KENDALL COUNTY
ADMINISTRATION/HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, February 6, 2014

I. CALL TO ORDER
The meeting was called to order by Chair Judy Gilmour at 9:00 a.m.

II. ROLL CALL
Committee Members Present: Lynn Cullick (9:07 a.m.), Dan Koukol, Judy Gilmour, John Purcell

Committee Members Absent: Elizabeth Flowers

Others present: Glen Campos, Chris Childress, Leslie Johnson, Stan Laken, Jim Pajauskas, Becki Rudolph, and Jeff Wilkins

III. APPROVAL OF DECEMBER 5, 2013 MEETING MINUTES – Motion to approve the minutes from December 5, 2013 made by Dan Koukol, second by John Purcell. With all in agreement, the motion carried.

IV. REPORTS

Insurance/Benefits Update: CBIZ: Jim Pajauskas provided an update on wellness. Mr. Pajauskas said that in the past CBIZ provided wellness clinics to county employees covered under the PPO and HMO plans. The county discontinued that service last year because the insurance company’s relationship with vendors changed due to the Affordable Care Act. HMO Participants would not be eligible for free wellness screenings because of HMO policy restrictions, but could participate at a cost of $100. The County would need a minimum of 30 participants to participate for IHS to come to the worksite location.

Mr. Pajauskas will compile statistics from the wellness model used at CBIZ that will provide potential premium savings for the County at the next meeting.

County Administrator – Jeff Wilkins summarized the monthly Human Resource reports with the committee.

Technology Director – Stan Laken stated that the current focus of Technology is updating software including the email system upgrade from 2007 to 2013. Technology is also working on the Sheriff’s office New World system upgrade. Technology is also upgrading GIS and Mapping. The GIS Aerial flight is scheduled for Spring 2014.

Technology is deploying new computers that were included in the budget, and maintaining the old computers. They have also identified some XP computers in the County. They were notified by Microsoft that they are dropping support on XP, so they are working to get those computers to get those upgraded to Windows 7. Mr. Laken is working with Facilities Management on the Video recording for Board room, they are working on solutions to connection for a microphone on the Media table, and the need for an audio feed for the camera that will be mounted on the ceiling.
Other Department Head and Elected Officials Reports – None

V. OLD BUSINESS - None

VI. NEW BUSINESS

- **Workman’s Comp Claims** – Leslie Johnson said that the State’s Attorney’s Office wanted to make sure that the county is following the protocol that the Board would like established for employee injuries in the workplace. Ms. Johnson stated that between January 9th and January 14th, there were 7 employees and 1 citizen that suffered injuries due to falls in/outside of county buildings. Ms. Johnson said that they received several calls regarding the correct procedures for reporting workplace accidents.

Ms. Johnson stated that the States Attorney’s Office doesn’t normally receive notification of workers comp claims. Ms. Johnson stated that because of the necessity of timely submission requirements to the insurance company, she asked if the committee would like to continue with the existing procedure of department heads and elected officials completing the injury forms, submitting them to Human Resources for submission to the insurance company. Human Resources then will work with the insurance company and injured employee directly as needed. Ms. Johnson said she is comfortable with the current procedure from a legal stand-point, but she wanted to make the committee aware of the current procedure, but stressed the importance of Human Resources tendering the claims in a timely manner. **The committee agreed to continue with the existing procedure.**

- **Recommend approval of resolution authorizing applications for and execution of a FFY 2013 and 2014 Section 5310 grant agreement under the Regional Transportation Authority’s general authority to make such grants** – Jeff Wilkins reviewed the resolution and attached documentation with the committee. This grant was formerly called New Freedom, but that program is no longer in existence. The supplemental dollars are intended for operation of the Kendall Area Transit program. The grant requested amount is $92,000. Mr. Wilkins said this is technically a federally funded grant versus a state funded grant, and is not new money. Leslie Johnson will review the document prior to the February 18, 2014 County Board meeting.

John Purcell made a motion to forward to the County Board for approval the resolution authorizing applications for and execution of a FFY 2013 and 2014 Section 5310 grant agreement under the Regional Transportation Authority’s general authority to make such grants, second by Lynn Cullick. **With all in attendance in agreement, the motion carried.**

- **Update Electric Supply Referendum** - Chris Childress, Progressive Energy reviewed the informational letter with the committee. Leslie Johnson stated that the States Attorney’s office has reviewed the letter, and said the letter is for information only to unincorporated county households. Mr. Childress said there will be a recorded call campaign, call communication center, yard signs, Facebook and website links and many other community outreach efforts to make citizens more aware of the electric supply referendum. Progressive Energy incurs all cost for promoting/marketing the Electric Aggregation Item on the referendum. The letter will only be sent to registered voters in unincorporated
VII. ACTION ITEMS FOR COUNTY BOARD

- Recommend approval of resolution authorizing applications for and execution of a FFY 2013 and 2014 Section 5310 grant agreement under the Regional Transportation Authority’s general authority to make such grants

VIII. ITEMS FOR COMMITTEE OF THE WHOLE – None

IX. EXECUTIVE SESSION – None

X. PUBLIC COMMENT – None

XI. ADJOURNMENT

Lynn Cullick moved to adjourn the meeting at 10:34 a.m., John Purcell seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant