CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 6:02 p.m.

ROLL CALL

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Status</th>
<th>Arrived</th>
<th>Left Meeting</th>
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<tbody>
<tr>
<td>Judy Gilmour</td>
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<td>Matthew Prochaska</td>
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<td>Lynn Cullick</td>
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<td>Elizabeth Flowers</td>
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<td>6:17 p.m.</td>
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<td>John Purcell</td>
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<td>6:05 p.m.</td>
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With three members present a quorum was established to conduct committee business.

Others Present: Bob Jones, Scott Koeppel

APPROVAL OF AGENDA

Motion: Member Gilmour  
Second: Member Prochaska  
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – June 27, 2017

Motion: Member Cullick  
Second: Member Gilmour  
RESULT: Approved with a Unanimous Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Scott Koeppel, Administration Office – The committee reviewed the May and June 2017 Administration Worker’s Compensation Reports.

Member Purcell requested additional reporting on Workers Compensation showing what the total is for outstanding claims, and the County’s deductible, claim open date and date closed, total of the claim if closed, the potential liability to the County, and the annual budget and percentage of actual WC claims.

Bob Jones, Treasurer’s Office – Mr. Jones updated the committee on the deputy that was charged for family coverage but was only enrolled in single coverage, and stated that the deputy has outstanding claims for himself, but not any family member claims. Discussion on employee payments made for family coverage versus single coverage, outstanding claims for this employee, correct classification of their insurance plan option to family, and the continued audit of all employee benefit records.
Mr. Jones also updated the committee on the reconciliation of the monthly medical insurance invoices, and some discrepancies that he found between the ledger and the actual numbers that were completed prior to May 1, 2017. Mr. Jones has completed the reconciliation, and will provide an update at the August meeting.

COMMITTEE BUSINESS

- **Discussion on New Legislation and Required Annual RPF for Insurance Broker and Insurance Provider** – Member Cullick reported that legislation that indicates the County is now required to go out for bid annually for all of the insurance services, carrier, and broker. If we are going through a broker, and not going directly to a carrier, we are required to go out for a comparative bid as well. If the County uses a broker, we must ensure they are in compliance with legislation and RPF qualifications by representing more than one carrier, obtaining sealed bids, and obtaining best pricing. Discussion on broker commission structure and percentage, Cyber-Liability Insurance, and a possible meeting between CBIZ, Wine Sergi and the State’s Attorney’s Office regarding the Attorney General’s Opinion on this issue from June 2017.

- **Deputy Administrator Job Description** – The committee reviewed the job description and had the following changes:

  Page 14, I – Discussion on removing the temporary Forest Preserve responsibilities falling under the Board of the Forest Preserve district from this job description, and the need for an Inter-governmental agreement for work done outside of the normal job description responsibilities and salary.

  Page 16, E – Discussion on the requirements for education and experience.

  Page 12, B 1 & 2 – Discussion on the responsibility of supervising the Administrative Services Department Heads. There was consensus by the committee that the County Administrator would have the responsibility of supervising the department heads and the deputy administrator, and that the deputy administrator would oversee the Administrative Services Office personnel.

- **County Administrator Job Description** – The committee reviewed the changes suggested at the last meeting, and recommended the following additional changes:

  Page 8, F – Change verbiage to “oversees the preparation and submission of the County Budget…”, instead of Prepares and Submits

  There was consensus by the committee to remove the words Kendall County Board Chairman/person separately listed throughout the document, and replace it with Kendall County Board, with the exception of #11, which will read the County Board Chair and County Board, and #13, which will read County Board Chairman/person

  Page 8, G 17 – There was consensus by the committee to eliminate “prepares news releases”
Page 8, N – add “as assigned by the County Board”

Member Prochaska made a motion to change the term Chairperson to Chairman according to state statute, second by Member Purcell.

Member Cullick made a motion to call to question, second by Member Gilmour.

Roll Call Vote: Member Purcell – no, Member Gilmour – yes, Member Flowers – yes, Member Prochaska – no, Member Cullick – yes  The Call to Question passed by a 3-2 vote.

Member Prochaska withdrew his original motion. There was consensus by the committee to change the term Chairperson to Chair throughout the County Administrator Job Description.

- Organizational Chart – There was consensus by the committee to add the Deputy Administrator position under the supervision of the County Administrator, and the Administrative Services staff under the Deputy Administrator position as the department supervisor.

ITEMS FOR COMMITTEE OF THE WHOLE

- Approval of the County Administrator Job Description
- Approval to Post the County Administrator Position Opening
- Approval of the Deputy County Administrator Job Description
- Approval of the Administration Office Organization Chart

ACTION ITEMS FOR COUNTY BOARD

- Approval of the County Administrator Job Description
- Approval to Post the County Administrator Position Opening
- Approval of the Deputy County Administrator Job Description
- Approval of the Administration Office Organization Chart

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

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<th>Motion: Member Flowers</th>
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<td>Second: Member Gilmour</td>
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<td>RESULT: Approved with a Unanimous Voice Vote</td>
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This meeting was adjourned at 8:03p.m.

Respectfully Submitted,

Valarie McClain, Recording Secretary