



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Monday, December 4, 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. Approval of Agenda**
- 4. Approval of Minutes – None**
- 5. Committee Reports and Updates**
 - A. Monthly Benefits Report**
 - B. Monthly Human Resources Department Report**
 - C. Executime & Tyler Munis Update**
- 6. New Committee Business**
 - A. Part-Time Human Resources Assistant Job Description**
 - B. Kennel Manager/Animal Control Officer Job Description**
 - C. Resolution Appointing Kendall County Open Meetings Act Designated Officer**
 - D. Revised Section 8.1 Personal and Banked Sick Leave Policy**
 - E. New Section 5.14 Confined Spaces Policy**
 - F. 2024 Employee Service Awards**
- 7. Old Committee Business**
 - A. New Section 3.9 - Kendall County Employee of the Year Award Program**
- 8. Chairman's Report**
- 9. Public Comment**
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
 - A. Items for Consent Agenda**
 - B. Items under Committee Business**
- 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.