Call to Order
The Committee of the Whole was called to order by Chair John Shaw at 4:00 p.m., who led the group in the Pledge of Allegiance.

Roll Call
Members Present: Amy Cesich – here, Lynn Cullick - here, Elizabeth Flowers - present, Judy Gilmour- here, Dan Koukol - here, Matt Prochaska - here, John Shaw - aye, Jeff Wehrli – here; John Purcell arrived at 4:10 p.m.

Members Absent: Scott Gryder

Others Present: Leslie Johnson, Jim Smiley, Dr. Amaal Tokars, Jeff Wilkins

Items of Business

- From Animal Control Committee – Recommend Standard Operating Procedures for Kendall County Animal Control Department and Rescind Previously Adopted Policies and Procedures – Anna Payton reviewed the new Standard Operating Procedures and additions and changes with the Committee.

- From Admin HR Committee - Approval for the State’s Attorney’s Office to conduct a Human Resources Audit including a Formal Review of Job Descriptions – Assistant State’s Attorney Leslie Johnson, reviewed the reasons for a Human Resources Audit, and topics to be covered in the audit which would include Management, Hiring, New Employees, Wages and Hours, Benefits, Employee Relations/Employment Practices, Safety and Security, Discrimination and Employee Rights, Workers’ Compensation, Employee Separation, Recordkeeping and Other Documentation, and a review of all Job Descriptions.

Old Business – None

Review Draft Board Agenda – Mr. Shaw asked the committee to review the draft agenda.

After consulting with Leslie Johnson, Amy Cesich wanted new wording for the Animal Control item listed on the agenda. The wording should read as “Approval of standard operating procedures for Kendall County Animal Control Department and rescind Kendall County Animal Control Policies and Procedures (Revised November 2004)”.

Matthew Prochaska requested that Item 14 – D be removed from the agenda, and that Item 13-B-2 wording be changed to Gjovik’s Ford.
Kendall County, Illinois
Committee of the Whole

**Action Items for the County Board**

- Approval of standard operating procedures for Kendall County Animal Control Department and rescind Kendall County Animal Control Policies and Procedures (Revised November 2004)

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

**Public Comment** - None

**Questions from the Media** - None

**Executive Session** – None needed

**Adjournment** – Member Koukol moved to adjourn the Committee of the Whole meeting and the motion was seconded by Member Flowers. There being no objection, the Committee of the Whole, at 5:29 p.m. adjourned.

Respectfully submitted,

Valarie A. McClain
Administrative Assistant