# COUNTY OF KENDALL, ILLINOIS
## HUMAN RESOURCES AND INSURANCE COMMITTEE
### Meeting Minutes for Monday, November 4, 2024, at 5:30 p.m.

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

**Roll Call**

| Attendee | Status | Arrived | Left Meeting |
|---|---|---|---|
| Ruben Rodriguez | Here | | |
| Jason Peterson | | 5:33 p.m. | |
| Elizabeth Flowers | Here | | |
| Zach Bachmann | Here | | |
| Matt Kellogg | Absent | | |

**With 3 members present a quorum was established.**

**Staff Present**: Christina Burns, Payton Karlovich, Brian Holdiman, & Matt Asselmeier

**Others Present:** Dane Mall & Todd Greer

**Approval of Agenda** – **Member Bachmann made a motion to approve the agenda, second by Member Flowers**. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

**Approval of Minutes- Member Flowers made a motion to approve October 7, 2024 minutes, second by Member Bachmann**. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

**Committee Reports and Updates** –

A. Alliant Insurance Services, Inc. and ICRMT – Kendall County Insurance Renewal
Dane Mall presented the 2025 Insurance Renewal proposal to the committee, which included property, casualty, liability, workers' compensation, and cyber insurance. The presentation outlined three renewal options:

1. Option #1 (status quo – no changes to deductibles): $1,019,406 (16% increase in premium)
2. Option #2 ($100,000 deductible/retention option): $935,185 (7% increase in premium)
3. Option #3 ($250,000 deductible/retention option): $873,435 (0% increase in premium)

The committee engaged in a brief discussion regarding the potential increase of the County's deductible but ultimately decided to table the discussion for the next committee of the whole meeting.

**Member Bachmann made a motion to forward to the Committee of the Whole for further discussion on renewal options, second by member Peterson. With 4 members voting aye, the motion was carried by a vote of 4-0.**

B. **Monthly Benefits Report (pages 7-8 in packet)**

Payton Karlovich requested that the committee refer to page 7 for the monthly medical insurance report as well as the FY24 monthly medical insurance report. The reports are included in the packet.

C. **Monthly Human Resources Department Report (page 9 in packet)**

Payton Karlovich provided an update to the committee regarding the monthly report from the human resources department. She noted that there have been 12 nominations submitted for the employee of the year award. Later this week, the outreach committee will convene to discuss these nominations. Additionally, the employee benefits fair is scheduled for November 6 and November 7. Open enrollment will begin on November 11.

D. **Executime & Tyler Munis Update  (page 10 in packet)**

Payton Karlovich provided the committee with an update on Executime and Tyler Munis. Since the last HR and Insurance meeting, the Health Department has initiated the development of the live platform in anticipation of the upcoming conversion from the test environment to the live environment. The only department that has yet to conduct testing is Judicial. All other departments have completed their testing.

**New Committee Business –**

A. Revised Finance & Budget Analyst Job Description

The finance & Budget Analyst job description replaces the existing job description for the finance and budget analyst. It changes this position from an hourly, FLSA non-exempt position into a salaried, FLSA exempt position. The substantive duties for this position will not change.

**Member Bachmann 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.**

B. Full-Time Code Enforcement Officer Job Description.

County Administrator Christina Burns informed the committee that the Planning, Building, and Zoning Department is currently in need of a full-time code enforcement officer. The department currently employs a full-time code enforcement officer and is responsible for all building permits, plan reviews, and supporting code enforcement activities. In 2019, a part-time code enforcement position was established, focusing primarily on code enforcement, with an expected workload of 10 hours per week. However, this position has experienced significant turnover, with three individuals having held the role and the most recent resignation occurring in September. Given the county's increased workload and the necessity for stability and redundancy in building inspections and code enforcement, staff recommend transitioning to a full-time code enforcement officer.

Committee members recognized the importance of this position and expressed overall support for the recommendation.

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

C. Chief Information Officer Job Description

The Information and Communication Technology (ICT) Department is proposing a departmental reorganization. This reorganization aims to update job titles and the reporting structure without increasing the headcount. The ICT's Director Job Description would be replaced with the Chief Information Officer Job Description. The IT Systems Manager and IT Project Manager will report

directly to the Chief Information Officer. The IT Systems Manager will oversee the Systems Administrator and Helpdesk Supervisor roles, while the Helpdesk Supervisor will supervise the three existing Computer Support Specialist positions.

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

    D.  IT Systems Manager Job Description

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

    E.  IT Project Manager Job Description

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

    F.  Revised Deputy Director of Information, Communication and Technology

**Member Bachmann 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.**

    G.  Revised Systems Administrator Job Description

**Member Bachmann 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.**

    H.  Helpdesk Supervisor Job Description

**Member Bachmann 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.**

    I.  Revised Computer Support Specialist Job Description

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

    J.  Revised Organizational Chard & Approved Headcount

**Member Peterson made a motion to forward to County Board meeting, second by member Bachmann. 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** – None

**Items for the Committee of the Whole Meeting** –

       a.  Discussion of one of three options for the 2025 property, casualty, liability, workers' compensation and cyber insurance renewal

**Action Items for County Board –**

1. **Under Consent Agenda**
   a. Kendall County Insurance Renewal with Alliant Insurance Services, Inc and ICRMT
   b. Revised Finance & Budget Analyst Job Description
   c. Full-Time Code Enforcement Officer Job Description
   d. Chief Information Officer Job Description
   e. IT Systems Manager Job Description
   f. IT Project Manager Job Description
   g. Revised Deputy Director of Information, Communication and Technology
   h. Revised Systems Administrator Job Description
   i. Helpdesk Supervisor Job Description
   j. Revised Computer Support Specialist Job Description
2. **Items for Committee Business**
   a. Revised Organizational Chart & Approved Headcount

**Adjournment** – Member Peterson made a motion to adjourn, second by Member Bachmann. **With 4 members present in agreement, the meeting was adjourned at 6:16 p.m.**

Respectfully submitted,
Nancy Villa
Executive Administrative Assistant