

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, May 1, 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    | Present       |                |                     |
| Elizabeth Flowers | Present       |                |                     |
| Zach Bachmann     | Here          |                |                     |
| Matt Kellogg      | Affirmative   |                |                     |

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

**Approval of Agenda** – Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With five 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 provided by the Treasurer’s office on page 3 of packet.

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

HR director Leslie Johnson spoke about the updates in the Human Resources Department for the month of April. Report provided in packet on page 5.

Key Points mentioned by Ms. Johnson were:

- Staff are working on the EEO-4 survey. A survey was sent out to all employees to collect accurate results.
- HR Department’s first intern is scheduled to start this upcoming Monday May 8. The second intern is scheduled to start in June of this year.
- Department head training for OSHA is in process.
- Authorized drivers- making sure that everyone who is driving county insured vehicles are covered under the county’s insurance.
- Employee service awards- online store is closed. Water bottles have been passed out to employees who completed 5 years or more.
- Employee service award recognition ceremony is scheduled for the June County Board meeting.
- Employee demographics data continues to be collected.

**New Committee Business -**

**A. \*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Revised County Administrator Job Description

Member Bachmann made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Flowers. **With five members voting aye, the motion was carried by a vote of 5-0.**

- B. **\*DISCUSSION & Possible Motion (VV) (Forward to Finance & Budget Committee):** Recruitment Options for new County Administrator  
Tricia Springman, HR Generalist, spoke about recruitment options for the County Administrator vacancy. The committee were in favor of the Recruiter Lite option. Recruiter Lite is LinkedIn's recruiting tool best suited for individuals in small-to-medium businesses. The cost to purchase one license for LinkedIn Recruiter Lite is \$1678.88 per year for the year subscription or \$169.00 per month for a monthly subscription.

Member Kellogg made a motion to forward the LinkedIn Recruiter Lite option to the Finance & Budget committee meeting, second by Member Peterson. **With five members voting aye, the motion was carried by a vote of 5-0.**

- C. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Amendment to Insurance Benefits Policy set forth in Section 7.7 of the Kendall County Employee Handbook  
Committee members were in favor of the revisions on the insurance benefits policy.

Member Peterson made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Flowers. **With five members voting aye, the motion was carried by a vote of 5-0.**

- D. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Approval of new job descriptions for the following positions:
- a. Planning, Building & Zoning Department Director Job Description; and
  - b. Administrative Services Department Intern Job Description; and
  - c. Human Resources Department Intern Job Description.

Ms. Johnson informed committee members that the Planning, Building & Zoning Department hasn't had a director in many years.

Member Peterson made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Bachmann. **With five members voting aye, the motion was carried by a vote of 5-0.**

- E. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Approval of revised job descriptions for the following positions:
- a. Economic Development Coordinator Job Description.
  - b. Planning, Building, and Zoning Department Office Assistant (Part time) Job Description
  - c. Planning, Building, and Zoning Department Code Official (Full-time) Job Description; and
  - d. Planning, Building, and Zoning Department Code Official (Part time) Job Description.

Job descriptions a-d were updated to reflect the actual and current duties.

Member Kellogg made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Bachmann. **With five members voting aye, the motion was carried by a vote of 5-0.**

- F. **\*MOTION (VV) (Forward to CB 5/16/2023):** Revised Organizational Chart and Headcount for Kendall County Departments

Member Kellogg made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Peterson. **With five members voting aye, the motion was carried by a vote of 5-0.**

- G. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Amendment No. 1 to Services Agreement between Meisrow Insurance Services, Inc. and Kendall County, Illinois effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$49,000.00.

Member Kellogg made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Flowers. **With five members voting aye, the motion was carried by a vote of 5-0.**

- H. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Fee Agreement between The Horton Group, Inc. and Kendall County, Illinois effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$3,693/month with the option to extend for two additional years at 3% increase per year.

Ms. Johnson informed the committee that this agreement is currently in the process of negotiating legal terms.

Member Peterson made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Bachmann. **With five members voting aye, the motion was carried by a vote of 5-0.**

- I. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Exit Interview Form HR department created this form and will begin using it going forward.

Member Bachmann made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Flowers. **With five members voting aye, the motion was carried by a vote of 5-0.**

- J. **\*MOTION (VV) (Forward to CB 5/2/2023 Meeting): Resolution:** Honoring Asian Pacific Islander American Heritage Month

Member Peterson made a motion to forward to May 2<sup>nd</sup> County Board meeting, second by Member Flowers. **With five members voting aye, the motion was carried by a vote of 5 -0.**

- K. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Resolution Honoring Military Appreciation Month

Member Bachmann made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Flowers. **With five members voting aye, the motion was carried by a vote of 5-0.**

- L. **\*MOTION (VV) (Forward to CB 5/16/2023 Meeting):** Resolution Regarding Authorized Drivers Procedures

Member Flowers made a motion to forward to May 16<sup>th</sup> County Board meeting, second by Member Bachmann. **With five members voting aye, the motion was carried by a vote of 5-0.**

**Old Committee Business** –None

**Chairman's Report** – None

**Public Comment** – County Board Chair Kellogg requested that HR Department add in the next quarterly employee newsletter for employees to recommend anyone from the public to lead the pledge and to also help come up with a county motto or short mission statement. Also, staff is working on ordering County logo coins to hand out during special events.

**Executive Session** - None

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

**Action Items for County Board-**

- **Forward to CB 5/2/2023 Meeting: Resolution:** Honoring Asian Pacific Islander American Heritage Month
- **Forward to CB 5/16/2023 Meeting:** Revised County Administrator Job Description
- **Forward to CB 5/16/2023 Meeting:** Amendment to Insurance Benefits Policy set forth in Section 7.7 of the Kendall County Employee Handbook
- **Forward to CB 5/16/2023 Meeting:** Approval of new job descriptions for the following positions:
  - Planning, Building & Zoning Department Director Job Description
  - Administrative Services Department Intern Job Description; and
  - Human Resources Department Intern Job Description
- **Forward to CB 5/16/2023 Meeting:** Approval of revised job descriptions for the following positions:
  - Economic Development Coordinator Job Description.
  - Planning, Building, and Zoning Department Office Assistant (Part time) Job Description
  - Planning, Building, and Zoning Department Code Official (Full-time) Job Description; and
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- **Forward to CB 5/16/2023 Meeting:** Fee Agreement between The Horton Group, Inc. and Kendall County, Illinois effective July 1, 2023 through June 30, 2024 in an amount not to exceed \$3,693/month with the option to extend for two additional years at 3% increase per year
- **Forward to CB 5/16/2023 Meeting:** Exit Interview Form
- **Forward to CB 5/16/2023 Meeting:** Resolution Honoring Military Appreciation Month
- **Forward to CB 5/16/2023 Meeting:** Resolution Regarding Authorized Drivers Procedures

**Adjournment** – Member Kellogg made a motion to adjourn, second by Member Bachmann. **With members present in agreement, the meeting was adjourned at 6:32p.m.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant