

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday February 19, 2020

CALL TO ORDER – Member Flowers called the meeting to order at 5:32.

ROLL CALL

| Attendee | Status | Arrived | Left Meeting |
|-------------------|---------------|----------------|---------------------|
| Elizabeth Flowers | Present | | |
| Scott Gengler | Here | | |
| Judy Gilmour | | 5:35 | |
| Matthew Prochaska | ABSENT | | |
| Robyn Vickers | Here | | |

Others in Attendance: Scott Koepfel

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Gengler to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Vickers, second by Member Gengler to approve the February 3, 2020 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration* – Mr. Koepfel informed the Committee that the EMA position applications were due by the end of next week. After that first and second interviews would be held. Second interviews with the final 2 candidates will be held with Chairman Gryder and the position would report to him in the event of an Emergency. The recently approved PT Administrative Assistant position was posted today and interviews will be held on a rolling basis so the position can be filled quickly. Finally, Mr. Koepfel noted that once the position is filled and another employee returns from medical leave staff can begin working on the Human Resources Manual updates once more. Mr. Koepfel also asked if the Committee had anymore projects they should let staff know.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Lobbyist Registration Bill* – Mr. Koepfel reported that this was reviewed at a previous meeting and brought forward by Member Prochaska. Mr.

Koepfel suggested that if a registration bill becomes law staff would work with the Clerk's office or the Administrative Services Office would handle the process.
There was consensus form the Committee to wait and see if this becomes law before proceeding.

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – None.

ACTION ITEMS FOR COUNTY BOARD

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting adjourned at 5:47p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator