

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, October 6, 2025, at 5:30 P.M.

Call to Order

The meeting was called to order by Committee Vice Chair Jason Peterson at 5:30 P.M.

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Absent	Absent	
Jason Peterson	Present	5:30	
Elizabeth Flowers	Absent	5:30	
Zach Bachmann	Absent	5:30	
Matt Kellogg	Present	5:30	

Others Present: County Administrator Christina Burns, Human Resources Director Leslie Johnson, and Human Resources Generalist Yohantz Miggins

Approval of Agenda: Member Peterson asked for voice vote on motion. Member Elizabeth Flowers made motion to approve the agenda, second by Member Bachmann. **With all present members voting aye, motion carried.**

Approval of Minutes for the August 4, 2025, Human Resources & Insurance Committee Meeting: Member Peterson asked for voice vote on motion. Member Zach Bachmann made motion to approve the agenda, second by Member Elizabeth Flowers. **With all present members voting aye, the motion carried.**

Committee Reports and Updates:

A. Monthly Benefits Report:

The Kendall County Treasurer’s Office prepared the Monthly Benefits Report, which can be found on pages 6 and 7 of the packet.

B. Monthly Human Resources Department Report:

Human Resources Director Leslie Johnson provided the monthly Human Resources Department Report. Director Johnson reported that all applications for 2026 property, liability, workers’ compensation, cyber, and auto insurance proposals have been completed. Staff will review the insurance proposals received and will update the Committee during the November meeting. With Payton Karlovich’s recent departure, Brenda Benz was promoted to the position of Payroll Specialist. Director Johnson also updated the Committee about ongoing discussions between the County and the Kendall County Forest Preserve District about the Human Resources providing

HR services to the Forest Preserve. Member Jason Peterson asked Director Johnson if the Human Resources Department has enough staff to provide these services to the Forest Preserve District. Member Kellogg responded that the Forest Preserve District has set aside \$40,000 in their budget to assist with staffing in the Human Resources Department.

New Committee Business:

A. Approval of Revised Maintenance I Job Description

Member Bachmann made a motion to forward the Revised Maintenance I job description to the County Board for approval, second by Member Flowers. **With all present members voting aye, the motion carried.**

B. Approval of Revised Maintenance II Job Description

Member Bachmann made a motion to forward the Revised Maintenance II job description to the County Board for approval, second by Member Kellogg. **With all present members voting aye, the motion carried.**

C. Approval of New Part Time Maintenance Technician Job Description

Member Kellogg made a motion to forward the new Part Time Maintenance Technician job description to the County Board for approval, second by Member Bachmann. **With all present members voting aye, the motion carried.**

D. Approval of New Senior Human Resources Generalist Job Description

Member Kellogg made a motion to forward the new Senior Human Resources Generalist job description to the County Board for approval, second by Member Flowers. **With all present members voting aye, the motion carried.**

E. Approval of Revised Kendall County Organizational Chart and Headcount

Member Flowers made motion to forward the Revised Kendall County Organizational Chart and Headcount to the County Board for approval, second by Member Bachmann. **With all present members voting aye, the motion carried**

F. Discussion of Possible New ERP Analyst Position

County Administrator Burns informed the Committee that Payroll Specialist Payton Karlovich recently resigned from her full-time position with Kendall County. Ms. Karlovich has expressed interest in continuing part-time employment with the County, not to exceed 20 hours per week, to assist with the transition of responsibilities—particularly knowledge of the Tyler Munis system—to the newly hired Payroll Specialist, Brenda Benz. Administrator Burns noted that Ms. Karlovich played a key role in the development and implementation of Executime and several components of the Tyler Munis Human Capital Management (HCM) modules. Given the specialized nature of

her work and expertise, Administrator Burns proposed the creation of a part-time, temporary HRIS Analyst position, to be offered to Ms. Karlovich. Human Resources Director Leslie Johnson explained that in this proposed role, Ms. Karlovich would facilitate knowledge transfer to County staff and assist the Human Resources Department in building out additional Human Capital Management (HCM) modules within Tyler Munis. These modules would support core human resource functions such as FMLA tracking, recruitment, workflow documentation, and various administrative tasks. Their implementation is expected to benefit multiple departments and elected offices by streamlining administrative processes and reducing reliance on paper forms through automation within the Tyler Munis system. In response to Member Peterson's inquiry regarding the expected timeline, Administrator Burns indicated the position would be temporary, lasting approximately three to six months. Committee Member Flowers asked about the remote work structure. Administrator Burns confirmed the role would offer flexibility. Director Johnson stated the position would be fully remote, with occasional in-office presence only as needed to complete specific tasks. Administrator Burns requested the Committee's consensus on whether staff should proceed with drafting a job description for the temporary HRIS Analyst position and presenting it at the next Committee of the Whole meeting for further review and discussion. The Committee expressed consensus for staff to move forward with this request. Administrator Burns stated that staff would email Committee members a draft of the job description ahead of the Committee of the Whole meeting.

Old Committee Business:

None

Chairman's Report:

None

Public Comment:

None

Executive Session:

- A. Review of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06, 5ILCS 120-2/21.**

A motion was made by Member Flowers to enter executive session for the purpose of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 (5 ILCS 120/2(21)). The motion was seconded by Member Bachmann. A roll call vote was held. With all members present voting aye, the motion carried. Those present entered executive session at 5:48 P.M. The Committee returned to regular session at 5:49 P.M.

Items for the October 16, 2025, Committee of the Whole Meeting:

1. New Part-Time, Temporary HRIS Analyst Job Description

Items for October 21, 2025, County Board Meeting:

Per the Committee's direction, the following action items are to be placed on the consent agenda for the October 21, 2025, County Board meeting:

1. Revised Maintenance I Job Description
2. Revised Maintenance II Job Description
3. New Part Time Maintenance Part Time Maintenance I Job Description
4. New Senior Human Resources Generalist Job Description
5. Revised Kendall County Organization Chart and Headcount

Adjournment – Member Flowers made a motion to adjourn, second by Member Bachmann. **With all present members voting aye, the motion carried. The meeting was adjourned at 5:51 P.M.**

Respectfully submitted,
Yohantz Miggins
Human Resources Generalist