CALL TO ORDER
The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00 a.m.

ROLL CALL
Committee Members Present: John Purcell - present, Lynn Cullick - here, John A. Shaw - aye, Judy Gilmour - here

Committee Members Absent: Dan Koukol

Others present: Glenn Campos, Scott Koeppel, Becki Rudolph, Jeff Wilkins

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda as presented, second by Member Shaw. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Purcell made a motion to approve the November 5, 2015 meeting minutes, second by Member Gilmour. **With all in agreement, the motion passed.**

MONTHLY REPORTS

a. **CBIZ Update** – Jim Pajauskas reported that the insurance plan renewal process is now in place, and the paperwork has been provided. Mr. Pajauskas said that they hosted two meetings, with an attendance of 20-30 in each informational and presentation meetings. Mr. Pajauskas suggested having a mandatory meeting beginning next year for all employees once a year so that insurance and benefit information can be shared accurately, and employees can be fully informed and understand the different plans and benefits each year.

Mr. Pajauskas also suggested reviewing ways at the January meeting to continue to educate employees on how to better utilize their insurance programs. If everyone continues to use the programs in the same way, it won’t help the issue of high claims.

Mr. Pajauskas also briefed the committee on the affordable care act taxes and penalties, the potential 40% premium penalty for every dollar above the threshold that the county would be required to pay, and the risk the county could face if the other plans reach those same thresholds.

Mr. Pajauskas will attend the December 10th Committee of the Whole meeting to update the full board on health insurance.
b. **County Administrator** - Jeff Wilkins reported that KenCom has selected to go to on their own stand-alone policy with Travelers for worker’s compensation and with ICRMT for property and casualty insurance.

Mr. Wilkins reported that that the City of Yorkville is considering the development of senior housing apartments, and invited the County to participate in the meeting. Mr. Wilkins will update the committee following the meeting on any progress.

Mr. Wilkins reported that Jim Olson notified him that he is moving out of the building that he has been renting from the County at the end of December 2015. Mr. Wilkins will proceed with the process to revise the assessment on the building through the County Assessment office and the State of Illinois. The County will have to pay the building taxes for this year.

Mr. Wilkins stated that CMAP updated the county on the Industrial Market Analysis last evening, and that the county will meet with them again in January, and then provide a final report at the March 2016 Mayors Managers meeting.

Mr. Wilkins also reported that there have been discussions about ways to utilize the county website to provide additional information, videos, etc. to county employees.

Mr. Wilkins said that he reviewed the employee evaluations with Scott and Jim, and will probably have training on how to conduct the evaluations in May and then implement the evaluations in July.

Mr. Wilkins also briefly reviewed the annual Human Resource reports with the committee.

c. **Department Heads and Elected Officials** – Technology Director Scott Koeppel reported that they have added building footprints to the GIS website when you bring up the various aerial views, which should be a help for assessments and the Board of Review.

Mr. Koeppel also reported that Technology worked with Facilities on swap out old copiers with new ones in some county offices. They will default the copiers to black and white copies for additional cost savings for the county.

Technology has been installing new computers and printers that were purchased at the end of the fiscal year. Some of the equipment was eight or nine years old.

Technology completed installing a new camera system in the Child Advocacy Center in the Courthouse.

Technology has met with the 708 Mental Health Board regarding the development of a 708 Mental Health webpage on the County website.

Member Purcell expressed his frustration in using the county GIS website. He stated that the information should be more user-friendly for the average citizen to use. Member Purcell stated that he was looking for specific parcels, the sales data for the neighborhood, when things sold and the selling price. Technology Director Scott Koeppel stated that he will
review the program and see if there are ways to improve the ease of usage for the general public.

OLD BUSINESS - none

NEW BUSINESS

➢ Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology Services – Scott Koeppel said that journal copy of email is currently only stored for 30 days. Mr. Koeppel stated that he feels that they are not correctly using the technology that is available, and are at approximately 1% capacity on the archiver. As a result, employees are keeping emails in their inboxes because they feel they might need to reproduce them for FOIA or lawsuits. Mr. Koeppel said the appropriate place would be to store those emails on the actual archiver, thus eliminating the need to purchase additional storage. Employees have access to their own archiver if they need access, and technology would have access to all emails archived. Mr. Koeppel proposed keeping county business emails for five years. There was consensus to table this item until the next month’s meeting.

➢ Approve a Form to Request Archived Emails from the Journal Copy – Mr. Koeppel reviewed a form that Technology would maintain for personnel to obtain a copy of another employee’s email. The form would require department head or elected official signature approving the request. There was consensus to table this item until the next month’s meeting.

➢ County Organizational Chart – Item tabled until the next meeting

➢ Employee Handbook – Item tabled until the next meeting

EXECUTIVE SESSION – None needed

ACTION ITEMS FOR COUNTY BOARD

ITEMS FOR COMMITTEE OF THE WHOLE - None

PUBLIC COMMENT – None

The committee will not meet on December 22, 2015

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 10:29a.m., Member Purcell seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary