

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Wednesday, February 21, 2018

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:33p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		6:56p.m.
Lynn Cullick	Yes		
Elizabeth Flowers	Present		6:49p.m.
John Purcell		5:40p.m.	

With three members present a quorum was established to conduct committee business.

Staff Present: Latreese Caldwell, Don Clayton, Scott Koepfel

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Flowers
RESULT: The agenda was approved by a 4-0 Voice Vote

APPROVAL OF MINUTES – January 17, 2017

Motion: Member Gilmour
 Second: Member Flowers
RESULT: Approved with a 4-0 Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Scott Koepfel, County Administration Department - Mr. Koepfel reported that Technology has been working with KenCom, and that all KenCom data has been moved from the County servers to KenCom servers as of today. The fire reporting will be moved next, and then Montgomery Police Department will be next.

Mr. Koepfel reported that Gina Hauge has been working with the County Clerk’s Office on updating laptops and computer training for the upcoming election in March.

Mr. Koepfel updated the committee on the search for the Technology Director, and said that he and Latreese Caldwell will begin reviewing applications next week, and hope to begin interviews in a few weeks.

Mr. Koepfel informed the committee that Kendall Area Transit (K.A.T.) has been approached by the Village of Montgomery regarding service for the Kendall County residents in the Village of Montgomery. Mr. Koepfel will keep the committee updated.

Ms. Caldwell reviewed claims analysis with the committee. Member Purcell asked Ms. Caldwell to bring the claims listed between \$100,000 and \$250,000 for FY15-16 and FY16-17 to the next meeting. Discussion on the increase in the Sheriff's Office Corrections division claims and whether the addition of Cook County inmates has any bearing on the increased number of claims to Deputies.

COMMITTEE BUSINESS

- *Discussion about March Committee Meeting dates - **There was consensus by the committee to cancel the March 21, 2018 meeting due to the rescheduled County Board meeting to the morning of March 21, 2018, and to reschedule the meeting for Tuesday, March 27, 2018 at 5:30p.m.***
- *Discussion and Approval of Winning GIS Aerial Mission Proposal – Don Clayton, GIS Coordinator, reviewed the proposal, the various bids and bidders, the resolution, the altitude, control points, the side lap, and the lowest bidder. Mr. Clayton reported that the aerial mission is conducted every two-years at the request of the County Chief Assessor.*

Member Gilmour made a motion to forward the Approval of the winning bid to Surdex Corporation in the amount of \$29,500. to the County Board for approval, second by Member Purcell. **With five members voting aye, the motion passed.**
- *Authorize Legal Review of Aerial Mission Contract – After discussion of what the committee would like in the contract, Mr. Clayton will approach Surdex with the requests and report back to the committee. **There was consensus by the committee to not take action on this item.***
- *Health Insurance Broker RFQ – Mr. Koepfel reviewed an RFQ from the Village of Tinley Park model, and asked the committee for suggestions or ideas to use in crafting the County's RFQ. Discussion and recommended changes on the professional liability requirements, the Award wording, Responsibility and Default area, and the Project Overview Background area. Mr. Koepfel will make the suggested changes and bring back to the Committee at a future meeting.*
- *Review of Employee Handbook Revisions – item tabled to the next meeting*
- *Job Description Review - item tabled to the next meeting*

ACTION ITEMS FOR MARCH 5, 2018 COUNTY BOARD AGENDA

- *Approval of the GIS Aerial Mission to Surdex Corporation in the amount of \$29,500.*

ITEMS FOR THE MARCH 15, 2018 COMMITTEE OF THE WHOLE AGENDA – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

Motion: Member Gilmour Second: Member Prochaska RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at 7:32p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary