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

ROLL CALL
Committee Members Present: Lynn Cullick, Elizabeth Flowers (9:04 a.m.), Judy Gilmour, Dan Koukol, John Purcell

Others present: Glenn Campos, Leslie Johnson, Stan Laken, Paul LaLonde, Becki Rudolph, and Jeff Wilkins

NEW BUSINESS

- **KAT Update** – Paul LaLonde distributed the KAT report and shared statistics, and said that the program continues to grow each month. Mr. LaLonde reported said they have been approved by the RTA for an FTA5310 grant.

  Mr. LaLonde said they are currently in discussions with Oswego to increase ridership for the Park and Ride. They hope to receive two new 12-passenger buses from the 2012 IDOT CVP grant. He reported that the 2012 IDOT Capital Program Initiative grant allowed for three 14-passenger replacement vehicles, two expansion vehicles (one 12-passenger and one 14-passenger), and an ITS scheduling system.

  Mr. LaLonde said that they are in the early stages of a feasibility study of flex routes. Mr. LaLonde will update the committee as the study progresses.

- **Wellness Program Incentives** – Judy Gilmour said there will be two Wellness Screenings, one at the Historic Courthouse, and one at the Department of Health & Human Services.

  Glenn Campos said the cost per individual will be $135 for those on the HMO plan, and no charge to PPO Plan participants. The County will cover the basic screening cost for the HMO Plan participants. Mr. Campos said he hopes to meet with all County Departments to encourage employee participation. There is one screening scheduled for June 11, 2014 at the Department of Health & Human Services.

  Discussion on various incentives, walking program contest, weight-loss contest, low-calorie or healthy recipe potlucks or breakfasts, and wellness program incentives or prizes for participation. The committee has asked Administrative Services to compile a list of prizes, including gift cards to offer to those that participate in the wellness screening for the June 11, 2014 committee meeting.

- **Variable Hourly Employee Policy Discussion** – Leslie Johnson said a decision will need to be made regarding the standard measurement period, the option of an administrative period (up to 90 days), and the stability period (at least six months, but no less than the
measurement period). This is needed because of the Affordable Care Act federal mandate and IRS regulations.

As part of her HR Audit, Ms. Johnson has found variable or seasonal employees in Animal Control, Highway, Veteran’s Assistance Commission, and Forest Preserve District.

Ms. Johnson recommended assigning an employee or department to track, maintain and monitor record-keeping for variable hourly employees prior to establishing any type of a policy, and there needs to be a standardized timesheet and means of reporting and record keeping county-wide. Ms. Johnson hopes to have the HR Audit completed and findings reported to the Admin HR Committee by the end of the summer.

Jeff Wilkins reviewed the proposed policy and said the county needs to comply with this issue by the end of the year.

There committee consensus was that the policy decisions will be made after completion of the HR audit by Ms. Johnson.

Member Purcell left the meeting at 10:25a.m.

- *Set date of employee picnic* – The committee decided to host the County Employee Picnic on Friday, September 12, 2014 at Hoover Forest Preserve Meadowhawk Lodge. The alternate date would be September 19, 2014.

REPORTS

*County Administrator*

- *Electric Aggregation Update* – Jeff Wilkins reviewed the updated timeline from Progressive Energy. Mr. Wilkins reported that overall prices are increasing.

Mr. Wilkins reviewed the monthly insurance reports with the committee.

Discussion on how the monthly liability report should be reported, and to whom. Ms. Johnson stated that it is important to have a standardized county-wide policy and reporting system in place for incidents occurring on county property. Chair Gilmour asked Glen Campos to communicate to all Department Heads and Elected Officials of the correct procedures and forms needed in reporting incidents to Human Resources. There was consensus that the information would be reported to the Admin HR Chair on a monthly basis.

*Other Department Head and Elected Official Reports*

Stan Laken, Technology reported:

- A Weather Warning test was conducted last Friday in the County Office Building, and was successful in notifying employees by overhead speaker, computer and phone systems.
- The software for the phone system has been updated.

- The next step in video recording project is to purchase the equipment. Mr. Laken will keep the committee updated on the progress of the project.

OLD BUSINESS – Glenn Campos updated the committee on the Ergonomic Workshops held recently, and reported that participation was lower than last year. Participants were surveyed on wellness initiatives and programs, wellness screenings, and other health topics of interest to employees.

There will be a workshop through the Employee Assistance Program entitled *Coping with Compassion Stress* on May 12, 2014.

**ACTION ITEMS FOR COUNTY BOARD** - none

**ITEMS FOR COMMITTEE OF THE WHOLE** - none

**EXECUTIVE SESSION** – None needed

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Member Koukol moved to adjourn the meeting at 11:20 a.m., Member Cullick seconded the motion. *The motion was unanimously approved by a voice vote.*

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary