

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, November 6th, 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		5:34pm	
Matt Kellogg	Here		

**With 4 members present a quorum was established.**

**Staff Present:** Bob Jones, Leslie Johnson, Tricia Springman, Payton Karlovich, Christina Burns

**Approval of Agenda –**

**Member Peterson made a motion to approve the agenda, second by Member Flowers. With members voting aye, the motion was carried by a vote of 4-0.**

**Committee Reports and Updates –**

**A. Monthly Benefits Report**

Chief Deputy Treasurer Bob Jones provided the monthly medical insurance report to committee members. (Included in packet). The committee discussed the switch to 4-tier system for health insurance. A health benefit fair will be held at the Kendall County Health Department building on Wednesday & at the Kendall County Office Building on Thursday.

**B. Monthly Human Resources Department Report**

HR Director Leslie Johnson updated the committee on Compliance & Risk Management, Recruitment, Onboardings, & Offboarding, Employee Engagement, & Labor Relation highlights for the month of October. (Included in packet)

**C. Executime & Tyler Munis Update**

HR Generalist Payton Karlovich updated the committee on the Executive Audit of phase 1. With the help of the treasurer's office, they were able to eliminate three of the audits required by combining them into one audit. Phase 2 will begin in the upcoming week. (Updated flow chart provided in packet)

**New Committee Business –**

**A. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes**

Member Kellogg made a motion to forward to the County Board 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 11/21/2023 Meeting): Revised Section 1.4 Worker Classifications Policy**

Member Bachmann made a motion to forward to the County Board meeting, second by Member Kellogg. **With 5 members voting aye, the motion was carried by a vote of 5 -0.**

**C. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): Revised Section 3.5 Change of Personal Data Policy**

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

**D. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): NEW Section 4.13 Personnel Action Notice Procedures**

Member Bachmann made a motion to forward to the County Board 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 11/21/2023 Meeting): Revised Section 5.9 Equipment/Supplies Policy**

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

**F. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): Revised Section 7.6 Flextime Policy**

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

**G. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): Revised Section 7.7 Insurance Benefits Policy**

Member Bachmann made a motion to forward to The County Board meeting, second by Member Kellogg. **With 5 members voting aye, the motion was carried by a vote of 5 -0.**

**H. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): Revised Section 9.1 Computer, Internet, and Network Usage Policy**

Member Peterson made a motion to forward to the County Board 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 CB 11/21/2023 Meeting): NEW Section 5.13 Personal Protective Equipment Policy**

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

**J. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): NEW Section 8.11  
Administrative Leave Policy**

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

**K. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): NEW Section 8.12  
Discretionary Unpaid Leave of Absence Policy**

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

**L. \* MOTION (VV) (Forward to CB 11/21/2023 Meeting): Revised Annual Performance  
Evaluation Form**

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

**Old Committee Business –**

**A. *DISCUSSION*: Illinois Paid Leave Act & Policy Amendments**

HR Director Leslie Johnson informed the committee that staff is continuing to work on the policy and will present an update at the December meeting.

**Chairman's Report –**

None

**Public Comment –**

Levi Gotti from Yorkville, Illinois spoke about County Employee Health Insurance renewal for 2024.

**Executive Session –**

None

**Items for the Committee of the Whole Meeting –**

None

**Action Items for County Board – Under Consent Agenda**

- A. Resolution Regarding Procedures to Add, Remove, and/or Transfer Vehicles and Other Titled Equipment for Insurance Purposes
- B. Revised Section 1.4 Worker Classifications Policy
- C. Revised Section 3.5 Change of Personal Data Policy
- D. NEW Section 4.13 Personnel Action Notice Procedures
- E. Revised Section 5.9 Equipment/Supplies Policy
- F. Revised Section 7.6 Flextime Policy
- G. Revised Section 7.7 Insurance Benefits Policy
- H. Revised Section 9.1 Computer, Internet, and Network Usage Policy
- I. NEW Section 5.13 Personal Protective Equipment Policy
- J. NEW Section 8.11 Administrative Leave Policy
- K. NEW Section 8.12 Discretionary Unpaid Leave of Absence Policy
- L. Revised Annual Performance Evaluation Form

**Adjournment** – Member Bachmann made a motion to adjourn, second by Member Flowers. **With 5 members present in agreement, the meeting was adjourned at 6:08pm.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant