

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

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**Call to Order**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
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