

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Wednesday, August 23, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 8:30a.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Yes		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		9:39a.m.
John Purcell		8:36a.m.	

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

Others Present: Lisa Bowen, Don Clayton, Leslie Johnson, Bob Jones, Scott Koeppel, Undersheriff Harold Martin, Andy Nicoletti, Tracy Page

APPROVAL OF AGENDA

Motion: Member Gilmour
 Second: Member Flowers
RESULT: Approved with a 4-0 Voice Vote

APPROVAL OF MINUTES – August 7, 2017

Motion: Member Flowers
 Second: Member Prochaska
RESULT: Approved with a 4-0 Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – Chief Deputy Treasurer Bob Jones reviewed the monthly reports with the committee. Mr. Jones stated that he completed the CBIZ renewal census survey that was due this week, and that

Administrative Services – Scott Koeppel briefed the committee on a FOIA software that IT has been researching. Mr. Koeppel explained the process for employees, and for citizens to utilize. Mr. Koeppel also explained the benefits of the software for employees and citizens.

Lisa Bowen, Sheriff's Office Records Manager, stated that having online interaction with other employees would assist them in streamlining the process and efficiency.

Ms. Johnson reported that the State's Attorney's Office FOIA requests for this year is has already increased by 64%, and the number of requests from a media outlet has more than doubled, and requests from inmates has doubled as well. She said that requests for legal opinions and assistance from other County offices has also doubled this year. Ms. Johnsons explained the process that is required for FOIA's, and the time it takes to research, redact, and copy documentation for FOIA requests. Ms. Johnson stressed the need for a FOIA program that will assist with standardizing of forms, online posting of FOIA's, the ability to share FOIA's between offices/departments, complete record tracking, reduction in postage, and reduction of time spent responding to FOIA requests, and direct FOIA requests to the appropriate office, department or jurisdiction.

Koeppel stated that the software cost quoted is approximately \$10,000 per year depending on the number of modules needed. Mr. Koeppel said the software would make the County Criminal Justice Information Systems (CJIS) compliant for the Sheriff's Office. Mr. Koeppel showed the committee the software set-up for McLean County.

Undersheriff Martin emphasized that the Sheriff's Office receives over 100 FOIA requests per month, and often involves more than one employee, more than one department or office, and many, many personnel hours devoted to response and completion of FOIA requests.

The committee asked Mr. Koeppel to contact McLean County for statistics and satisfaction of use on the software and final pricing for Kendall County to the next meeting.

Technology Department – Scott Koeppel informed the committee of an advertised CASA Food Truck event with a beer garden at the County Health Department parking lot on October 21, 2017. Mr. Koeppel contacted Rich Ryan of Wine Sergi to check on the insurance requirements for such an event, and after discussion with Chair Gryder, Chair Gryder denied the request for sale of any alcohol on County property. Mr. Koeppel asked for direction on who is responsible for purchase of the insurance, authorization for CASA to hold this type of event on County property, who granted permission for the event, county policies concerning events, and the County's lease with CASA, work on renewal of the current lease agreement, and the necessity of an agreement between the County and CASA for this event. Mr. Koeppel to contact CASA regarding insurance, and to work with the State's Attorney's office on an agreement between the County and CASA for the proposed event. **There was consensus for the item to be forwarded to the County Board, and invite CASA to the September 5, 2017 County Board meeting for further discussion.**

COMMITTEE BUSINESS

- *Approve FY2018 GIS Aerial Flight RFP posting* – Member Prochaska made a motion to approve the FY2018 GIS Flight RFP posting, second by Member Cullick. Andy Nicoletti updated the committee on state requirement for the Assessment Office to have updated maps available in his office. Mr. Clayton will post the RFP for aerial flights in the fall. Mr. Koeppel will include the item in the 2018 budget request for GIS. **The motion passed by a 5-0 vote.**
- *Employee Recognition* – Discussion on options other than an annual picnic. There was consensus of 4-0 by the committee to host pizza parties at several locations

(different days and times) on September 11, October 5, and October 17. County Board members will join employees at each party to “meet and greet” and get better acquainted.

- *Review of Employee Handbook Revisions* – The committee was provided a copy of the first half of the handbook that was reviewed by ASA Leslie Johnson for review and discussion. **Item tabled to a future meeting.**

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – Member Prochaska 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 5 ILCS 120/2 (1), second by Member Gilmour.

Roll call: Member Gilmour - yes, Member Cullick - yes, Member Prochaska – yes. **With three members in agreement, the committee entered into Executive Session at 10:33a.m.**

The committee reconvened in Open Session at 10:58a.m.

MEETING ADJOURNMENT

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

This meeting was adjourned at 10:59a.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary