KENDALL COUNTY
ADMINISTRATION/HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, November 7, 2013

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 (10:00 a.m.) Judy Gilmour, Dan Koukol, John Purcell

Committee Members Absent: Elizabeth Flowers

Others present: Glen Campos, Don Clayton, Stan Laken, Becki Rudolph and Jeff Wilkins

III. APPROVAL OF OCTOBER 3, 2013 MEETING MINUTES – Motion to approve the minutes from October 3, 2013 made by Dan Koukol, second by John Purcell. With all in agreement, the motion carried.

IV. REPORTS

Insurance/ Benefits Update: Liability, Property, Workers Compensation: Rich Ryan, Wine Sergi reviewed the two insurance policies, one including the Forest Preserve for Property, Liability and Workers’ Compensation coverage and one excluding the Forest Preserve for Property, Liability and Workers’ Compensation coverage. Mr. Ryan provided additional information and answered Committee member questions about both policies.

County Administrator – Jeff Wilkins briefly reviewed the monthly reports. Mr. Wilkins also reviewed the proposed Illinois Federal Surplus Property Program, as well as the IMRF notice to Governing Bodies regarding the 2013 election of Executive Trustee term. The committee discussed the County participating in the upcoming vote. The IMRF notice to Governing Bodies regarding the 2013 election of Executive Trustee issue will be added to the November 14, 2013 COW agenda for discussion.

Technology Director – Stan Laken provided a brief update on project completion in the Sheriff’s Office Records center, the computers in the Jail area and the possibility of wireless access, testing of the Animal Control software, and the posting of the tentative budget on the County website.

V. OTHER BUSINESS

Discuss and Recommend Policy Proposal with IL Counties Risk Management Trust for Property, Liability and Workers Compensation Coverage: Jeff Wilkins provided additional information and explained the next steps needed prior to approval by the County Board. Discussion on various options, carrier rates and deductibles, workers’ compensation. This item will be added to the November 19, 2013 County Board agenda under new business.
Discuss and Recommend Employee Handbook Revisions to Benefits Sections: Jeff Wilkins provided background on the reasons for the changes, and the recommended changes. Mr. Wilkins stated that the document has been reviewed by the State’s Attorney’s office. Judy Gilmour made a motion to recommend the Employee Handbook Revisions to Benefits Section to the County Board for approval, second by Lynn Cullick. **With all in agreement the motion carried.**

Discuss and Recommend Educational Reimbursement Policy: Jeff Wilkins reviewed the recommended changes, timelines for submission of documentation, expected grade level, and monitoring of the funds for this budget item. Lynn Cullick made a motion to forward the Educational Reimbursement Policy to the County Board for approval, second by Dan Koukol. **With all in agreement, the motion carried.**

Discuss and Recommend Senior Services Funding Request Form: Judy Gilmour provided background information on the changes made to the request form, and stated that alternative forms or documentation other than the County’s form/application will no longer be accepted. **This item will be added to the January 9, 2014 Budget and Finance Committee agenda.**

Review Request for Proposal (RFP) for Geographic Information System Orthophotography: Don Clayton reviewed the RFP, summary and schedule of the proposed GIS Orthophotography. Discussion on the cost, schedule and timeline for the flight, and the bidding process. The RFP will be posted in the newspaper the week of November 11, 2013.

VI. **ACTION ITEMS FOR COUNTY BOARD**

- Approval of Educational Reimbursement Policy
- Approval of Employee Handbook Revisions to Benefits Sections
- Approval of Policy Proposal with IL Counties Risk Management Trust for Property, Liability and Workers Compensation Coverage not to exceed $851,000

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

- **IMRF Notice to Governing Bodies regarding the 2013 Election of Executive Trustee**

VIII. **EXECUTIVE SESSION** – None

IX. **PUBLIC COMMENT** - None

X. **ADJOURNMENT**

Dan Koukol moved to adjourn the meeting at 10:26 a.m., Lynn Cullick seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant