



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 209-210
Monday, March 6, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Matthew Prochaska, John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Bob Davidson
- 3. Approval of Agenda**
- 4. Approval of Minutes from February 28, 2017 Meeting**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approve Resolution Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)*
 - *Announce Public Hearing for March 21, 2017 at County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)*
 - *Anti-Harassment Training Completion Deadline*
 - *Approve Technology Analyst Job Description*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, February 28, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:42p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Early
Judy Gilmour	Present		
Matthew Prochaska	Late	5:56p.m.	6:50p.m.
Lynn Cullick	Present		
Bob Davidson	Present		
John Purcell	Late	5:53p.m.	

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

County Staff Present: Jeff Wilkins, Glen Campos

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – February 6, 2017

Motion: Member Davidson
 Second: Member Cullick
RESULT: Approved with a Unanimous Voice Vote

CBIZ Update – Jim Pajauskas provided the committee a year-to-year comparison between 2015 and 2016, including the top 10 specialty drug costs, the average age of participants, total membership, paid medical claims and pharmacy claims in both the HMO and PPO plans.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administrative Services – Jeff Wilkins reported that a citizen experienced a fall on the south stairwell (Fox Street) earlier this week, and was taken by ambulance to Rush Copley Hospital in Aurora. Discussion on making the south entrance of the County Office Building an employee entrance with key fob access only, and designating specific public parking spots in the front row of the main parking lot behind the County Office Building. There was consensus by the Committee to continue the discussion at the Admin HR Committee meeting on March 6, 2017, and at the County Board meeting on March 7, 2017.

Mr. Wilkins also reviewed the monthly medical insurance, medical insurance invoices, Administration/HR Summary, and workers' compensation reports with the committee.

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Employee Handbook Updates* – Item tabled until future meeting. Member Cullick stated that ASA Leslie Johnson is reviewing the employee handbook, the suggested IPMG handbook, and the proposed revisions to the employee handbook, and should have some suggestions for the committee by the next meeting.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD – Discussion on south entrance of County Office Building and designating specific parking spaces in the front row of the main parking lot for citizen parking only.

EXECUTIVE SESSION – Member Gilmour made a motion to enter into Executive Session for the purpose of discussion of minutes of meetings lawfully closed under this Act, whether for the purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Cullick. With four members voting aye, the committee entered Executive Session at 6:53p.m.

Roll Call: Member Davidson - yes, Member Purcell – present, Member Cullick – yes, Member Gilmour - yes. **With four members present voting aye, the committee entered into Executive Session at 6:52p.m.**

Committee Members Absent: Matthew Prochaska

Others Present: Jeff Wilkins

The committee reconvened into Open Session at 6:54p.m.

ADJOURNMENT

<p>Motion: Member Gilmour Second: Member Purcell RESULT: With a Unanimous Voice Vote, this meeting was adjourned at 6:56p.m.</p>

Respectfully Submitted,

Valarie McClain
Recording Secretary



KENDALL COUNTY ECONOMIC DEVELOPMENT

Memorandum

To: Jeff Wilkins, County Administrator
From: Andres Beltran, Economic Development Coordinator
Subject: 5311-Downstate Operating Assistance Program SFY2017
Date: 3/7/17

Summary

The Downstate Operating Assistance Program (DOAP) grant provides significant funding for non-urban/rural public transportation. Kendall County uses those funds in cooperation with municipalities to operate the Kendall Area Transit (KAT) program through its operator, the Voluntary Action Center (VAC). Over the last six years the service has grown significantly. In SFY2018, Kendall County's maximum appropriation amount available is approximately \$2,240,000; due to local match restrictions, expected receipts are around \$900,000. Section 5311 Non-Metro Transportation Program remains steady at \$55,578. Kendall County's local match will remain \$45,000 as in previous years.

Background

The DOAP grant is funded by the State through the Department of Transportation. This grant is used for operating public transportation in non-urban rural areas. In addition, Section 5311 Non-Metro Public Transportation Program grants are awarded in the same process. In Kendall County, these grants partially fund the operations of the Kendall Area Transit program. Started in 2010, KAT provides rides to registered users who either start or end in a location in Kendall County. This program uses a mix of light passenger vans and medium size buses to users in either a fixed route, or their own path through Dial-A-Ride.

Appropriation

Currently, the state matches sixty-five percent of expenditures with the remaining coming from local match. For KAT, this local match comes not only from the County (which appropriates \$45,000), but also municipalities such as Yorkville and other service contracts in the area, like Open Door Rehabilitation Center of Sandwich. VAC is instrumental in securing these local match contributions.

In SFY2017, the maximum appropriated amount was \$2.09 million; projected actual appropriation is \$856,874. For SFY2018, the maximum amount will be \$2.24 million; projected appropriation is to be around \$950,000 dollars. This small increase is due to no new significant local match revenues.

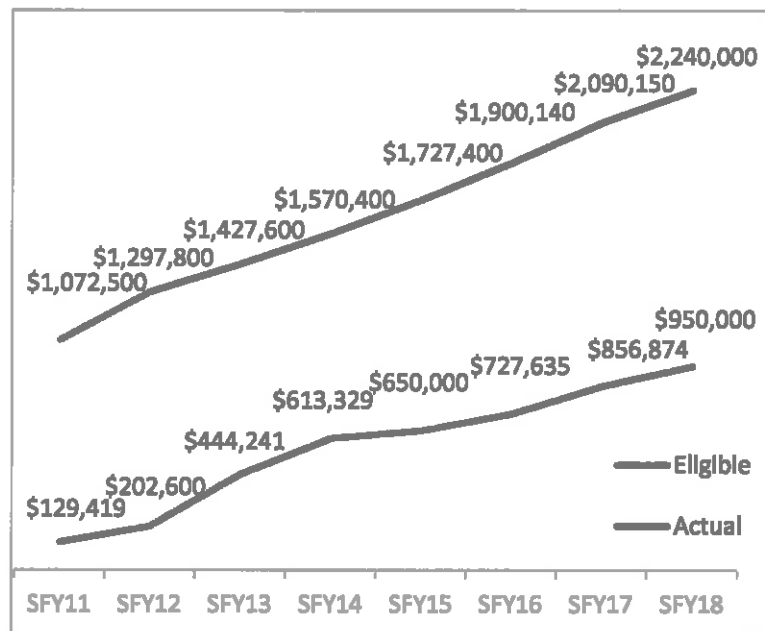


Figure 1: Eligible vs. Actual Appropriation



KENDALL COUNTY ECONOMIC DEVELOPMENT

In addition to Kendall County's allocation for DOAP, every year Section 5311 Non-Metro funds is awarded to the County from the Federal Government through I.D.O.T. This has remained flat at \$55,578 throughout KAT's operations. These funds match fifty percent for qualifying trips. However, they are eligible to be used as local match for DOAP, and thus are able to leverage additional funds.

Service

As can be seen in figure 2, ridership has grown significantly over the last eight years. In SFY16 25,434 rides were given. Of these rides, 12,543 were for employment purposes, and 8,022 for medical reasons. Overall, nine thousand seniors were served by KAT in SFY16. Please note senior designation and trip purposes are not mutually exclusive.

Due to the elimination of the Oswego Park-N-Ride, the number of trips since SFY14 decreased. In addition, in SFY16 KAT estimates the budget insecurity has caused trips to level off, as KAT had to reduce hours of service. KAT is continuing to take a cautious approach to broadening service across the County.

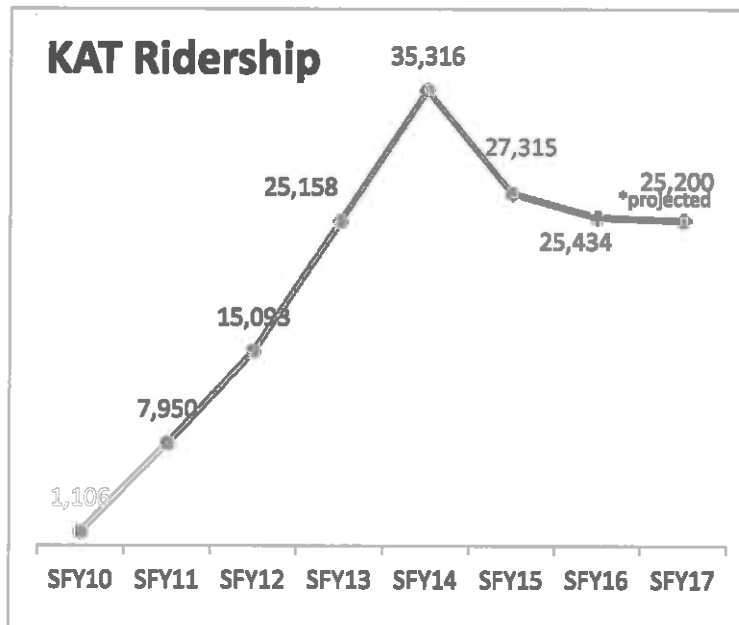


Figure 2: Ridership Numbers by Fiscal Year

Conclusion

As always, Kendall County is still dedicated to providing the best possible service for its constituents. To that end, we will continue to work with our operator VAC to ensure a high quality product.

County of Kendall, Illinois

Resolution 17 – _____

**RESOLUTION AUTHORIZING APPLICATION FOR PUBLIC TRANSPORTATION
FINANCIAL ASSISTANCE UNDER SECTION 5311 OF THE FEDERAL TRANSIT
ACT OF 1991, AS AMENDED (49 U.S.C § 5311)**

WHEREAS, the provision of public transit service is essential to the people of Illinois; and

WHEREAS, 49 U.S.C. § 5311 (“Section 5311”), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311;

WHEREAS, a public hearing was held on March 21, 2017 to obtain public comment on the environmental and economic impacts of the application for public transportation financial assistance.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF
KENDALL COUNTY:**

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That an application be made to the Division of Public and Intermodal Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2018, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of KENDALL COUNTY.

Section 3. That while participating in said operating assistance program KENDALL COUNTY will provide required local matching funds.

Section 4. That the Kendall County Board Chairman of KENDALL COUNTY is hereby authorized to provide Affirmation of Applicant and the State’s Attorney is authorized to provide Affirmation of the Applicant’s Attorney for Federal Transit Administration Certifications and Assurances.

Section 5. That the Kendall County Board acknowledges the Acceptance of Special Warranty, and understands as a condition of receipt of funds under 49 U.S.C. § 5311 funds, that 49 U.S.C. § 5333(b) requires fair and equitable arrangements must be made to protect the interests of employees affected by such assistance.

Section 6. That the County Administrator of KENDALL COUNTY is hereby authorized and directed to execute and file on behalf of KENDALL COUNTY such application.

Section 7. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 8. That the County Administrator of KENDALL COUNTY is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2018.

PRESENTED and ADOPTED by the County Board, this 21st day of March 2017.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder

**PUBLIC NOTICE
KENDALL COUNTY
KENDALL COUNTY BOARD**

Notice is hereby given that the Kendall County Board will hold a public hearing on Tuesday, March 21, 2017 at 9:00 a.m. at the Kendall County Office Building, Room 209 & 210 at 111 West Fox Street, Yorkville, IL. The purpose of this hearing is to obtain public comment and consider the economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311). The purpose of the assistance is to continue to provide demand response transportation services within Kendall County, commonly known as 'Kendall Area Transit'. All interested persons may attend and be heard. Questions can be directed to the Kendall County Office of Administrative Services, Telephone (630) 553-4834. Fax (630) 553-4214. Written comments should be directed to the Kendall County Office of Administrative Services, 111 West Fox Street, Yorkville, IL 60560 but shall only be entered as part of the record at the discretion of the Kendall County Board.

**KENDALL COUNTY
OFFICE OF ADMINISTRATIVE SERVICES**

Kendall County Job Description

TITLE: Technology Analyst
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The position is responsible for design, development, configuration, testing, modification, enhancement, and maintenance of the official Kendall County website and several core applications. The position coordinates with outside vendors and County departments to ensure applications are updated and work efficiently, assesses technology needs, recommends and implements software solutions and addresses bug issues that arise with the performance of the website.

II. Essential Duties and Responsibilities:

A. Primary duties consist of the following:

1. Applies systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications. Additionally, the employee provides documentation, project tracking, and reporting to management.
2. Designs, develops, documents, analyzes, creates, tests, modifies and maintains computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - a. Plan updates for the County website to ensure the website is current and evolved
 - b. Design and develop new forms, pages, and other needs for County website.
 - c. Responsible for County Website uptime, security, and debugging.
3. Performs office or non-manual work that directly pertains to management and operations of Technology Services.
 - a. Provides project management leadership and provides methodologies, tools, and techniques to manage all aspects of project execution; reports on project slippage, complex or newly identified technical problems or budget/cost changes; establishes and communicates new forecasts as necessary.
 - b. Manages purchasing and accounts payable for Technology Service and GIS Department.
 - c. Conducts project review meetings, communicates project status and issues with project staff, and prepares reports as required on project status and budget-to-actual costs.
4. Exercises discretion and independent judgment with respect to matters of significance regarding updates, programing, and technological systems specifically regarding (1) technology required to facilitate local elections through the County Clerk, and (2) the Jano Justice System run through the Circuit Clerk; and the employee's recommendations regarding the same are given great weight by the final decision maker.

B. Trains County employees on the use of new software.

C. Provides technology support for election including setup of polling site laptops, ballot printers, Votec software, and Verizon cellular Mifis.

Kendall County Job Description

- D. Provide technical and administrative support for the Jano Justice System.
- E. Create reports and queries for the Jano Justice System.
- F. Complies with all applicable state and federal laws and regulations.
- G. Adheres to all applicable County policies and procedures.
- H. Maintains regular attendance and punctuality.
- I. Performs other duties and responsibilities as assigned.

III. **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. Skills, Knowledge, and Abilities:

- The ability to present information and communicate effectively both orally and in writing with staff, County officials, law enforcement officials, and the general public in a timely and professional manner.
- Ability to build teamwork, organize, prioritize, and perform multiple tasks in a timely manner.
- Superb troubleshooting abilities including server and networking troubles.
- Able to work and interact with others in a structured / team environment.
- Ability to multi-task and work independently.
- Represents department with professionalism and confidence.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.
- Work with diverse populations.
- Knowledge of Microsoft software, such as Windows Products, and ability to perform application support.
- General knowledge of networking devices, software, and file transfer protocols.

B. Education and Experience:

Either (a) a minimum of a Bachelor's Degree in computer science or a related field and 2-3 years' prior work experience in Information Technology, or (b) at least 6 years of prior work experience in Information Technology is required.

C. Language Skills

- Ability to research, read, and interpret documents.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling, and grammar.

D. 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.

E. 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.

Kendall County Job Description

F. Certificates, Licenses, Registrations

- Industry Certifications preferred but not required – Microsoft A+ Security+
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

IV. Physical Demands:

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

- Frequently sit for up to 2 hour periods of time at desk and/or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequent lifting requirements of 20 pounds or less.
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception, and ability to view computer monitors and screens.
- Travel independently to other County office locations.

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:

- Inside environmental conditions.
- Walking between buildings and occasional work in an outdoor environment.
- 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 exposed to files, videos, and documents of a graphic or sexual nature while performing assigned job duties
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.
- Work is required outside of normal business hours on as needed basis.

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