

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, January 6, 2025, 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	Present		
Jason Peterson	Not Present		
Elizabeth Flowers	Not Present		
Zach Bachmann	Present		
Matt Kellogg	Present		

With 3 members present a quorum was established.

Staff Present: Leslie Johnson, Tricia Sohst, Payton Karlovich, and Christina Burns

Others Present: Matthew Kinsey and Nancy Villa

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

Approval of Minutes- Member Bachman made a motion to approve November 4, 2024 minutes, second by Member Kellog. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

Committee Reports and Updates –

A. Monthly Benefits Report

Leslie Johnson stated the Monthly Benefits Report is located on pages 7 and 8 of the packet, and the Monthly Benefits Report was prepared by Bob Jones. No questions were asked about the Monthly Benefits Report.

B. Monthly Human Resources Department Report

Leslie Johnson provided the Committee with the Monthly Human Resources Department Report.

Leslie Johnson stated the County completed its insurance renewals for 2025 policy year.

Leslie Johnson also provided the committee with an update on recruitment stating they have been busy with recruitment and have recruited for multiple positions in the month of December. Nicolas Garcia and Casey Gilkerson were new hires recruited through the Human Resources Department. A new part time driver with the Veteran's Assistance Commission was also recruited.

Communications between the County and IPBC have been excellent and efficient as Kendall County transitions to membership with the IPBC.

The Employee of the Year award received several nominations, and two different groups met to decide the award recipient. The award recipient will be announced at the January 21st County Board meeting.

The Human Resources Department has been working with the Facilities Department to distribute new ID key cards, so they are consistent across the county. Tricia Springman has been working on the badges and helping with distribution.

Ruben Rodriguez thanked Leslie Johnson for her work with negotiations. Leslie Johnson mentioned mediation for the Corrections Sergeants is coming up.

C. Executime & Tyler Munis Update

Payton Karlovich referred to page 10 and provided an update on Executime and Tyler Munis. Since the last HR and Insurance meeting, the Human Resources Department has completed two payrolls in live with several departments and is moving forward with adding more each payroll. Payton Karlovich also provided an updated Go Live Schedule to show when each department and office will start Live in Executime.

New Committee Business –

A. Appointment of Human Resources & Insurance Committee Vice Chair

Ruben Rodriguez announced that he appointed Jason Peterson as the Human Resources & Insurance Committee Vice Chair.

Member Kellog made a motion to forward to County Board meeting, second by member Bachman. With 3 members voting aye, the motion was carried by a vote of 3-0.

B. Management Analyst Job Description

Christina Burns provided the committee with more information about the new Management Analyst position. This position will support the upcoming Finance Department and aid all departments with projects. The Human Resources Department will start to recruit for this position sometime in March or April.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

C. Revised Executive Assistant Job Description

Christina Burns provided the committee the explanation for the revised Executive Assistant Job Description. This position will now report directly to the County Administrator.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

D. Revised Economic Development Coordinator Job Description

Christina Burns provided the committee with the Revised Economic Development Coordinator Job Description. Historically this position was originally in Administration and has since moved to the Planning, Building and Zoning Department. This revision is to move the position back to the Administration Department, to report directly to the County Administrator, to provide more seamless work and increase outreach effectiveness.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

E. Revised Organizational Chart & Approved Headcount

Leslie Johnson referred the committee to page 26. There was no discussion.

Member Kellog made a motion to forward to County Board meeting, second by member Bachman. With 3 members voting aye, the motion was carried by a vote of 3-0.

F. Paycheck Correction Form

Leslie Johnson explained that this new form is to help with the roll over of Executime. Leslie Johnson provided the information that the county is currently using paper timesheets and now that the county is transitioning to Executime, there needs to be documentation of changes after a payroll has been processed.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

G. Revised Final Paycheck Form

Leslie Johnson referred to the amended Personnel Action Review Act. This revision ensures employees rights to receive printed copies of pay stubs to comply with the amended law.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

H. Revised Personnel File Review Request Form

Leslie Johnsons provided the committee with the information pertaining to this revision. It is for the same reason as section G stated, to comply with the new amended law.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

I. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook

No discussion.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

Old Committee Business – None

Chairman's Report – None

Public Comment – None

Executive Session – None

Items for the Committee of the Whole Meeting –

Matthew Kellog asked to have an Executime and Tyler Munis update presented to the Committee of the Whole.

Action Items for County Board –

1. Under Consent Agenda

- A. Management Analyst Job Description
- B. Revised Executive Assistant Job Description
- C. Revised Economic Development Coordinator Job Description
- D. Revised Organizational Chart & Approved Headcount
- E. Paycheck Correction Form
- F. Revised Final Paycheck Form
- G. Revised Personnel File Review Request Form
- H. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook.

2. Items for Committee Business

None

Adjournment – Member Bachman made a motion to adjourn, second by Member Kellog. With 3 members present in agreement, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,
Payton Karlovich
Payroll Specialist