



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Room 210**  
**Monday, July 2, 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 June 20, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Approval of 2019 County Holiday Schedule*
  - *Select three dates for Employee Appreciation Events (September/October)*
  - *Approval for Request to Bid for SAN 2018 Proposal*
  - *Discussion and Recommendations regarding FOIA requests for GIS Parcel Data Shapefiles*
  - *Review and Recommendations for update to Kendall County Non-Capital Furniture/Equipment Disposal Policy*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

**The 2<sup>nd</sup> meeting in July has been rescheduled to Tuesday, July 31, 2018 at 5:30p.m.**

*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**  
**ADMIN HR MEETING**  
**Wednesday, June 20, 2018**

**CALL TO ORDER** - The meeting was called to order by Committee Chair Lynn Cullick at 5:31p.m.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Matthew Prochaska	Here		
John Purcell	ABSENT		

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

**APPROVAL OF MINUTES** – Member Flowers made a motion to approve the minutes from June 4, 2018, second by Member Prochaska. With four members voting aye, the motion carried.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer’s Office* – The monthly report is in the packet. Jill Ferko stated that things are going well for the first seven months that her office has been handling the employee benefits, but they have some concerns about the changes that will occur with changing Brokers in the next month.

Scott Koeppel stated that he spoke to Jim Pajauskas from CBIZ regarding the COBRA, HRA and FSA employee accounts that are currently administered by CBIZ. The County will need to decide if they want to continue using CBIZ for those services or if Horton will be able to provide these services.

Ms. Ferko stated that her preference would be to continue with CBIZ so that her office wouldn’t have to switch bank accounts for all of the HSA accounts, but they will work with Horton as well.

Member Cullick stated that she has had discussions with Mike Wojcik from the Horton Group, who said that they are they to assist the County, and are available by phone, email or by meeting as necessary to assist with insurance issues, special needs and other concerns or problems that need attention.

*Administration Department* – Latreese Caldwell reviewed the monthly summary report, and the monthly claims report with the committee, stating that there were no new

workers' compensation claims for the month of May, and no new property claims for the month of May. There were also no new property auto claims, and no new general liability claims.

Ms. Caldwell also reported that the Sheriff's Office began entering the workers' compensation claims for the Sheriff's Office into the IPMG Onsite system about 6 months ago, and then another employee began entering the auto claims into the IPMG system. The Sheriff's Office has requested that Jen Ostrom, the Evidence/Fleet Custodian, have additional rights into the IPMG Onsite system, currently is only authorized to submit vehicle claims. Ms. Caldwell stated that it was unclear if this would allow this employee to view other County workers' compensation and property claims.

Ms. Caldwell stated that she was not notified that auto claims were entered into the system, but began getting questions from the Sheriff's Office regarding insurance checks for those claims. There was confusion by the Sheriff's Office regarding the appropriate accounts and the percentage of funds that should be distributed once checks are received.

Ms. Ferko stated that insurance checks have always been deposited into the funds where the vehicle was purchased from, and if the Sheriff's Office was purchasing out of a separate fund, and the vehicle was totaled, that the monies should be returned to that specific fund, or divided between the two funds. Ms. Caldwell said she contacted Linda Meyers, a previous HR Coordinator, who stated that all of the liability monies from IPMG would go into the liability fund. Member Cullick asked Ms. Caldwell if there would be any issues for her to continue entering all County claims, and following each claim through receipt of insurance checks. Ms. Caldwell stated that she's never had an issue, but having employees from the Sheriff's Office enter claims has created an issue because she isn't aware of those claims when entered. She stated that all monies received were initially deposited into the liability fund, and from there, whatever percentage of those funds that came from a specific account, were transferred into that specific account.

Ms. Ferko stated that this method would mean that her office would have to then do a journal entry to move the funds. Ms. Caldwell stated that she could split the deposits into each appropriate account.

Ms. Caldwell stated that some of the confusion is because three of the vehicles that were totaled were the fault of another insurance carrier, and we are waiting for subrogated funds from that insurance carrier, and Ms. Caldwell didn't see any correspondence between the Sheriff's Office and IPMG on the claim, but was being done externally of the portal.

Additional discussion on how the process has been handled previously, the accounts where insurance checks have been deposited, and the correct way of coding and depositing insurance checks, and HIPAA and confidentiality laws. Sheriff Baird will attend the July 12, 2018 Finance Committee meeting for further discussion on this issue, and clarification of the process for all future claims.

Mr. Koeppel reported that IPMG has been asked to provide training to Ms. Caldwell, Mr. Koeppel and Sheriff's Office personnel on best practice, authorized user(s) and contact(s), and the need for increased communication between the Administration Department and the Sheriff's Office.

**There was consensus by the Committee to ask IPMG to attend a future meeting regarding the current issues. Ms. Cullick will work with Ms. Caldwell and Mr. Koeppel on contacting IPMG.**

Scott Koeppel stated that the State's Attorney's Office suggested the County have a Property Disposal Policy. Jill Ferko and Latreese Caldwell both commented that the County has a current policy that Ms. Caldwell drafted about ten years ago. **The committee would like the current policy brought to committee to be reviewed, and possibly updated.**

Mr. Koeppel asked the committee for direction on the next steps for choosing the P & C Insurance Broker. Member Cullick will discuss with Chairman Gryder about possibly discussing the issue at the July Committee of the Whole meeting, and confirm with Mr. Koeppel.

Mr. Koeppel briefed the committee on issues regarding Administration Department FOIA Officers responding to GIS Parcel Data Shapefile requests. Mr. Koeppel has had conversations with the State's Attorney's Office, the GIS Coordinator, and the Chief Assessor regarding the data and possibly posting it on the County website, and Mr. Nicoletti and Mr. Clayton are very much against posting this data to the website.

**There was consensus by the committee to invite Andy Nicoletti and Don Clayton to the July 12, 2018 Committee of the Whole meeting for further discussion with the County Board members, and the State's Attorney's Office.**

**PUBLIC COMMENT - None**

## **COMMITTEE BUSINESS**

- *Discussion and Approval of Advisory Referenda for General Election* – Member Prochaska briefed the committee on the two proposed referenda for the General Election ballot, and said that this issue was previously discussed by the Board. Member Prochaska made a motion to forward the two advisory questions to the County Board for approval, “Should Kendall County Oppose the Creation of a Vehicle Mileage Tax as Proposed by the Chicago Metropolitan Agency for Planning on all Motorists on a Per Mile Basis?” and “Should Kendall County Oppose the Chicago Federal Reserve’s Proposal for the Creation of a Statewide 1% Property Tax to Fund the States Pension Programs?”, second by Member Cullick.

Mr. Prochaska stated that Chairman Gryder reported that it appears that Cook and all of the other collar Counties are supportive of the two referenda.

Discussion on the Vehicle Mileage Tax, the proposed percentage increase for the median travel distance, the increase would be an increase of two cents per mile, and would replace the current Motor Fuel Tax.

There was also discussion about the Creation of a Statewide 1% Property Tax to fund the States Pension Programs.

Member Prochaska made a motion to amend his original motion to include the documents are reviewed by the State's Attorney's Office prior to the July 17, 2018 County Board meeting. **With four members voting aye, the amended motion carried.**

- ***Discussion of July Meeting Dates*** – Member Cullick informed the committee of a need to change the July 18, 2018 meeting date. **There was consensus by the committee to meet on July 31, 2018 at 5:30p.m.**

**There was no need to change the July 2, 2018 meeting date/time.**

**PUBLIC COMMENT - None**

**QUESTIONS FROM THE MEDIA – None**

**CHAIRMANS REPORT – No report**

**REVIEW BOARD ACTION ITEMS - None**

**EXECUTIVE SESSION – Not needed**

**ADJOURNMENT – Member Flowers made a motion to adjourn the meeting, second by Member Prochaska. With four members voting aye, the meeting was adjourned at 6:50p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary



**Kendall County**  
**Office of Technology Services**  
811 W John St. Rm 229  
Yorkville, Illinois 60560

# Memo

**To:** Chair Lynn Cullick, Human Resources and Administration Committee  
**From:** Matthew Kinsey, Technology Services Director  
**Date:** July 2, 2018  
**Re:** WIPFLI Cyber Scorecard Results

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## **Statement:**

The purpose of this audit was to have an outside agency perform a cyber-assessment to identify network outliers and potential exploits of our network. The results of this test yielded multiple different factors that technology staff will use to improve network security. The memo does not contain detailed results from the audit because of the secure nature of the testing.

## **Results:**

The County received a good score on the email phishing test that targeted a large number of different email accounts of Kendall County employees. The base average for an entity is 26.8 percent and Kendall County employees scored below the average. Various other categories rendered similar positive results. Issues did arise during this audit and technology staff are in the process of addressing the issues. Committee members can contact Matt Kinsey for more specific details from the audit.

## **Recommendations:**

Technology staff recommends cybersecurity training for all employees. Technology staff suggests actively conducting an audit every year to continue continuity on both an internal and external front. Technology staff will recommend further security improvements in the future.

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

GENERAL ORDER 18-4

**FILED**

**JUN 21 2018**

Maureen A. Joah  
Clerk of the Circuit Court  
DeKalb County, Illinois


IN THE MATTER OF THE ADOPTION OF )  
THE COURT CALENDAR FOR THE YEAR )  
2019: )

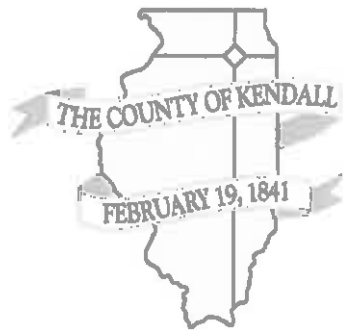
**IT IS HEREBY ORDERED THAT:**

The Circuit Court for the 23<sup>rd</sup> Judicial Circuit of the State of Illinois shall adjourn, and the Office of the Circuit Clerks of DeKalb and Kendall Counties shall be closed on the following legal holidays for the year 2019:

<u>HOLIDAY</u>	<u>OBSERVED</u>
New Year's Day	Tuesday, January 1, 2019
Martin Luther King, Jr. Day	Monday, January 21, 2019
Lincoln's Birthday	Tuesday, February 12, 2019
President's Day	Monday, February 18, 2019
Spring Holiday (Close at 12 p.m.)	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day (Observed)	Monday, October 14, 2019
Veterans' Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day Following Thanksgiving Day	Friday, November 29, 2019
Christmas Eve (Close at 12 p.m.)	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019

Dated this 21<sup>st</sup> day of June, 2018

  
Robbin J. Stuckert, Chief Judge



# 2018 SAN REPLACEMENT RFB

Kendall County Technology Services

## SUMMARY

Kendall County Technology Services is accepting bids for a new SAN to replace existing Dell EqualLogic SANs.

Matthew Kinsey  
Technology Services Director



**Request for Bid**  
**2018 SAN Replacement**

On behalf of Kendall County, I invite you to furnish a bid in accordance with the Scope of Work and Instruction to Bidders stated herein. Carefully read the instructions and follow procedures as outlined in order to be considered for award of contract for this project.

All questions should be directed to:  
Kendall County Technology Services  
Attention: Director  
[mkinsey@co.kendall.il.us](mailto:mkinsey@co.kendall.il.us)  
811 W John St, Rm 229  
Yorkville, Illinois, 60560

Any questions received shall be answered at the discretion of the County. All questions must include a valid email address for response. Replies will be issued to all Proposers/ Vendors of record via email and will become part of the RFB Documents. Questions will not be responded to by oral clarification. Oral clarifications or interpretations shall be without legal effect.

All questions must be submitted prior to the submittal deadline.

## **SCOPE OF WORK**

The vendor shall delivery the equipment detailed below to:

Technology Services

811 W John St

Yorkville, IL 60560

Include all costs in the bid response including shipping.

Follow the attached Instructions to Bidders.

### **Equipment Details:**

Dell EqualLogic PS6610X, Mainstream Performance 10K SAS 2.5" Drives,  
84x 900GB 10K SAS 2.5" 75TB Capacity, 56.9 TB Estimated Usable Capacity  
using RAID 6, Dual Controllers, 10Gb, High Availability with Failover,  
Redundant Power Supplies, 2800W, AC, ProSupport: Next Business Day  
Onsite Service After Problem Diagnosis, 3 Years

## INSTRUCTION TO BIDDERS

**General Description:** Bids are being accepted for the purchase of: Dell EqualLogic PS6610X (see Scope of Work for details)

**Examination:** Bidders shall receive a copy of the Instruction to Bidders and 2018 SAN Replacement RFB to use in preparing a bid.

**Questions and Interpretations:** Submit questions about the documents to the Director of Technology Services via email [mkinsey@co.kendall.il.us](mailto:mkinsey@co.kendall.il.us). Replies will be issued to all bidders of record as Addenda to the appropriate attachment and will become part of the Agreement. Questions will not be responded to by oral clarification.

Failure to request clarification will not waive responsibility of comprehension of the documents and performance of the work in accordance with the intent of the documents. Signing the Agreement will be considered as implicitly denoting thorough comprehension of intent of the documents.

**Submittal:** Submit completed bid and other required documents via email to [mkinsey@co.kendall.il.us](mailto:mkinsey@co.kendall.il.us) or by mail to Technology Services. No responsibility shall be attached to Kendall County for the premature opening of any bid not properly addressed and identified. No bid will be considered unless all stipulations of this document and the Agreement have been completed.

Completed bids can be forwarded or mailed to Kendall County Technology Services, 811 W John St, Room 229, Yorkville, Illinois, 60560. Bids must be received before August 3<sup>rd</sup> 2018 at 5pm in order to be considered.

**Opening:** The bids shall be opened and publicly read on July 13<sup>th</sup> 2018 at 1:30pm in the Health and Human Services Building at 811 W John Street by the Director of Technology Services. Each bid shall be analyzed to ensure that all stipulations have been satisfied. The results shall be recorded and forwarded with all bidding documents to the Kendall County Board. Attendance is NOT required.

**Award:** It is the intent of Kendall County to award the bid to the lowest responsible bidder who has met all stipulations of this document and the Agreement.

**Rejection of Bids:** The Kendall County Board, Kendall County Administrative/HR Committee, and Kendall County Technology Services Director reserve the right to reject any or all bids; to waive technicalities; and reserves the right to award a contract which is in the best interests of Kendall County.

**Disqualification:** Kendall County reserves the right to disqualify bids, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the bidder.

**Execution of Contract:** Notwithstanding any delay in the preparation and execution of the formal Agreement, each bidder shall be prepared, upon written notice of bid acceptance, to commence work within 10 days following receipt of official written order of Kendall County to proceed, or on date stipulated in such order.

The accepted bidder shall assist and cooperate with Kendall County in preparing the Agreement, and within 10 days following its presentation shall execute same and return to the Director of Technology Services



# Kendall County Policy & Procedure

Date adopted

## WEBSITE, FOIA, & DOWNLOAD OF GIS DATA

### Introduction

On September 16, 2014, the Kendall County Board voted unanimously to make all GIS Data Layers available for download on the Official Kendall County Website. The Kendall County Board is dedicated to being at the forefront of government transparency. This policy outlines the procedure for providing GIS Data Layers to the public.

### Details

On an annual basis, no later than July 1, Kendall County GIS will post updated GIS Data Layer files to the Official Kendall County Website. All data in the GIS Viewer will be available for download. The data will be provided in ESRI shapefile format.

When a FOIA request is filed requesting GIS Data, Kendall County FOIA Officers will answer in accordance with 5 ILCS 140/8.5. Kendall County FOIA Officers will notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.

### Referenced Statute(s)

5 ILCS 140/8.5 (2018) Sec. 8.5. Records maintained online.

(a) Notwithstanding any provision of this Act to the contrary, a public body is not required to copy a public record that is published on the public body's website. The public body shall notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.

(b) If the person requesting the public record is unable to reasonably access the record online after being directed to the website pursuant to subsection (a) of this Section, the requester may re-submit his or her request for the record stating his or her inability to reasonably access the record online, and the public body shall make the requested record available for inspection or copying as provided in Section 3 of this Act.

comply with the terms of this Zoning Ordinance. The decision to revoke a special use permit is subject to the review procedure identified in section 13 of the Zoning Ordinance.

**IV. REPEAL.** This amendment to the Zoning Ordinance is automatically repealed, in its entirety, on January 1, 2018.

IN WITNESS OF, this amendment to the Zoning Ordinance has been enacted by a majority vote of the Kendall County Board this 16<sup>th</sup> day of September, 2014 and is automatically repealed on January 1, 2018.

Attest:  
Kendall County Clerk  
Debbie Gillette

Kendall County Board Chairman  
John Shaw

#### **Public Safety**

##### **Memorandum of Understanding – Mutual Ground**

Member Prochaska made a motion for the approval of a Memorandum of Understanding between the Kendall County Sheriff, Kendall County and Mutual Ground, Inc. to provide service to victims of sexual assault who are in the custody of the Kendall County Jail at a cost of zero dollars. Member Gryder seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

A complete copy of IGAM14-37 is available in the Office of the County Clerk.

##### **Modification of Intergovernmental Agreement - Housing of Prisoners**

Member Prochaska made a motion for the modification of the Intergovernmental Agreement between the County of DuPage and the County of Kendall for the additional housing of prisoners. Member Cullick seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

A complete copy of IGAM14-38 is available in the Office of the County Clerk.

#### **Administration/HR**

##### **Cable Franchise Agreement with Comcast of Illinois**

Member Gilmour made a motion for approval of a Cable Franchise Agreement with Comcast of Illinois. Member Gryder seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

A complete copy of IGAM14-39 is available in the Office of the County Clerk.

#### **GIS Data Layers**

Member Gilmour made a motion to authorize GIS Data Layers for download on the County Website. Member Cullick seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

#### **Highway**

##### **Preliminary Engineering Services Agreement – Hampton, Lenzini & Renwick**

Member Koukol made a motion for the preliminary Engineering Services Agreement between Kendall County and Hampton, Lenzini & Renwick to perform all preliminary engineering for a bridge replacement on Chicago Road in Lisbon Township under the Township Bridge Program and utilizing County Bridge Funds at a not-to-exceed price of \$41,500. Member Cesich seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. Motion carried.

A complete copy of IGAM14-40 is available in the Office of the County Clerk.

#### **Facilities**

Member Koukol stated that they did not meet.

# Kendall County Non-Capital Furniture/Equipment Disposal

**Subject** Disposal of Non-Capital Furniture/Equipment

**Purpose** To standardize the disposal of Non-Capital Furniture/Equipment

**Statement of Policy** It is the responsibility of the individual Kendall County Department Head/Elected Official to dispose of items that are not routinely/readily auctioned.

**Procedure Goal** The goal of this procedure is to provide instruction, which meets reasonable standard public scrutiny, to Kendall County staff for the disposal of non-capital furniture/equipment.

## **Committees/Departments/Offices**

Originating Department or Office

Administrative Services Department

Budget & Finance Committee

Treasurer's Office

## Kendall County Non-Capital Furniture/Equipment Disposal

### **Steps**

**Step 1:** Originating Department or Office takes a digital picture of item(s).

**Step 2:** Email picture to all County Departments and Offices asking if furniture/equipment is needed by their operation.

**Step 3: Yes Response** – the requesting department or office has two (2) business days to respond and arrange for pickup/delivery.

**No Response** – Notify Administrative Services (L. Caldwell). Email a short written description of furniture/equipment, digital pictures, county location, contact person, telephone number and available times to show furniture/equipment to the general public, provide suggested price to Administration Services.

**Step 4:** Administrative Services will notify Budget and Finance Committee of pending general public sale.

**Step 5:** Administrative Services will post item (s) on radio station WSPY's *Trading Post* site. The digital picture, written description, county location, contact person, telephone number, times available to show furniture/equipment will be posted for one (1) calendar week.

**Step 6: Sale** - Originating Department or Office will show furniture/equipment and accept sealed bids until established deadline. Collect cashier's check or money order and submit to the Treasurer's Office using revenue account number 0101-000-1170 Miscellaneous Revenue.

Have buyer sign "as is" Waiver. Send signed Waiver and copy of check to Administrative Services.

**No Sale** – if furniture/equipment is not sold in one (1) calendar week, the department will dispose of furniture/equipment with a charity located within Kendall County.



# Kendall County Non-Capital Furniture/Equipment Disposal

## Roles and Responsibilities

### Originating Department or Office

- Take a digital picture of item(s). Email picture to all County Departments and Offices asking if asking if furniture/equipment is needed by their operation.
- Email a short written description of furniture/equipment, digital pictures, county location, contact person, telephone number and available times to show furniture/equipment to the general public, provide suggested price to Administration.
- Show furniture/equipment and accept sealed bids until established deadline. Collect cashier's check or money order and submit to the Treasurer's Office using revenue account number 0101-000-1170 Miscellaneous Revenue.
- Have buyer sign "as is" Waiver. Send signed Waiver and copy of check to Administrative Services.
- No Sale – if furniture/equipment is not sold in one (1) calendar week, the department will dispose of furniture/equipment with a charity located within Kendall County.

### Administrative Services

- Authorize suggested price.
- Print out picture of furniture/equipment to take to Budget & Finance Committee for approval of disposal through a General Public Sale.
- Submit picture, written description, county location, contact person, telephone number, times available to show furniture/equipment and asking price to radio station WSPY for display on their *Trading Post* site. Furniture/equipment will be posted for one (1) calendar week to be purchased "as is."

### Budget & Finance Committee

- Approve furniture/equipment disposal through a General Public Sale or donation to local charity.

### Treasurer's Office

- Record furniture/equipment disposal revenue using account number 0101-000-1170 Miscellaneous Revenue.