

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Meeting Minutes
Thursday, March 10, 2016

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by County Board Chair John Shaw at 4:14p.m. who led the committee in the Pledge of Allegiance.

ROLL CALL

Scott Gryder – here, Jeff Wehrli - here, John A. Shaw - here, Bob Davidson - yes, Judy Gilmour – here, John Purcell – here, Dan Koukol – present, Lynn Cullick - here

Board Members Absent: Elizabeth Flowers, Matthew Prochaska

Staff present: Latreese Caldwell, Scott Koeppel, Leslie Johnson, Jim Smiley, Dr. Amaal Tokars, Jeff Wilkins

ITEMS OF BUSINESS

❖ *From the Finance Committee:*

- *Acceptance of Fiscal Year 2014-2015 Audited Financial Statements* – Matthew Schueler from Wipfli provided a brief summary of the audit report, the independent auditors report, highlighting specific areas of impact to the County, the business advice letter and overall audit findings.

❖ *From the Admin HR Committee:*

- *Proposed Organization Chart Changes regarding County Administrator* – Admin HR Chair Lynn Cullick explained recent discussions regarding the organization chart, and the five department heads that would report to the County Administrator for day-to-day operations. The County Administrator reports directly to the County Board, and the department heads would report directly to the County Administrator. Discussion on exempt and non-exempt status, the proposed Administrative Services organization chart, department heads reporting to County committee's and the County administrator, the employee handbook verbiage matching organization charts and job descriptions, and department heads serving at the pleasure of the board.

Assistant State's Attorney Leslie Johnson reminded the Board of the importance of clarifying who has the authority to hire and fire employees, administer annual performance evaluations, daily operations, and decision-making.

Further discussion on whom each employee reports to as their immediate supervisor, the level of interaction of the County Board and the County committees with department heads, and the purpose of organizational charts.

- ***Approval of Contract for Spring 2016 GIS Aerial Mission with Ayres Associates in an amount not to exceed \$31,560*** – Scott Koeppel, Technology Services Director, stated that the aerial photography contract had been reviewed by the State’s Attorney’s office, and the Admin HR Committee.

Member Koukol expressed his concerns about the financial cost and the need for the aerials to take place this year, based on only 1500 new buildings in the County. Members Purcell and Gryder also said they wanted to review the issue before the final approval at the County Board meeting on Wednesday, March 16, 2016.

- ***Resolution Approving Policy for Managing Email Archive*** – Member Cullick reported that item was not ready for discussion at this meeting, and would be discussed further at the Admin HR meeting on April 7, 2016.

Member Flowers arrived at 5:20p.m.

PUBLIC COMMENT – Todd Milliron, Yorkville
Bob Lunn, Yorkville

EXECUTIVE SESSION – Member Cullick 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 (5ILCS 120-2c/1), second by Member Davidson.

Roll Call: Member Davidson - yes, Member Gilmour - yes, Member Koukol - yes, Member Purcell - yes, Member Gryder - yes, Member Cullick - yes, Member Wehrli - yes, Member Shaw – yes

With all members in agreement, the committee entered into Executive Session at 5:26p.m.

Member Purcell left the meeting at 5:39p.m.

Member Gryder made a motion to reconvene into Open Session at 5:54p.m., second by Member Cullick. **With all in agreement, the committee returned to Open Session.**

❖ ***From the Facilities Management Committee:***

- ***Extend Temporary Facilities Management Maintenance 1 position to June 15, 2016*** – Member Davidson explained why this item was on the agenda, and Jim Smiley provided background information on the need to have someone in that position to complete daily operations and assist with special projects throughout the County. There was discussion on the length of the extension. Member Davidson made a request that the item be included on the March 16, 2016 County Board agenda for approval, with the change that the Temporary position would not extend further than 178 days.

CHAIRMAN’S REPORT – None

REVIEW BOARD ACTION ITEMS – Chair Shaw asked the committee to review the March 16, 2016 Board agenda for any necessary changes or additions. There were no changes or additions.

ACTION ITEMS FOR COUNTY BOARD

- *Acceptance of Fiscal Year 2014-2015 Audited Financial Statements*
- *Approval of Proposed Organization Chart Changes regarding County Administrator*
- *Approval of Contract for Spring 2016 GIS Aerial Mission with Ayres Associates in an amount not to exceed \$31,560*
- *Approval of Extension of Temporary Facilities Management Maintenance 1 position to a maximum of 178 days*

ADJOURNMENT – Member Davidson moved to adjourn the meeting at 6:01p.m., Member Flowers seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary