

COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 209-210
Tuesday, March 28, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Bob Davidson, Matthew Prochaska, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from March 6, 2017 Meeting**
- 5. Department Head and Elected Official Reports**
- 6. Committee Business**
 - *Recommend for Approval the Recertifying Resolution for the Participation of Elected Officials in IMRF*
 - *Proposal to raise the cap on IMRF hours from 600 to 1000*
 - *Electric Aggregation Process and Timeline – Chris Childress, Progressive Energy*
 - *Distribute County Board Rules of Order with revision approved March 7, 2017*
 - *County Administrator Job Description*
- 7. Public Comment**
- 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
Monday, March 6, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:42p.m.

ROLL CALL

Attendee Name	Status	Arrived
Judy Gilmour	Present	
Matthew Prochaska	Late	6:30p.m.
Lynn Cullick	Present	
Bob Davidson	Present	
John Purcell	Present	

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

Others Present: Scott Koepfel, Jeff Wilkins

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – February 28, 2017

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administrative Services* – Jeff Wilkins reminded the committee that United Healthcare will be onsite for three employee meetings on Tuesday, March 7, 2017, at the Historic Courthouse, at the Courthouse and at the Health Department to answer questions and assist with benefit or claims issues.

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)* – Jeff Wilkins said this is something that is done annually, and that a public hearing is required for this resolution. Mr. Wilkins reviewed information provided, including a summary, background, appropriation, and service provided to the County.

Member Purcell made a motion to forward the resolution to the Board for approval, second by Member Gilmour. **With four members present and voting aye, the motion carried.**

- *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) - Member Purcell made a motion to forward the Approval of the Public Hearing to the Board for approval, second by Member Gilmour. **With four members present and voting aye, the motion carried.***
- *Anti-Harassment Training Completion Deadline – ASA Leslie Johnson has requested that the training modules be accessible online for all employees to complete in place of a training presentation this year. Once the online training is available, the committee will determine a deadline for all employees and elected officials to complete the training.*
- *Approve Technology Analyst Job Description – Mr. Koeppel stated that this job description is for a current position that has been updated to reflect the additional duties and responsibilities for the work with GIS (vouchers, purchasing and invoicing), the County Clerk and Records Offices (support of the new requirement/laws requiring electronic registration at all voting places) the Circuit Clerk’s Office (JANO System upgrades and changes, e-filing, and other technology advancements), and additional support for KenCom. There was consensus by the committee to forward the item to the Committee of the Whole meeting for further discussion.*

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *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)*
- *Approve Technology Analyst Job Description*

PUBLIC COMMENT – None

EXECUTIVE SESSION – Judy Gilmour made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, second by Member Purcell.

Roll Call: Member Davidson – yes, Member Gilmour – yes, Member Purcell –yes, Member Cullick – yes. **With four members voting aye, the committee entered into Executive Session at 6:14p.m.**

The committee reconvened in Open Session at 6:48p.m.

ADJOURNMENT

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

This meeting was adjourned at 7:20p.m.

Respectfully Submitted,

**Valarie McClain
Recording Secretary**

MONTHLY MEDICAL INSURANCE REPORT

February 28, 2017

	Non-Union Union		<u>Total Enrolled</u>				Annual Cost Plan per EE	<u>Others</u>
			<u>Feb-16</u>	<u>Mar-16</u>	<u>Feb-17</u>	<u>Mar-17</u>		
HMO Employee	35	14	55	55	50	49	\$8,909.28	8
HMO Family	16	15	42	42	31	31	\$22,272.60	7
PPO Employee	0	4	17	17	5	4	\$12,087.00	0
PPO Family	0	3	12	12	3	3	\$30,216.72	1
H.S.A. - Emp	66	32	72	73	99	98	\$10,180.32*	13
H.S.A. - Fam	50	52	79	79	102	102	\$23,616.00*	7
Total Enrolled	167	120	277	278	290	287		36
Total Eligible	205	137						
				Dental EE		167		49
				Dental Family		184		25
				Total Enrolled		351		74

NOTES:

- 1) Premiums and headcount paid as of monthly report date
- * 2) Includes Employer HSA contribution
- 3) Others Include ROE, KEN COM, Forest Preserve, COBRA, and Retirees

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)* 31.1% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	350000	368848	346172										\$1,063,020
Lincoln Life Dental Premium	25384	25884	24382										\$75,660
Lincoln Life Premium	792	840	725										\$2,357
Health Savings Account	443800	1750	4375										\$449,925
FSA Admin Fee	156	162	162										\$480
TOTALS	\$820,131	\$395,484	\$375,828	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,581,442*

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,063,813)* 93.8% of Budget

	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	Totals
BlueCross Medical Premium	347954	339151	344322	347589	342557	344748	342333	342917	333921	335258	338151	341085	\$4,099,998
Lincoln Life Dental Premium	23476	24220	24192	23782	23921	23806	23580	23721	23049	23330	23196	23365	\$283,618
Lincoln Life Premium	728	732	725	727	721	725	716	723	708	714	708	713	\$8,637
Health Savings Account	243500	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
FSA Admin Fee	148	148	148	148	148	156	156	156	156	156	156	156	\$1,834
TOTALS	\$715,805	\$364,251	\$369,387	\$372,258	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$359,458	\$362,211	\$365,318	\$4,747,584*

FY 15 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,747,400) 91.4% of Budget

	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	Totals
BlueCross Medical Premium	\$ 315,855	\$ 322,904	\$ 323,368	\$ 321,771	\$ 328,759	\$ 329,521	\$ 318,882	\$ 322,074	\$ 319,795	\$ 313,546	\$ 313,232	\$ 323,642	\$ 3,853,148
Met Life Dental Premium	22,281	22,179	22,235	22,772	22,897	22,601	22,372	22,315	22,077	22,043	22,099	22,293	\$ 268,164
Lincoln Life Premium	718	730	743	742	759	747	737	732	726	730	736	729	\$ 8,829
Health Savings Account	16,375	17,375	17,000	17,000	18,000	18,125	17,500	17,750	17,000	17,125	18,500	17,750	\$ 208,500
TOTALS	\$ 355,029	\$ 363,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,894	\$ 359,482	\$ 362,870	\$ 359,599	\$ 353,444	\$ 354,566	\$ 364,414	\$ 4,339,641

FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$25,077 under FY

	12/31/2013	1/31/2014	2/28/2014	3/31/2014	4/30/2014	5/31/2014	6/30/2014	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	Totals
BlueCross Medical Premium	\$ 333,830	\$ 337,723	\$ 333,582	\$ 323,495	\$ 334,201	\$ 334,375	\$ 327,651	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,659	\$ 3,982,531
Met Life Dental Premium	23,904	23,685	23,582	23,332	22,979	23,766	23,240	23,262	23,251	22,611	23,089	22,896	\$ 279,577
Lincoln Life Premium	637	626	785	778	743	743	750	790	745	750	750	7,430	\$ 15,887
Health Savings Account	15,875	15,875	15,875	15,750	15,750	16,500	16,375	15,875	15,250	15,250	15,250	13,875	\$ 187,500
TOTALS	\$ 374,246	\$ 378,120	\$ 373,825	\$ 363,355	\$ 373,673	\$ 375,384	\$ 368,016	\$ 364,925	\$ 363,733	\$ 369,558	\$ 363,611	\$ 376,850	\$ 4,445,296

Benefits Paid as of 02/28/17

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Missed > 3 Days Work	Returned to Work
WC	06/30/12	Forest Preserve	injured back and shoulder	\$115,747.77	Y	Term
WC	05/10/14	Sheriff's	injured multiple body parts	\$115,517.85	Y	Y
WC	02/01/15	Facilities	shoulder / repetitive motion	\$62,150.40	Y	Y
WC	05/05/15	Facilities	Strain/Sprain arm	\$102,174.30	Y	Term
WC	02/17/16	State's Attorney	slipped in parking lot	\$40.00	N	Y
WC	03/25/16	Sheriff's	struck by person / injured shoulder	\$6,318.34	N	Y
WC	04/10/16	Forest Preserve	slip / contusion ankle	\$10,126.61	Y	Y
WC	04/12/16	Sheriff's	contusion toe	\$61,480.03	Y	N
WC	08/10/16	Circuit Clerk	strain	\$0.00	N	Term
WC	09/13/16	Sheriff's	training / strain	\$23,736.97	Y	N
WC	11/03/16	Sheriff's	muscle strain	\$1,404.68	Y	Y
WC	11/03/16	Sheriff's	muscle strain	** \$356.50	N	Y
WC	11/12/16	Sheriff's	lacerations	** \$1,624.33	N	Y
WC	11/15/16	Sheriff's	laceration	\$1,261.19	N	Y
WC	11/15/16	Sheriff's	laceration	\$1,377.54	N	Y
WC	11/28/16	HWY	laceration	\$881.35	N	Y
WC	12/08/16	State's Attorney	stuck by door	*** \$144.25	N	Y
WC	12/08/16	Sheriff's	contusion	\$684.61	N	Y
WC	12/12/16	Clerk	slipped in parking lot	** \$0.00	N	Y
WC	12/17/16	Sheriff's	stuck by needle	\$0.00	N	Y
WC	12/12/16	HHS	slipped in parking lot	\$0.00	N	Y
WC	01/01/17	Sheriff's	contusion	\$5,346.15	Y	N
WC	01/02/17	Sheriff's	exposure to bodily fluids	\$0.00	N	Y
WC	01/02/17	Sheriff's	contusion	\$30.75	N	Y
WC	01/07/17	Sheriff's	struck back contusion	\$0.00	N	Y
WC	01/08/17	Sheriff's	exposure to bodily fluids	\$0.00	N	Y
WC	01/08/17	Sheriff's	exposure to bodily fluids	\$0.00	N	Y
WC	01/19/17	Sheriff's	contusion	\$0.00	N	Y
WC	01/30/17	HWY	eyes - contact with foreign matter	\$10.00	N	Y
WC	02/21/17	Sheriff's	head struck	\$0.00	Y	Y
WC	02/23/17	HWY	contusion	\$0.00	N	Y
				\$510,413.62		

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Paid by KC	Coverage Type
Liability	01/02/14	VAC	wrongful termination	\$0.00	\$0.00	Errors & Omissions
Liability	05/15/14	Sheriff's	discrimination	\$228,767.11	\$25,000.00	Errors & Omissions
Liability	06/07/14	Sheriff's	excessive force	\$9,035.24	\$0.00	Law Enforcement Liability
Liability	01/06/15	Circuit Clerk	work discrimination	\$12,926.30	\$12,797.30	Errors & Omissions
Liability	09/12/15	HWY	Improper signage fatality	\$0.00	\$0.00	General Liability
Liability	09/28/15	Circuit Clerk	work discrimination	\$9.70	\$0.00	Errors & Omissions
Liability	06/15/16	Sheriff's	assault	<u>\$3,835.20</u>	<u>\$0.00</u>	Law Enforcement Liability
				\$254,573.55	\$37,797.30	

* Denied
** Closed Out
*** Re-Opened
As of 02/28/17



SPECIAL MEMORANDUM #337

Date: March 3, 2017
To: Authorized Agents of Employers with Compensated Elected Officials Participating in IMRF
Subject: IMRF Board Resolution 2017-02-13 for Elected Officials' Participation in IMRF

The IMRF Board of Trustees has adopted Board Resolution 2017-02-13, requiring recertification of IMRF eligibility every two years for all elected positions.

This new Board rule requires all governing bodies of units of government with elected positions participating in IMRF to pass new resolutions re-affirming that the positions meet the IMRF hourly standard (either 600 or 1,000 hours per year). Hours spent at meetings, preparing for meetings, in the office, and actually conferring with constituents are counted as performance of duty and may be included in the IMRF hourly standard. Hours spent on-call or otherwise informally available to constituents *do not* count as performance of duty and should not be included in the IMRF hourly standard.

Regardless of the date of any existing IMRF resolution regarding eligibility of elected officials, a recertifying resolution must be passed by your employer's governing body before September 1, 2017. The governing body may use IMRF Form 6.64, "A Resolution Relating to Participation by Elected Officials in The Illinois Municipal Retirement Fund" (enclosed), or your governing body may draft and adopt its own resolution that is consistent with IMRF Form 6.64. After the resolution is adopted, it must be filed with IMRF. If IMRF does not receive a recertification, the unit of government's elected officials will no longer be eligible to participate in IMRF and will be administratively terminated by IMRF.

This IMRF Board rule was adopted because of issues related to the difficulty of determining how many hours of duty an elected position requires. Previously, IMRF required no recertification of eligibility for elected positions. If the governing body adopted a resolution for an elected position, any person holding the position could participate in IMRF, regardless of the date the resolution was passed. After IMRF began conducting employer audits, it became clear that many of the resolutions for elected positions on file with IMRF were no longer accurate statements of the hours required for the position.

The IMRF Board adopted its new rule requiring recertification of IMRF eligibility for elected positions for several reasons. First, the recertification process will give governing bodies the opportunity to review the IMRF eligibility rules that will ultimately aid their unit of government with compliance and avoid costly mistakes in enrollment. Additionally, recertification will streamline the IMRF audit process because IMRF's auditors will be able to rely on the accuracy of the recertification without requiring additional documentation. Finally, recertification will take into account modernization and legislative enactments as it recognizes that required hours of duty of an elected position can—and do—change over time as technology and legal requirements evolve.

To comply with Board Resolution 2017-02-13, all governing bodies with elected officials participating in IMRF must adopt the initial recertification before September 1, 2017, and file it with IMRF. Afterward, the process of recertifying and filing the resolution should take place every two years. *Failure to recertify will end IMRF eligibility for any elected position not recertified.*

Contact IMRF with questions

If you have questions about your elected officials' participation in IMRF, please contact IMRF's General Counsel, Kathy O'Brien, at 630-368-5352.

Sincerely,



Louis W. Kosiba
Executive Director



**A RESOLUTION RELATING TO PARTICIPATION BY ELECTED OFFICIALS
IN THE ILLINOIS MUNICIPAL RETIREMENT FUND**

IMRF Form 6.64 (Rev. 03/17) (Income tax information can be found on the reverse side of this resolution)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

WHEREAS, the County of Kendall ^{Number _____}
EMPLOYER NAME

is a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, elected officials may participate in the Illinois Municipal Retirement Fund if they are in positions normally requiring performance of duty for 600 hours or more per year; and
600 OR 1,000

WHEREAS, this governing body can determine what the normal annual hourly requirements of its elected officials are, and should make such determination for the guidance and direction of the Board of Trustees of the Illinois Municipal Retirement Fund;*

NOW THEREFORE BE IT RESOLVED that the Kendall County Board
BOARD, COUNCIL, ETC.

finds the following elected positions qualify for membership in IMRF.

TITLE OF ELECTED POSITION	DATE POSITION BECAME QUALIFIED
<u>Circuit Court Clerk</u>	<u>Jan. 1, 1949</u>
<u>State's Attorney</u>	<u>Jan. 1, 1949</u>
<u>Coroner</u>	<u>Jan. 1, 1949</u>

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY OF THE BOARD

of the County of Kendall of the County of Kendall
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its Kendall County Board at a meeting duly
BOARD, COUNCIL, ETC.

convened and held on the _____ of _____ 20_____
DAY MONTH YEAR

SIGNATURE CLERK OR SECRETARY OF THE BOARD

* Any person who knowingly makes any false statement or falsifies or permits to be falsified any record of the Illinois Municipal Retirement Fund in an attempt to defraud IMRF is guilty of a Class 3 felony (40 ILCS 5/1-135).

Illinois Municipal Retirement Fund
2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Employer Only Phone: 1-800-728-7971
www.imrf.org



**A RESOLUTION RELATING TO PARTICIPATION BY ELECTED OFFICIALS
IN THE ILLINOIS MUNICIPAL RETIREMENT FUND**

IMRF Form 6.64 (Rev. 03/17) (Income tax information can be found on the reverse side of this resolution)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

WHEREAS, the County of Kendall ^{Number _____}
EMPLOYER NAME

Is a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, elected officials may participate in the Illinois Municipal Retirement Fund if they are in positions normally requiring performance of duty for 600 hours or more per year, and
600 OR 1,000

WHEREAS, this governing body can determine what the normal annual hourly requirements of its elected officials are, and should make such determination for the guidance and direction of the Board of Trustees of the Illinois Municipal Retirement Fund;*

NOW THEREFORE BE IT RESOLVED that the Kendall County Board
BOARD, COUNCIL, ETC.

finds the following elected positions qualify for membership in IMRF.

TITLE OF ELECTED POSITION	DATE POSITION BECAME QUALIFIED
<u>County Clerk and Recorder</u>	<u>Jan. 1, 1949</u>
<u>Sheriff</u>	<u>Jan. 1, 1949</u>
<u>Treasurer</u>	<u>Jan. 1, 1949</u>

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY OF THE BOARD

of the County of Kendall of the County of Kendall
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its Kendall County Board at a meeting duly
BOARD, COUNCIL, ETC.

convened and held on the _____ of _____ 20____
DAY MONTH YEAR

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www.imrf.org

Kendall County

Municipal Electric Aggregation Update

March 28, 2017



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Agenda



1. What is Municipal Aggregation?
2. Historical Review of Kendall Aggregation Program
3. Kendall County Aggregation Facts
4. Program Performance (Historical Savings)
5. Key RFP Requirements
6. Timeline for 2017
7. Additional Informational Sources and Contact Info

What Is Municipal Aggregation?



What is municipal and county aggregation?

- Section 1-92 of the Illinois Power Agency Act allows for the aggregation of electric load by municipalities and counties (i.e., government aggregation). This means a municipality or county can negotiate for the purchase of the combined electric supply of its residents and eligible small businesses.

Which municipalities and counties have pursued electric aggregation?

- Only communities in the Ameren Illinois and ComEd service territories are pursuing aggregation at this time. Over 400 communities have passed referendums to participate. <https://pluginillinois.org/MunicipalAggregationList.aspx> for a complete list.

What type of aggregation program does Kendall County have?

- An Opt-out program which required the voters of a municipality or county to pass a referendum that automatically combines the electric load for residential and eligible small businesses for purchasing purposes except for those customers who actively choose not to participate in the municipality's or county's purchase program.

Why would a municipality or county board pursue government aggregation?

- Communities are choose to pursue aggregation because they may be able to help their residents and eligible small businesses save money by creating a combined customer group that has more buying power than individual residents and businesses.

Historical Review of Aggregation Program



- **Voters Approved Municipal Aggregation by Referendum in March 2014**
 - First Energy - Winning Supplier – 7.30 cents
 - 3 year contract - August 2014 to June 2017
 - Kendall County had right to cancel contract if price is lower than ComEd during term.
 - First Energy had right to match ComEd price if lower.

- **ComEd price dropped below Aggregation Price in June 2015**
 - County Board asked First Energy to match ComEd price
 - First Energy declined to match ComEd price
 - County Board elected to cancel contract with First Energy and Rebid Contract
 - Dynegy wins bid for Electric Aggregation Supply
 - Two Year Contract from September 2015 to August 2017
 - Customer Opt-Out Program – No right for County Board to Cancel Contract.
 - 0.06617 (September 2015 – September 2016)
 - 0.06242 (September 2016 – September 2017)
 - Price below ComEd base rate in both Years

Kendall County Aggregation Facts



- **Resident's Choices and Usage Profile**
 - 711 – Residents opted to Stay with ComEd
 - 1938 – Residents already with and Alternative Supplier
 - 44 – Residents on ComEd Real Time Pricing
 - 9,477 - Total Eligible Customers
 - 12,166 – Average kWh Per Household
- **No Cancellation Fee – Customer can go back to ComEd without penalty**
- **No Additional Monthly Customer Charge**
- **Billed on ComEd bill**
- **Program provided option for Residents who where paying above market rates with Alternative Suppliers other than ComEd**
- **Overall Program Cost per kWh lower than ComEd's rate since inception**
- **All Kendall County Unincorporated Residents Eligible (ComEd Territory)**
 - Ameren territory did not provide value proposition for customer < 300 residents

Aggregation Program Performance



Suppliers: First Energy, Dynegy
 Unincorporated Kendall County Residents: 9,477
 Average Usage: 12,166 annual kWh
 Total Program Kendall County Savings: \$783,368.00

Savings / Cost

Timeframe	Kendall County Unincorporated Price (kWh)	ComEd Price to Compare (kWh)	Annual Resident Savings*
August 2014 - August 2015	\$0.0730	\$0.0746	\$19.40
September 2015 - August 2016	\$0.0661	\$0.0681	\$24.33
September 2016 - August 2017**	\$0.0624	\$0.0656	\$38.93
Total Savings			\$82.66

* Savings based on average customer use of 12,166 annual kWh for Kendall County Unincorporated Residents

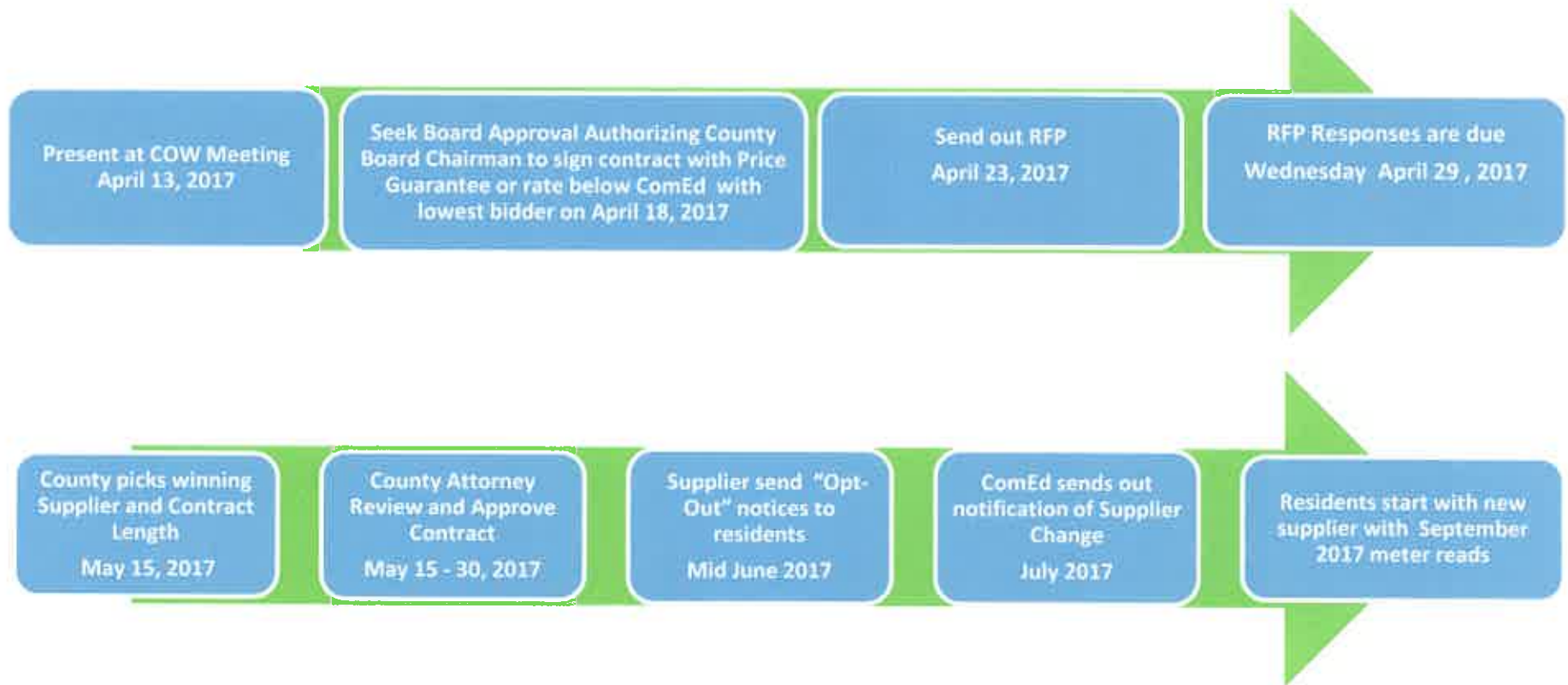
** Estimated average ComEd price with expected June 2017 increase

Key RFP Requirements for 2017



- Supplier:** We expect 4-8 electric suppliers to respond to RFP.
- Price:** We anticipate pricing to be in \$0.069 - \$0.074 range from Suppliers and ComEd to be in \$0.070 - \$0.074 range per kWh.
- Term:** 12 months to 36 months
- Aggregation Group:** (Maple Park, Shabbona, Waterman Big Rock, Burlington, Marseilles, Malta Plano, Aurora Township, Kirkland, Cortland, Sandwich, Oak Lawn, Hinckley and Kendall County). Priced individually and together
- Reimbursement** County will be reimbursed for all ComEd fee's and legal fees up to \$1,000.
- Customer Opt Out:** Customer will have the option to opt out of the program at any time
- Cancellation Fee:** None
- Billing:** Must invoice charges on ComEd invoice

Tentative Aggregation Timeline 2017



For More Information - Contact



Progressive Energy Group:

Chris Childress

Managing Partner

630-800-0173

chris.childress@progressiveenergygroup.com

Electric Aggregation Hotline:

1-800-856-3404

Illinois Commerce Commission (ICC) Plug In Illinois website:

<http://www.pluginillinois.org/MunicipalAggregation.aspx>

EXHIBIT "B"

COUNTY BOARD RULES OF ORDER
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

I. CODE OF CONDUCT

A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:

1. No County Board member whether elected or appointed, shall:
 - a. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
 - b. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
 - c. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
 - d. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.
2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.
3. The Penalty for violation of any of these specific prohibitions of this

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Section of the rules shall be as provided by law.

II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

III. REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)
- C. As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)
- D. In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48

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hours prior to the start of the meeting. (Amended 11/18/2008)

IV. AGENDA (Amended 11/18/2008; 06/19-/2012.; Res. 2012- 29, 3/7/2017—)

A. The order of business coming before the County Board shall substantially be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. Citizens to be Heard
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner
 - G. Health Department
 - H. Supervisor of Assessments
 - I. Board of Review
12. Executive Session
13. Standing Committee Reports
 - A. Planning, Building and Zoning
 - B. Public Safety Law, Justice and Legislation
 - C. Administration – Human Resources & Revenue/GIS
 - D. Highway
 - E. Facilities Management
 - F. Economic Development
 - G. Finance
 - H. ~~Judicial/Legislative~~
 - H~~I~~. Animal Control
 - H. Health & Environment
 - J~~K~~. Labor and Grievance Committee
 - K~~L~~. Committee-of-the-Whole
 - L~~M~~. Standing Committee Minutes Approval
14. Special Committee Reports
 - A. Public Building Commission

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- B. VAC
- C. Historic Preservation
- D. UCCI
- E. Board of Health
- F. Community 708 Mental Health Board
- G. KenCom Executive Board

- 15. Other Business
- 16. Chairman's Report
(Note: announcements of appointments typically made at least one meeting prior to appointment)
 - A. Announcements / Appointments
- 17. Citizens to be Heard
- 18. Questions from the Press
- 19. Adjournment

B. All questions relating to the priority of business shall be decided without debate.

V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)
- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.
- G. Based on State Statute, County Board Chairman appoints vacancies in the County

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Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)

VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

IX. RULES OF THE BOARD

- A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.

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- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.
- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.
- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County

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Clerk's Office. Executive session matters are to be kept confidential until released.
(Amended 11/18/2008)

XI. SPECIAL COMMITTEES

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006)

XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of ~~three to~~ five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19-/2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

Such standing committees shall be as follows (see current Committee assignments in attachment):

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the

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Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. FACILITIES MANAGEMENT:

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. LAW, JUSTICE AND LEGISLATION:

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze, examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman.

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PUBLIC SAFETY:

~~This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E 911 system) and E.M.A. (Emergency Management Agency), and Coroner. They shall review, analyze, examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom and Coroner. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 11/18/2008)~~

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4. ECONOMIC DEVELOPMENT:

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. ~~They shall conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman.~~ This committee shall report to the Budget and

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Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board

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Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

~~0.~~ JUDICIAL/LEGISLATIVE:

~~This committee shall be responsible for maintaining open lines of communication between the judicial branch of the Kendall County Government and the Kendall County Board. The Judicial/Legislative Committee shall be the liaison to the Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, and Probation/Combined Court Services. The Committee shall meet regularly to review the activities and needs of the Courthouse staff, as well as, the goals and activities of the Kendall County Board. The Judicial/Legislative Committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall County Government. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)~~

~~10.~~ ANIMAL CONTROL:

~~This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.~~

~~240.~~ LABOR & GRIEVANCE COMMITTEE

~~This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall~~

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provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19—/2012, Res. 2012-29—)

1011. HEALTH & ENVIRONMENT COMMITTEE

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19— /2012, Res. 2012-29)

112. COMMITTEE-OF-THE-WHOLE:

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

1231. SPECIAL COMMITTEE ASSIGNMENTS:

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent subject to the approval of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19— /2012, Res. 2012-29)

XIII. COMMITTEE VACANCIES

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- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board, ~~subject to the approval of the County Board.~~ (Amended 11/07/2006, 06/19/2012, Res. 2012-29)

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XIV. COMMITTEE POWERS

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings

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other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)

- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XV. COMMITTEE REPORTS:

- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board.
(Amended 06/19___/2012, Res. 2012-29___)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above)~~for which the County Board member has been assigned to and approved by the County Board.~~ A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member ~~he~~ attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19___/2012, Res. 2012-29___)

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XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

XIX. ZONING MATTERS:

- A. Anyone, including municipalities, deciding to speak on behalf of, or against, any zoning matter to be presented on the regular agenda, shall file their request to do so with the Zoning Officer not later than the Friday preceding the meeting of the County Board, at which said Zoning matter is to be presented. The presentation of evidence, debates and arguments by nonmembers of the County Board in support of, or in opposition to zoning petitions coming before the County Board shall be limited in time to a period of not more than five minutes for each side of said zoning matter; provided that the petitioner shall be permitted an additional three minutes of time for rebuttal, limited however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional five minutes of time shall be allowed to any objecting municipality situated within one and one-

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half miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.

- B. The time period allotted to each side shall be utilized by the parties on either side as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition, and provided further, that any person who desires to be heard in opposition to the petition, and who files his request to address the Board with the Zoning Officer, as is in Paragraph A above, shall be allowed an equitable portion of the time so allotted.
- C. The County Board Chairman may require of the petitioners on either side of a zoning matter that a statement showing the name of the person who will address the County Board and time apportioned to each person to be filed with the County Board Chairman in advance of the consideration of the zoning matter by the County Board.

XX. ADDRESSING THE BOARD ON OTHER MATTERS:

- A. Any person, entity, or municipality wishing to address the County Board on any other issue, shall file their request with the County Clerk not later than the Thursday at noon preceding the County Board Meeting they wish to address. The presentation of evidence and testimony shall be limited to five (5) minutes per speaker. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to waive the pre-meeting filing requirement and amend the agenda to allow a speaker to address the County Board. Placement of speakers on the agenda shall be determined as follows:
 - 1. Speakers desiring to address the County Board on an issue on which the County Board is expected to discuss or take action at that meeting, shall be allowed to speak at the beginning of the agenda, and prior to the County Board taking up the issues;
 - 2. Speakers addressing the County Board on general items or issues not before the County Board at that meeting shall be placed on the agenda after regularly scheduled business.
 - 3. Placement on Agenda shall be pursuant to the County Board's Order of Business in Paragraph 2.

XXI. AMENDMENT & EFFECT OF RULES

- A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be

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suspended in any particular case by vote of 2/3 of the County Board members present.

- B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.
- D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board

XXII. SEVERABILITY:

If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be deemed null and void.

In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

Adopted: May 9, 1972

Amended: December 14, 1976
December 12, 1978
March 8, 1983
January 12, 1988
April 9, 1991
November 16, 1999
October 15, 2002
November 7, 2006
May 20, 2008
November 18, 2008
December 15, 2009
June 19, 2012 (Resolution 2012-29)
March 7, 2017

COUNTY BOARD RULES OF ORDER
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

I. CODE OF CONDUCT

A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:

1. No County Board member whether elected or appointed, shall:
 - a. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
 - b. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
 - c. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
 - d. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.
2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.
3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.

II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

III. REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)
- C. As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)
- D. In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)

IV. AGENDA (Amended 11/18/2008; 06/19/2012 Res. 2012- 29, 3/7/2017)

A. The order of business coming before the County Board shall substantially be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. Citizens to be Heard
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner
 - G. Health Department
 - H. Supervisor of Assessments
 - I. Board of Review
12. Executive Session
13. Standing Committee Reports
 - A. Planning, Building and Zoning
 - B. Law, Justice and Legislation
 - C. Administration – Human Resources & Revenue/GIS
 - D. Highway
 - E. Facilities Management
 - F. Economic Development
 - G. Finance
 - H. Animal Control
 - I. Health & Environment
 - J. Labor and Grievance Committee
 - K. Committee-of-the-Whole
 - L. Standing Committee Minutes Approval
14. Special Committee Reports
 - A. Public Building Commission
 - B. VAC
 - C. Historic Preservation
 - D. UCCI
 - E. Board of Health

- F. Community 708 Mental Health Board
- G. KenCom Executive Board

- 15. Other Business
- 16. Chairman's Report
(Note: announcements of appointments typically made at least one meeting prior to appointment)
 - A. Announcements / Appointments
- 17. Citizens to be Heard
- 18. Questions from the Press
- 19. Adjournment

B. All questions relating to the priority of business shall be decided without debate.

V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)
- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.
- G. Based on State Statute, County Board Chairman appoints vacancies in the County Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)

VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

IX. RULES OF THE BOARD

A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.
- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the

mover on consent of the second at any time previous to a decision or amendment thereon.

- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.
- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk's Office. Executive session matters are to be kept confidential until released. (Amended 11/18/2008)

XI. SPECIAL COMMITTEES

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006)

XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

Such standing committees shall be as follows (see current Committee assignments in attachment):

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. **FACILITIES MANAGEMENT:**

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. **LAW, JUSTICE AND LEGISLATION:**

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman.

4. **ECONOMIC DEVELOPMENT:**

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to

various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the

County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

8. ANIMAL CONTROL:

This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.

9. **LABOR & GRIEVANCE COMMITTEE**

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

10. **HEALTH & ENVIRONMENT COMMITTEE**

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19_/2012, Res. 2012-29__)

11. **COMMITTEE-OF-THE-WHOLE:**

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

12. **SPECIAL COMMITTEE ASSIGNMENTS:**

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19_/2012, Res. 2012-29__)

XIII. COMMITTEE VACANCIES

- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29__)

XIV. COMMITTEE POWERS

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum

level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)

- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XV. COMMITTEE REPORTS:

- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member he attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for

attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

XIX. ZONING MATTERS:

- A. Anyone, including municipalities, deciding to speak on behalf of, or against, any zoning matter to be presented on the regular agenda, shall file their request to do so with the Zoning Officer not later than the Friday preceding the meeting of the County Board, at which said Zoning matter is to be presented. The presentation of evidence, debates and arguments by nonmembers of the County Board in support of, or in opposition to zoning petitions coming before the County Board shall be limited in time to a period of not more than five minutes for each side of said zoning matter; provided that the petitioner shall be permitted an additional three minutes of time for rebuttal, limited however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional five minutes of time shall be allowed to any objecting municipality situated within one and one-half miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.
- B. The time period allotted to each side shall be utilized by the parties on either side as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition, and provided further, that any person who

desires to be heard in opposition to the petition, and who files his request to address the Board with the Zoning Officer, as is in Paragraph A above, shall be allowed an equitable portion of the time so allotted.

- C. The County Board Chairman may require of the petitioners on either side of a zoning matter that a statement showing the name of the person who will address the County Board and time apportioned to each person to be filed with the County Board Chairman in advance of the consideration of the zoning matter by the County Board.

XX. ADDRESSING THE BOARD ON OTHER MATTERS:

- A. Any person, entity, or municipality wishing to address the County Board on any other issue, shall file their request with the County Clerk not later than the Thursday at noon preceding the County Board Meeting they wish to address. The presentation of evidence and testimony shall be limited to five (5) minutes per speaker. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to waive the pre-meeting filing requirement and amend the agenda to allow a speaker to address the County Board. Placement of speakers on the agenda shall be determined as follows:
 - 1. Speakers desiring to address the County Board on an issue on which the County Board is expected to discuss or take action at that meeting, shall be allowed to speak at the beginning of the agenda, and prior to the County Board taking up the issues;
 - 2. Speakers addressing the County Board on general items or issues not before the County Board at that meeting shall be placed on the agenda after regularly scheduled business.
 - 3. Placement on Agenda shall be pursuant to the County Board's Order of Business in Paragraph 2.

XXI. AMENDMENT & EFFECT OF RULES

- A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.
- B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.

- D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board

XXII. SEVERABILITY:

If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be deemed null and void.

In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

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November 7, 2006
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June 19, 2012 (Resolution 2012-29)
March 7, 2017**

KENDALL COUNTY JOB DESCRIPTION

DEPARTMENT/OFFICE: Administrative Services

POSITION TITLE: County Administrator

REPORTS TO: Chairman of the Kendall County Board or his designee

SUMMARY OF POSITION:

The County Administrator is at the center of the coordination of all activities of the County Board and its committee structure. The position must frequently serve as the point of contact with the County Board, residents, and elected and appointed department heads. Additionally, the County Administrator has multiple intergovernmental relations responsibilities. The County Administrator also coordinates the creation of the county budget and county economic development activities. The County Administrator also oversees health & liability insurance, personnel, planning, zoning, facilities management, technology, and animal control.

MAJOR DUTIES AND RESPONSIBILITIES

The duties for this office shall include, but not be limited to, the following:

1. Oversee the activities and staff of the Office of Administrative Services, Technology Services, Facilities Management, Planning, Building & Zoning, and Animal Control.
2. Preparation and submittal of the annual budgets for the functioning of the Office of Administrative Services.
3. Provide full administrative, secretarial, and research assistance as directed, for the Chairman and other Board members.
4. Represent the Kendall County Board, as directed, on designated Commissions, Boards, or ventures and assume a leadership role in other departments on an interim basis as directed. Be prepared to take over as Acting department head in the event said Department Head is unable to fulfill his/her duties. This would be at the direction of the County Board until a resolution of the problem was found.
5. Oversee the administration of the Employee Health, Accident, Dental and Life Insurance Programs and any other benefit program enacted and approved by the Kendall County Board.
6. Oversee the mailing facility for the Kendall County Office Building.
7. Oversee the administration of the Kendall County public liability and property insurance programs, assuring that all county functions are properly and adequately covered.
8. Research potential funding assistance sources for all functions of the County government.

9. Conduct, monitor and account for all expenditures from the Kendall County Board budget line items.
10. Monitor and assure that all County Board contracts, agreements and directions are properly followed as directed and agreed.
11. Administratively monitor and conduct the duties and responsibilities of the Kendall County Liquor Commission, preparing and monitoring license application, renewals, bonding and dissemination of required information.
12. Attend all meetings of the County Board Committee-of-the-Whole, Human Resources & Administration Committee, Budget & Finance Committee, Judicial/Legislative Committee, Economic Development Commission, Technology Committee, Employee Relations Committee, Revenue Committee, and Elected Official/Department Head meetings. Take and prepare committee minutes as required and prepare meeting agendas. Attend other Committee meetings as appropriate.
13. Run advertisements for personnel recruitment
14. Attend all budget meetings and hearings, providing administrative support to the committee. Work with all Department Heads, the committee and the auditor to assure that the annual budget is properly and timely presented to the Kendall County Board for adoption. Working with the auditor, assure that the county audit is proper and timely in its presentation to the Kendall County Board.
15. Prepare and distribute monthly county schedules of meetings and events, monitoring the usage of meeting rooms and facilities for the various committees.
16. Maintain mail boxes and information disbursement facilities for all County Board members and department heads.
17. Provide liaison and distribution for requests, information and directives between the Kendall County Board and Kendall County departments.
18. Serve as a communication contact person with municipalities, townships and other governmental entities and groups as directed by the Board.
19. Develop and conduct communications links between County Board and departments, including Department Head meetings, Employee Relations committee meetings, Employee newsletter and other methods.
20. Monitor and maintain inventory system of county equipment in cooperation with County Board and departments.
21. Prepare and issue news releases to media when appropriate.

22. Monitor County Economic Development Commission Revolving Loan Fund and other economic development responsibilities as assigned.
23. Serve as the County Board's principal contact and representative on all collective bargaining issues.
24. Any other duties as assigned.

Kendall County Job Description – revised 021517

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: In Process

Commented [AKK1]: This will, of course, need to be updated

I. Position Summary and Primary Purpose:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services Office. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues, and strategic plan within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator. The position must frequently serve as the point of contact with the County Board, residents, and elected officials, and appointed department heads. Additionally, the County Administrator has multiple intergovernmental relations responsibilities. The County Administrator also has many management and coordination duties in the administration of the county budget process, the county County economic development program, risk management, and the health care benefit program administration.

Commented [J2]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement.

IV. II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendall County Administrative Services Office and Planning, Building and Zoning ("PBZ") Department in accordance with the County's organizational policies, goals and budget parameters.
- B. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Administrative Services and PBZ Department.
- C. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
 - Interviewing, selecting and training all employees in the Administrative Services Office;
 - Setting and adjusting employees' hours of work;
 - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
 - Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
 - Conducting regular performance evaluations of all employees in the Administrative Services Office;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling both internal and external complaints and grievances related to the Administrative Services Office;
 - Disciplining employees;
 - Apportioning the work among employees assigned to Administrative Services Office;
 - Providing for the safety and security of the employees and County property; and

Commented [JB]: Technically, the County Administrator job description should be separate from the Planning, Building and Zoning Director job description. These are two different departments. The Administrator is only serving as the "Interim Planning, Building & Zoning Director." So, I would recommend the two titles be split into two separate job descriptions. You already have a notation within this section (see item II(F)) about the Administrator taking on another department head's job duties on an interim basis. I think that would cover the Administrator taking on PBZ Department head job duties on an interim basis. If you are comfortable with item II(F), then you can delete all references to PBZ in the remainder of the County Administrator's job descriptions as II(F) covers the basics and refers you to the PBZ director's job description for more details about that position's essential job duties.

If you are going to simply have the County Administrator permanently become the head of PBZ and simply merge the two County Departments, I have included some of the management duties here for PBZ. However, I would suggest you review and revise the job description further to include all other job duties for PBZ Director here, too – not just personnel supervision stuff. Also, if permanently merging two positions/departments, I would recommend you review all County Building and Zoning Ordinances to address the permanent merger of duties/departments.

Kendall County Job Description – revised 021517

- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the Administrative Services Office.

D. Serves as the Interim Director of the PBZ Department and customarily and regularly performs management duties in PBZ Department including, but not limited to, the following:

- Interviewing, selecting and training all employees in PBZ Department;
- Setting and adjusting employees' hours of work;
- Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision and control of PBZ Department;
- Conducting regular performance evaluations of all employees in PBZ Department;
- Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- Handling both internal and external complaints and grievances related to PBZ Department;
- Disciplining employees;
- Apportioning the work among employees assigned to PBZ Department;
- Providing for the safety and security of the employees and County property; and
- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.

Supervise the activities and staff of the Office of Administrative Services and the Planning, Building and Zoning Department.

E. Customarily and regularly supervises and supports all County department heads by performing management duties including, but not limited to, the following:

- Interviewing, selecting and training all County department heads;
- Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision of all County department heads;
- Conducting regular performance evaluations of all County department heads;
- Appraising department heads' productivity and efficiency;
- Handling both internal and external complaints and grievances related to County department heads;
- Disciplining County department heads; and
- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all County department heads.

F. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event said thea Department department Head-head is unable to fulfill his/her essential job duties and, on an interim

Commented [14]: This item can be put into the PBZ Director's job description, assuming the Board chooses to keep Jeff's role as an interim director for this department and chooses to create an official job description for PBZ Director. I believe section F below addresses Jeff's ability to assume department head duties on an interim basis. This will help you from having to constantly change Jeff's job description if he has to pick up department heads' duties for a while.

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Commented [16]: Please confirm if this is correct for all department heads or just some County department heads. In the original draft, you had referenced, Technology, Facilities, Animal Control and "other departments". Not sure what are the "other departments".

Kendall County Job Description – revised 021517

basis, performs all of the essential job duties set forth in the applicable department head's job description.

G. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:

- Preparation and submittal of the annual budgets for multiple departments and programs.
- Monitors and authorizes expenditures for multiple departments and programs.
- Oversees and administration of all insurance benefits programs offered by the County including, but not limited to the County's the Employee Health, Accident, Dental, and Life Insurance Programs, and any other benefit program offered by the County.
- Oversees and administration of the County's risk management by performing duties including, but not limited to risk management planning, risk management policy development and administration, and safety and liability insurance activities.
- Oversees and administers the County's public liability and property insurance programs and ensures, assuring that all county County property and functions have adequate insurance coverage properly and adequately covered.
- Oversees and monitors the administration of the County's Revolving Loan Fund and other economic development responsibilities.
- Supports the County's Emergency Management Systems in preparedness, response and recovery efforts.
- Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administrative Services, the Kendall County Board, and its committees.
- Negotiate specific contracts and agreements and monitor them for compliance.
- Ensure efficient operation of the mailing facility of the Kendall County Office Building.
- Ensures all affairs of the County are carried out in a responsible, lawful and efficient manner.

Commented [AKK7]: This is a little vague. Which departments and programs?

Commented [JGR7]: Also, if the County Administrator is preparing and submitting other County departments' budgets this will further undercut the other department heads' FLSA exempt status.

Commented [AKK9]: same

Commented [JGR8]: Again, if the County Administrator is "monitoring and authorizing expenditures" for departments and programs overseen by other county department heads, this will further undercut the other department heads' FLSA exempt status.

Commented [AKK11]: "Monitor" seems such a passive responsibility. Do you do anything else? Contact loan recipients, communicate with the Board about the recipients, applicants, and status of the fund?

Commented [JL2]: What are the "other economic development responsibilities"? That should be set out in more detail here. This is very vague and open to much interpretation.

Commented [JL2]: I believe the County Administrator plays a role in the County's emergency response plan/systems. Thus, I have included a provision here. However, if that is not accurate, please delete.

Commented [AKK14]: Does the administrator also serve as a FOIA officer?

Commented [AKK15]: Is there a way to make this more specific? Is it only certain types of contracts? Are you assigned to monitor the contracts by the Board?

Commented [JL6]: Does County Administrator have any role with grants? KAT?

H. Acts as the Chairperson's and the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:

- Provide administrative support and research assistance for to the County Board.
- Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committees, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours.
- Prepare County Board committee agendas and minutes, as needed if necessary.
- Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Committees.

Commented [JL7]: Is this job duty limited to just providing the support to Budget Committee? Or, does Jeff have to assist other Board members, too, if they have questions during budget time.

Kendall County Job Description – revised 021517

- Work with all Department ~~department~~ Heads ~~heads~~ and the Budget Committee to assure that the annual budget is properly and timely presented to the Kendall County Board for adoption.
- Coordinate with outside auditor to assure the annual audited financial statements are presented to the Kendall County Board.
- Coordinate the auditor selection process, as directed by the County Board.
- Coordinate with an outside financial advisor approved by the County Board regarding the issuance and refinancing of bonds.
- Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board.
- Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board.
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties.
- Represent the Kendall County Board on designated intergovernmental commissions, boards, committees and working groups, as designated by the County Board.
- Serve as a primary contact and direct liaison, on behalf of the County, with for municipalities, townships, and other governmental entities and groups.
- Prepare and issue news releases to media, when appropriate, and as directed by the County Board.

Commented [AKK18]: Is this supposed to be singular or plural?

Commented [AKK19]: Can you do this in your own discretion, or do you need authority from the Board?

- B-I. ~~Monitor~~ Negotiate specific contracts and agreements and monitor them for compliance.
- C-J. ~~Ensure~~ Provides administrative support to for the Kendall County Liquor Commissioner in process of license applications, renewals, and ordinance revisions.
- D. Prepare and issue news releases to media, when appropriate, and as directed by the Board.
- E. Monitor Revolving Loan Fund and other economic development responsibilities.
- F-K. Serves as a primary contact and representative for collective bargaining issues.
- Ensure efficient operation of the mailing facility of the Kendall County Office Building.
- Handle and maintain confidentiality of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and information relating to all functions of Administrative Services, the Kendall County Board, and its committees.
- L. Comply 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, HIPAA, and the Illinois Local Records Act.
- M. Comply with all applicable policies and procedures regarding or relating to assigned job duties.
- N. Maintains 24/7 availability to respond to emergencies, exercises and other related activities.
- G-O. Maintains regular attendance and punctuality.
- P. Any Performs any other duties, as required needed or assigned by the County Board.

Commented [AKK20]: Is there a way to make this more specific? Is it only certain types of contracts? Are you assigned to monitor the contracts by the Board?

Commented [AKK21]: Can you do this in your own discretion, or do you need authority from the Board?

Commented [AKK22]: "Monitor" seems such a passive responsibility. Do you do anything else? Contact loan recipients, communicate with the Board about the recipients, applicants, and status of the fund?

Commented [AKK23]: Does the administrator also serve as a FOIA officer?

III. Supervisory Responsibilities:

This job has the following supervisory responsibilities:

Commented [AKK24]: I am not familiar with all of the administrator's supervisory responsibilities. You will need to fill this in.

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.

Commented [125]: Please make sure the format and headings in all County job descriptions is consistent.

Kendall County Job Description – revised 021517

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 department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

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.

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.

A.D. Other Skills, Knowledge and Abilities:

- ~~The person should have strong~~ Strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- 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 departmental County personnel, local elected officials, and local economic development officials.
- Knowledge of principles and practices of local government structure and services.
- ~~Requires~~ The ability to independently work to project completion and follow guidance.
- ~~Computer Proficient~~ knowledge of MS Word, Excel, Outlook, Power-Point.

B. Work Standards and Best Practice Guidelines:

- ~~Adhere to all work and safety policies.~~
- ~~Follow standards and guidelines which include, but are not limited to, Illinois State Statutes, Federal regulations and directives, departmental standard operating procedures, and policies established by the Kendall County Board.~~

C.E. Education and Experience:

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields is required.
- A minimum of seven years of increasingly responsible professional experience in public or business administration, including at least four years in a management position, is required.

D.F. Certificates, Licenses, and Registrations:

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

Commented [AK26]: I included this here because this is where it belongs, rather than in the "Education and Experience" section. However, I don't see anything in the essential job duties that suggests this is truly necessary. You need a legitimate business reason for requiring a driver's license.

Kendall County Job Description – revised 021517

VI.V. 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;
- Use hands to finger, handle, or feel;
- Reach, push, and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other County office buildings and other locations, to perform job duties.

Commented [127]: Will this position require driving to meetings? If so, any long distance driving/riding in an vehicle?

VII.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 or locations 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 his or her 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.

Commented [AJK28]: This list appears to be cut and pasted, and I don't believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with?

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

Kendall County Job Description – Clean Copy revised 021517

TITLE: County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Kendall County Board
FLSA STATUS: Exempt
APPROVED: In Process

Commented [AKK1]: This will, of course, need to be updated

I. Position Summary:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services Office. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator.

Commented [12]: This information should be addressed in the essential duties section. Section I should be very brief and provide simply an introductory statement

II. Essential Duties and Responsibilities:

- A. Primary duty is to manage the Kendall County Administrative Services Office and Planning, Building and Zoning ("PBZ") Department in accordance with the County's organizational policies, goals and budget parameters.
- B. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Administrative Services and PBZ Department.
- C. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
- Interviewing, selecting and training all employees in the Administrative Services Office;
 - Setting and adjusting employees' hours of work;
 - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
 - Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
 - Conducting regular performance evaluations of all employees in the Administrative Services Office;
 - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
 - Handling both internal and external complaints and grievances related to the Administrative Services Office;
 - Disciplining employees;
 - Apportioning the work among employees assigned to Administrative Services Office;
 - Providing for the safety and security of the employees and County property; and

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If you are going to simply have the County Administrator permanently become the head of PBZ and simply merge the two County Departments, I have included some of the management duties here for PBZ. However, I would suggest you review and revise the job description further to include all other job duties for PBZ Director here, too – not just personnel supervision stuff. Also, if permanently merging two positions/departments, I would recommend you review all County Building and Zoning Ordinances to address this permanent merger of duties/departments.

Kendall County Job Description – Clean Copy revised 021517

- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in the Administrative Services Office.

D. Serves as the Interim Director of the PBZ Department and customarily and regularly performs management duties in PBZ Department including, but not limited to, the following:

- Interviewing, selecting and training all employees in PBZ Department;
- Setting and adjusting employees' hours of work;
- Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision and control of PBZ Department;
- Conducting regular performance evaluations of all employees in PBZ Department;
- Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- Handling both internal and external complaints and grievances related to PBZ Department;
- Disciplining employees;
- Apportioning the work among employees assigned to PBZ Department;
- Providing for the safety and security of the employees and County property; and
- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all employees in PBZ Department.

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E. Customarily and regularly supervises and supports all County department heads by performing management duties including, but not limited to, the following:

- Interviewing, selecting and training all County department heads;
- Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision of all County department heads;
- Conducting regular performance evaluations of all County department heads;
- Appraising department heads' productivity and efficiency;
- Handling both internal and external complaints and grievances related to County department heads;
- Disciplining County department heads; and
- Makes all final decisions regarding the hiring, firing, advancement, promotion and any other changes of status for all County department heads.

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F. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department

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Kendall County Job Description – Clean Copy revised 021517

head is unable to fulfill his/her essential job duties and, on an Interim basis, performs all of the essential job duties set forth in the applicable department head's job description.

G. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:

- Preparation and submittal of the annual budgets for multiple departments and programs.
- Monitors and authorizes expenditures for multiple departments and programs.
- Oversees and administers all insurance benefits programs offered by the County including, but not limited to, the County's Employee Health, Accident, Dental, and Life Insurance Programs.
- Oversees and administers the County's risk management by performing duties including, but not limited to risk management planning, risk management policy development and administration, and safety and liability insurance activities.
- Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage.
- Oversees and monitors the administration of the County's Revolving Loan Fund and other economic development responsibilities.
- Supports the County's Emergency Management Systems in preparedness, response and recovery efforts.
- Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administrative Services, the Kendall County Board, and its committees.
- Negotiate specific contracts and agreements and monitor them for compliance.
- Ensure efficient operation of the mailing facility of the Kendall County Office Building.
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Commented [HRR9]: Again, if the County Administrator is "monitoring and authorizing expenditures" for departments and programs overseen by other county department heads, this will further undercut the other department heads' FLSA exempt status

Commented [AKK11]: "Monitor" seems such a passive responsibility. Do you do anything else? Contact loan recipients, communicate with the Board about the recipients, applicants, and status of the fund?

Commented [IL2]: What are the "other economic development responsibilities"? That should be set out in more detail here. This is very vague and open to much interpretation

Commented [JL3]: I believe the County Administrator plays a role in the County's emergency response plan/systems. Thus, I have included a provision here. However, if that is not accurate, please delete

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Commented [AKK15]: Is there a way to make this more specific? Is it only certain types of contracts? Are you assigned to monitor the contracts by the Board?

Commented [L16]: Does County Administrator have any role with grant? KAT?

H. Acts as the Chairperson's and the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:

- Provide administrative support and research assistance to the County Board.
- Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours.

Kendall County Job Description – Clean Copy revised 021517

- Prepare County Board committee agendas and minutes, as needed.
 - Attend all budget meetings and hearings, both during and after normal work hours, providing administrative support to the Budget and Finance Committee.
 - Work with all department heads and the Budget Committee to assure that the annual budget is properly and timely presented to the County Board for adoption.
 - Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board.
 - Coordinate the auditor selection process, as directed by the County Board.
 - Coordinate with an outside financial advisor approved by the County Board regarding the issuance and refinancing of bonds.
 - Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board.
 - Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board.
 - Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups.
 - Prepare and issue news releases to media, when appropriate, and as directed by the County Board.
- I. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.
- J. Serves as a primary contact and representative for collective bargaining issues.
- K. 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, HIPAA, and the Illinois Local Records Act.
- L. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- M. Maintains 24/7 availability to respond to emergencies, exercises and other related activities.
- N. Maintains regular attendance and punctuality.
- O. Performs any other duties, as required or assigned.

Commented [117]: Is this job duty limited to just providing the support to Budget Committee? Or, does Jeff have to assist other Board members, too, if they have questions during budget time.

Commented [AKK18]: Is this supposed to be singular or plural?

Commented [AKK19]: Can you do this in your own discretion, or do you need authority from the Board?

Kendall County Job Description – Clean Copy revised 021517

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.

Commented [120]: Please make sure the format and headings in all County job descriptions is consistent

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 department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling, and grammar.
- Strong oral presentation skills.

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.

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. Other Skills, Knowledge and Abilities:

- Strong organization 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, local elected officials, and local economic development officials.
- Knowledge of principles and practices of local government structure and services.
- The ability to independently work to project completion and follow guidance.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

E. Education and Experience:

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields is required.
- A minimum of seven years of increasingly responsible professional experience in public or business administration, including at least four years in a management position, is required.

Kendall County Job Description – Clean Copy revised 021517

F. Certificates, Licenses, and Registrations:

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

Commented [AKK21]: I included this here because this is where it belongs, rather than in the "Education and Experience" section. However, I don't see anything in the essential job duties that suggests this is truly necessary. You need a legitimate business reason for requiring a driver's license.

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;
- Use hands to finger, handle, or feel;
- Reach, push, and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision; depth perception; and
- Travel independently to other County office buildings and other locations, to perform job duties.

Commented [I22]: Will this position require driving to meetings? If so, any long distance driving/riding in an vehicle?

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 buildings or locations 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 his or her 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.

Commented [AKK23]: This list appears to be cut and pasted, and I don't believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with?

Kendall County Job Description -- Clean Copy revised 021517

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

DRAFT

Kendall County Job Description – 02012017 SAO edits

TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

Coordinates and provides assistance in all areas of the County's human resources functions including, but not limited to, County insurance and benefits, personnel and administrative services, including, but not limited to health coverage, worker's compensation, training and development, and Human Resources Information Systems.

II. Essential Duties and Responsibilities:

A. Provide assistance in the areas of personnel, insurance and general affairs of the Administrative Services Department.

A. Act as liaison and direct contact on County's behalf with all County insurance providers.

B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.

B-C. Attend County Board Meetings or Committee meetings, if requested, both during and after work hours.

D. Administer employee benefit plans and programs by performing duties including, but not limited to the following:

Acts as a liaison and direct contact on County's behalf with the County's employee benefit plan providers.

Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions.

Collect, update and maintain employee benefit files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA) and basic life insurance eligibility information on carrier websites.

• Informs employees of benefit changes.

• Reply to employee inquiries, and questions and complaints concerning employee benefits.

• Conduct informational sessions and explain insurance coverage options for to employees.

• Coordinate annual open enrollment and the County's health and wellness

Commented [AKK1]: Under this job description, this position doesn't appear to satisfy the requirements to be exempt. If you intend this position to be exempt under the administrative exemption, which appears to be the most relevant exemption, the employee's primary duties must include the exercise of discretion and independent judgment regarding matters of significance. I don't see that anywhere here. If this employee doesn't regularly exercise discretion and independent judgment regarding matters of significance, the position is not exempt under the administrative exemption.

Commented [12R1]: As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g. "Assist with x"; "process reports"; "Coordinate y"). To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes: Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who "screen" applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed...

Commented [AKK3]: You will, of course, need to provide an updated approval date.

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Commented [AKK6]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person provides assistance.

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Commented [AKK4]: Assistance to who? Employees, the Administrator, third-party insurers, the Public?

Commented [15R4]: Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better...

Commented [17]: What type of training? Is it limited to human resources and risk management training? Or, will this position provide training in other areas (e.g., FOIA, OMA, record retention, etc.)

Commented [AKK8]: Again, assistance to who?

Commented [18]: Is it "department" or "office"? We've seen it both ways.

Commented [AKK10]: This is really broad, what department?

Commented [111]: Is it just attendance? Or, will this person have to prepare minutes, too?

Kendall County Job Description – 02012017 SAO edits

~~programs, and employee recognition programs.~~

- ~~• Track retiree and COBRA participants, collect and process premiums, and update eligibility status.~~
- ~~• Maintain up to date records of employee benefit information.~~
- ~~• Resolves billing issues.~~
- ~~• Participates in benefit orientation and enrollment for new employees.~~
- ~~• Prepares communications regarding or relating to the County's employee benefit programs.~~
- ~~• Monitors and maintains the County's Employee Benefits Intranet web page.~~

~~E. Coordinate employee recognition programs.~~

~~F. Creates and maintains Human Resources files (e.g., personnel files, benefits files, confidential files, invoices, etc.)~~

~~C.G. Assists with pre-employment requisite processes (e.g., coordinate request and receipt of Obtain background checks, driver's license verifications for driving positions, verifications of employment, employment eligibility information, etc.) and driver records for employment applicants offered a position with the County.~~

~~D.H. Process new liquor license applications and renewals to be submitted to the County Liquor Commission for approval and maintain records regarding the same.~~

~~I. Administer/Manage the County's Workers Compensation and County Liability Insurance Programs by performing duties including, but not limited to the following:~~

- ~~• Process claims process by including initiating, and tracking claims.~~
- ~~• Respond to questions and complaints about benefits.~~
- ~~• Resolves billing issues~~
- ~~• Maintains up to date records of benefit claims and benefit information.~~
- ~~• Acts as a liaison and direct contact on County's behalf with the County's benefit plan providers.~~
- ~~• Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.~~

~~J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.~~

Commented [112]: I have added several duties to this job description that, I believe based upon my prior EIR work, are performed by the EIR position. However, please confirm.

Kendall County Job Description – 02012017 SAO edits

~~F. Track retiree and COBRA participants, collect and process premiums, and update eligibility status.~~

~~G.K. Update and manage leave accruals and all time keeping records.~~

~~H.L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compliance with all applicable state and federal statutes and governmental regulations and all applicable County policies and procedures.~~

Commented [AKK13]: For all County offices or just departments?

~~H.M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance Program.~~

~~N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel monthly and/or annual reports.~~

~~O. Preserve, ensure the handle and maintain confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to personnel functions of Administrative Services, the Kendall County Board, and its committees.~~

~~P. Ensure the County complies with all applicable federal and state employment and labor laws and regulations regarding or relating to assigned job duties including, but not limited to the FMLA, Fair Labor Standards Act ("FLSA"), Title VII of the Civil Rights Act of 1964, as amended, the Illinois Human Rights Act, Illinois Open Meetings Act, the Illinois Freedom of Information Act, the Illinois Local Records Act, and HIPAA.~~

~~J.Q. Comply with all applicable County policies and procedures regarding or relating to assigned job duties.~~

~~R. Maintain regular attendance and punctuality.~~

~~K.S. Assist with perform other duties, and responsibilities as assigned by Supervisor.~~

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~~**Supervisory Responsibilities:**~~

Commented [AKK14]: Is it correct that this job has no supervisory responsibilities?

~~This job has no supervisory responsibilities.~~

III. Qualifications:

Commented [115]: Please make sure that the format for this job description is consistent with the format you have used for all other County job descriptions approved by the Board.

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, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.
- Strong oral and written presentation skills.

Kendall County Job Description – 02012017 SAO edits

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.
- Ability to prepare statistical reports related to the County's human resources functions.

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.
- Ability to solve problems relating to the employee's assigned job duties.

A.D. Other Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- Excellent prioritization skills and the ability to meet deadlines.
- Knowledge of Human Resources terminology and computer applications.
- Knowledge of state and federal employment and labor laws, regulations, and employment practices and procedures.
- 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 County personnel, department heads, local elected officials, and retirees.
- Requires the ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, Power-Point.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Display a positive, cooperative, professional and team orientated attitude.
- Must possess excellent prioritization skills and the ability to meet deadlines.
- Maintain strict confidence of sensitive personnel information.
- Follow standards and guidelines which include, but are not limited to, Illinois State Statutes, Federal regulations and directives, departmental standard operating procedures, and policies established by the Kendall County Board.

C.E. Education and Experience:

- A minimum of a Bachelor's Degree is required.
- A minimum of Five-five years of experience coordinating benefit and insurance information is required.
- Experience with Human Resources Information Systems is required.

Commented [116]: A bachelor's degree in any particular field preferred?

Commented [117]: Do you want to require any prior experience in other human resources functions, too, or just benefits and insurance stuff?

Commented [118]: Any particular amount/years of experience required for this?

Commented [119]: I've seen several references to "Human Resources Information Systems". However, the County really doesn't have any specialized HR software, do they? You may want to provide specifics regarding the type of software here you are referring to by including (e.g., _____) and the name of whatever technology systems we currently use for County HR purposes.

D.F. Certificates, Licenses, & Registrations

- SHRM or PHR and/or CEBS certification 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;

Kendall County Job Description – 02012017 SAO edits

- Frequently lift and/or move up to 10 pounds;
- Stoop, kneel, or crouch;
- 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 locations to perform job duties.

Commented [120]: Any travel required outside of the County?

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/inside environmental conditions except when outside traveling between various buildings or locations 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 his or her 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.

Commented [AKK21]: This list appears to be cut and pasted, and I don't believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users." Who will this person actually interact with?

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

As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x"; "process reports"; "Coordinate y". To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes:

Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who "screen" applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee's exempt functions.

29 CFR 541.203

Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.

As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x"; "process reports"; "Coordinate y". To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

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Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better define this duty. As written, this duty could be repetitive of all items below it or it could encompass anything.

Kendall County Job Description – Clean Copy - 021617

TITLE: Human Resources Coordinator
DEPARTMENT: Administrative Services
SUPERVISED BY: County Administrator
FLSA STATUS: Non-Exempt
APPROVED: In Process

I. Position Summary:

Coordinates and provides assistance in all areas of the County's human resources functions including, but not limited to, County insurance and benefits, personnel and administrative services, worker's compensation, training and development, and Human Resources Information Systems.

II. Essential Duties and Responsibilities:

A. Provide assistance in the areas of personnel, insurance, and general affairs of the Administrative Services Department.

B. Monitor revisions to state and federal employment regulations and propose corresponding policy revisions for the County.

C. Attend County Board Meetings or Committee meetings, if requested, both during and after work hours.

D. Administer employee benefit plans and programs by performing duties including, but not limited to the following:

- Acts as a liaison and direct contact on County's behalf with the County's employee benefit plan providers.
- Manage procedures for effective claim filing, enrollments, eligibility determinations, and reports related to all insurance transactions. Collect, update and maintain employee benefit files and enter and update all medical, dental, COBRA, Health Savings Account (HSA), Flexible Spending Account (FSA) and basic life insurance eligibility information on carrier websites.
- Informs employees of benefit changes.
- Reply to employee inquiries, questions and complaints concerning employee benefits.
- Conduct informational sessions and explain insurance coverage options to employees.
- Coordinate annual open enrollment and the County's health and wellness programs.
- Track retiree and COBRA participants, collect and process premiums, and update eligibility status.
- Maintain up to date records of employee benefit information.

Commented [AKK1]: Under this job description, this position doesn't appear to satisfy the requirements to be exempt. If you intend this position to be exempt under the administrative exemption, which appears to be the most relevant exemption, the employee's primary duties must include the exercise of discretion and independent judgment regarding matters of significance. I don't see that anywhere here. If this employee doesn't regularly exercise discretion and independent judgment regarding matters of significance, the position is not exempt under the administrative exemption.

Commented [J2R1]: As you can see, most of his job description sets forth duties that are more administrative in nature rather than managerial (e.g., "Assist with x", "process reports", "Coordinate y"). To be exempt, this position would need a large amount of independence in setting policies and procedures rather than simply ministerial tasks implementing what the County Administrator and County Board request. Based on the information we have to date, there is not enough evidence of this to qualify as FLSA exempt.

There is an FLSA regulation that notes: Human resources managers who formulate, interpret or implement employment policies and management consultants who study the operations of a business and propose changes in organization generally meet the duties requirements for the administrative exemption. However, personnel clerks who "screen" applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee's ex... [1]

Commented [AKK3]: You will, of course, need to provide an updated approval date.

Commented [AKK4]: Assistance to who? Employees, the Administrator, third-party insurers, the Public?

Commented [ISR4]: Also, what type of assistance? Administrative assistance? Overseeing these items? Also, what do you mean by "general affairs"? This is a very vague duty, which is open to a lot of interpretation. I would suggest that you better... [2]

Commented [AKK5]: Also, you should distinguish the contexts in which this person coordinates and the context in which this person provides assistance.

Commented [I7]: What type of training? Is it limited to human resources and risk management training? Or, will this position provide training in other areas (e.g., FOIA, OMA, record retention, etc.)

Commented [AKK8]: Again, assistance to who?

Commented [I9]: Is it "department" or "office"? We've seen it both ways

Commented [AKK10]: This is really broad, what department?

Commented [I11]: Is it just attendance? Or, will this person have to prepare minutes, too?

Kendall County Job Description – Clean Copy - 021617

- Resolves billing issues.
 - Participates in benefit orientation and enrollment for new employees.
 - Prepares communications regarding or relating to the County's employee benefit programs.
 - Monitors and maintains the County's Employee Benefits Intranet web page.
- E. Coordinate employee recognition programs.
- F. Creates and maintains Human Resources files (e.g., personnel files, benefits files, confidential files, invoices, etc.)
- G. Assists with pre-employment requisite processes (e.g., background checks, driver's license verifications for driving positions, verifications of employment, employment eligibility information, etc.).
- H. Process new liquor license applications and renewals to be submitted to the County Liquor Commission for approval and maintain records regarding the same.
- I. Administer the County's Workers Compensation and County Liability Insurance Programs by performing duties including, but not limited to the following:
- Process claims by initiating and tracking claims.
 - Respond to questions and complaints about benefits.
 - Resolves billing issues
 - Maintains up to date records of benefit claims and benefit information.
 - Acts as a liaison and direct contact on County's behalf with the County's benefit plan providers.
 - Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.
- J. Prepare and process personnel action reports regarding hiring, status changes, new hires, terminations, and educational reimbursements.
- K. Update and manage leave accruals and all time keeping records.
- L. Process Family Medical Leave Act (FMLA) and other leave of absence requests and ensure compliance with all applicable state and federal statutes and regulations and all applicable County policies and procedures.
- M. Manage Employee Assistance Program, including, but not limited to developing and coordinating employee workshops and evaluating utilization of the Employee Assistance

Commented [112]: I have added several duties to this job description that, I believe based upon my prior HR audit, are performed by the HR position. However, please confirm.

Commented [AKK13]: For all County offices or just departments?

Kendall County Job Description – Clean Copy - 021617

Program.

- N. Develop and create various monthly and/or annual reports pertaining to insurance, benefits, and personnel.
- O. Preserve the confidentiality and security of confidential information, including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to personnel functions of Administrative Services, the Kendall County Board, and its committees.
- P. Ensure the County complies with all applicable federal and state employment and labor laws and regulations.
- Q. Comply with all applicable County policies and procedures.
- R. Maintain regular attendance and punctuality.
- S. Perform other duties, 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.

Commented [114]: Please make sure that the format for this job description is consistent with the format you have used for all other County job descriptions approved by the Board.

A. Language Skills:

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

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.
- Ability to prepare statistical reports related to the County's human resources functions.

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.
- Ability to solve problems relating to the employee's assigned job duties.

D. Other Skills, Knowledge and Abilities:

- Strong organization skills.
- Excellent prioritization skills and the ability to meet deadlines.
- Knowledge of Human Resources terminology and computer applications.

Kendall County Job Description – Clean Copy - 021617

- Knowledge of state and federal employment and labor laws, regulations, and employment practices and procedures.
- 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, local elected officials, and retirees.
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.

E. Education and Experience:

- A minimum of a Bachelor's Degree is required.
- A minimum of five years of experience coordinating benefit and insurance information is required.
- Experience with Human Resources Information Systems is required.

Commented [115]: A bachelor's degree in any particular field preferred?

Commented [116]: Do you want to require any prior experience in other human resources functions, too, or just benefits and insurance stuff?

Commented [117]: Any particular amount/years of experience required for this?

Commented [118]: I've seen several references to "Human Resources Information Systems". However, the County really doesn't have any specialized HR software, do they? You may want to provide specifics regarding the type of software here you are referring to by including (e.g., _____) and the name of whatever technology systems we currently use for County HR purposes.

F. Certificates, Licenses, & Registrations

- SHRM or PHR and/or CEBS certification 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;
- Stoop, kneel, or crouch;
- 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 locations to perform job duties.

Commented [119]: Any travel required outside of the County?

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 buildings or locations 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 his or her 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.

Commented [AKK20]: This list appears to be cut and pasted, and I don't believe it accurately reflects the position. For example, the term "user" appears in the technology job descriptions to refer to "computer users". Who will this person actually interact with?

Kendall County Job Description – Clean Copy - 021617

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

DRAFT