COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, October 2, at 5:30 p.m.

Call to Order

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

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Here		
Jason Peterson		5:30pm	
Elizabeth Flowers	Present		
Zach Bachmann	Here		
Matt Kellogg	Present		

With 4 members present a quorum was established.

Staff Present:

Leslie Johnson, Tricia Springman, Bob Jones

Approval of Agenda –

Member Bachmann made a motion to approve the agenda, second by Member Flowers. **With 4 members voting aye, the motion was carried by a vote of 4-0.**

Committee Reports and Updates –

A. Horton Group – Kendall County Health Insurance 4 Tier Plan

Michael Wojcik presented to committee on Insurance renewal and cost updates for 2024. Handouts were provided to board members showing cost comparisons for different plans. Mr. Wojcik briefed the committee with updates on the marketplace.

Beth Ishmael briefed the committee on the 4-tier structure and how much the cost would be per plan. The committee invited Horton to return to the next Committee of the Whole to present to all members.

Member Kellogg made a motion to forward to Committee of the Whole meeting, second by Member Peterson. With 5 members voting aye, the motion was carried by a vote of 5 -0.

B. Monthly Benefits Report Provided by Kendall County Treasurer's Office

Bob Jones provided the committee with a monthly medical insurance report (included in packet)

C. Monthly Report Provided by the Kendall County Human Resources Department

Ms. Johnson briefed the committee on Compliance & Risk Management, Recruitment, Onboarding, & Off Boarding, and Labor Relation updates. (updates included in packet)

Ms. Johnson also introduced new HR Generalist Payton Karlovich.

D. Executime & Tyler Munis Update

Mrs. Karlovich updated the committee on the general workflow of the Human Capital Management system. (Workflow chart included in packet.)

Mrs. Karlovich also updated the committee on the estimated completion of Phase1: Audit for Executime. She estimated approximately 5-6 months for completion. (Flow chart of audit phases included in packet)

New Committee Business –

> **A.** *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Full-Time GIS/Cadastral Technician Job Description**

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

> **B.** *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Revised Organizational Chart for Kendall County**
>
> A few changes were made to the organizational chart to reflect the new intern positions.

Member Flowers made a motion to forward to 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 10/17/2023 Meeting)*: **Animal Control Department Intern Job Description**

Member Kellogg made a motion to forward to 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 10/17/2023 Meeting)*: **Revised Section 2.1 Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct**

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

E.   *_MOTION (VV) (Forward to CB 10/17/2023 Meeting)_: **Revised Section 4.12 Identity Protection Policy**

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

F.   *_MOTION (VV) (Forward to CB 10/17/2023 Meeting)_: **New Section 3.9 - Kendall County Employee of the Year Award Program**

Chairman Kellogg would like to implement the Employee of the Year Award program.

Member Bachmann made a motion to table this item to the upcoming special HR & Ins meeting on October 17, 2023 second by Member Kellogg. With 5 members voting aye, the motion was carried by a vote of 5-0.

G.   *_DISCUSSION_: **Illinois Paid Leave Act & Policy Amendments**

Ms. Johnson briefed the committee on the Illinois paid leave act requirements.

H.   *_DISCUSSION_: **Unpaid Time Off**

Ms. Johnson briefed the committee on current situations that involve employees using/requesting unpaid time off. There currently is not a policy and procedure in place. Ms. Johnson would like to work with the new county administrator to create a new policy. Committee members consented.

Old Committee Business –

A. **Headcounts and Mid-Year Organizational Changes**

Ms. Johnson stated that the county board approved a budget policy statement on November 29, 2005. It has been brought to the attention of the committee for review of any changes needed. The committee consented for staff to seek legal opinion.

Chairman's Report –

    Committee Chair Rodriguez informed the committee that there will be a special HR & Ins meeting on Tuesday October 17th at 5:30pm. Alliant will be presenting the renewal packet.

Public Comment –

    None

Executive Session –

    None

Items for the Committee of the Whole Meeting –

➢ Horton Insurance discussion

Action Items for County Board-

➢ *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Full-Time GIS/Cadastral Technician Job Description**
➢ *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Revised Organizational Chart for Kendall County**
➢ *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Animal Control Department Intern Job Description**
➢ *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Revised Section 2.1 Policy Against Unlawful Discrimination, Harassment and Sexual Misconduct**
➢ *MOTION (VV) (Forward to CB 10/17/2023 Meeting)*: **Revised Section 4.12 Identity Protection Policy**

Adjournment – Member Flowers made a motion to adjourn, second by Member Kellogg. **With 5 members present in agreement, the meeting was adjourned at 7:00p.m.**

Respectfully submitted,

Nancy Villa
Executive Administrative Assistant