



# COUNTY OF KENDALL, ILLINOIS ADMIN HR COMMITTEE

County Office Building  
County Board Rooms 210

**Wednesday, October 4, 2017 ~ 5:15p.m.**

## MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Elizabeth Flowers, Matthew Prochaska, John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair)
3. **Approval of Agenda**
4. **Approval of Minutes from September 20, 2017 Meeting**
5. **CBIZ Update**
6. **Wine Sergi Update**
7. **Department Head and Elected Official Reports**
8. **Public Comment**
9. **Committee Business**
  - *Approval of Resolution Authorizing Execution for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act*
  - *Approval of Bids for K.A.T. Bus #7 for \$2,000. and K.A.T. Bus #2 for \$1,200.*
  - *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services*
  - *Review of Employee Handbook Revisions*
10. **Executive Session**
11. **Items for Committee of the Whole**
12. **Action Items for County Board**
13. **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  
SPECIAL COW/ADMIN HR MEETING  
Meeting Minutes  
Wednesday, September 20, 2017**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:32p.m.

**ROLL CALL**

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	here		
Matthew Prochaska	here		
Lynn Cullick	here		
Elizabeth Flowers	here		
Matt Kellogg	ABSENT		
Scott Gryder	ABSENT		
Audra Hendrix	ABSENT		
Tony Giles	ABSENT		
Bob Davidson	ABSENT		
John Purcell		5:40p.m.	

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

Others Present: Latreese Caldwell, Jill Ferko, Scott Koeppel

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES – September 7, 2017**

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

**CBIZ UPDATE** – Jim Pajauskas provided the County’s claim statistics from 2017, the insurance industry’s goal of 85% for claims, the quote from United Healthcare for medical benefit coverage in 2018, various options proposed by UHC, and recommendations from CBIZ on going-forward including a wellness program, and drug cards with lower prescription costs and options. Mr. Pajauskas is awaiting the quote from Blue Cross Blue Shield of Illinois, and will update the committee at the October 4, 2017 Admin HR meeting.

**WINE SERGI UPDATE** – Rich Ryan provided information on the current ICRMT program, and 2017-2018 budget estimates for property, casualty and liability insurance for the County.

## **DEPARTMENT HEADS AND ELECTED OFFICIAL REPORTS**

**Treasurer's Office** – County Treasurer Jill Ferko reported they have experienced some problems with Benefit Wallet and the employee newly reissued debit cards. Ms. Ferko stated they did not have good response from the Benefit Wallet staff when asking for assistance in these issues, but continue working with them for a resolution.

Ms. Ferko also reported that her office will hold three Benefit Fairs in early November, at the Health Department, Public Safety Center, and the Historic Courthouse, and are working with CBIZ in coordinating the events. Ms. Ferko said that her office will conduct Open Enrollment for all employees in early November.

**Administrative Services Office** – Latreese Caldwell reported there were no new Worker's Comp claims that were paid in August 2017. Ms. Caldwell reviewed the Worker's Comp total paid claims, the PEDDA reimbursement, and the net claims expense with the committee. Ms. Caldwell also reviewed the Sheriff's Office squad car claims, as well as the current year's claims paid to date, closed claims and the final dollar amounts paid on closed claims, and the prior year's open claims.

Ms. Caldwell also provided an update on her discussions with IMRF General Counsel, and stated that IMRF provided the Illinois Pension Code to her, which indicates that current County employees already enrolled in IMRF would be grandfathered in if a change was made from 600-1000 hours, and the general counsel implied that grandfathering is for a particular employer and under their plan, however if they have worked for Kendall County, and they were hired prior to the change to 1000 hours, they would be grandfathered in under the County.

Discussion on the potential for part-time employees exceeding the 600 hours and the County being required to pay benefits, the impact on an employee's pension if they exceeded the 600-hour threshold, hiring former part-time employees to work in the Sheriff's Office, and the Treasurer's Office monitoring of the hours worked by part-time employees. Ms. Ferko clarified that once the County Board approves a resolution, any employee hired prior to that will be grandfathered in at the 600 hours.

## **COMMITTEE BUSINESS**

- **Discussion of Request for Qualifications (RFQ) for Insurance Brokerage and Risk Management Consultant Services** – Member Cullick stated that the State's Attorney's Office advised that they should do this as a bid, and ensure that the bid specifications are included as wanted by the committee. There was consensus that the County should not go out for bid every year, but possibly every three years. Member Purcell moved to postpone proceeding with the RFQ for Insurance Brokerage and Risk Management Consultant Services until Member Cullick meets further with the State's Attorney's Office, and then revisit the issue in early January 2018, second by Member Prochaska. **With five members present voting aye, the motion carried.**

- *Employee Handbook Revisions* – Member Cullick informed the Committee that she would like have an Ad Hoc Committee thoroughly review the proposed changes to the Employee Handbook, and then report back their findings/recommendations to the full committee. **There was consensus by the committee to postpone the review of the handbook until early January 2018.**

**ITEMS FOR COMMITTEE OF THE WHOLE – None**

**ACTION ITEMS FOR COUNTY BOARD - None**

**PUBLIC COMMENT – None**

**EXECUTIVE SESSION – Not needed**

**MEETING ADJOURNMENT**

Motion: Member Flowers Second: Member Prochaska <b>RESULT: Approved with a Unanimous Voice Vote</b>
---

This meeting was adjourned at 7:14p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary



**To:** All Kendall County Board Members

**Cc:** Scott Koeppel, Kendall County Administrator  
Andrez Beltran, PCOM, Kendall County  
Ellen Rogers, Executive Director, VAC

**From:** Mike Neuenkirchen, Program Director, KAT

**Date:** October 2<sup>nd</sup>, 2017

**RE:** RTA 5310 FFY 2015 Grant Agreement

The Kendall Area Transit (KAT) program has been awarded a grant that provides \$249,251 in federal operating assistance administered through the Regional Transit Administration (RTA). These funds will be disbursed over a two-year period. As part of the process, the RTA requires the board pass a resolution that authorizes entering into this agreement and appointing an authorized signatory for matters related to the grant agreement.

This grant, under the auspices of the Federal Transit Administration's 5310 program, offers transit operators in the RTA region the ability to receive reimbursement for the costs involved in providing transportation for seniors and individuals who are disabled. While KAT is a general public transportation program, the majority of our ridership is drawn from these populations. KAT anticipates being able to fully capture these funds by the end of the award period.

The addition of \$249,251 in 5310 reimbursement through the RTA allows KAT the potential to capture more than double that amount in state matching dollars. This increase in funding creates opportunities for KAT to expand services. KAT is already working on extending service hours later into evenings to support the PADS program this winter and is exploring new routing options into Aurora, Sugar Grove, and Naperville because of this grant.

If you have any questions regarding this award, please feel free to contact me at 630-882-6962 or [mneuenkirchen@co.kendall.il.us](mailto:mneuenkirchen@co.kendall.il.us).

**County of Kendall, Illinois**  
**Resolution 17 – \_\_\_\_\_**

**RESOLUTION AUTHORIZING EXECUTION OF A GRANT AGREEMENT FOR  
FINANCIAL ASSISTANCE FROM THE REGIONAL TRANSPORTATION AUTHORITY  
UNDER SECTION 5310 OF THE FEDERAL TRANSIT ACT**

WHEREAS, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FY2016 and FY2017 Section 5310 program for Northeastern Illinois; and

WHEREAS, the Authority has the power to expend funds for use in connection with FY2016 and FY2017 Section 5310 projects, and

WHEREAS, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

WHEREAS, approval for said funds will impose certain financial obligations upon the recipient.

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

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

Section 2. That the County Board Chairman is hereby authorized and directed to sign and execute the grant agreement on behalf of KENDALL COUNTY with the Regional Transportation Authority for a Federal Fiscal Year 2015 Section 5310 grant for Kendall Area Transit.

Section 3. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Regional Transportation Authority in connection with this Federal Fiscal Year 2016 and 2017 Section 5310 grant agreement.

Section 4. That the County Administrator of KENDALL COUNTY is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for Federal FY2016 and FY2017

Section 5. That the Kendall County Board certifies Kendall County will provide the required local match

PRESENTED and ADOPTED by the County Board, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Approved:

Attest:

\_\_\_\_\_  
Scott R. Gryder, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder



---

## MEMORANDUM

---

**To:** Scott Koepfel, Andrez Beltran  
**From:** Mike Neuenkirchen, KAT Program Director  
**Cc:** Ellen Rogers, VAC Executive Director  
**Subject:** KAT Bus Disposition Bids  
**Date:** 9/26/2017

---

The KAT program held a bid opening on 9/25/2017 for two buses we requested to have disposed.

KAT received five bids for these buses (commonly referred to as KAT Bus 2 and KAT Bus 7). The highest offer on both vehicles came from the same individual, Mr. Elmer Cameron. Mr. Cameron bid \$2,000 for KAT Bus 7 and \$1,200 for KAT Bus 2 (see attached bid proposals). Please note, each vehicle was bid separately.

I believe these offers are fair. Both vehicles are 2009 models with high-mileage and considered past useful life by IDOT and the FTA. Per IDOT, we received an estimated value of \$1,200-\$4,700 for these vehicles based on age, mileage, and the fact that both vehicles have developed mechanical issues that will require extensive repair or total replacement of the vehicles' transmissions.

Based on the factors above, I am recommending KAT Buses 2 and 7 be sold to Mr. Cameron as the highest bidder.

All bidders have been advised vehicles are being sold in "as-is" condition and removal of the buses will be at the buyer's expense.

Finally, I wish to note that despite the disposal of these two buses, the current size of the KAT fleet is still more than adequate for current needs and projected future growth.



**KENDALL COUNTY ADMINISTRATION**

111 W. Fox Rd. Yorkville, Illinois 60560 (630) 553-4171

KAT BUS 7  
M/P - 9/25/17

**BID FORM**

***RETURN WITH BID IN SEALED ENVELOPE***

**BID OPENING:** September 25, 2017 2:00 P.M.

**BID SUBMITTED BY:** ELMER CAMERON  
Name  
144 EISEN HOWAR DR  
Address  
OSWEGO IL 60543  
Phone (630) 901 0109

**BID**

**(#7) 2009 Ford E-350 Eldorado 12 Passenger Bus:** \$ 2000

  
Signature of Bidder

9/25/17  
Date



KAT BU 2-  
MON-9-25-17



**KENDALL COUNTY ADMINISTRATION**

111 W. Fox Rd. Yorkville, Illinois 60560 (630) 553-4171

**BID FORM**

***RETURN WITH BID IN SEALED ENVELOPE***

**BID OPENING:** September 25, 2017 2:00 P.M.

**BID SUBMITTED BY:** ELMER CAMERON  
Name  
144 EBENHOWER DR  
Address  
OSWEGO ILL 60543  
Phone (630) 901 0109

**BID**

**(#2) 2009 Ford E-350 Eldorado 12 Passenger Bus: \$ 1,200**

  
Signature of Bidder

9/25/17  
Date

KAT BUS 7-MN

- 9/25/17



**KENDALL COUNTY ADMINISTRATION**

111 W. Fox Rd. Yorkville, Illinois 60560 (630) 553-4171

**BID FORM**

***RETURN WITH BID IN SEALED ENVELOPE***

BID OPENING: September 25, 2017 2:00 P.M.

BID SUBMITTED BY: OPEN Door Rehab.  
Name

405 S. Weinst  
Address

SANDWICH IL 60548

Phone (815) 786-8468

or 815-970-3903

**BID**

(#7) 2009 Ford E-350 Eldorado 12 Passenger Bus: \$ 850.00

Daniel Baker  
Signature of Bidder

9/25/17  
Date

KAT BUS 2  
MAY 9/25/17



**KENDALL COUNTY ADMINISTRATION**

111 W. Fox Rd. Yorkville, Illinois 60560 (630) 553-4171

**BID FORM**

***RETURN WITH BID IN SEALED ENVELOPE***

BID OPENING: September 25, 2017 2:00 P.M.

BID SUBMITTED BY: Larry Barnes  
509 S. 3<sup>rd</sup> St. P.O. Box 320  
Malta, IL  
Phone (815) 981-6223

**BID**

(#2) 2009 Ford E-350 Eldorado 12 Passenger Bus: \$ 400.00

Larry Barnes  
Signature of Bidder

9/19/17  
Date

KAT Bus 7 -  
MN-9/25/17



**KENDALL COUNTY ADMINISTRATION**  
111 W. Fox Rd. Yorkville, Illinois 60560 (630) 553-4171

**BID FORM**

***RETURN WITH BID IN SEALED ENVELOPE***

BID OPENING: September 25, 2017 2:00 P.M.

BID SUBMITTED BY: Larry Burns  
509 S. 3<sup>rd</sup> St. P.O. Box 320  
Malta, IL.  
Phone ( 815 ) 981-6223

**BID**

(#7) 2009 Ford E-350 Eldorado 12 Passenger Bus: \$ 700.00

Larry Burns  
Signature of Bidder

9/19/17  
Date