

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes for Thursday, February 13, 2020**

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**Call to Order**

Committee Chair Matt Kellogg called the Budget and Finance Committee to order at p.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Scott Gryder	Here		
Audra Hendrix	Here		18:02
Matt Kellogg	Yes		
Matthew Prochaska	Here		

**Approval of Agenda** – Member Cesich made a motion to approve the agenda, Member Hendrix seconded the motion. **With five members present voting aye, motion passed by a vote of 5-0.**

**Approval of Claims** – Member Gryder made a motion and Member Hendrix seconded the motion to forward claims for approval to the County Board. The committee discussed the new reports from the Tyler system. Staff answered questions about some of the claims. In the amount of \$1,107,699.33. **With five members voting aye, there was consensus to forward the claims to the County Board for final approval by a vote of 5-0.**

**Department Head and Elected Official Reports** - None

**Items from Other Committees** – None

**Items of Business**

- **Discussion of Administration staffing:** Latreese Caldwell informed the committee about the part-time administrative assistant needs in the Administration Department. The committee discussed the various projects and work done in administration. Scott Koeppel provided further details about the work that other administration staff has covered. Member Kellogg made a motion to forward the job description and organization chart to the County Board for final approval, Member Cesich seconded the motion.
- **With five members voting aye, the motion carried.**
  
- **Discussion of Email Migration to Office 365-** Matt Kinsey updated the committee with all of the issues from the email migration to Office 365. The majority of issues are a result of the hybrid email system. Kinsey is requesting an email policy be approved by the County Board. Scott Koeppel discussed the email issues and concerns that have occurred recently. The policy would give each part-time and full-time paid employee an email account. Kinsey discussed how the change to Office 365 would reduce change how

we do email archiving. The archive would also be cloud based. Member Gryder made a motion and Member Cesich seconded the motion to forward the email account policy to the County Board for final approval. **With five members voting aye, there was consensus to forward the email account provisioning policy to the County Board for final approval by a vote of 4-0**

**Executive Session** – Not needed

**Questions from the Media** – None

**Items for the February 18, 2020 County Board Meeting**

- *Approval of Claims in the amount of \$1,107,698.33*
- *Approval of Part-Time Administrative Assistance Job Description*
- *Approval of Administrative Service Organization Chart*
- *Approval of Kendall County Email Account Provisioning Policy*

**Adjournment** – Member Prochaska made a motion to adjourn the Budget and Finance Committee meeting, Member Gryder seconded the motion. **The meeting was adjourned at. by a 4-0 vote.**

Respectfully submitted,

Scott Koeppl  
County Administrator