



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Rooms 210**  
**Thursday, September 7, 2017 ~ 8:30a.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska, John Purcell, Lynn Cullick (Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from August 23, 2017 Meeting**
- 5. CBIZ Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
  - *Approve Increase of Part-Time Employee Hours from 600 to 1000 for IMRF Eligibility*
  - *Discussion on purchase of the FOIA Software*
  - *Review of Employee Handbook Revisions*
- 9. Executive Session**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

**COUNTY OF KENDALL, ILLINOIS**  
**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**

<p>Motion: Member Prochaska Second: Member Gilmour <b>RESULT: Approved with a Unanimous Voice Vote</b></p>
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This meeting was adjourned at 10:59a.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary



# Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF

www.imrf.org

## GENERAL MEMORANDUM

**Number:** 618

**Date:** August 15, 2011

**To:** All Authorized Agents

**Subject:** Recent Public Acts signed into law: P.A. 97-0319, P.A. 97-0328

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### Executive Summary

On August 12, 2011, the governor signed House Bill 1471 (Public Act 97-0319) and House Bill 1956 (Public Act 97-0328) into law.

#### Public Act 97-0319

- **Employer pension costs:** Pro-rate pension cost among multiple employers using a combination of service credit and final rate of earnings

#### Public Act 97-0328

- **Board of Trustees elections:** Authorized Agents do not need to be an IMRF participant to submit a petition or cast a ballot
  - **Retired members returning to work:** Retired members may return to work for an IMRF employer and keep their IMRF pension if the position requires less than the employer's hourly standard
  - **Hourly standard:** Non-education employers may increase their hourly standard to 1,000 hours
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Dear Authorized Agent:

On August 12, 2011, the governor signed House Bill 1471 (Public Act 97-0319) and House Bill 1956 (Public Act 97-0328) into law.

Public Act 97-0319 made one change to the Pension Code, and Public Act 97-0328 made three changes. The new provisions are explained below.

- more -

General Memorandum 618

August 15, 2011

Recent Public Acts signed into law: P.A. 97-0319, P.A. 97-0328

Page 4 of 4

### **Hourly standard**

- **Non-education employers may increase their hourly standard to 1,000 hours**

*Effective date: August 12, 2011*

*Applies to newly hired employees*

**Old Law:** Non-education employers that joined IMRF after January 1, 1982, selected an hourly standard at that time, which could not be changed. Non-education employers that joined before January 1, 1982, could change their hourly standard to 1,000 hours for newly hired employees.

**New Law:** All non-education employers can change their hourly standard to 1,000 hours for newly hired employees regardless of when the employer joined IMRF.

### **Questions?**

If you have any questions, please call an IMRF Member Services Representative at 1-800-ASK-IMRF (1-800-275-4673), 7:30 a.m. to 5:30 p.m., Monday through Friday.

Sincerely,



Louis W. Kosiba  
Executive Director



# RESOLUTION TO ADOPT THE ANNUAL 1,000 HOUR STANDARD FOR IMRF PARTICIPATION

IMRF Form 6.68 (Rev. 8/11)

(Can be used only by non-school employers. Cannot be used by school districts or educational cooperatives.)

PLEASE ENTER Employer IMRF I.D. Number

## RESOLUTION

Number \_\_\_\_\_

WHEREAS, Section 7-137 of the Illinois Pension Code provides that effective August 12, 2011, non-school employers in the Illinois Municipal Retirement Fund may elect to exclude from participation in the Fund persons in positions normally requiring performance of duty for less than 1,000 hours per year; and

WHEREAS, the exclusion may be applicable only to persons first employed in positions under the Fund after the adoption of this resolution; and

WHEREAS, \_\_\_\_\_ is authorized by Section 7-137  
NAME OF BOARD, COUNCIL, ETC.

of the Illinois Pension Code to adopt such exclusion and it is desirable that it do so;

BE IT RESOLVED that the \_\_\_\_\_ of \_\_\_\_\_  
NAME OF BOARD, COUNCIL, ETC. EMPLOYER NAME

does hereby elect to exclude from participation in the Illinois Municipal Retirement Fund all officials and employees in positions normally requiring performance of duty for less than 1,000 hours per year;

BE IT FURTHER RESOLVED that this exclusion shall apply only to officials and employees who first occupy offices or positions under the Fund after adoption of this resolution;

BE IT FURTHER RESOLVED that the \_\_\_\_\_ is authorized and  
CLERK OR SECRETARY OF THE BOARD

directed to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

## CERTIFICATION

I, \_\_\_\_\_, the \_\_\_\_\_  
NAME CLERK OR SECRETARY OF THE BOARD

of the \_\_\_\_\_ of the County of \_\_\_\_\_,  
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 \_\_\_\_\_ at a meeting duly convened  
NAME OF BOARD, COUNCIL, ETC.

and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

SEAL

\_\_\_\_\_  
CLERK OR SECRETARY OF THE BOARD

# Pricing Summary – Kendall County IL

GovQA recommends the below pricing structure, however, we are open to scope and pricing discussions.

The GovQA Public Records Management System is a configurable "off the shelf" platform. The system will be complete at time of purchase and configured to desired work flow. We will design changes to support your business process.

The proposal addresses two deliverable costs. First, is the cost of the software subscription and second, is the cost of configuration, implementation, and training.

### Implementation & Deployment

- Project Management
- Design, Configuration & Testing
- Migration of Existing Data

### Professional Training & Support

- Complete Users/Subject Matter Experts Training
- Training Materials
- 24/7 Customer Support

### System Enhancements

- Regular Maintenance
- Future Updates
- Add-on Modules

### Annual Subscription Services

Allows you to receive system enhancements, maintenance and optimization. In addition, you have full access to our support staff to ensure your site stays up-to-date with GovQA's latest features and functionality. The annual subscription fee includes *unlimited users, extensive disaster recovery plans, 24/7 support, software maintenance and backup, system enhancements, as well as access to FOIATalk online forum.*

\*\$795/month  
\*\$9540/year

### Optional Modules

Document Redaction License (\$500/user/year)	\$2000/year
Advanced Document Search	\$no charge
Invoicing Module	\$no charge
Online Payment Connector	\$300/month
ADFS Connector	\$200/month
CJIS Compliant Deployment	\$4000/year

### One Time Implementation Service

Includes workflow configuration, deployment, training \*\$2900

\*To include Sheriff's Department, total annual cost - \$11,000.  
One-time Implementation - \$3000.

*All quotes are priced per project. Pricing is valid for 60 days from August 17, 2017.*

\* Data: Customer data is owned by the customer. The application and storage will be fully deployed in the Microsoft Azure Government Cloud to meet all CJIS and HIPAA guidelines. 1TB of storage is included in the fees set forth above, with every additional 1TB of storage being assessed a fee of \$100 per month. Additionally, 500GB per month of document attachment retrieval is included. Every 200GB over the allotted 500GB of document retrievals per month will be assessed a fee of \$100 per month. Storage is reviewed yearly and adjusted at the next annual invoice.