

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, January 4, 2018

CALL TO ORDER - Committee Vice Chair Judy Gilmour called the meeting to order at 5:30p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick		6:00p.m.	
Elizabeth Flowers	Present		
John Purcell		5:37p.m.	

With three members present a quorum was established to conduct committee business.

Member Purcell arrived at 5:37p.m. and Member Cullick arrived at 6:00p.m.

Staff Present: Bob Jones, Scott Koepfel, Becki Rudolph

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Flowers
RESULT: The agenda was approved by a 3- 0 Voice Vote

APPROVAL OF MINUTES – December 4, 2017

Motion: Member Flowers
 Second: Member Prochaska
RESULT: Approved with a 3-0 Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Bob Jones, Treasurer/Collector’s Office – Mr. Jones briefed the committee that he received 20 plus insurance requests for changes after the deadline for submission proposed by the Treasurer’s Office. Mr. Jones stated that since the benefits were approved so late in the year, requests for changes after the deadline made it very difficult to submit and could possibly have caused problems for those individuals that failed to comply on time.

Mr. Jones asked the committee if there is a County policy about receiving payments for Insurance from non-payroll employees, retirees, and others on time, is there a deadline for

submission of payment, etc., because some payments have been received weeks or even months late. **Scott Koeppel will research for a policy and report back to the committee at a future meeting.**

COMMITTEE BUSINESS

- *Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement* – Mike Neuenkirchen, Kendall Area Transit informed the committee about this federal portion of the grant agreement that was approved by the Board last month.

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Flowers. **With four members voting aye, the motion passed.**

- *Approval of Technology Services Director Job Description* – Mr. Koeppel reviewed the updated Technology Services Director job description with the committee, and mentioned that the previous suggestions made by the State's Attorney's Office had been omitted, but were added, as well as additions from Mr. Koeppel. Mr. Koeppel highlighted the changes from the previous job description and this proposed job description.

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Prochaska. **With four members voting aye, the motion carried.**

- *Discussion of Technology Services Director Position Posting* – Mr. Koeppel reviewed the proposed changes with the committee, and asked the committee for permission to post the position after the County Board approves the Job Description at the January 16, 2018 County Board meeting. **There was consensus to post the position after January 16, 2018.**

Discussion on a proposed salary range of \$88,000 to \$92,000, the posting timeframe of 30-days online, two rounds of interviews - the first with the County Administrator and the County Deputy Administrator, and then secondly including the Admin HR Committee Chair. **This item will be included on the January 11, 2018 Finance Committee agenda.**

- *Discussion of Letter to Employees about Health Insurance Network Change* – Member Cullick reminded the committee that the idea of transparency and open communication with employees was important to all of them, and that a letter explaining the network change, how the changes will take place, employee responsibilities including in-network facilities, hospitals, and physicians, as well as employee prescription responsibilities, and other issues that might be of concern such as the Wellness Program. Mr. Jones provided informational sheets that were distributed by email to all County employees along with enrollment forms in

November 2017. **There was consensus by the committee that it was not necessary to send a letter to employees or take any further action at this time.**

- *Review of Employee Handbook Revisions* – Mr. Koeppe reported that the current employee handbook states that an employee is qualified for IMRF if you work 600 hours, which will need to be changed since the Board approved increasing the hours to 1000. **There was consensus by the committee to change the handbook to reflect this new information.**

ACTION ITEMS FOR JANUARY 16, 2018 COUNTY BOARD AGENDA

Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement

Approval of Technology Services Director Job Description

ITEMS FOR THE JANUARY 11, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

Motion: Member Flowers Second: Member Prochaska RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at 6:55p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary