



COUNTY OF KENDALL, ILLINOIS HUMAN RESOURCES & INSURANCE

**Kendall County Historic Courthouse
110 West Madison, Second Floor Courtroom, Yorkville, IL 60560
Monday, January 6, 2025 at 5:30 p.m.**

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Ruben Rodriguez (Chairman), Jason Peterson, Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
- 3. Approval of Agenda**
- 4. Approval of Minutes for the November 4, 2024, Human Resources & Insurance Committee Meeting**
- 5. Committee Reports and Updates**
 - A. Monthly Benefits Report**
 - B. Monthly Human Resources Department Report**
 - C. Executime & Tyler Munis Update**
- 6. New Committee Business**
 - A. Appointment of Human Resources & Insurance Committee Vice Chair**
 - B. Management Analyst Job Description**
 - C. Revised Executive Assistant Job Description**
 - D. Revised Economic Development Coordinator Job Description**
 - E. Revised Organizational Chart & Approved Headcount**
 - F. Paycheck Correction Form**
 - G. Revised Final Paycheck Form**
 - H. Revised Personnel File Review Request Form**
 - I. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook**
- 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.