

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES and INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, June 5, 2023**

---

**Call to Order** – Committee Chair Ruben Rodriguez called the Human Resources and Insurance Committee to order 5:30p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Ruben Rodriguez (Chair)	Here		
Jason Peterson (Vice Chairman)	Here		
Elizabeth Flowers		5:32 pm Returned: 6:35 pm	6:31pm
Zach Bachmann	Here		
Matt Kellogg	Here		

**Staff Present** – Leslie Johnson, Tricia Springman, Meagan Briganti

**Others Present** – Beth Ishmael, Michael Wojcik

**Approval of Agenda** – Member Kellogg made a motion to approve the agenda, second by Member Peterson.  
**With four (4) members present voting aye, the motion carried by a vote of 4-0.**

**Committee Reports and Updates** –

**A. Horton Group – Kendall County Health Insurance 4 Tier Plan**

Horton Group representative Beth Ishmael presented the contribution report in 2023 for 2 Tier and 4 Tier rates and benefits benchmarking report (included in packet). She highlighted two models 2 Tier, which Kendall County is currently on to the 4 Tier model. 4 Tier is the most beneficial model as it gives employee choice and options to leverage costs. 4 Tier structure would provide four options to insure the following: single-coverage, employee and spouse, employee and child(ren), and full-family. In the region, 81% of employers are on a 4 Tier structure and 76% of the nation’s employers are on 4 Tier (per PwC). This is cost neutral if enrollment stays the same. It was noted by HR that employees have left employment due to insurance being too costly and lost recruits due to the county only offering 2 Tier model. The committee is in favor of having Horton explore the 4 Tier plan when shopping for insurance renewals.

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

The monthly Medical Insurance report was provided by the Treasurer’s Office (included in packet – page 17).

**C. Monthly Report Provided by Kendall County Human Resources Department**

HR Director Leslie Johnson presented the Human Resources Department monthly report which includes updates in the Human Resources Department for the month of May (included in packet – page 19).

Key Points mentioned by Ms. Johnson were:

- HR is currently working on inventorying all vehicles under the county's auto insurance. HR is collaborating with the various departments and elected officials to confirm vehicle titles and insurance for all vehicles in the County.
- VAC will now have the KC HR department help in maintaining personnel files and ensure compliance with different tasks.
- Completed recruitment and interviews for HR Generalists and Economic Development Coordinator positions.
- Recruitment has begun for County Administrator position– application deadline June 23<sup>rd</sup>, 2023.
- The interns will work on a community service project- possible Little Free Library somewhere on county property.
- Community Outreach Committee held its first community service project: Color the County with Kindness on June 4, 2023.
- Employee service awards to be presented at the June 27<sup>th</sup> County Board Meeting.
- There is a movie in the park for employees on July 20<sup>th</sup>, 2023, at 6:00pm at Venue 1012 in Oswego. (More details to follow!)

**New Committee Business -**

**A. Increase Excess Liability Insurance Coverage with an Annualized Premium Increase in an Amount Not to Exceed \$46,955**

The committee discussed two proposed options regarding the county's liability insurance coverage (included in packet – page 30-31). The current policy has \$10 million in coverage with an excess of \$1 million which is not enough to cover an adverse judgement against the county. The two new options: option one would give a total limit of \$16 million with an added cost of \$38,929 to the premium while, the second option would give a total limit of \$21 million with an added cost of \$46,955 to the premium - these are annual amounts. The committee agreed to send this to finance with the recommendation of the proposed excess liability total limit of \$21M.

Member made a motion Kellogg to forward to the next Finance and Budget committee meeting the increase excess liability insurance coverage with an annualized premium increase in an amount not to exceed \$46,955 with the recommendation of the \$21 million excess liability limit, second by Member Peterson. Chairman Rodriguez called for a roll call vote.

**Roll Call Vote:**

<b>Member</b>	<b>Status</b>
Ruben Rodriguez	Yes
Jason Peterson	Yes
Elizabeth Flowers	Yes
Zach Bachmann	Yes
Matt Kellogg	Yes

**With five (5) members present voting aye, the motion carried by a vote of 5-0.**

**B. Intergovernmental Agreement for Inspector General Services Between Kendall County, Illinois, the Kendall County Sheriff Dwight Baird in his official capacity, and the Kendall County Forest Preserve District.**

Member Kellogg made a motion to forward to June 27<sup>th</sup> County Board meeting the Intergovernmental Agreement for Inspector General Services Between Kendall County, Illinois, the Kendall County Sheriff Dwight Baird in his official capacity, and the Kendall County Forest Preserve District, second by Member Peterson. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

**C. Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures (New Section 9.5 in Kendall County Employee Handbook)**

Ms. Johnson provided the overview to the committee that CHRI is required by the IL State Police and FBI to adopt the policy if the County would like to continue utilizing the Illinois State Police background check for employees and volunteers.

Member Kellogg made a motion to forward to June 27<sup>th</sup> County Board meeting the Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures (New Section 9.5 in Kendall County Employee Handbook), second by Member Flowers. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

**D. Generative Artificial Intelligence (AI) Chatbot Usage Policy (New Section 9.6 in Kendall County Employee Handbook)**

The committee discussed IT's concern with chatbots and AI in the workplace and IT/HR worked on this policy to ensure county network is secure (provide in packet – page 41-42). Whereas AI is an incredibly useful tool, the uncertainty of AI has driven the need for this policy. The committee agreed that as an intergovernmental body it is important that employees and staff follow these policies as adopted.

Member Bachmann made a motion to forward to June 27<sup>th</sup> County Board meeting the Generative Artificial Intelligence (AI) Chatbot Usage Policy (New Section 9.6 in Kendall County Employee Handbook), second by Member Flowers. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

**E. Kendall County Mileage Reimbursement Form**

Member Peterson made a motion to forward to June 27<sup>th</sup> County Board meeting the Kendall County Mileage Reimbursement Form, second by Member Bachmann. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

**F. Separation of Employment/Final Paycheck Form**

HR Director Leslie Johnson discussed the separation of employment/final paycheck form (included in packet – page 44). The form will give HR the correct contact information for former employees. The employee is also asked if they would like to set up a post-employment account, which gives them the ability to access the employee self-service portal to see paystub and tax information.

Member Peterson made a motion to forward to June 27<sup>th</sup> County Board meeting the Separation of Employment/Final Paycheck Form, second by Member Bachmann. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

## **G. Personnel Records Review Request Form**

Member Flowers made a motion to forward to June 27<sup>th</sup> County Board meeting the Personnel Records Review Request Form, second by Member Kellogg. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

## **H. GIS Intern Job Description**

Member Bachmann made a motion to forward to June 27<sup>th</sup> County Board meeting the GIS Intern Job Description, second by Member Flowers. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

## **I. \*MOTION (VV) (Forward to CB 6/27/2023 Meeting): GIS/Cadastral Technician (Part time) Job Description**

Member Flowers made a motion to forward to June 27<sup>th</sup> County Board meeting the GIS/Cadastral Technician (Part time) Job Description, second by Member Bachmann. **With five (5) members present voting aye, the motion carried by a vote of 5-0.**

## **J. Discussion of Headcounts and Mid-Year Organizational Changes**

The committee discussed how departments/elected officials offices are changing position titles and salaries mid-year. Leaving HR to wonder if this is someone new in the headcount or to replace someone else. This is a burdensome task in the Tyler/Munis system to change position codes. The committee is for looking into an ordinance or policy/process that deals with mid-year organizational changes. The committee agreed that there is a need to have an ordinance, policy, and/or procedure in place to create more transparency and fluidity in mid-year organizational changes and agreed for the HR department to move forward on this.

**Old Committee Business** – None

**Public Comment** – None

**Executive Session** – None

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

## **Items for the Finance & Budget Committee**

The following to be added to the 6/29/23 Finance and Budget Committee Agenda under New Committee Business:

- Increase Excess Liability Insurance Coverage with an Annualized Premium Increase in an Amount Not to Exceed \$46,955 with the recommendation of the \$21 million excess liability limit

### **Action Items for the County Board**

The following to be added to the 6/27/23 CB Agenda under Consent Agenda:

- Intergovernmental Agreement for Inspector General Services Between Kendall County, Illinois, the Kendall County Sheriff Dwight Baird in his official capacity, and the Kendall County Forest Preserve District.
- Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures (New Section 9.5 in Kendall County Employee Handbook)
- Generative Artificial Intelligence (AI) Chatbot Usage Policy (New Section 9.6 in Kendall County Employee Handbook)
- Kendall County Mileage Reimbursement Form
- Separation of Employment/Final Paycheck Form
- Personnel Records Review Request Form
- GIS Intern Job Description
- GIS/Cadastral Technician (Part time) Job Description

**Adjournment** – Member Kellogg made a motion to adjourn the Budget and Finance Committee meeting, second by Member Flowers. **With five (5) members present voting aye, the meeting was adjourned at 6:36p.m. by a vote of 5-0.**

Respectfully submitted,

Sally A. Seeger  
Administrative Assistant and Recording Clerk