



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Monday, May 7, 2018 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from April 18, 2018 and April 24, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approval of one-time Cyber Security Audit from WIPFLI with a cost not to exceed \$2,000.*
 - *Discussion and Approval of Changing Insurance Start and End Dates*
 - *Discussion and Approval of Administrative Assistant Job Description*
 - *Discussion and Approval of Economic Development and Special Project Coordinator Job Description*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Wednesday, April 18, 2018

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:36p.m.

ROLL CALL

Board Member	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:42p.m.	

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

Staff Present: Latreese Caldwell, Bob Jones, Matt Kinsey, Scott Koeppel

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – March 27, 2018

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

CBIZ UPDATE – Jim Pajauskas reviewed the 2017 Premium vs. Claims incurred report with the committee. Mr. Pajauskas stated that by insurance standards, paid claims should be eighty-five percent or less. Forty-two percent of the County’s claims were under \$1,000. And there were 17 claims over \$50,000 for the year.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer’s Office – Chief Deputy Treasurer Bob Jones reported that he recently submitted the HR Discrimination survey and that the County passed.

Start and Cancellation dates of County-offered Insurance Plans – Mr. Jones asked if the insurance start date for all new employees could be changed to begin on the first day of the month following 30-days after the date of hire, and if the end date could be the last

day of the termination month. After discussion, the committee asked Mr. Jones to research what the union contract language is regarding insurance start/end dates, and report back at the May 7, 2018 committee meeting.

Extra Nationwide Policy options for Employees – Mr. Jones reported that three information meetings regarding Nationwide plans, were offered to employees in March. Mr. Jones presented materials regarding additional policy options for employees, which include a Roth Amendment to Nationwide Plan, a Loan Amendment to Nationwide Plan, and a Percentage Base Amendment to Nationwide Plan. Mr. Jones stated that guidelines for the loan option would be determined by the County Board. Discussion on the additional options, any County responsibilities or risks for offering the options, and the deferred plan already available to County employees. **There was consensus by the committee to forward this item to the May 10, 2018 Committee of the Whole.**

Administrative Services Department – Deputy County Administrator Latreese Caldwell reviewed the monthly reports with the committee including the Human Resources summary report, March claim expenses, the Sheriff's Office vehicle property claims, general liability claims, and Worker's Compensation claims.

COMMITTEE BUSINESS

- *Discussion of part-time PBZ staff compensation and schedule* – County Administrator Scott Koeppel provided information about the additional part-time office assistant position. Discussion on the job descriptions for both part-time positions, the proposed hourly salary and the weekly work hours for the additional position.
- *Discussion of additional IT support and services provided to KenCom and Grundy 911* – Mr. Koeppel updated the committee on the potential to add Grundy County to the Taylor Software being used by KenCom. Mr. Koeppel stated that this was discussed by the Finance committee which provided a cost estimate for this service and an additional part-time technical staff member to assist with the additional support needed for Grundy 911. Mr. Koeppel provided the financial recommendations to KenCom leadership on Friday, April 13, 2018. Discussion on the additional work needed to support Grundy 911, the involvement of all Technology Services personnel on a routine basis, an IGA Amendment, and the part-time technology position job description.
- *Job Description Review*
Administrative Services: Administrative Assistant and EDC and Special Projects Coordinator – The committee requested to have additional time to review the job descriptions and discuss at the May 7, 2018 committee meeting.
- *Review of Employee Handbook Revisions* – No items to review at this meeting.

ACTION ITEMS FOR MAY 1, 2018 COUNTY BOARD AGENDA – None

ITEMS FOR THE MAY 10, 2018 COMMITTEE OF THE WHOLE

Discussion and Approval of Roth Amendment to Nationwide Plan
Discussion and Approval of Loan Amendment to Nationwide Plan
Discussion and Approval of Percentage Base Amendment to Nationwide Plan

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

<p>Motion: Member Flowers Second: Member Prochaska RESULT: Approved with a Unanimous Voice Vote</p>
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This meeting was adjourned at 6:58p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
SPECIAL COMMITTEE OF THE WHOLE/ADMIN HR MEETING
Thursday, April 24, 2018

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order by County Board Vice Chair and Admin HR Committee Chair Lynn Cullick at 6:02p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Scott Gryder		6:08p.m.	
Lynn Cullick	Here		
Bob Davidson	Yes		
Elizabeth Flowers	Present		
Tony Giles	ABSENT		
Judy Gilmour	Here		
Audra Hendrix	Here		
Matt Kellogg	EXCUSED		
Matthew Prochaska	Here		
John Purcell	Present		

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Hendrix to approve the agenda. With seven members voting aye, the agenda was approved.

COMMITTEE BUSINESS

Review of Health Insurance Broker Responses – The committee reviewed all ten of the broker responses received. After discussion, there was consensus by the committee to invite Alliant/Mesirow Insurance Services, CBIZ Employee Services Organization, First Insurance Group, GCG Financial, LLC, and The Horton Group to provide presentations regarding Health, Dental and Life Insurance at a Special Committee of the Whole meeting on May 8, 2018 beginning at 5:00p.m.

PUBLIC COMMENT – Stanley Salsbery, Financial Priorities, Inc.

QUESTIONS FROM THE MEDIA – None

CHAIRMAN'S REPORT – No report

REVIEW BOARD ACTION ITEMS - None

EXECUTIVE SESSION – Not needed

ADJOURNMENT – Member Davidson made a motion to adjourn the meeting, second by Member Gryder. **With eight members voting aye, the meeting was adjourned at 8:35p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

Kendall County Job Description

TITLE: Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: 5/15/2018
REVISED: 5/15/2018

I. Position Summary:

Provides assistance in all areas of Administrative Services Department, including but not limited to clerical, secretarial, office management functions, and project-based work that effectively organizes, coordinates, and assists the County Administrator, Deputy County Administrator and County Board in implementing functions, procedures, and responsibilities.

II. Essential Duties and Responsibilities:

Administrative Services

- A. Serve as the Administrative Assistant for Administrative Services and Kendall County Board.
- B. Provide administrative assistance to Administrative Services with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator and/or County Board members.
- C. Answer incoming telephone calls for Administrative Services and County Board Office appropriately respond to public inquiries by mail or phone.
- D. Provide general information to the public.
- E. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board.
- F. Type, send and file letters and correspondence on behalf of the County Administrator, Deputy County Administrator and County Board members.
- G. Update various County informational lists for public and organizational distribution.
- H. Draft updates to certain County website pages including, but not limited to, the homepage, calendar and pages for Administrative Services, County Board and Board Committee volunteer opportunities.
- I. Manage all inter-office and outgoing mail functions, as well as maintain the postage machine and meter, and monitor and replenish the postage for County Administrative Office Building.
- J. Manage and record petty cash register, process Administrative Services' accounts payable claims and vouchers, track invoice payments and certain contracts for budget purposes and review certain budget line items of Administrative Services and County Board.
- K. Order and manage Administrative Services and County Board's office supplies and inventory.
- L. Assist with collecting and presenting data, developing reports, completing special projects, as it pertains to certain budget accounts.
- M. Organize Administrative Services' department files and process records disposal applications to the Local Records Commission.
- N. Handle confidential matters daily relating to all functions of Administrative Services, Kendall County Board and its committees and maintains confidentiality of said information.
- O. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- P. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

Kendall County Job Description

- Q. Perform Criminal Background Checks and Motor Vehicle Record Checks for departments reporting to County Administrator.
- R. Type, send, file letters and correspondence for the County Administrator and Deputy County Administrator.
- S. Prepare, maintain and file notary public applications/renewals for all County employees.
- T. Maintain and file Administrative Services', Planning Building & Zoning and Department Heads reporting to County Administrator's time off requests, bi-weekly time sheets, and personnel files and produce monthly time off reports for same.
- U. Maintains regular attendance and punctuality.
- V. Perform other duties as assigned.

County Board

- W. Attend County Board committee meetings (8-10 monthly), as assigned, both during and after regular business hours, including Mayors Managers meetings, special County Board receptions, ceremonies and presentations. Coordinate all aspects of County receptions, special recognitions, and special meetings.
- X. Electronically record and prepare minutes for County Board's various committee meetings; store and categorize recordings and minutes. Prepare executive session minutes for bi-annual review for various County Board committees.
- Y. Coordinate administrative tasks for County Board committee meetings, including, but not limited to, typing and posting agendas, compiling and distributing meeting packets, notifying the media, communicating with board members for attendance and agenda topics, and updating county web calendar, as well as placing public notices and announcements with local media.
- Z. Prepare, maintain, update list of County Board's appointments to outside boards, commissions, and special districts.
- AA. Type, send, file letters and correspondence for the County Board, County Board committees and Board & Commission appointments.
- BB. Coordinate County Employee Appreciation and Recognition programs.

III. **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Kendall County Job Description

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Skills, Knowledge and Abilities:

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with county personnel and elected officials.
- The ability to independently complete projects and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, setup and maintaining filing systems.
- May require skill in the use of Dictaphones and transcribing equipment.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment.

E. Education and Experience:

- A minimum of an Associate's Degree from an accredited college or university is required.
- A minimum of at least five (5) years of experience as an Executive Secretary or Administrative Assistant is required.

V. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle or feel;
- Reach, push and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the public.

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- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee

Kendall County Job Description

TITLE: Economic Development & Special Projects Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: 05/15/2018
DATE REVISED: 05/15/2018

I. Position Summary:

Responsible for the coordination of Kendall County's ("County") Economic Development programs, coordination of the Kendall Area Transit grants and assisting the County Administrator and the Deputy County Administrator on special administrative projects as assigned.

II. Essential Duties and Responsibilities:

Economic Development

- A. Update County's Economic Development webpage with news, events, relevant demographic information, economic indicators, and web portals for property search, and/or other products listing available industrial / office properties and building space.
- B. Utilize social media to promote County economic development and administrative programs.
- C. Organize economic development events including, but not limited to business resource roundtables, economic forecasts, and business legislative forums.
- D. Implement and update County's Economic Development Plan including industrial market analysis in collaboration with other organizations.
- E. Coordinate County Economic Development Committee meetings by performing tasks, including, but not limited to providing monthly reports, identifying legislation regulations related to economic development, posting agendas, recording meetings and drafting meeting minutes.
- F. Complete State-mandated training and serve as an Open Meetings Act Officer for the Economic Development Committee.
- G. Process applications for real estate property tax abatement program.
- H. Administer County's Revolving Loan Fund program.
- I. Participate in regional economic development meetings including, but not limited to meetings held by the Chicago Regional Growth Corporation (CRGC), the Chicago Metro Metals Consortium (CMMC), and other regional organizations as directed.
- J. Attend tradeshows, create marketing materials such as brochures, handouts, information cards, and maps, and update existing marketing tools to attract business and development to Kendall County.
- K. Coordinate meetings and special projects with local economic development corporations, known collectively as the Kendall Economic Development Alliance (KEDA).
- L. Coordinate Business retention, expansion, and attraction activities with internal and external stakeholders.
- M. Track planning and transportation infrastructure projects in and around the County.

Transportation

- N. Serve as Program Compliance Oversight Monitor (PCOM) for the County's Kendall Area Transit program. Prepare and submit quarterly PCOM reports to the Illinois Department of Transportation.

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- O. Process and submit Grant requests for Kendall Area Transit to State of Illinois, Regional Transit Authority, and Federal Government.
- P. Assists Kendall Area Transit in purchasing and licensing of vehicles.

Administrative Services

- Q. Attend County Board and County Board Committee Meetings, as assigned, both during and after regular business hours as requested.
- R. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board.
- S. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- T. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- U. Creates and distributes news releases on the Kendall County website, to local stakeholders, and local media organizations.
- V. Coordinates personnel hiring for departments reporting to the County Administrator, including employment postings for vacant positions, collection and organization of employment applications, communication with applicants and communication of applicant responses.
- W. Serves as the back up to Administrative Assistant for posting agendas, recording meetings and drafting meeting minutes as directed.
- X. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- Y. Track and report relevant legislation at the state level that will have an impact on County related functions.
- Z. Draft resolutions and ordinances for the County Board and County Board Committee Meetings, as assigned.
- AA. Maintains regular attendance and punctuality.
- BB. Performs other duties as assigned.

III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

B. Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

- Current and valid Driver's License.
- Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems
- Skills in operating a personal computer, facsimile machine, copier and typewriter.

F. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited college or university is required; preferred areas of study are public administration, public management, public policy, or real estate.
- 2 years of experience in economic development preferred.
- Knowledge of state and federal tax incentive programs preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle or feel;
- Reach, push, and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to locations throughout Kendall County and the Chicago region to perform assigned job duties.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions, except when outside traveling between various

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buildings/locations in Kendall County and the Chicago region to perform assigned job duties.

- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date