I. CALL TO ORDER
The meeting was called to order by Chair Judy Gilmour at 9:28 a.m.

II. ROLL CALL
Committee Members Present: Lynn Cullick, Judy Gilmour, and John Shaw (9:28a.m. - appointed by Chair Judy Gilmour to form a quorum)

Committee Members Absent: Elizabeth Flowers, Dan Koukol, John Purcell

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

III. APPROVAL OF NOVEMBER 7, 2013 MEETING MINUTES – Motion to approve the minutes from November 7, 2013 made by Lynn Cullick, second by Judy Gilmour. With all in agreement, the motion carried.

IV. REPORTS

➢ Insurance/ Benefits Update: CBIZ: Jim Pajauskas briefed the committee on changes in the laws regarding the Flexible Spending Account. Mr. Pajauskas explained the new federal law and said that the current County policy allows for a two and one-half month extension. Mr. Pajauskas stated that new to FSA, is the option of giving the two and one-half extensions or allowing the employee to roll-over up to $500 into the next year. Mr. Pajauskas said that the County has to choose one of the options, but cannot do both. The plan option for 2014 decision would be made by the County, not by each employee. Mr. Shaw made a motion to forward the Approval of $500 rollover option for FSA Insurance Plan Regarding Unused Funds to the Board for approval, second by Lynn Cullick. With all in agreement, the motion carried.

County Administrator – Jeff Wilkins reviewed the monthly and annual Human Resources reports with the committee.

Technology Director – Mr. Laken updated the committee on the progress of the evaluation and trial use of the new software, and the transfer of Animal Control data from the current PetPoint system to the new ShelterPro software program.

Mr. Laken informed the committee that all of the Inmate Computers in the County jail have been updated with New World software, legal law updates and inmate handbook updates.

Other Department Head and Elected Officials Reports – None

V. OLD BUSINESS
FSA Insurance Plan Regarding Unused Funds – Mr. Pajauskas provided information on the new federal law, and briefed the committee on the two options that the County can choose for the employees enrolled in the FSA.

Employers’ Handbook Revisions- Ms. Johnson reminded the committee that she had suggested that once the Board approved the Benefits Policy changes and the Educational Policy changes that Administrative Services department distribute those changes to all employees, and have each employee sign an acknowledgement form acknowledging receipt of the revised policy. Mr. Wilkins stated that the revisions have been sent to all of the Department Heads and Elected Officials for distribution to staff.

RFP for Geographic Information System (GIS) Orthophotography – Don Clayton briefed the committee on the five bids received for the Aerial flight, and the difference between on-shore and off-shore pricing. Ms. Johnson provided clarification of the law requiring the County to contract with the lowest responsible bidder. John Shaw made a motion to award the bid for 2014 Kendall County Spring Aerial Imagery Mission (RFP #GIS-001) to Ayres Associates in an amount not to exceed $34,500.00, second by Lynn Cullick. With all in agreement, the motion carried.

Illinois Federal Surplus Property Program Resolution – Mr. Wilkins reviewed the resolution with the committee, and explained the need for the resolution. Lynn Cullick made a motion to forward the Illinois Federal Surplus Property Program Resolution to the Board for approval, second by John Shaw. With all in agreement, the motion carried.

2014 Administration HR Committee Schedule/Time Change – Ms. Gilmour reported that the meeting time change was already approved by the County Board at the December 3, 2013 meeting.

VI. NEW BUSINESS

Everbridge Reverse 911 System – Ms. Gilmour explained the emergency notification system and how citizens are able to voluntarily register. Ms. Gilmour stated that the reverse 9-1-1 system gives the County the ability to deliver pre-recorded emergency notifications and informational messages to either targeted areas or the entire County via telephone calls, text messages, or email.

Mr. Laken stated that Technology will include the registration information and sign-in page under the Quick Links section of the County webpage. Mr. Laken said Technology will wait to make any changes until the KenCom Operations Board meets later in December, and makes decisions about how they want the information made available to citizens and employees in the County. Mr. Laken will provide updated information at the January committee meeting.

Human Resources Audit – Ms. Johnson briefed that committee that the State’s Attorney’s office suggests conducting a whole legal review of the different aspects of the employment relationship between the employer and employee, and ensuring accuracy, consistency and conformity among all County offices and departments.
Ms. Johnson stated that the audit would review hiring practices, new hire orientations, anti-harassment information, appropriate completion of forms, accuracy of retention records, wages and hour classification, policies, procedures, record keeping, storage of records, Benefits, Worker’s Compensation claims, separation from employment, exit interviews, discrimination and employee rights – appropriate training and appropriate policies in place, record keeping and organization of records in compliance with federal and state laws, employment postings, training desired by DHEO, what is needed and what is available. Ms. Johnson said the audit will be conducted in each department in the County and offered to each office. Ms. Johnson asked the committee to forward this request to the County Board for support and approval.

John Shaw made a motion to conduct a Human Resources Audit including a Formal Review of Job Descriptions of County offices and departments, second made by Lynn Cullick. With all in agreement, the motion carried.

- Formal Review of Job Descriptions – Ms. Johnson said that as part of the HR Audit, the SAO would review every job description to ensure compliance with federal and state laws. Ms. Johnson stated that Job Description changes need to be approved at the County Board level, and not at a lower department or office level. Ms. Johnson stated that the SAO recommends a formal review of all current job descriptions of elected officials, and county employees.

VII. ACTION ITEMS FOR COUNTY BOARD

- Approval of $500 rollover option for FSA Insurance Plan Regarding Unused Funds
- Award bid for 2014 Kendall County Spring Aerial Imagery Mission (RFP #GIS-001) to Ayres Associates in an amount not to exceed $34,500.00
- Approve contract between Kendall County, Illinois and Ayres Associates for 2014 Spring aerial imagery mission services in an amount not to exceed $34,500.00
- Approval of the Illinois Federal Surplus Property Program Resolution
- Approval for the State’s Attorney’s Office to conduct a Human Resources Audit including a Formal Review of Job Descriptions

VIII. ITEMS FOR COMMITTEE OF THE WHOLE

- Approval for the State’s Attorney’s Office to conduct a Human Resources Audit including a Formal Review of Job Descriptions

IX. EXECUTIVE SESSION – None

X. PUBLIC COMMENT - None

XI. ADJOURNMENT

Lynn Cullick moved to adjourn the meeting at 10:32a.m., John Shaw seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain, Administrative Assistant