

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, April 3, 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 5:30pm.

**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	Yes		6:15pm

**Staff Present:** Leslie Johnson, Tricia Springman, Scott Koeppel

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

**Committee Reports and Updates** –

**A. Monthly Benefits Report Provided by Kendall County Treasurer’s Office**

Monthly Medical Insurance report was provided to the board by the treasure’s office. See page 2 in packet.

**B. Monthly Report Provided by the Kendall County Human Resources Department**

Human Resources and Insurance update report was provided to the board by the HR Department. See page 4 in packet.

High lights mentioned by HR Director Leslie Johnson:

- Working on Emergency Response plan for county office buildings.
- Completed Identity Protection Act Training for employees who handle social security numbers.
- Continuing to work on getting Executime up and running.
- Working on getting demographic data.
- Part time kennel tech has been filled.
- Ongoing recruitment of the Economic Development Coordinator.
- 1<sup>st</sup> community outreach meeting was March 13th.
- Employee service awards store is up and running and will be available until Midnight on April 17<sup>th</sup>
- Newsletter coming out soon.

**New Committee Business -**

- A. **\*Motion (VV) (Forward to CB 4/5/2023 Meeting)** Resolution Honoring Arab American Heritage Month

Member Flowers made a motion to forward to County Board 4/5/2023 Meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- B. **\*Motion (VV) (Forward to CB 4/18/2023 Meeting)** Facilities Management Department Administrative Assistant Job Description

Member Flowers made a motion to forward to County Board 4/18/2023 Meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- C. **\*Motion (VV) (Forward to CB 4/18/2023 Meeting)** Facilities Management Department Maintenance I Job Description

Member Kellogg made a motion to forward to County Board 4/18/2023 Meeting, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- D. **\*Motion (VV) (Forward to CB 4/18/2023 Meeting)** Facilities Management Department Maintenance II Job Description

Maintenance II job description opens the position for more skilled trades like carpentry, plumbing, electrical etc.

Member Peterson made a motion to forward to County Board 4/18/2023 Meeting, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- E. **\*Motion (VV) (Forward to CB 4/18/2023 Meeting)** Approval of Updated Organizational Chart and Headcount for Kendall County Departments

The committee briefly discussed updating the organizational chart to reflect the facilities Maintenance I & II position.

Member Bachmann made a motion to forward to County Board 4/18/2023 Meeting, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- F. **\*Motion (VV) (Forward to CB 4/18/2023 Meeting)** Flextime Policy Amendment

The Flextime policy amendment allows full time and part time employees to flex their hours in a workday to accommodate the workflow. For example, if an employee needs to stay late for a meeting, they may flex their work schedule for that day.

Member Peterson made a motion to forward to County Board 4/18/2023 Meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

- G. **\*Motion (VV)** Establish Executime Project Implementation Deadline of September 1, 2023

The committee supports the deadline of September 1, 2023 for Executime Implementation.

Member Kellogg made a motion to Establish Executime Project Implementation by September 1, 2023, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

H. **\*Motion (VV) (Forward to CB 4/18/2023 Meeting)** Resolution Regarding Personnel Action Notice Procedure

The Personnel Action Notice form is an internal audit control tool that is used when there is an employment status change, promotion or demotions, funding source changes, pay rate change, position change, change in status (e.g., FLSA exempt status, union status, part-time/full-time, etc.), wage garnishments or wage deductions, and any other employee or position changes that require payroll and/or benefits administration action. There are two forms

The Leave of absence Personnel Action Notice (LOA PAN) Form is used when an employee is on a leave of absence that requires payroll and/or benefits administration action. Examples of leave of absence include: FMLA leave, Bereavement Leave, Jury and witness duty leave, PEDDA leave, VESSA leave, Administrative leave, Military leave, unpaid suspension, Short-term disability leave, Discretionary leave of absence and any other type of leave of absence that requires payroll and/or benefits administration action.

Forms must be provided to the County's payroll administrator and/or benefits administrator at least three (3) business days before the action's effective date or as soon as practicable if the payroll action change was not foreseeable.

Member Bachmann made a motion to forward to County Board 4/18/2023 Meeting, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

I. **\*Motion (VV) (Forward to Finance & Budget Committee)** Human Resources Generalist Position for the Human Resources Department

Committee members briefly discussed the convenience of transitioning payroll and benefits to Human Resources from the Treasurers Department.

Member Bachmann made a motion to forward to Finance & Budget Meeting, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**Old Committee Business** –None

**Chairman's Report** – None

**Public Comment** – None

**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-

**ROLL CALL**

Ruben Rodriguez	Yes
Jason Peterson	Aye
Elizabeth Flowers	Yes
Zach Bachmann	Yes
Matt Kellogg	No – Left Meeting at 6:15 pm

Member Peterson made a motion to move into executive session, second by Member Flowers. **With 4 members voting aye, and 1 member voting no, the motion was carried by a vote of 4 - 1.**

**Items for the Committee of the Whole Meeting** – None

**Action Items for County Board-**

- A. **CB 4/5/2023 Meeting** Resolution Honoring Arab American Heritage Month
- B. **CB 4/18/2023 Meeting** Facilities Management Department Administrative Assistant Job Description
- C. **CB 4/18/2023 Meeting** Facilities Management Department Maintenance I Job Description
- D. **CB 4/18/2023 Meeting** Facilities Management Department Maintenance II Job Description
- E. **CB 4/18/2023 Meeting** Approval of Updated Organizational Chart and Headcount for Kendall County Departments
- F. **CB 4/18/2023 Meeting** Flextime Policy Amendment
- G. **CB 4/18/2023 Meeting** Resolution Regarding Personnel Action Notice Procedure

**Adjournment** – Member Peterson made a motion to adjourn, second by Member Flowers. **With 4 members present in agreement, the meeting was adjourned at 5:19 p.m.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant