the Kendall County Revolving Loan Fund. This position will work to improve the local economy and diversify the tax base through local business retention, expansion, and fostering new business opportunities.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A.** Performs primary duties requiring office or non-manual work directly related to the management or general business operations of the County, including, but not limited to the following:
1. Reviews and performs quality control on State of Illinois Databases related to economic development. Including, but not limited to business attraction, business retention, business development, available commercial/industrial real estate, workforce data, and workforce development.
 2. Oversees and manages the Kendall County Revolving Loan Fund and Revolving Loan Program.
 3. Assists local businesses in the unincorporated areas of the County with the zoning process and connection to various utilities.
 4. Serves as staff government relations representative with municipalities, community agencies, community stakeholders, public officials, and other economic development allies to assist new and existing businesses.
 5. Conducts research regarding new issues, methods, trends, and advances in economic development.
 6. Develops strategic economic development partnerships with businesses, organizations and communities within the County, as well as with other counties and municipalities.
 7. Attends meetings with public groups, clubs, organizations, and agencies in a public relations capacity to promote programs that encourage economic growth in the County.
 8. Responds to inquiries and meets with established and prospective business associations to serve as an information broker and liaison to County services and programs.
 9. Creates and administer a database of available commercial/industrial properties and active businesses.
 10. Creates marketing and promotional materials that promote the County’s economic development programs.
 11. Participates in professional and intergovernmental organizations that promote economic development and represents the County at local, regional and national meetings and conventions as needed and as assigned.
 12. Provides leadership, recommendations, and direction to elected officials and staff

Kendall County Job Description

regarding the County's economic development needs.

- B.** Performs primary duties that require the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations are given great weight by the final decision makers, including, but not limited to the following:
 1. Develops and recommends goals, long- and short-term objectives, policies and priorities for economic growth programs in support of the County's economic development strategy, which recommendations are given significant weight by the final decision makers.
 2. Assists local businesses in the Enterprise Zone application process.
 3. Manages the Kendall County Property Tax Abatement Program and collaborates with municipalities on applications.
 4. Creates and recommends an economic development strategic plan for the County, which recommendations are given significant weight by the final decision makers.
 5. Coordinates and attends meetings with local economic development professionals from municipalities and other economic development organizations in the County.
 6. Reviews potential economic development projects proposed by state agencies for viability in the County, and serves as a liaison with the state agency regarding potential projects.
 7. Investigates and tracks available industrial and commercial real-estate.
 8. Serves as staff liaison to assigned economic development organizations and County Board Committees.
 9. Develops County Board policies, goals, priorities and long- and short-term economic development objectives.
 10. Assists interested businesses and industries in identifying potential sites, securing approvals, and identifying financing opportunities.
 11. Maintains a comprehensive and current understanding of policies, procedures, codes, and regulations, including all State, Federal and local laws and regulations, relating to economic development.
 12. Remains current on economic development information updates and other professional literature.
- C.** Travels to and attends meetings, conferences, workshops, and training sessions as approved and as assigned, both during and after business hours. Such travel includes travel both within and outside of County limits and may include travel outside the State of Illinois, as needed to perform assigned job duties.
- D.** Attends County Board and Committee meetings as requested, both during and after business hours.
- E.** Attends local government meetings as requested, both during and after business hours.
- F.** Prepares and revises correspondence, reports, presentations, and any other documentation, as needed, to perform assigned job duties.
- G.** Handles confidential matters daily relating to all functions of Administrative Services, the County Board, and its committees, and maintains confidentiality of said information.
- H.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- I.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- J.** Maintains regular attendance and punctuality.
- K.** Performs other duties, as assigned.

Kendall County Job Description

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads in both one-on-one and group settings.
4. Requires good knowledge of the English language, spelling, and grammar.
5. Bilingual ability in Spanish is preferred.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to read and understand basic workplace data, such as simple forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Ability to analyze situations to identify problems, identify sources of obstacles, and evaluate possible solutions.
2. Ability to deal with problems involving several concrete variables in standardized situations.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License and reliable transportation.
2. Must possess the Certified Economic Developer (CECD) certification or must successfully obtain this certification within first year of employment.
3. Economic Development Finance Professional (EDFP) certification is also preferred.
4. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Ability to carry out duties with minimal supervision.
3. Ability to research materials and develop reports from information gathered.
4. Ability to maintain confidentiality.
5. Comprehensive understanding of the economic development field and application of advanced principles, techniques and theory.
6. Excellent prioritization skills and the ability to meet deadlines.

Kendall County Job Description

7. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
8. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, elected officials, businesses, and other organizations.
9. The ability to follow guidance and work independently until project completion.
10. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
11. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
12. Skills in operating a personal computer, facsimile machine, copier, and typewriter.
13. Ability to comply with all County policies and procedures and adhere to set standards.

F. Education and Experience:

1. A minimum of a Bachelor's degree from an accredited college or university is required. Preferred areas of study are Business Administration, Public Administration, Community Development/Planning, Economics/Economic Development, Real Estate, Public Relations, Marketing, Business Development, Real Estate, or related area of study.
2. At least three (3) years of previous work experience in business administration, public administration, community development/planning, economic development, real estate, public relations, marketing, business development, and/or real estate is required.
3. A Master's Degree in Business, Public Administration, or Marketing is preferred.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk, in meetings, and during travel to various locations to perform assigned job duties;
2. Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
3. Regularly use computers and other electronic equipment to perform assigned job duties;
4. Occasionally lift and/or move up to 40 pounds;
5. Frequently lift and/or move up to 10 pounds;
6. Use hands to finger, handle or feel;
7. Reach, push, and pull with hands and arms;
8. Talk and hear in person and via use of telephone;
9. Specific vision abilities include close and distance vision, as well as depth perception;
10. Travel independently to other County office buildings and to other locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed, to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions, except when outside traveling between various buildings/locations throughout the County, the State of Illinois, and outside the State of Illinois, as needed to perform assigned job duties.

Kendall County Job Description

2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with others to perform assigned job duties.
4. Employee is required to provide their own transportation to travel to and from meetings, training, conferences, etc.
5. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

DRAFT

**AGREEMENT TO ACCEPT COMPENSATORY TIME OFF
IN LIEU OF OVERTIME PAY
(FOR NON-EXEMPT, NON-UNION EMPLOYEE)**

In accordance with the provisions of the Fair Labor Standards Act and the Illinois Minimum Wage Law, non-exempt employees are allowed, with the approval of their department head/elected official, to accrue compensatory time off of work instead of receiving payment for overtime hours worked.

By signing my name below, I voluntarily agree to accept compensatory time off in lieu of overtime pay for overtime hours worked during _____. I understand that I will accrue compensatory time at the rate of one and one-half hours for each overtime hour worked during a workweek. I understand that this compensatory time will not be counted as time worked for purposes of computing overtime or additional compensatory time.

I further understand that any and all compensatory time that I accrue shall be subject to the terms of the Compensatory Time Policy set forth in Section 7.5 of Kendall County's Employee Handbook.

I understand that if I would resign or be terminated from my position, transfer from a department or be promoted into an exempt position, the department in which the overtime was incurred is responsible for arranging for me to use or be paid the balance of my accrued compensatory time at my final hourly rate of pay prior to termination or a change in position.

I understand that I have the right to revoke this Agreement at any time by providing written notice to my department head/elected official.

EMPLOYEE

PRINTED NAME _____ SIGNATURE _____

DEPARTMENT _____ DATE _____

DEPARTMENT HEAD/ELECTED OFFICIAL APPROVAL

PRINTED NAME _____ SIGNATURE _____

DEPARTMENT _____ DATE _____

For Administrative Use Only:

Date Received by Human Resources Department: _____

Date Received by Payroll: _____

DRAFT

RESOLUTION NO. 2023-_____

RESOLUTION HONORING WOMEN’S HISTORY MONTH IN KENDALL COUNTY

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways;

WHEREAS, American women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home;

WHEREAS, American women have been important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation;

WHEREAS, American women have served and continue to serve our Nation courageously in the military;

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, which create a more fair and just society for all; and

NOW, THEREFORE, BE IT RESOLVED that the Kendall County Board on this 21st day of March, 2023, recognizes March as Women’s History Month and the integral part of our nation’s traditions in which we promote positive examples of poignant historical events and exemplary leaders; and

BE IT FURTHER RESOLVED, that the Kendall County Board acknowledges and commends organizations nationwide for the events held and tributes displayed in remembering the deeply meaningful contributions of American women in our nation’s and community’s history.

Approved and adopted by the County Board of Kendall County, Illinois this 21st day of March, 2023.

Kendall County Board Chairman:

Attest:

Matt Kellogg, County Board Chairman

Debbie Gillette, County Clerk and Recorder

Section 5.11 IDENTIFICATION (ID) BADGE POLICY

To ensure the safety and security of all individuals on Kendall County property, all employees, contractors and guests will be required to obtain and wear a County issued identification (ID) badge while at work.

A. Kendall County Employees

A County ID badge with the employee's name, photo and department will be issued to the employee on their first day of employment. All County employees are required to wear their ID badge in plain view while on County premises and at all other times the employee is performing work for the County, unless doing so could reasonably result in harm to the employee or others (e.g., if the employee's ID badge could catch in machinery while the employee is performing a safety sensitive function).

If an employee's ID badge is lost or stolen, the employee must promptly report it to their Designated HR Representative and obtain a replacement ID badge from. Upon separation of employment, employees will be required to return their ID badges to their Designated HR Representative.

An employee's violation of this ID Badge Policy could result in disciplinary action up to and including termination of employment.

B. Contractors, Temporary Staff, Interns, and Volunteers

Contractors, temporary County staff, interns, and volunteers with assignments lasting two (2) or more weeks with the County will be issued a temporary ID badge. All contractors, temporary staff, interns, and volunteers receiving a temporary ID badge must display the temporary ID badge at all times while on County property, unless doing so could reasonably result in harm to the individual or others (e.g., if the individual's temporary ID badge could catch in machinery while the individual is performing a safety sensitive function for the County).

Lost or stolen cards should promptly be reported to the applicable Kendall County Executive responsible for oversight of said individual. Failure to display their temporary ID badge while on County premises could result in the individual's removal from County property.

All issued temporary ID badges must be returned to the Designated HR Representative on the individual's last day of the assignment.

PROPOSED MODIFICATIONS – **DRAFT**

Section 5.7 SAFE DRIVING POLICY

The purpose of this policy is to ensure the safety of those individuals who drive personal vehicles for the business of the Employer and to ensure the safety of their passengers and the public.

A. DRIVER RESPONSIBILITIES

Employees must comply with all of the following responsibilities while driving a County vehicle and while driving a personal vehicle for the business of the Employer:

- All drivers must be authorized to drive for work purposes.
- The Employer reserves the right to review both the driver's license and MVR of all authorized drivers at any time.
- For positions which require driving as an essential job function, applicants may receive a conditional offer of employment, contingent upon the results of the MVR review.
- It is the driver's responsibility to operate the vehicle in a safe and lawful manner to prevent injuries and property damage.
- Drivers must have a valid driver's license and insurance for the type of vehicle to be operated and must keep the license(s) with them at all times while driving.
- All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- All drivers and passengers must wear seat belts in accordance with state law.
- Employees must report all accidents, regardless of severity, to the police, to the employee's immediate supervisor and to their Executive. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
- Drivers must comply with all traffic laws. Distracted driving of any type is prohibited.
- It is the responsibility of all employees to report the loss, bond issuance, suspension and/or revocation of the employee's his/her driver's license immediately to the employee's Executive.
- All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the driver.
- Driving for work purposes while under the influence in violation of the Employer's Drugs and Alcohol Policy is forbidden and is sufficient cause for discipline, including termination.
- Drivers who perform safety sensitive functions must inform their immediate supervisor and their Designated HR Representative if taking any medications that may affect their ability to safely operate a vehicle for work purposes.

B. USE OF COUNTY VEHICLES

County vehicles shall not be used to transport any individual who is not directly or indirectly related to County business. Passengers shall be limited to County employees and individuals who are directly associated with a County work activity (e.g., committee members, consultants, contractors, etc.). An employee's family members shall not be transported in a County vehicle without the prior consent of the employee's immediate supervisor and Executive.

A County employee is exempt from the requirements set forth in this section if the County employee is transporting such individuals in the performance of their regularly assigned job duties (e.g., a bus driver).

C. USE OF PERSONAL VEHICLES FOR COUNTY BUSINESS

Employees required to use their own vehicle on County business must have auto insurance with at least the following coverage:

- \$ 100,000 ~~25,000~~ for injury or death of one person in an accident;
- \$ 300,000 ~~50,000~~ for injury or death of more than one person in an accident;
- and
- \$ 50,000 ~~20,000~~ for damage to property of another person.

The defense and indemnity by the County and/or Employer will be, in all cases, secondary to the policy coverage mentioned above. The County will only be responsible for providing excess coverage once the employee's personal auto policy limits are exhausted regardless of the minimum coverage requirements set forth above. It is the responsibility of each employee to maintain coverage as specified and by driving a vehicle while on the job, it is assumed that coverage is in force.

The use of personal vehicles for transporting individuals unrelated to County business shall not occur during the employee's working time.

Reimbursement for any expenses incurred by the employee in the use of their personal vehicle for County business is governed by the County's Reimbursement Policy set forth in Section 7.2 of this Employee Handbook.

**2023 Employee Service Awards
 Cost Estimate for Online Store Provided by Imagination Print & Design**

*Presented to Human Resources & Insurance Committee
 March 6, 2023*

Service years	Gift amount per tier	Total employees per tier	Total Estimated Cost per tier
35 years	\$175	1	\$175
30 years	\$150	1	\$150
25 years	\$125	1	\$125
20 years	\$100	6	\$600.00
15 years	\$75	7	\$525.00
10 years	\$50	8	\$400.00
		24	\$1975.00

**KENDALL COUNTY WATER BOTTLES ESTIMATE
PRESENTED TO HUMAN RESOURCES & INSURANCE COMMITTEE
MARCH 6, 2023**

Total Number of Individuals to Receive the Water Bottles this Year:
<i>Includes all 10 Board Members & all Employees with 5 Years or More of Service as of 1/1/2023</i>
199

Estimate Provided by Imagination Print & Design:

Option 1: Total cost for 300 water bottles - \$3,216.00

Option 2: Total cost for 500 water bottles - \$5,062.00

