



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Tuesday, August 28, 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 August 14, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approval for Request to Bid for SAN 2018 Proposal – Technology Services*
 - *Discussion and Recommendation for Approval of the County Hiring Freeze Resolution*
- 8. Executive Session for the purpose of the review 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, 5ILCS 120-2**
- 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
ADMIN HR MEETING
Tuesday, August 14, 2018

CALL TO ORDER - The meeting was called to order by Committee Chair Lynn Cullick at 5:32 p.m.

ROLL CALL

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

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

APPROVAL OF MINUTES – Motion made by Member Prochaska, second by Member Gilmour to approve the July 31, 2018 minutes. **With three members voting aye, the minutes were approved.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer Department – Written report provided. Bob Jones updated the committee on the FSA and HAS member cards now available through The Horton Group, and also on employee options with EyeMed for the next four years. Mr. Jones will contact The Horton Group to see what other options for vision coverage might be available to County employees, and report at the next committee meeting.

Administration Department – Scott Koeppel informed the committee of the possibility of The Horton Group, State’s Attorney’s Office, Treasurer’s Office, and Administrative Services Office meeting with union representatives to discuss the increases of the Health Insurance benefits. Mr. Koeppel will keep the committee updated.

Mr. Koeppel also informed the committee of the need for additional GIS work on the KenCom CAD project, and said with the vacancy in GIS that project work has fallen behind. Mr. Koeppel presented the request for additional time for a GIS employee by KenCom, and recommendations from the County Administrator for having a non-exempt GIS employee perform additional work on weekends, on a temporary, short-term basis. Discussion on amount of time available, the hours, pay for the non-exempt employee, and his continued status as a County employee, and not a KenCom contractor, and establishing clear guidelines for this verbal agreement with KenCom until the CAD project is completed by the end of this fiscal year.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Employee Performance Reviews* – Member Cullick asked the committee to review the current evaluation tool already approved for use by Department Heads. Discussion on when the evaluation should be conducted each year, using the evaluation tool regarding employee salary increases and justification of salary increases.

- *Discussion of 4 Tier Employee Health Insurance Option* – Mr. Koeppel reviewed the 4 Tiers, the costs on each level, and the potential savings to employees that would qualify for the two new levels. Discussion on the impact to the County, risks involved, and the need for additional information from The Horton Group at the September 10, 2018 committee meeting.

- *Discussion and Recommendation for Property, Casualty and Liability Insurance Broker RFQ* – Discussion on the broker presentations that were held on June 12, 2018, the possible recommendation of two brokerage firms to the Board, and the need for further discussion and a decision at the upcoming County Board meeting on June 21, 2018.

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. With four members voting aye, the meeting was adjourned at 7:14p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

July 31, 2018

W.C. Claims Expense (12/1/17 - 11/30/18)				
	2015-16 Policy	2016-17 Policy	2017-18 Policy	Total Claims
December	\$ 1,986	\$ 34,437		\$ 36,422
January	4,284	16,500		20,764
February	2,972	40,308	135	43,415
March	8,250	9,454	97	15,800
April	39,333	11,905	3,679	54,918
May	4,953	6,298	137	11,388
June	1,090	33,248	2,166	36,504
July	355	112,033	1,179	113,567
August				-
September				-
October				-
November				-
Total Claims Expense	\$ 61,203	\$ 264,181	\$ 7,393	\$ 332,778

PEDA Payments (Included in Total Claims Expense)

PEDA Reimbursements YTD \$ 54,320

W.C. Annual Premium

W.C. Premium \$ 131,080 \$ 139,096 \$ 171,411

Self Insured Retention (SIR)

Self Insured Amount \$ 250,000 \$ 250,000 \$ 250,000

No. of claims >\$250k	0	0	0
No. of claims >\$100k & <\$250k	0	1	0
No. of claims <\$100k	40	45	0
Total claims paid	40	46	0

W.C. Claims

	2015-16 Policy	2016-17 Policy	2017-18 Policy
W.C. Claims paid prior year	\$ 246,138	\$ 181,352	\$ -
W.C. Claims paid current year	61,203	264,181	7,393
Total claims paid	\$ 307,341	\$ 445,534	\$ 7,393

Workers' Comp. Claims	Policy Year			
	2015-16	2016-17	2017-18	
	Prior Year Total	Prior Year Total	DEC - JUN	JUL
Administration	1			
Animal Control	6	1	3	
Circuit Clerk	1	1		
Coroner				
County Clerk	1	2		
Facilities				
Forest Preserve	3	2		
Health Dept.	3	2		
Highway	1	2		1
Judiciary				
PBZ				
Probation	1			
Public Defender				
Sheriff - Corrections	5	18	1	
Sheriff - Patrol	16	16	2	
State's Attorney	2	2		
Technology				
VAC				
Totals	40	46	6	1

MONTHLY ADMINISTRATION / HR SUMMARY REPORT
July 31, 2018

Property Claims (12/1/17 - 11/30/18)			Policy Year		Total Claims
Department	Description	Insurance	2016-17	2017-18	
Sheriff	2012 Chevy Impala		1,150		1,150
Sheriff	2013 Chevy Impala		3,211		3,211
Sheriff	2014 Ford Transit	subrogation	-		-
					-
		Total	\$ 4,361	\$ -	\$ 4,361

**Illinois Counties Risk Management Trust
Claims Analysis
8/1/2018**

Workers Compensation

FY18 - Current Year's Total Claims

Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1					

Total FY18 Claims Paid To Date \$ -

Workers Compensation

Prior Years' Active Claims

Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work	
2011-12 Policy						
1	6/30/2012	Forest Preserve	re-opened	173,508	Y	Terminated
				173,508		
2013-14 Policy						
2	5/10/2014	Sheriff	closed 5/1/18	232,645	Y	Y
				232,645		
2015-16 Policy						
3	11/15/2016	Sheriff	open	60,380	N	Y
4	4/12/2016	Sheriff	open	91,081	Y	Y
5	9/13/2016	Sheriff	open	97,787	Y	Y
				249,248		
2016-17 Policy						
6	1/1/2017	Corrections	closed 6/1/18	64,817	Y	Y
7	2/28/2017	Corrections	open	27,291	Y	Y
8	10/26/2017	Corrections	open	113,055	Y	Y
9	4/6/2017	Corrections	re-opened	1,286	Y	Y
10	11/28/2017	Corrections	closed 7/1/18	3,270	Y	Y
11	9/26/2017	Corrections	closed 4/1/18	242	N	Y
12	4/3/2017	Health Dept.	re-opened	31,907	N	Y
13	4/19/2017	Sheriff	open	84,277	Y	Y
14	11/21/2017	Sheriff	open	43,340	Y	N
15	4/18/2017	Sheriff	closed 5/1/18	6,587	N	Y
16	9/8/2017	Sheriff	closed 4/1/18	107	N	Y
				376,180		

Total Prior Year's Active Claims \$ 1,031,581

**Illinois Counties Risk Management Trust
Claims Analysis
8/1/2018**

Property & Casualty

FY18 - Auto PC

Incident Date	Department/Office	Status	Paid	Coverage Type
1				Auto PD - Collision

Total FY18 Auto Claims \$ -

Prior Years' - Auto PC

Incident Date	Department/Office	Status	Paid	Coverage Type
1				Auto PD - Collision

Total Prior Year's Auto Claims \$ -

FY18 - General Liability

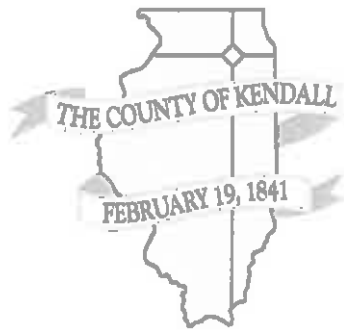
Incident Date	Department/Office	Status	Paid	Coverage Type
1				

Total FY18 General Liability Claims \$ -

Prior Years'- General Liability

Incident Date	Department/Office	Status	Paid	Coverage Type	
2013-14 Policy					
1	5/15/2014	Sheriff	open	\$ 451,398	Errors & Omissions
2	6/7/2014	Sheriff	open	14,277	Law Enforcement Liability
				465,674	
2014-15 Policy					
3	1/6/2015	Circuit Clerk	open	13,141	Errors & Omissions
4	9/28/2015	Circuit Clerk	open	10	Errors & Omissions
5	9/12/2015	Highway	closed 4/1/18	21,942	General Liability
				35,093	
2015-16 Policy					
6	11/4/2016	Sheriff	open	6,443	Law Enforcement Liability
				6,443	
2016-17 Policy					
7	9/23/2014	Various	open	7,725	General Liability
				7,725	

Total Prior Year's General Liability Claims \$ 514,936



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
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 PS6210X, Mainstream Performance 10K SAS 2.5" Drives,

24X 1.2 TB 10K SAS 2.5" 28.8 TB Capacity, Dual Controllers, 10 Gb,

High Availability with Failover, Redundant Power Supplies, 700w, 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 PS6210X (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. 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 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 Sep 26th 2018 at 4:30pm in order to be considered.

Opening: The bids shall be opened and publicly read on Sep 27th 2018 at 9:00am 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

County of Kendall, Illinois
Resolution 18 – _____

RESOLUTION ESTABLISHING HIRING FREEZE POLICY

WHEREAS, the current financial status of Kendall County (hereinafter “the County”) coupled with the uncertainty of funding from the State of Illinois indicates that the County may be unable to sustain current levels of staffing within the available resources of the County; and

WHEREAS, the Kendall County Board (hereinafter “Board) prefers to make reductions in staffing without the necessity of terminating the employment of existing employees; and

WHEREAS, the Board desires to cooperate with the Department Heads and Elected Officials to maintain staffing levels which allow for services to provide for the safety and welfare of Kendall County residents; and

WHEREAS, the Board understands that its budgetary authority is limited to the appropriation of aggregate or lump-sum dollar amounts for the budgets of elected officials and the Board has no power to restrict these elected officials in the use of the budgeted amounts so long as the expenditure is within the amount of the appropriation for the fiscal year, but the Board desires to cooperate with these elected officials to plan for future appropriations;

NOW, THEREFORE, BE IT RESOLVED BY THE KENDALL COUNTY BOARD, it shall be the policy that the following procedure shall be followed upon the vacation of any current full or part-time employment position:

1. The position shall remain open and unfilled for three (3) months from the date of the vacating employee’s last day worked. The Department Head/Elected Official shall maintain the duties of the vacant position as best as reasonably possible with remaining staff.
2. After the three (3) month time period referenced above has elapsed or at any time during that three (3) month period, if the Department Head/Elected Official believes the vacant position is critical to the operations of the department/office, the Department Head/Elected Official may submit to the Finance Committee a request to fill the vacant position. The Finance Committee shall take into consideration the following:
 - a. Whether the work performed by the vacant position is essential to Kendall County;
 - b. Whether the Department Head/Elected Official has examined possible alternatives to filling the position;
 - c. Whether the elimination of the vacant position is necessary considering a projection of future revenue and possible future reductions of budget allocations for the department in question;
 - d. Any other information relevant to the decision.
3. The Finance Committee shall determine, by a simple majority vote whether the position shall be filled.
4. The County Treasurer’s Office will provide a monthly report to the Finance Committee that includes all personnel changes (i.e. new hires, salary changes, terminations, stipends, ecta).
5. This policy shall not grant any member of the Board a role in determining the successful candidate for any vacant position.

6. This policy shall not prohibit the replacement of employees with credentials which are deemed necessary by statute, regulation or ordinance to conduct the business of the department in question or any position which is required by statute or regulation.
7. This policy shall not infringe upon the authority of any other board given hiring and/or budgetary authority over employees of Kendall County, by statute, regulation or ordinance, including, but not limited to, the Board of Health.

PRESENTED and APPROVED this _____ day of August, 2018.

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder