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 (9:04a.m.), Judy Gilmour, Dan Koukol, John Purcell

Committee Members Absent: Elizabeth Flowers

Others present: Glen Campos, Don Clayton, Leslie Johnson, Stan Laken, Jim Pajauskas, Becki Rudolph, John Sterrett, and Jeff Wilkins

III. APPROVAL OF FEBRUARY 6, 2014 MEETING MINUTES – Motion to approve the minutes made by Dan Koukol, second by John Purcell. **With all in agreement, the motion carried.**

IV. REPORTS

*Insurance/Benefits Update/ CBIZ: Wellness Program Options* - Mr. Pajauskas presented a sample of a return on investment estimator or a Corporate Wellness Profile, and explained the potential benefit and cost savings to the County by reducing health care costs, increased productivity, reduced absenteeism, reduced presenteeism, improving employee safety, enhancing recruitment and retention of employees, and improving employee morale.

Mr. Pajauskas stated that if the Committee is interested in proceeding, the next step would be to meet with a County Employee Wellness Committee to further strategize incentives, options and a tailored program for the County. Ms. Gilmour said the Committee will discuss this issue at a future meeting.

Mr. Pajauskas mentioned that there has been further clarification and definition on variable or seasonal employees on the Affordable Care Act. Mr. Pajauskas will report on this item at the next Committee meeting.

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

- **Recommend Approval of a Resolution Authorizing Application for Public Transportation Financial Assistance Under Section 5311 of the Federal Transit Act of 1991, As Amended (49 U.S.C. § 5311)** – Jeff Wilkins briefly reviewed the annual resolution and funding source documentation. Mr. Wilkins said that they need to approve a resolution and hold a public hearing as part of the compliance for the financial assistance.

  Ms. Johnson recommended that the State’s Attorney’s Office review the documentation prior to the resolution going to the Board for approval at the March 19,
2014 Board meeting. Ms. Gilmour asked that in the future the documentation and resolution be given to the State’s Attorney’s Office prior to coming to the Admin Hr Committee for approval.

Dan Koukol made a motion to forward to the County Board the Approval of a Resolution Authorizing Application for Public Transportation Financial Assistance Under Section 5311 of the Federal Transit Act of 1991, As Amended (49 U.S.C. § 5311), second by John Purcell. **With all in agreement, the motion passed.**

- **Review policy language regarding employee contributions for health insurance while on leaves such as disability, workers compensation and FMLA** - Mr. Wilkins reviewed the suggested changes, and said the reasoning for the suggested changes is to clarify the procedure and wording. Mr. Wilkins stated that they would send the document to the State’s Attorney’s Office for review.

Ms. Johnson asked the Committee that we refrain from making any changes to the Employee Handbook or other employment documentation until the HR Audit has been completed. **There was a consensus by the committee there would be no changes to the Employee Handbook until after completion of the HR Audit.**

Mr. Wilkins reviewed the Human Resource reports with the Committee, which included insurance plan participation, health care costs, and workers compensation claims.

Dan Koukol asked if the Committee had made an agreement with the Forest Preserve regarding reimbursement for a portion of the deductibles. Mr. Wilkins said that reimbursement of deductibles is normally done at the end of the fiscal year. Ms. Cullick thought that there has been at least one reimbursement back to the County.

Mr. Koukol also asked about the large deductible and whether the County has considered adopting a lower deductible. Discussion followed.

**Technology Director**

- **Recommend purchase of video recording equipment and configuration up to **$2580** – Mr. Laken said that there was a previous proposal for video recording, but no action was taken. Mr. Laken presented and reviewed a new proposal with the Committee, and provided statistics of the number of “hits” received to the County Board audio recordings from April 2013-present. Ms. Gilmour asked Jeff Wilkins to verify if the Committee passed a resolution including video recording of County meetings, and report at the next meeting.**

  The Committee agreed to forward the item to the Committee of the Whole for further discussion prior to any decision or presentation of a resolution to the Board for approval.

- **GIS/Mapping** – Mr. Clayton updated the Committee on the need to purchase new software and hardware for their servers, and some expanded drive space for the aerial flight. Mr. Clayton stated that these items were part of the original budgeted amount of
$100,000 through the GIS budget and will cost approximately $50,000. Clayton said they plan to purchase those items this week.

*Other Department Head and Elected Officials Reports* - None

V. **OLD BUSINESS** - None

VI. **NEW BUSINESS**

- **Insurance for temporary employees** – Leslie Johnson, Assistant State’s Attorney, stated that as she has been conducting the HR audit, she has found there are seasonal or variable employees primarily in the Forest Preserve and Highway departments that are working more than 30 hours per week at specific times per year. Ms. Johnson said that under the Affordable Care Act, the County is required to provide any employees that work more than thirty hours a week. The issue is what needs to be done for those employees that work more than thirty hours per week for only a portion of the year. Ms. Johnson stated there is IRS guidance and the Safe Harbor provisions. Ms. Johnson will be meeting with Jeff Wilkins and Glen Campos to obtain information on the number of employees that would be affected by this issue. Ms. Johnson will continue to report at future meetings.

VII. **ACTION ITEMS FOR COUNTY BOARD**


VIII. **ITEMS FOR COMMITTEE OF THE WHOLE**

*Recommend purchase of video recording equipment and configuration up to $2580*

*Discussion of the use of the sign-in sheet at County meetings*

IX. **EXECUTIVE SESSION** – None

X. **PUBLIC COMMENT** – None

XI. **ADJOURNMENT** – Dan Koukol moved to adjourn the meeting at 10:54a.m., Lynn Cullick seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant