I. CALL TO ORDER
The meeting was called to order by Chair Judy Gilmour at 4:00 p.m.

II. ROLL CALL
Committee Members Present: Lynn Cullick (4:06 p.m.) Judy Gilmour, Dan Koukol and John Purcell

Committee Members Absent: Elizabeth Flowers

Others present: Stan Laken, Jim Smiley, Jeff Wilkins, Glen Campos

III. APPROVAL OF MINUTES
A motion was made by Dan Koukol to approve the April 4, 2013 and May 2, 2013 meeting minutes, second by John Purcell. With all voting aye, the motion carried.

IV. PUBLIC COMMENT- None

V. REPORTS

A. Insurance Benefits Update/CBIZ – Jim Pajauskas distributed an analysis of the year over year of the renewals for the last seven years. Mr. Pajauskas explained the analysis and the increase in cost based on the increase of participants. Discussion on the various insurance plans offered, updates that the County has not implemented, and on savings that could apply to the County with some plan changes to the health insurance offered to County employees.

Mr. Pajauskas stated that the sooner the County makes changes to the benefits, it will decrease the insurance every single year following because it will lower the insurance premiums and then each year there is an increase it will be based on a lower dollar amount, giving the County exponential savings.

Mr. Pajauskas provided an update on the Affordable Care Act, and has provided information to Jeff Wilkins and Glen Campos on the regulation of the October 1, 2013 notice of the exchanges that will become available and when employees must be notified. More information will be forthcoming on the networks, carriers, plans, providers, etc.

Mr. Pajauskas stated there have been a number of employees that have requested some type of Vision Care benefit. Mr. Pajauskas said that a plan could be offered as
a voluntary benefit at full cost to the employee, but at no cost to the County. Mr. Pajauskas will explore the options and provide information at the next meeting.

Mr. Pajauskas said he would like committee approval to research the benefit of moving the insurance renewal date from December 1st to January 1st each year to coincide with open enrollment. The committee was in agreement for Mr. Pajauskas to explore and report back at a future meeting.

Discussion on CHC, the Wellness Provider that has provided the Onsite Wellness Screenings annually in the County. Mr. Pajauskas stated that due to the Affordable Care Act, these organizations are changing policies and will no longer cover HMO policy participants at onsite screenings, but will charge $135 for them to participate in the screening. There would continue to be no charge to PPO participants. Issue tabled on making a decision until the next committee meeting.

B. Technology Director – Stan Laken provided information on County’s that offer audio only, video and live broadcast of their County Board meetings, and how Kendall County relates to those counties with audio and video recording availability.

Mr. Laken stated they have drafted a proposal of the cost for equipment, installation and use of a video recording system, at a one-time purchase cost of approximately $3400 for this system. Mr. Laken provide additional information at the next committee meeting.

Mr. Laken informed the committee of technology’s research on software for managing volunteer hours for various offices in the County where volunteers are utilized. Mr. Laken will report findings at a future committee meeting.

C. County Administrator - Jeff Wilkins reported on the Mayors Managers meeting on Wednesday, June 5, 2013 at the ECOC in the basement of the Public Safety Center. Mr. Wilkins said that EMA information needs to be more visible on the County website, possibly under an alerts section on the homepage.

Mr. Wilkins briefed the committee on the CMAP Local Technical Assistance Programs available. Mr. Wilkins said that he will be submitting an application for the County by the June 24, 2013 deadline.

Mr. Wilkins reviewed the Monthly Administration/HR Summary Report with the committee, and explained the reasoning for the significant increase in the Check Register from April to May. Mr. Wilkins said 75% of that expense was to pay for wages for an employee off for workers compensation.

Mr. Wilkins said there will probably be over budget in the Educational Reimbursement account this year. Ms. Gilmour asked Mr. Wilkins to do a comparison of what other counties offer to their employees for educational reimbursement. Mr. Wilkins said HR will conduct a survey of other counties asking
what is offered, parameters of how reimbursement is paid and when an employee is reimbursed.

VI.  OLD BUSINESS - None

VII.  NEW BUSINESS

A.  Proposed Revision to County Website Transparency Policy – Jeff Wilkins reviewed the proposed addition of item number 11 Appointed Committees, Commissions and Boards. Discussion on the need for this information available. Motion by Lynn Cullick to change the item to read “The County website shall include a list of all committees, commissions, and boards appointed in full or in part by the Chairman of the County Board”. There was no second to the motion, therefore the motion died.

B.  Resolution Adopting the Kendall County Identity Protection Policy – Mr. Wilkins said this document was prepared by the State’s Attorney’s office according to statute. Motion made by John Purcell, second by Lynn Cullick to forward the item to the County Board for approval. With all voting aye, the motion carried.

C.  Review suggested menu for Annual Employee Picnic- Discussion on the menu for the County Employee Picnic. Dan Koukol made a motion to adopt Menu E - Catering by Jeff as the selected menu for the Employee Appreciation picnic. No second, therefore the motion died.

John Purcell made a motion to select Menu B from Upper Crust Catering, second by Judy Gilmour. Motion carried with a 3-1 vote of aye. (Purcell – aye, Gilmour – aye, Cullick – aye, Koukol – nay).

VIII.  ACTION ITEMS FOR COUNTY BOARD

-  Resolution Adopting the Kendall County Identity Protection Policy

IX.  EXECUTIVE SESSION – None

X.  PUBLIC COMMENT - None

XI.  ADJOURNMENT

Dan Koukol moved to adjourn the meeting at 5:40 p.m., Lynn Cullick seconded the motion. The motion was unanimously approved by a voice vote.

There will be no Admin/HR Committee meeting in July 2013.
The next meeting will be August 1, 2013.

Respectfully Submitted,

Valarie McClain