

**COUNTY OF KENDALL, ILLINOIS**  
**HUMAN RESOURCES AND INSURANCE COMMITTEE**

**Meeting Minutes for Monday, May 5, 2025, at 5:30 p.m.**

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**Call to Order**

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

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Ruben Rodriguez	Here	5:30 p.m.	
Jason Peterson	Here	5:30 p.m.	
Elizabeth Flowers	Here	5:30 p.m.	
Zach Bachmann	Here	5:31 p.m.	
Matt Kellogg	Here	5:30 p.m.	

**With 5 members present, a quorum was established.**

**Staff Present:** Director of Human Resources Leslie Johnson and Human Resources Generalist Tricia Sohst.

**Others Present:** None

**Approval of Agenda** – Member Matt Kellogg made a motion to approve the agenda, second by Member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**Approval of Minutes-** Member Matt Kellogg made a motion to approve April 7, 2025, minutes, second by Member Elizabeth Flowers. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**Committee Reports and Updates** –

**A. Monthly Benefits Report**

Human Resources Director Leslie Johnson stated that Bob Jones provided the monthly benefits report, which is in the packet. Director Johnson provided everyone with a chart comparing total medical claims and total pharmacy claims for 2023 versus 2024. The loss ratio for both the PPO and HMO plans increased from 2023 to 2024. IPBC will look at the claims from the last three years to help determine premiums for the following year.

**B. Monthly Human Resources Department Report**

Human Resources Director Leslie Johnson provided the monthly Human Resources Department Report. The department has been busy with recruitment for the Human Resources Generalist. There are still internships available in the Animal Control

Department. Onboarding has been completed for Management Analyst, Natalia Borowska, Code Compliance Officer, Larry Simmons, Outreach Specialist, Sara Gavin, and Bailiff, James Stafford. For Labor Relations, a Memorandum of Understanding was negotiated for Corrections Deputies bargaining unit to change how overtime is filled, which will be presented to the County Board for approval on May 6th. The Employee Appreciation Breakfast was held on April 16<sup>th</sup> and 17<sup>th</sup>. Director Johnson attended a presentation with the County Administrator and Sheriff's Office command staff regarding retirement healthcare funding plans, called 115 Trusts. There will be a presentation at the Committee of the Whole on May 15, 2025, by Joel Babbitt from NPPFA regarding the 115 Trust Plans.

### **New Committee Business –**

#### **A. Resolution Amending Kendall County Wellness Program Guidelines**

Director Leslie Johnson explained that the County Board previously approved the Wellness Program Guidelines regarding getting an annual physical. With the approval of the Empower Biometric Screenings Agreement, the County will offer onsite biometric screenings to County employees and their spouses enrolled in the County's medical insurance plans. The proposed resolution would allow the onsite biometric screening to serve as the employee's annual physical and would qualify the employee for the insurance discount set forth in the Wellness Program Guidelines. Member Flowers stated that she would like to provide this option to employees.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

#### **B. Empower Health Services, LLC Biometric Screening Agreement**

Director Leslie Johnson explained this agreement would allow the County to provide onsite biometric screenings for Kendall County retirees, employees, and their spouses enrolled in the County's medical insurance plans. Per the Agreement, there is a fee of \$135 per person for the onsite screening. IPBC will reimburse the County for every onsite screening completed. There is a 30-person minimum for each onsite screening date. If this minimum is not met, then the County will have to pay \$135 for each slot that is not filled. IPBC will not reimburse for those screenings not filled to reach the 30-person minimum. The proposed Agreement provides for three separate onsite screening days. Member Kellogg suggested scheduling at the courthouse on one of the least busy days at the courthouse. Director Johnson explained there will be two separate screenings at the Courthouse on two separate weeks. The screenings will run from 7:00 a.m. until 11:00 a.m. There will also be an option for the employee to complete the screening offsite at a nearby lab at any time of their choosing.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Matt Kellogg. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**C. Revised Employment of Minors Policy effective July 1, 2025 (Section 3.1 of the Kendall County Employee Handbook)**

Member Flowers asked if this revision to the policy was just to get the County into compliance with Illinois State Law. Director Leslie Johnson explained that this policy revision will comply with the recent amendments to the Illinois Child Labor Law.

Member Zach Bachmann made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**D. Revised Drug and Alcohol Use/Abuse Policy effective July 1, 2025 (Section 5.4 of the Kendall County Employee Handbook)**

Director Johnson explained that Physicians Immediate Care provides the County's drug testing. Physicians Immediate Care no longer provides a five-panel test and, instead, now provides a seven-panel drug test. So, the proposed policy revision removes the five-panel drug screening and replaces it with the seven-panel drug screening, which is offered by Physicians Immediate Care.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**E. Revised Work-Related Injury or Illness Reporting Policy effective July 1, 2025 (Section 5.10 of the Kendall County Employee Handbook)**

Director Leslie Johnson explained the current policy has the Administration Department overseeing risk management functions. However, when the Human Resources Department was created, the Human Resources Department began overseeing these risk management functions. So, the proposed policy would replace all references to the Administration Department with the Human Resources Department for the risk management functions set forth in the policy.

Member Jason Peterson made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Elizabeth Flowers. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**F. Revised Jury and Witness Duty Policy effective July 1, 2025 (Section 8.4 of the Kendall County Employee Handbook)**

Director Leslie Johnson explained this policy revision would allow supervisors to request documentation from employees to verify the employee attended jury duty or testified in a court proceeding. Also, this policy revision explains what employees must do if they receive jury duty pay.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**G. Revised Bereavement Leave Policy effective July 1, 2025 (Section 8.8 of the Kendall County Employee Handbook)**

Director Leslie Johnson stated that this revision complies with the recent amendments to the Child Extended Bereavement Leave Act.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

**H. Discussion of Revised Vacation Policy effective July 1, 2025 (Section 8.2 of the Kendall County Employee Handbook)**

The County recently approved changes to the vacation accrual amounts for all of the Sheriff's Office's FOP bargaining units. The first part of the proposed vacation policy mirrors the vacation accrual rates recently approved for the Sheriff's Office's union contracts. Director Johnson explained the second part of the proposed policy revision would allow a department head or elected official with the discretion to offer three weeks of vacation to full-time supervisors who have 0-6 years of service with Kendall County. Member Kellogg stated that he realized the additional vacation time for supervisors would be helpful for recruitment when the County was doing the County Administrator's recruitment. Member Kellogg said this change would make Kendall County more appealing. Director Johnson explained these proposed policy revisions were brought first to the Committee for discussion to see if the Committee would be in favor of these policy revisions. If so, the intent is to then speak with the elected officials and department heads to see if they are comfortable with these proposed changes from an operations perspective. Member Rodriguez stated he believes it is fair to make the vacation accruals even across the board for the union and non-union employees. Member Bachmann stated that these proposed policy revisions would equalize vacation time for all County staff and would increase retention of staff. Member Flowers said this makes Kendall County more enticing and gives people a different benefit. The Committee authorized Director Johnson to discuss the proposed revision with the elected officials and department heads to see if they support the proposed revisions to the County's vacation policy. Director Johnson will report back to the Committee after speaking with the elected officials and department heads.

**Old Committee Business –**

None

**Chairman's Report –**

None

**Public Comment –**

None

**Executive Session –**

None

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

1. Empower Health Services, LLC Biometric Screening Agreement in an amount not to exceed \$135 per plan participant

**Action Items for County Board –**

**1. Under Consent Agenda**

- a. Resolution Amending Kendall County Wellness Program Guidelines
- b. Revised Employment of Minors Policy effective July 1, 2025 (Section 3.1 of the Kendall County Employee Handbook)
- c. Revised Drug and Alcohol Use/Abuse Policy effective July 1, 2025 (Section 5.4 of the Kendall County Employee Handbook)
- d. Revised Work-Related Injury or Illness Reporting Policy effective July 1, 2025 (Section 5.10 of the Kendall County Employee Handbook)
- e. Revised Jury and Witness Duty Policy effective July 1, 2025 (Section 8.4 of the Kendall County Employee Handbook)
- f. Revised Bereavement Leave Policy effective July 1, 2025 (Section 8.8 of the Kendall County Employee Handbook)

**2. Items for Committee Business**

None

**Adjournment** – Member Elizabeth Flowers made a motion to adjourn, seconded by Member Zach Bachmann. **With all members present in agreement, the meeting was adjourned at 5:57 p.m.**

Respectfully submitted,  
Tricia Sohst  
Human Resources Generalist