

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**  
**Meeting Minutes for Monday, October 7, 2024, at 5:30 p.m.**

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**Call to Order**

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:31p.m.

**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	Absent		
Matt Kellogg	Here		

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

**Staff Present:** Leslie Johnson, Tricia Springman, Kayla Korey

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

**Approval of Minutes-** Member Peterson made a motion to approve August 5, 2024, minutes, second by Member Flowers. **With 4 members voting aye, the motion was carried by a vote of 4-0.**

**Committee Reports and Updates** –

**A. Monthly Benefits Report (page 6 in packet)**

Human Resources Director Leslie Johnson guided the committee to page 6 of the packet to review the Deputy Treasurer’s monthly report. She noted that the dental insurance premium for this year has exceeded the budgeted amount, as the allocation for this year was inexplicably lower than last year’s.

**B. Monthly Human Resources Department Report (page 8 in packet)**

Ms. Johnson directed the committee to page 8 in the meeting packet. Leslie Johnson introduced Kayla Korey, the fall intern from the Kendall County Human Resources Department. Kayla is currently assisting the department with the transition to Laserfiche, preparing benefit spotlight emails, and ensuring compliance with OSHA requirements for all positions. Ms. Johnson would also like to inform the committee that, due to the property appraisal, the premium for ICRMT is likely to increase by up to 18%. This anticipated increase is also attributable to the number of vehicles purchased and the extent of insured inland marine equipment.

Ms. Johnson informed the committee that the Benefits Fair is scheduled for November 6th and 7th. Open enrollment will begin on November 11 and conclude on November 30. Ms. Johnson attended the first board of directors meeting with IPBC, and a copy of the meeting's report has been emailed to the Kendall County Board. Lastly, nominations for the Employee of the Year award are due by October 31, 2024.

**C. Executime & Tyler Munis Update (page 9 in packet)**

HR Generalist Tricia Springman provided an update to the committee regarding the Tyler Munis project. Since the last meeting, the following tasks have been successfully completed:

- Auditing and revising employee codes for accruals
- Conducting an audit for hourly and salary classifications
- Assigning classifications for hourly and salary positions
- Addressing duplicate positions
- Configuring hourly pay codes in both Munis and Executime

The following items remain pending:

- Implementation of geofencing
- Testing across departments
- Importing testing data
- Transitioning from test to live environment
- Gradiance import

The departments that have undergone testing include Assessments, Treasurers, Circuit Clerk, Veterans Assistance Commission (VAC), Coroner, County Clerk & Recorders, Administration, Human Resources, Planning, Building & Zoning (PBZ), State's Attorney, Geographic Information Systems (GIS), Emergency Management Agency (EMA), Forest Preserve, and the Highway Department. The departments that still require testing include Health and Human Services (HHS), Court Services, Public Defender, Probation, and Highway.

**New Committee Business –**

- A. Business Associate Agreement Between Kendall County and the Intergovernmental Personnel Benefit Cooperative Effective January 1, 2025**

This agreement is established between Kendall County and IPBC and is mandated by HIPAA regulations. It necessitates that both Kendall County and IPBC ensure the confidentiality of protected health information.

**Member Peterson made a motion to forward to County Board meeting, second by member Kellogg. With 4 members voting aye, the motion was carried by a vote of 4-0.**

- B. Revised Address and Name Change Form.**

The updated address and name change form includes a requirement for employees to provide proof of their name change. This can be submitted in the form of a social security card along with one of the following: marriage license, driver's license, court documents, or relevant paperwork. This documentation is necessary to comply with payroll and IMRF requirements.

**Member Flowers made a motion to forward to County Board meeting, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.**

- C. Revised Generative Artificial Intelligence (AI) Chatbot Usage Policy (Section 9.6 in the Kendall County Employee Handbook) effective January 1, 2025**

The updated Generative Artificial Intelligence (AI) chatbot usage policy will replace the current policy outlined in section 9.6 of the Kendall County Employee Handbook, effective January 1, 2025. These proposed changes are necessary in response to recent amendments to the Illinois Human Rights Act and data privacy regulations.

**Member Kellogg made a motion to forward to County Board meeting, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.**

- D. Revised Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct (Section 2.1 in the Kendall County Employee Handbook) Effective January 1, 2025

The revised policy addressing unlawful Discrimination, Harassment, and Sexual Misconduct will supersede the existing policy in section 2.1 of the Kendall County Employee Handbook, effective January 1, 2025. The changes in purpose align with the recent amendments to the Illinois Human Rights Act, which include "actual or perceived family responsibilities" and "actual or perceived reproductive health decisions" as additional protected categories under the state's anti-discrimination law.

**Member Peterson made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.**

- E. Revised Insurance Benefits Policy (Section 7.1 in the The Kendall County Employee Handbook) effective January 1, 2025

The revised Insurance Benefits Policy is intended to replace the current policy outlined in Section 7.1 of the Kendall County Employee Handbook, effective January 1, 2025. The proposed changes aim to provide employees with clear guidance on when and how to inform the County's benefits administrator of any changes to their personal status, including the addition or removal of dependents from any of the County's employee benefit plans. This update to the County's existing Insurance Benefits Policy has been recommended by the IPBC.

**Member Peterson made a motion to forward to County Board meeting, second by member Flowers. With 4 members voting aye, the motion was carried by a vote of 4-0.**

- F. Revised Organizational Chart and Headcount

The Revised Organizational Chart and Headcount reflect an update to the County's organizational structure, including the addition of a part-time GIS Cadastral Technician position.

**Member Flowers made a motion to forward to County Board meeting, second by member Kellogg. With 4 members voting aye, the motion was carried by a vote of 4-0.**

**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	Yes
Zach Bachmann	Absent

Ruben Rodriguez	Yes
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Open Session reconvened at 5:57pm

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

**Action Items for County Board** –

**1. Under Consent Agenda**

- a. Business Associate Agreement Between Kendall County and the Intergovernmental Personnel Benefit Cooperative effective January 1, 2025
- b. Revised Address and Name Change Form
- c. Revised Generative Artificial Intelligence (AI) Chatbot Usage Policy (Section 9.6 in the Kendall County Employee Handbook) effective January 1, 2025
- d. Revised Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct (Section 2.1 in the Kendall County Employee Handbook) effective January 1, 2025
- e. Revised Insurance Benefits Policy (Section 7.1 in the Kendall County Employee Handbook) effective January 1, 2025
- f. Revised Organizational Chart and Headcount

**2. Items for Committee Business**

**Adjournment** – Member Flowers made a motion to adjourn, second by Member Kellogg. **With members present in agreement, the meeting was adjourned at 5:57 p.m.**

Respectfully submitted,  
Nancy Villa  
Executive Administrative Assistant