

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, February 5, 2024, at 5:30 p.m.

Call to Order

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30pm.

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Here		
Jason Peterson	Absent		
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Absent		

With 3 members present a quorum was established.

Staff Present: Leslie Johnson, Amanda Pazdan, Christina Burns, Tracy Page , Brooke Shanley

Approval of Agenda – Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

Committee Reports and Updates –

A. Horton Group- Kendall County Employee Benefits Report and Updates

Mike Wojcik gave a presentation on 2023 Year End Review. The pandemic setbacks are still causing the market to be unstable. Kendall County has performed better than the market. The average annual cost since 2018 was 5.06%. The initial renewal prior to Horton market analysis and negotiations was 11.81%. The Horton Public Sector Block averaged a 2.08% increase per year over the past 5 years. Currently the average employee age is 44. The ratio of members to employees is 2.19:1. 72% of pharmacy spend was for specialty Rx. Total specialty spend was \$2,003,028. Specialty spend was \$425,954 in 2019. These results are above market, which trends between 40% and 50%. Cost share changed from 2 tier to 4 tier effective 1/1/24. This resulted in 15 spouses dropping coverage. Employers spending was lowered by \$148,714 and employee spend lowered by \$141,501.

B. Monthly Benefits Report

The Monthly Medical Insurance report was provided to the Committee by the Treasurer’s Office. See page 3 in packet.

C. Monthly Human Resources Department Report

Human Resources Director Leslie Johnson introduced Amanda Pazdan, New Part-Time HR Administrative Assistant.

Human Resource monthly update:

- A walkthrough with an appraiser was completed on January 30th for all County buildings.
- HR Department has begun planning for the 2024 Summer Intern program.
- Employee Appreciation luncheons start this week. The first luncheon will be Tuesday February 6th at Meadowhawk Lodge.

- Chili Cookoff was on January 26th. Congratulations to Jill Ferko – Treasurer’s office (1st place), Brian Holdiman – Planning, Building, & Zoning (2nd place), and Latreece Caldwell-Administration Department (3rd place).
- Labor Relation- Union negotiations are still ongoing.

For January 2023 Human Resources Department report, See page 5 in packet.

D. Executime & Tyler Munis Update

Staff has been working on building accruals in Tyler Munis. A ticket has been submitted to Tyler Munis to put together a test site for Kendall County. Awaiting to hear back, Payton Karlovich (HR Generalist), has been working on creating manuals and training guides. See page 6 in packet.

New Committee Business –

A. Resolution Regarding Kendall County Wellness Program Guidelines

Staff prepared the resolution regarding Kendall County Wellness Program Guidelines. This resolution requires an employee to complete their annual wellness screening sometime during the calendar year immediately preceding the applicable plan year for the employee to receive their health insurance premium discount for the applicable plan year

Member Bachmann made a motion to forward to the February 20, 2024, County Board meeting, second by Member Flowers. With 3 members voting aye, the motion was carried by a vote of 3 - 0.

B. Revised Section 8.7 Victims’ Economic Security and Safety Policy

The Victims’ Economic Security and Safety Act (VESSA) is a state law that provides eligible employees with job protected leave and /or reasonable accommodations to assist the employee in responding to an act or threat of domestic, sexual, or gender violence, or any other crime of violence.

The policy revisions are necessary to address a recent amendment to VESSA, which provides eligible employees with up to two work weeks of VESSA leave for reasons associated with the death of an employee’s covered family member or covered household member who was the victim of crime of violence.

Member Flowers made a motion to forward to the February 20, 2024 County Board meeting, second by Member Bachmann. With 3 members voting aye, the motion was carried by a vote of 3 -0.

C. New Section 5.14 Confined Spaces Policy

OSHA regulations require an employer to develop and implement a written confined space program that complies with OSHA requirements. After consulting with Facilities Management, staff has prepared the attached draft policy on page 18 in packet.

Member Bachmann made a motion to forward to the February 20, 2024, County Board meeting, second by Member Flowers. **With 3 members voting aye, the motion was carried by a vote of 3 -0.**

D. New Section 8.13 Blood and Organ Donor Leave Policy

This policy complies with state law requirements for the Illinois Employee Blood Donation Leave act. Illinois employers must provide paid leave to eligible employees for the purpose of organ and/or blood donation.

Member Flowers made a motion to forward to the February 20, 2024, County Board meeting, second by Member Bachmann. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

E. Deputy Director Job Description (EMA Department)

See page 24 in packet for the Deputy Director for the Kendall County Emergency Management job description.

Member Bachmann made a motion to forward to the February 20, 2024, County Board meeting, second by Member Flowers. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

F. Revised Kendall County Organizational Chart and Headcount

The revised Organizational Chart and Headcount reflects the following changes approved by the Kendall County Board on December 19, 2023

- New Part Time Human Resources Assistant Position in the Human Resources Department
- New Supervisory roll for the Kennel Manager at Animal Control Department

Member Flowers made a motion to forward to the February 20, 2024, County Board meeting, second by Member Bachmann. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

Old Committee Business – None

Chairman’s Report – Chair Rodriguez thanked Human Resource Department for all they have accomplished in 2023.

Public Comment – None

Executive Session – None

Items for the Committee of the Whole Meeting – None

Action Items for County Board –

1. Under Consent Agenda

- Resolution Regarding Kendall County Wellness Program Guidelines
- Revised Section 8.7 Victims’ Economic Security and Safety Policy
- New Section 5.14 Confined Spaces Policy
- New Section 8.13 Blood and Organ Donor Leave Policy
- Deputy Director Job Description (EMA Department)
- Revised Kendall County Organizational Chart and Headcount

2. Items for Committee Business

Adjournment – Member Flowers made a motion to adjourn, second by Member Bachmann. **With 3 members present in agreement, the meeting was adjourned at 6:25pm.**

Respectfully submitted
Nancy Villa
Executive Administrative Assistant