



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 209-210

Monday, January 23, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Judy Gilmour (Vice Chair), Bob Davidson, Matthew Prochaska, John Purcell, Lynn Cullick (Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from January 10, 2017 Meeting**
- 5. CBIZ Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Video Recording/Camera Option Recommendations*
 - *Closed Session Procedure Recommendations*
 - *Department Heads Review*
 - *County Administrator Review*
 - *Per Diem/Salary Discussion*
 - *Employee Handbook Updates*
- 9. Action Items for County Board**
- 10. Public Comment**
- 11. Executive Session**
- 12. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, January 10, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:13p.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, Lynn Cullick – here, Matthew Prochaska – here
With five members present, a quorum was established to conduct committee business.

Committee Members Absent: John Purcell

Member Davidson entered the meeting at 5:15p.m.

County Personnel Present: Glen Campos, Scott Koeppel, Jeff Wilkins

APPROVAL OF AGENDA: Member Gilmour made a motion to approve the agenda, second by Member Prochaska. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Prochaska made a motion to approve the December 27, 2016 meeting minutes, second by Member Gilmour. **With all in agreement, the motion carried.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Technology – Mr. Koeppel briefed the committee on the proposal for a new County Board camera system. Mr. Koeppel reviewed the two different options available, the pricing, the subscriptions that are required, video-streaming, and the current system we are using. Mr. Koeppel said the goal is to replace the current camera with a new camera that is more viable and capable of live video streaming.

Member Davidson made a motion to unplug the camera temporarily until other security options are explored, second by Member Gilmour. **With four members voting aye, the motion carried.**

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Per Diem/Salary Discussion* – There was consensus by the committee to separate the two items into Mileage and Per Diem/Salary.

Discussion on when mileage should be submitted for reimbursement. The committee agreed that mileage should only be used when County Board Members attend meetings or events outside of the County. The committee agreed that it is the County Board Members

responsibility to obtain the County Board Chair or the County Board Vice Chair signature and date on each mileage form submitted for outside meeting attendance.

Member Davidson made a motion that mileage should only be claimed by a Board Member if travelling outside of Kendall County, second by Member Gilmour. **With all members present voting aye, the motion carried.**

Member Cullick will meet with the State's Attorney to see if the new mileage policy can be implemented now.

The Per Diem/Salary discussion was forwarded to the January 23, 2017 Committee meeting for additional discussion.

- *Department Heads Review* – Mr. Wilkins reviewed the professional goals established by Scott Koepfel, Technology Director, during his Department Head Evaluation, with the committee.
- *County Administrator Review* – Lynn Cullick will send the employee evaluation form to all Board Members for completion, who will then send their completed evaluation to the County Board Chair. Once all information is compiled, the Board will meet to review the compilation of the ten evaluations, and then Chairman Gryder will meet with Mr. Wilkins for his Evaluation Review.
- *Employee Handbook Updates* – Jeff Wilkins and Glen Campos reviewed the changes suggested at the last committee meeting with the committee. When the changes have been reviewed by the State's Attorney's Office, it will then go to the County Board for approval.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 6:59p.m., second by Member Gilmour. **With four members voting aye, the meeting adjourned.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

Memo

To: HR-Admin Committee

From: Scott Koeppel, Technology Services Director

cc: Jeff Wilkins, County Administrator

Date: January 19, 2017

Re: Konica Minolta Billing

Konica Minolta Summary Invoice Attached.

Technology Services recently became aware of the attached invoice that includes copier lease payments for the period of 10/10/2016 – 11/09/2016. Facilities Management received this bill in December of 2016. The bill should have been coded as a Facilities Management FY 2016 expense but was accidentally coded as a Technology Services FY 2017 expense. This additional invoice (\$4,175.71) will cause Technology Services to go over budget.

Std. Text
Corporate Desc No
Federal Desc No

15-100100
80-170-7883
80-827-0011



Maintenance

KONICA MINOLTA
ORIGINAL
SUMMARY INVOICE

Payment Due Date: 01/07/2017
Payment Terms: NET 30 DAYS

Invoice No: 8003048038

Invoice Date: 12/09/2016

Bill / Mail To:
KENDALL COUNTY
ATTN FACILITIES MANAGEMENT
STE B
804 W. JOHN ST
YORKVILLE IL 60580-9271

250408

Payer: 250408
KENDALL COUNTY
ATTN FACILITIES MANAGEMENT
STE B
804 W. JOHN ST
YORKVILLE IL 60580-9271

Purchase Order Number	Customer Contract	Contract Coverage Dates
		10/22/2014-09/30/2021
Invoice Comments		
<p>10/10/2016-11/09/2016</p> <p>DATE: IT \$ 4175.71 YEAR: forest Preserve PERIOD: \$ 299.20</p> <p>Invoice Sub Total: 4175.71 Tax Total: 299.20</p>		