



**COUNTY OF KENDALL, ILLINOIS  
HUMAN RESOURCES & INSURANCE**  
Kendall County Office Building, 111 W. Fox Street  
County Board Rm 209 & 210, Yorkville, IL 60560  
**Monday, May 6, 2024 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. **\*MOTION (VV): Approval of Agenda (page 1)**
4. **\*MOTION (VV): Approval of Minutes for the March 4, 2024 Human Resources & Insurance Committee Meeting (pages 2-6)**
5. Committee Reports and Updates
  - A. Alliant Insurance Services, Inc. – Kendall County Insurance Report and Update
  - B. Monthly Benefits Report (pages 7-8)
  - C. Monthly Human Resources Department Report (page 9)
  - D. Executime & Tyler Munis Update (page 10)
6. New Committee Business
  - A. **\*MOTION (VV) (Forward to CB 5/21/2024 Meeting): Revised Organizational Chart and Headcount (pages 11-12)**
  - B. **\*MOTION (VV) (Forward to CB 5/21/2024 Meeting): Revised Section 1.4 Worker Classifications (pages 13-15)**
  - C. **\*MOTION (VV) (Forward to CB 5/21/2024 Meeting): Revised Section 5.5 No Smoking Policy in the Kendall County Employee Handbook (pages 16-17)**
  - D. **\*MOTION (VV) (Forward to CB 5/21/2024 Meeting): New Facilities Management Intern Job Description (pages 18-21)**
  - E. **\*MOTION (VV) (Forward to CB 5/21/2024 Meeting): Resolution Rescinding Resolution 2001-11 (pages 22-26)**
7. Old Committee Business
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.*

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, March 4, 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**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Ruben Rodriguez	Here		
Jason Peterson	Here		
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Here		

**With 5 members present a quorum was established.**

**Staff Present:** Leslie Johnson, Payton Karlovich, and Amanda Pazdan

**Approval of Agenda** – Member Peterson made a motion to approve the agenda, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**Approval of Minutes**- Member Kellogg made a motion to approve the February 5, 2024, minutes, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

**Committee Reports and Updates** –

**A. Monthly Benefits Report**

Kendall County Deputy Treasurer provided a monthly insurance report to the Committee. (Report included in packet).

**B. Monthly Human Resources Department Report**

Human Resource Director, Leslie Johnson, updated the Committee on highlights throughout the month of February. (Report included in packet.)

HR department assisted elected and appointed offices with implementation of NeoGov Training portal. All departments have access to utilize the program.

Staff has been busy working on the 2024 Summer Internship program. Staff also attended the very first job and intern fair at Northern Illinois University on February 21, 2024. Aurora University has also invited the Human Resource Department to be part of their Career Fair on March 20, 2024.

The Employee Service awards will be presented at the March 20, 2024, County Board Meeting.

Committee discussion talking points:

- There are a few paid internships. Not all positions are paid but are eligible for school credit.

- Some County offices are allowing High School students to join in the Internship program. Yorkville High School has an internship program that their students can go through.

**C. Executime & Tyler Munis Update**

Human Resource Generalist, Payton Karlovich, updated the committee on the Time and Attendance (Executime) Phase 2 timeline. With the help of Technology Director, Matt Kinsey, Tyler Munis was able to give support to staff regarding the syncing of the test environment to the live environment. With the updated system staff are now able to move through the timeline a little faster. (Timeline provided in packet)

**New Committee Business –**

**A. \*PRESENTATION:** Kendall County Employee Benefits: Planning for 2025

Human Resource Director, Leslie Johnson, presented to the committee on brokerage services options for 2025 . A copy of the PowerPoint presentation was provided to the committee.

Kendall County is currently in contract with Horton Group, Inc since July 1, 2019. The current contract expires on June 30, 2024. The fee for the contract is \$3,693 per month. The contract has the option to renew for two additional one-year terms with a 3% increase per year.

The monthly service fee includes:

- Strategic planning and marketing insight
- Financial and benefit analytics
- Employee benefits compliance support
- Human Resource assistance
- Worksite wellness initiatives
- Employee claims, billing advocacy, and administration assistance

Ms. Johnson presented three options for planning purposes for the upcoming year.

- **Option 1:** Renew with the Horton Group, Inc-

**Pros to continue with The Horton Group:** The Horton Group would continue to provide the same services and maintain the pre-existing relationship and services. Horton will provide the County with a mid-year and annual report.

**Cons to continue with the Horton Group:** Renewing with Horton the rate increases by 3% which equals no reduction in brokerage fees. The broker offers a limited scope of services to assist the county with cost containment solutions. And no additional information is provided to the county at any other time during the year.

- **Option 2:** Issue request for proposal for employee benefits insurance brokerage services-

**Pros of issuing an RFP:** The county could receive several quotes which could result in brokerage fee savings. RFP is an opportunity to research and review the current marketplace for insurance brokers and an opportunity for the County to develop and expand its brokerage services to assist with cost containment.

**Cons of issuing an RFP:** It is unknown what quotes the County will receive so there is no guarantee of rate savings next year. There is uncertainty with a new provider, and the time and resources required to complete RFP process (preparation and issuance of RFP, vetting brokers, contract negotiations, etc)

- **Option 3:** Join a municipal insurance pool (IPBC)- IPBC is a partnership of local government entities in Illinois that are committed to the philosophy of risk pooling and working together to provide cost-effective health and related benefits to our employees and their families. IPBC was established in 1979 and has grown from 8-162 member entities, as of January 1, 2024, and covers over 20,000 employees and retirees. IPBC is open to municipalities, Counties, Special Districts, and Intergovernmental Agencies. New members are admitted by majority vote of the Executive Board for a 1-year membership term (July 1 Renewal). Members own their own cooperative. Each member appoints a delegate to the Board of Directors or sub-pool Board. IPBC members include- Boone County, Dekalb County, DuPage County Forest Preserve, Lake County, Lee County, McHenry County, Village of Montgomery, Village of Oswego, and Oswego Park District, & Village of Plainfield.

Kendall County currently has a 6.28% increase in a 5-year trend while IPBC has a 3.50% increase (2.78% savings). IPBC estimated a savings of over \$3.7 million in a 5-year period. Committee members discussed savings for employee premium rates along with savings as a member. There would be no change to the network. Employees would still have the same options as they do now with BCBS plans. Being part of this “pool” employees would have more access to nurse case managers or additional support.

Timeline for IPBC implementation includes:

- April 11, 2024 - IPBC presenting to the Committee of the Whole
- June 30, 2024 – Deadline for Kendall County to provide requested documentation to IPBC
- July 31, 2024 – Deadline for IPBC to provide final quote to Kendall County
- August 20, 2024 – Present ordinance to Kendall County Board to join the IPBC
- September 12, 2024 – IPBC Executive Board votes to approve new members.
- September 12, 2024 - IPBC service team begins immediately after Kendall County’s membership status is approved
- Early December 2024 – Implementation is completed
- January 1, 2025 – Kendall County goes live with IPBC

**Pros to joining IPBC:** IPBC’s 5-year average premium rate increase is 3% for PPO and 2.1% for HMO which is lower than the County’s average rate increase although the rate increases depend on the entire pool’s performance. Monthly reports provided by IPBC about the member’s claims, allocated expenses, and reserves, which allows spotting of positive or negative trends. Dividends and greater purchasing power, and IPBC takes an aggressive approach to cost containment.

**Cons to joining IPBC:** There will be additional time commitment for staff to transition to IPBC and to attend membership meetings. We must stay within IPBC’s sphere of providers. There is uncertainty on how county employees will respond to IPBC’s cost containment measures.

Staff recommendation is for the Human Resources & Insurance Committee to invite IPBC to present to the next Committee of the Whole meeting for further information and to answer more specific questions. It is consensus of the committee to move forward and invite IPBC to the April 11, 2024, Committee of the Whole and for staff to work with Horton for a 6-month extension for Horton Group, INC.

**B. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Kendall County Animal Control Kennel Technician Job Description

Member Flowers 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.**

**C. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Kendall County Animal Control Administrator/Veterinarian Job Description

Member Flowers 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.**

**D. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Employee Agreement between Kendall County, Illinois, and Dr. Gary Schlapp with an annual base salary of \$15,000/year

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

**E. \*MOTION (VV) (Forward to CB 3/20/24 Meeting):** Revised Kendall County Organizational Chart and Headcount

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

**F. \*DISCUSSION:** Discussion Regarding Holiday Policy and FMLA policy

Human Resource Department has received questions from employees regarding the current Holiday and FMLA policy in the Employee Handbook.

Under Holiday Pay *“To be eligible for time off with Holiday pay, the holiday must fall on the employee’s regularly scheduled workday. Also, an eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday in order to be compensated for the holiday, unless absence on either or both days is pre-approved by their executive.”* The committee discussed possible changes to the Holiday Pay policy. Staff will put together a revised policy and present it to an upcoming Human Resources & Insurance Committee Meeting.

Under FMLA policy, *“Holiday pay will not be paid during the FMLA leave, except in those instances where the employee is on an intermittent or reduced work schedule which makes the employee otherwise eligible for holiday pay.”* It was consensus of the committee to leave the FMLA policy as is.

**Old Committee Business** – None

**Chairman’s Report** –None

**Public Comment** – None

**Executive Session** – for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06, 5ILCS 120-2/21.

Elizabeth Flowers	Yes
Jason Peterson	Yes
Matt Kellogg	No
Zach Bachmann	Yes
Ruben Rodriguez	Yes

Open Session reconvened at 6:34pm

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

**Action Items for County Board –**

**1. Under Consent Agenda**

- Kendall County Animal Control Kennel Technician Job Description
- Kendall County Animal Control Administrator/Veterinarian Job Description
- Employment Agreement between Kendall County, Illinois and Dr. Gary Schlapp with an annual salary of \$15,000/year
- Revised Kendall County Organizational Chart and Headcount

**2. Items for Committee Business**

**Adjournment** – Member Kellogg made a motion to adjourn, second by Member Peterson. **With 5 members present in agreement, the meeting was adjourned at 6:37pm.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant

## MONTHLY MEDICAL INSURANCE REPORT

FY 24

PLAN	EMPLOYEES		Total Enrolled		Annual ER Plan Cost
	Non-Union	Union	Apr-24	May-24	
HMO EE	13	11	24	24	\$8,562.78
HMO EE + SP	1	3	4	4	\$13,066.83
HMO EE + CH	2	3	5	5	\$12,710.13
HMO FAM	3	13	16	16	\$17,324.01
H.S.A. \$1600 EE	74	50	123	124	\$13,229.77 *
H.S.A. \$1600 EE + SP	8	8	16	16	\$20,899.69 *
H.S.A. \$1600 EE + CH	14	10	24	24	\$20,411.05 *
H.S.A. \$1600 FAM	25	27	52	52	\$26,731.51 *
H.S.A. \$3200 EE	2	1	3	3	\$12,056.89 *
H.S.A. \$3200 EE + SP	0	2	2	2	\$19,109.83 *
H.S.A. \$3200 EE + CH	0	1	1	1	\$18,670.03 *
H.S.A. \$3200 FAM	3	0	3	3	\$24,358.39 *
BC Options \$1600 EE	5	2	7	7	\$12,291.36 *
BC Options \$1600 EE + SP	1	0	1	1	\$19,467.72 *
BC Options \$1600 EE + CH	2	0	2	2	\$19,018.20 *
BC Options \$1600 FAM	1	4	5	5	\$24,832.98 *
BC Options \$3200 EE	0	0	0	0	\$11,001.19 *
BC Options \$3200 EE + SP	0	1	1	1	\$17,498.80 *
BC Options \$3200 EE + CH	0	0	0	0	\$17,103.04 *
BC Options \$3200 FAM	2	0	2	2	\$22,222.60 *
<b>Total Enrolled</b>	<b>156</b>	<b>136</b>	<b>291</b>	<b>292</b>	

Employees	
Dental EE	167
Dental Family	166
<b>Total Enrolled</b>	<b><u>333</u></b>

Retirees/COBRA (12/1/23 -11/30/24) (52 Retirees / 2 COBRA)			
Vision	Family	12	733.14
Vision	Single	16	600.96
Medical	Family	1	3,964.25
Medical	Single	8	26,588.10
Dental	Family	32	6,853.35
Dental	Single	18	9,504.91
<b>TOTAL</b>			<b>48,244.71</b>

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*

**FY 24 MONTHLY MEDICAL INSURANCE INVOICES**

BUDGETED \$7,144,922 50.58% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	951670	489801	474064	483544	498476								\$2,897,554	6,230,253	46.51%
BCBS Dental Premium	39526	28294	45175	28209	28019								\$169,223	303,332	55.79%
BCBS Life Premium	624	661	642	636	632								\$3,195	7837	40.77%
Health Savings Account	125	529125	3875	5500	4500								\$543,125	600,000	90.52%
FSA Admin Fee	98	102	129	129	129								\$586	3,500	16.74%
<b>TOTALS</b>	<b>\$992,043</b>	<b>\$1,047,982</b>	<b>\$523,885</b>	<b>\$518,018</b>	<b>\$531,756</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,613,683</b>	7,144,922	50.58%

**FY 23 MONTHLY MEDICAL INSURANCE INVOICES**

BUDGETED \$6,430,808 95.20% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121	431875	431265	436721	433971	434132	456685	-8013	\$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	-537	\$244,800	381,879	64.10%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	\$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	\$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	\$1,204	3,500	34.40%
<b>TOTALS</b>	<b>\$496,399</b>	<b>\$1,437,320</b>	<b>\$461,033</b>	<b>\$467,675</b>	<b>\$487,303</b>	<b>\$463,941</b>	<b>\$462,764</b>	<b>\$468,681</b>	<b>\$432,882</b>	<b>\$464,230</b>	<b>\$486,633</b>	<b>-\$6,575</b>	<b>\$6,122,288</b>	6,430,808	95.20%

**FY 22 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	415868	423977	418344	406923	411574	412983	412883	-4843	\$4,903,995
Met Life Dental Premium	56127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	\$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	\$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	\$591,375
FSA Admin Fee	0	792	98	105	105	201	98	102	102	105	102	98	\$1,906
<b>TOTALS</b>	<b>\$479,415</b>	<b>\$1,022,872</b>	<b>\$830,850</b>	<b>\$406,831</b>	<b>\$457,083</b>	<b>\$455,203</b>	<b>\$450,499</b>	<b>\$442,493</b>	<b>\$443,651</b>	<b>\$446,000</b>	<b>\$442,589</b>	<b>-\$3,629</b>	<b>\$5,873,857</b>

**FY 21 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,830,200) \*94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27247	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	555000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
<b>TOTALS</b>	<b>\$977,143</b>	<b>\$416,314</b>	<b>\$416,363</b>	<b>\$424,448</b>	<b>\$425,743</b>	<b>\$415,749</b>	<b>\$408,928</b>	<b>\$407,691</b>	<b>\$409,247</b>	<b>\$400,778</b>	<b>\$382,474</b>	<b>\$408,649</b>	<b>\$5,493,529</b>





**KENDALL COUNTY HUMAN RESOURCES DEPARTMENT  
REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE  
May 6, 2024**

Here are a few highlights from the Human Resources Department for the month of April 2024:

**COMPLIANCE & RISK MANAGEMENT:**

- Rolled out fall protection and hazardous communications training to County department staff in compliance with Illinois OSHA requirements.
- Updated Material Data Safety Sheet Binder for Kendall County Office Building per OSHA requirements.
- Completed property safety inspection of all County properties with IPMG's risk management consultant.

**RECRUITMENT, ONBOARDING & OFFBOARDING:**

- Recruitment for Administrative Assistant for the Kendall County State's Attorney's Office.
- Recruitment for 711 Law School Intern for the Kendall County State's Attorney's Office.
- HR Generalist Tricia Springman has been busy placing students with various internship opportunities throughout Kendall County. The 2024 Summer Internship Program begins in May. At this time, 14 students have been placed with Kendall County internships this summer.

**EMPLOYEE ENGAGEMENT:**

- Delivered 288 individual boxes of Girl Scout cookies to all Kendall County buildings, the Kendall County Forest Preserve District, KenCom, and Bristol Kendall Fire Department, which were donated to Kendall County by Girl Scout Troop 2303 from Plano, Illinois.

**LABOR RELATIONS:**

- Union negotiations ongoing for Patrol Deputies (FOP).
- Continue preparations for upcoming union negotiations with other four FOP units whose contracts expire November 30, 2024.

**MISCELLANEOUS:**

- HR Director Johnson completed a presentation regarding Kendall County's services at the Kendall County Businesswomen Connect event on April 16<sup>th</sup>.
- Arranged and attended demonstration on April 29<sup>th</sup> for Tyler Munis Advanced Scheduling features in Time & Attendance Module.

# Tyler Munis Update

May 6, 2024

## Time and Attendance (TA)

What we have completed	What is still in progress
Employee Training Manual	Advanced Scheduling – Wheel Master, Schedule Maintenance, Shift Maintenance, Time Off Bidding
Supervisor Training Manual	Accruals – need to be assessed in Munis and TA
Pay Type codes tested	Accruals – Need to import departments accrual balances
Training and testing in HR and Administration Departments	Geofencing
Approvers added in Level 1	Time Clocks
Workflow management assessed and tweaked	Mobile app configuration
Security and Permissions assessed and tweaked	Training across all other departments and elected offices
Errors seen in Testing so far have been fixed	Testing across all other departments and elected offices
Successful Test Payroll Import with HR	
Accrual Codes assessed and fixed	
System Admin Manuals created	
Created a Holiday Schedule	

## Munis

What we have completed	What is still in progress
Pay Code Audit	FMLA & LOA implementation
Position Control Audit	Personnel Actions Workflow and Mapping
Initial Assessment of Accruals	Performance Evaluations
Duplication of some Positions – fixes effective date issues	Pension Tracking
System Administration Manuals for all modules	Accrual Table re-audit
Recruitment Manual created for Tricia	Position Control Duplication completion
EEO-4 manual created for future reporting	Switching employees to Hourly pay type if hourly
Supervisor Audit	



# Kendall County Agenda Briefing

---

**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 5/6/2024  
**Subject:** Revised Organizational Chart and Headcount  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

**Action Requested:**

Review and approval of Revised Organizational Chart and Headcount

**Board/Committee Review:**

None

**Fiscal impact:**

None

---

**Background and Discussion:**

The attached is a proposed Revised Organizational Chart and Headcount. The revised chart reflects a change in the Information Communication and Technology (ICT) Department. The ICT was previously budgeted to add an administrative position this fiscal year. ICT requests to replace this previously budgeted position with an additional Computer Support Specialist due to increased demand for help desk support. ICT Director Matthew Kinsey confirmed there would be no additional cost incurred with this change in job titles.

**Staff Recommendation:**

Approval of the Revised Organizational Chart and Headcount

**Attachments:**

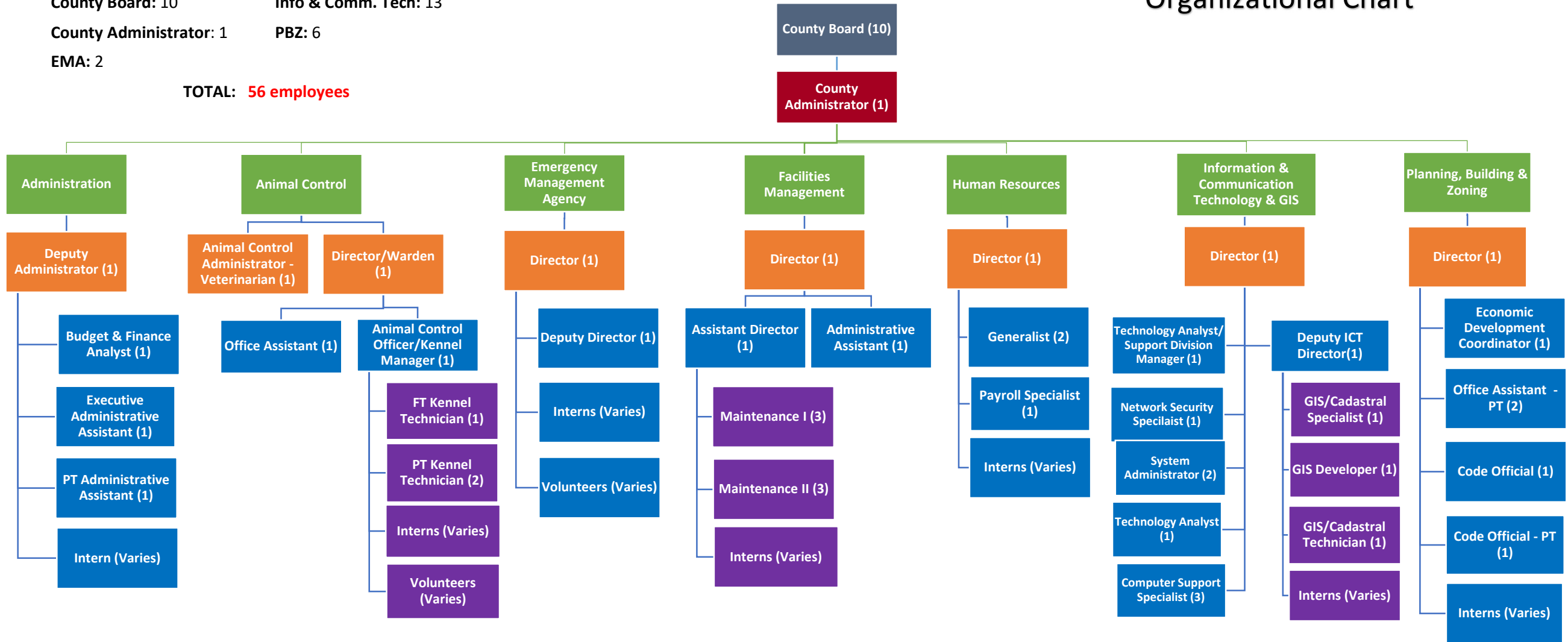
1. Revised Organizational Chart and Headcount

**APPROVED HEADCOUNT**

Administration: 4      Facilities: 9  
 Animal Control: 7      Human Resources: 4  
 County Board: 10      Info & Comm. Tech: 13  
 County Administrator: 1      PBZ: 6  
 EMA: 2

**TOTAL: 56 employees**

# Kendall County, Illinois Organizational Chart



All positions listed are full-time unless otherwise noted above.



# Kendall County Agenda Briefing

---

**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 5/6/2024  
**Subject:** Revised Section 1.4 Worker Classifications Policy  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

**Action Requested:**

Review and approval of revised Section 1.4 Worker Classifications Policy in the Kendall County Employee Handbook.

**Board/Committee Review:**

None

**Fiscal impact:**

None

---

**Background and Discussion:**

While conducting various payroll-related audits, we learned that several County departments and offices utilize seasonal employees and/or temporary employees. The attached revised Worker Classifications Policy (Section 1.4) in the Kendall County Employee Handbook provides definitions for these two additional categories of employees.

**Staff Recommendation:**

Approval of the attached revised Section 1.4 Worker Classifications Policy.

**Attachments:**

1. Revised Section 1.4 Worker Classification Policy

<b>Section 1.4</b>	<b>Worker Classifications</b>
<u>Effective Date:</u> 09/01/2022	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u> 11/21/2023, <u>TBD</u>	

## Section 1.4 WORKER CLASSIFICATIONS

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee and by worker classification. The worker classifications for the Employer are as follows:

- A. FULL-TIME EMPLOYEES:** A full-time employee shall be one who is employed to work on average at least thirty (30) hours of service per week or at least one hundred thirty (130) hours of service in a calendar month.
- B. PART-TIME EMPLOYEES:** A part-time employee shall be one who is employed to work on average less than thirty (30) hours of service per week or less than one hundred thirty (130) hours of service in a calendar month. Part-time employees are not eligible for many benefits offered to full-time employees including, but not limited to, employee health and dental coverage.
- C. PROBATIONARY EMPLOYEES:** Employees who have been employed to work on a full-time or part-time basis and who have been employed for a period of less than six (6) continuous months of employment with their Employer. An employee's successful completion of the probationary period will not alter the employee's at-will employment status.
- D. SEASONAL EMPLOYEES:** A person who works on a full-time or part-time basis for a portion of a calendar year performing work limited to a specific season or period of the year.
- E. STUDENT LEARNERS/INTERNS:** A student learner/intern is a student in high school, college or a post-graduate school who may or may not receive course credit for participating in school-approved work-study programs at the Employer. A student learner/intern may or may not be paid for the work performed for the Employer. Student learners/interns are not eligible for benefits offered to full-time employees including, but not limited to, employee health and dental coverage.
- FE. TEMPORARY EMPLOYEES:** A person selected to work on a full-time or part-time basis for a specific, limited duration of time.
- G. VOLUNTEERS:** A volunteer is an individual who performs hours of service for the Employer for civic, charitable, or humanitarian reasons, without promise,

expectation, or receipt of compensation for services rendered. Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from the Employer. An individual shall not be considered a volunteer if the individual is otherwise employed by the Employer to perform the same type of services as those for which the individual proposes to volunteer. Volunteers are not eligible for any benefits offered to employees. An employee's volunteer service hours shall not be considered hours worked for purposes of compensation and/or benefits eligibility.

**HF.** **INDEPENDENT CONTRACTORS:** Independent contractors are outside vendors who are not employees. Independent contractors are not eligible for any benefits offered to employees.

**THE KENDALL COUNTY BOARD RESERVES THE RIGHT TO CHANGE ANY OR ALL OF THE ABOVE WORKER CLASSIFICATIONS AT ANYTIME AND WITHOUT NOTICE. PLEASE ALSO NOTE THAT, SUBJECT TO AN APPLICABLE UNION CONTRACT, NONE OF THE CLASSIFICATIONS CHANGE THE EMPLOYMENT AT-WILL RELATIONSHIP THE EMPLOYER HAS WITH ITS EMPLOYEES.**



## Kendall County Agenda Briefing

---

**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 5/6/2024  
**Subject:** Revised Section 5.5 No Smoking Policy  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

**Action Requested:**

Review and approval of revised Section 5.5 No Smoking Policy in the Kendall County Employee Handbook.

**Board/Committee Review:**

None

**Fiscal impact:**

None

---

**Background and Discussion:**

This proposed revision to the No Smoking Policy (Section 5.5) in the Kendall County Handbook is the result of a recent change to the Illinois Smokefree Workplace Act, which now prohibits the use of electronic smoking devices in indoor public places.

**Staff Recommendation:**

Approval of the attached revised Section 5.5 No Smoking Policy.

**Attachments:**

1. Revised Section 1.4 Worker Classification Policy



<b>Section 5.5</b>	<b>No Smoking Policy</b>
<u>Effective Date:</u> 09/01/2022  <u>Last Amended Date:</u> <u>TBD</u>	<u>Source Doc/Dep.:</u> None/HR

**Section 5.5 NO SMOKING POLICY**

---

In accordance with Illinois law, the Employer prohibits smoking and the use of electronic smoking devices in the workplace or at any work site, while driving any vehicle owned or leased by Kendall County, or while performing job duties on behalf of the Employer.



# Kendall County Agenda Briefing

---

**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 5/6/2024  
**Subject:** New Facilities Management Department Intern Job Description  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

**Action Requested:**

Review and approval of the Facilities Management Department Intern job description.

**Board/Committee Review:**

None

**Fiscal impact:**

None

---

**Background and Discussion:**

The attached is a proposed job description for a Facilities Management Department intern. This temporary intern position will assist the Facilities Management Department with various tasks including, but not limited to, developing and implementing strategies for managing the County's assets, including maintenance schedules and replacement plans.

**Staff Recommendation:**

Approval of the Facilities Management Intern Job Description

**Attachments:**

1. Facilities Management Intern Job Description

## Kendall County Internship Job Description

<b>TITLE:</b>	Intern
<b>DEPARTMENT:</b>	Facilities Management
<b>SUPERVISED BY:</b>	Assistant Director of Facilities Management/Project Manager
<b>FULL TIME/PART TIME:</b>	Part Time (Hours vary)
<b>FLSA STATUS:</b>	Non-Exempt
<b>UNION STATUS:</b>	Non-Union
<b>APPROVED/REVISED:</b>	TBD

### I. Position Summary:

This internship provides support to the Facilities Management Department. During the internship, the Intern will work closely with other Kendall County departments and offices to identify the needs of Kendall County and to make recommendations for asset tracking and/or disposal. The Intern will be responsible for developing and implementing strategies for managing assets, including maintenance schedules and replacement plans. This internship may be paid or unpaid and eligible for school credit (at the discretion of the Facilities Management Director).

### II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Development and implementation of Kendall County's asset management strategies, policies, and procedures.
- B. Conducts regular asset inspections and assessments to identify maintenance needs and replacement requirements.
- C. Maintains accurate and up-to-date asset records, including acquisition, disposal, and maintenance history.
- D. Manages asset inventory and ensures that all assets are properly tagged and accounted for.
- E. Coordinates with other departments to ensure that assets are used efficiently and effectively.
- F. Develops and implements asset maintenance schedules and procedures.
- G. Monitors and reports on asset performance and utilization.
- H. Develops and implements asset disposal policies and procedures.
- I. Ensures compliance with relevant regulations and standards.
- J. Provides guidance and support to other departments on asset management and other Facilities Management Department issues.
- K. Assists with filing documents, pulling documents from storage, and putting files away in storage.
- L. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- M. Must drive to and from Kendall County's buildings to perform assigned duties.
- N. Maintains confidentiality.
- O. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- P. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- Q. Performs other duties as assigned.

## Kendall County Internship Job Description

### III. Qualifications:

To perform this internship successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the internship:

#### A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, marketing materials, and correspondence.
3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.
4. Excellent communication and interpersonal skills.

#### B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to assist with preparation and analysis of statistical data/reports.

#### C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

#### D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

#### E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Ability to work independently and as part of a team.
3. Excellent prioritization skills and the ability to meet deadlines.
4. The ability to display a positive, cooperative, professional, and team orientated attitude.
5. The ability to develop and maintain relationships with department heads, elected officials, and other County staff and stakeholders.
6. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
7. Must be proficient in the use of computers and in Microsoft Excel.
8. Proficiency with other financial analysis tools is preferred.
9. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.

#### F. Education and Experience:

1. Must be currently enrolled in an associate degree program, undergraduate degree program, or graduate school program at an

## Kendall County Internship Job Description

- accredited college or university with a preferred area of study in finance, economics, business administration or a related area of study.
2. At least six (6) months of prior work experience with facilities management and/or risk management and mitigation strategies is preferred.

### IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Must be able to lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties to perform assigned internship responsibilities.

### V. Work Environment:

The work environment characteristics described here are representative of those an intern encounters during this internship. While performing the duties of this internship, an intern may be subject to the following working conditions:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County to perform assigned duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. The intern may be exposed to stressful and difficult situations and material.
- D. The intern may be required to provide their own transportation to travel to and from the internship site location and other County properties.
- E. The internship will be completed during normal business hours.

**By signing my name below, I hereby affirm that I received a copy of this internship job description.**

\_\_\_\_\_  
**Intern Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, intern**



## Kendall County Agenda Briefing

---

**Meeting Type:** Human Resources and Insurance  
**Meeting Date:** 5/6/2024  
**Subject:** Resolution Rescinding Resolution 2001-11  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

**Action Requested:**

Review and approval of Resolution Rescinding Resolution 2001-11

**Board/Committee Review:**

None

**Fiscal impact:**

None

---

**Background and Discussion:**

On or about May 15, 2001, the Kendall County Board approved Resolution 2001-11, “Resolution Authorizing the Execution of An Agreement Enabling Employees to Purchase U.S. Savings Bonds Through Payroll Deduction”. (See attached Exhibit 1 to the Resolution.) On January 1, 2011, the U.S. Treasury Direct discontinued allowing employers to purchase savings bonds for their employees through this payroll deduction program. As a result, Kendall County discontinued the payroll deduction program more than 10 years ago but never rescinded the resolution that created this program. The attached resolution is for “housekeeping” purposes to formally rescind the 2001 resolution and discontinue the now non-existent payroll deduction program.

**Staff Recommendation:**

Approval of the Resolution Rescinding Resolution 2001-11

**Attachments:**

1. Resolution Rescinding Resolution 2001-11

# COUNTY OF KENDALL, ILLINOIS

## Resolution 24-\_\_\_\_

### RESOLUTION RESCINDING RESOLUTION 2001-11

**WHEREAS**, on or about May 15, 2001, the Kendall County Board approved Resolution 2001-11, “Resolution Authorizing the Execution of An Agreement Enabling Employees to Purchase U.S. Savings Bonds Through Payroll Deduction”, a copy of which is attached as **Exhibit 1**; and

**WHEREAS**, effective January 1, 2011, the U.S. Treasury Direct discontinued allowing employers to purchase savings bonds for their employees through payroll deduction unless the employers allow Treasury Direct to debit business accounts for the purchases; and

**WHEREAS**, the payroll deduction program approved via Resolution 2001-11 is no longer operational for Kendall County employees; and

**NOW, THEREFORE, BE IT RESOLVED**, Resolution 2001-11 is hereby rescinded.

Approved this 21<sup>st</sup> day of May, 2024.

Attest:

\_\_\_\_\_  
Matthew Kellogg, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder



EXHIBIT 1

RESOLUTION 2001-11

STATE OF ILLINOIS        )  
  )ss  
COUNTY OF KENDALL    )

**PAUL ANDERSON, COUNTY CLERK WITHIN AND FOR SAID COUNTY, AND HAVING A SEAL DO HEREBY CERTIFY THAT I HAVE COMPARED THE FOREGOING COPY OF THE RECORD OF:**

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT ENABLING EMPLOYEES TO PURCHASE SAVINGS BONDS THROUGH PAYROLL DEDUCTION AND PARTICIPATE IN A BOND COMPLETION LIFE INSURANCE PLAN.**

**WITH THE ORIGINAL RECORD THEREOF NOW REMAINING IN MY OFFICE, AND HAVING FOUND THE SAME TO BE A CORRECT TRANSCRIPT THEREFROM AND OF THE WHOLE OF SUCH ORIGINAL RECORD.**

**IN TESTIMONY WHEREOF I HAVE HEREWITH SET MY HAND AND AFFIXED THE SEAL OF SAID COUNTY, AT THE CITY OF YORKVILLE, IN SAID COUNTY,**

THIS 15 DAY OF MAY, A.D., 2001

 COUNTY CLERK/RECORDER



RESOLUTION  
of the  
COUNTY BOARD OF THE COUNTY OF KENDALL, ILLINOIS

SUBMITTED: EXECUTIVE COMMITTEE

2001 CR

RESOLUTION AUTHORIZING THE EXECUTION OF  
AN AGREEMENT ENABLING EMPLOYEES TO  
PURCHASE U. S. SAVINGS BONDS THROUGH PAYROLL DEDUCTION

WHEREAS, units of local government are able to withhold from their employees payroll checks by the Government Salary Withholding Act, 50 ILCS 125/4 hereinafter referred to as the Act; and

WHEREAS, the payroll deductions allowed by the act include the purchase of United States Savings Bonds and Bond Completion Life Insurance; and

WHEREAS, Security Marketing Group of Illinois has approached the County about establishing a payroll deduction program for the purchase of United States Savings Bonds and Bond Completion Life Insurance Plan; and

WHEREAS, Security Marketing Group of Illinois is the designated agent by the U. S. Treasury to offer the Savings Bonds program and also offers a Bond Completion insurance plan for interested employees; and

WHEREAS, Security Marketing Group of Illinois' programs are endorsed by the Illinois Association of County Officials Service Corporation; and

WHEREAS, Security Marketing does the promotion administration, servicing and accounting work for these two programs; and

WHEREAS, the auditor as indicated that his office is capable of adding these additional withholding without much difficulty; and

WHEREAS, the withholding for the purchase of United States Savings Bonds Programs upon the written request of an employee must be authorized by a resolution of the County Board.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of the of the County of Kendall, Illinois that the Chairman of the County Board is hereby authorized, on behalf of the County of Kendall, to execute an agreement that does not differ substantially from the agreement attached hereto as Exhibit "A" and incorporated herein by reference, with Security Marketing Group of Illinois to allow employees of Kendall County to purchase United States Savings Bonds and Bond Completion life insurance by payroll deduction.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect immediately upon its adoption.

BE IT FURTHER RESOLVED that the Clerk of the County Board is hereby directed to prepare and deliver certified copies of the Resolution to the Chairman of the County Board and Auditor and Security Marketing Group of Illinois, Incorporated.

Respectfully submitted,  
EXECUTIVE COMMITTEE

Ed Flynn  
William Pote  
Marie McKelis Bucken  
J.P. [unclear]

[Signature]  
CHAIRMAN  
[Signature]  
[Signature]  
[Signature]  
Jessie Hafensrichter

The above and foregoing Resolution was adopted by the County Board of the County of Kendall, Illinois this 15th day of May 2001.

[Signature]  
Chairman of the County Board of the County of Kendall, Illinois.

Paul Anderson  
Clerk of the County Board of the County Of Kendall, Illinois