



**COUNTY OF KENDALL, ILLINOIS  
HUMAN RESOURCES & INSURANCE**  
Kendall County Office Building, 111 W. Fox Street  
County Board Rm 209 & 210, Yorkville, IL 60560  
**Monday, April 3, 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 – None
5. Committee Reports and Updates
  - A. Monthly Benefits Report Provided by Kendall County Treasurer’s Office
  - B. Monthly Report Provided by Kendall County Human Resources Department
6. New Committee Business
  - A. **\*MOTION (VV) (Forward to CB 4/5/2023 Meeting)** Resolution Honoring Arab American Heritage Month
  - B. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Facilities Management Department Administrative Assistant Job Description
  - C. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Facilities Management Department Maintenance I Job Description
  - D. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Facilities Management Department Maintenance II Job Description
  - E. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Approval of Updated Organizational Chart and Headcount for Kendall County Departments
  - F. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Flextime Policy Amendment
  - G. **\*MOTION (VV)**: Establish Executime Project Implementation Deadline of September 1, 2023
  - H. **\*MOTION (VV) (Forward to CB 4/18/2023 Meeting)**: Resolution Regarding Personnel Action Notice Procedure
  - I. **\*MOTION (VV) (Forward to Finance & Budget Committee)**: Human Resources Generalist position for the Human Resources Department
7. Old Committee Business - None
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.*