



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Monday, February 3, 2020 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from January 15, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion of Lobbyist Registration Ordinance*
 - *Discussion of Administration Staffing*
 - *Discussion of Employee 457 RFQ*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. 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
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, January 15, 2020**

CALL TO ORDER – Member Prochaska called the meeting to order at 5:30p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	ABSENT		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Scott Koepfel, Dr. Amaal Tokars

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Gilmour to approve the agenda. With four members voting aye, the agenda was approved by a 4-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Vickers to approve the January 6, 2020 minutes. With four members voting aye, the minutes were approved by a 4-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Health Department* – Dr. Tokars updated the Committee on the amount of the TB levy used last year. The amount used was \$22,700 with the levy set at \$15,000 it would need to be increased. Member Gengler asked what the major expense was. Dr. Tokars indicated that the majority of the costs was staff tracking, TB testing and educational materials. Member Gilmour asked about when the levy would be increased. Mr. Koepfel suggested the best plan would be to merge the Boards as discussed and increase the level at the same time to coincide with next fiscal year's start. Member Prochaska suggested passing the resolution now with a later date listed. There was consensus to put the merger on the Meeting Calendar to discuss in August at the beginning of the Budget process.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Codification RFP* – Mr. Koepfel reviewed the RFP for codification. He asked if the Committee had a preference of RFP versus RFQ. Member Prochaska indicated he preferred an RFQ. The RFQ would be open for 30

days. Mr. Koeppel indicated that he wanted companies to propose price per page or a total cost. Mr. Koeppel also noted that there would be quarterly or annual update at cost once the project is complete. Member Gengler asked about a timeline. Mr. Koeppel responded that the entire process would be 12-16 months. **Motion made by Member Vickers, second by Member Gengler to develop and disburse an RFQ. With all members present voting aye the motion carried.**

- *Discussion and Approval of Agreement with Waubensee Community College Regarding Federal Work Study Program* – With FMLA leave in Administrative Services and a small Department there is a need for additional administrative and clerical assistance in the Department. The attached agreement is with Waubensee Community College, the County would be responsible for 25% of the hourly costs with hourly rates typically at \$10.50-\$10.75 per hour. This program could possibly continue after FMLA leave is complete and expand to other Departments. Member Gengler asked if the County could select the students. Mr. Koeppel indicated that yes the County would be able to interview the candidates. Students could only work 20 hours a week. **Motion made by Member Gengler, second by Member Gilmour to forward the Agreement to the Board for approval. With all members present voting aye the motion carried unanimously.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – None.

ADDITIONAL ITEMS – Member Prochaska asked for updates on the new Munis system and the website. Mr. Koeppel reported that with all major changes there have been a few hiccups but overall the transition is going well and staff is working round the clock to ensure transitions are smooth.

Member Prochaska updated the Committee on a Lobbyist Registration Bill moving through the Legislature in Springfield and that it should be something the Committee discusses in the future. For example, DuPage County has lobbyist registration process.

ACTION ITEMS FOR COUNTY BOARD –

- *Approval of Agreement with Waubensee Community College Regarding Federal Work Study Program*

ADJOURNMENT – Member Gilmour made a motion to adjourn the meeting, second by Member Gengler. **With four members voting aye, the meeting adjourned at 6:08p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator

KENDALL COUNTY LOBBYIST REGISTRATION ORDINANCE

SECTION 1 - LOBBYIST REGISTRATION.

A. **REGISTRATION:** Any person who, for compensation, attempts to influence a Kendall County elected official or employee on any County matter, must register as a lobbyist.

B. **DEFINITIONS:**

Compensation: Compensation means money, things of value, or benefits given or to be received.

Expenditure: Expenditure means a payment, distribution, loan, advance, deposit, or gift of money or anything of value, and includes a contract, promise, or agreement, whether or not legally enforceable, to make an expenditure, for the ultimate purpose of influencing executive, legislative, or administrative action, other than compensation as defined herein.

Lobbyist: A lobbyist is a person who as any part of his duties for compensation undertakes to influence legislative or administrative action, including, but not limited to:

- (1) A zoning matter;
- (2) The introduction, passage or other action to be taken on an ordinance, resolution, motion, appointment or other matters before the County Board;
- (3) The preparation of contract specifications;
- (4) The solicitation, award or administration of a contract;
- (5) The award or administration of a grant or other agreement involving the disbursement of public monies;
- (6) Any other determination made by an elected or appointed County official or employee of the County with respect to the procurement of goods or services.

Person: Person means any individual, firm, partnership, committee, association, corporation, or any other organization or group of persons regardless of whether such person is formally designated as a lobbyist by his employer.

C. The following individuals or categories of individuals are exempt from the registration policy:

1. The press and other media persons functioning in that capacity;
2. Persons performing professional services drafting legislation or advising clients regarding the construction and effects of legislation;
3. Employees of the County and other units of government and elected officials including the County Board Chairman or County Board members while acting in those capacities;
4. Expert witnesses appearing before the board or a committee by request of the County Board Chairman, a board member, County Administrator, County Elected Official, or a County Department Head;
5. Persons seeking to do business with the County whose activities are limited to occasional sales related inquiries or solicitations; submissions of bids; responses to requests for proposals; or where goods and services are for sale at a cost not exceeding ten thousand dollars (\$10,000.00);
6. Persons lobbying on behalf of a neighborhood, community, religious or civic organization who are not paid to do so and who spend no money for the benefit of a County elected official or County employee in connection with such lobbying;
7. Any attorney in the course of representing a client;
8. Any witness providing testimony in any administrative or judicial proceeding.

- D. An individual must register with the County Clerk within thirty (30) days of engaging in an activity which requires such a person to register as a lobbyist, and then where appropriate in each subsequent year in which such person meets the requirements for reporting, must file between February 1 and February 20 on forms prescribed by the County Board Chairman.
- E. Annually every person registering shall file with the County Clerk between February 1 and February 20 a report, under oath, of all expenditures over one thousand dollars (\$1,000.00) for the benefit of any single County elected official or County employee or aggregate amounts equaling three thousand dollars (\$3,000.00) made by him or her to or for the benefit of County elected officials or County employees, during the previous twelve (12) calendar months. The report shall show in detail the County elected officials or County employee to whom or for whose benefit such expenditures of one hundred fifty dollars (\$150.00) or more were made. The registrant will indicate on behalf of which employer, contractor, or organization such expenditures have been made and for which County matter.
- F. Any contributions required to be reported under article 9 of the Election Code are not reported under this article and are not to be determined in the amounts giving rise to the requirement of registration as a lobbyist.
- G. Failure to file any report within the time designated or the reporting of false or incomplete information shall constitute a violation of this article. The Ethics Officer as defined under section 2-408 of this Code shall investigate alleged violations of this article. Should the Ethics Officer find a violation of this article exists, the Ethics Officer may refer the matter to the Kendall County State's Attorney for prosecution. The penalties for violation of this article shall be a fine not to exceed five hundred dollars (\$500.00) for each incidence and the prohibition of the registrant from engaging directly or indirectly in any lobbying activities for a period of two (2) years from the date of the conviction. Any appeals of the findings of the Ethics Officer shall follow the process as described in section 2-414 of this Code.

This article shall be effective on March 1, 2020 and the reporting periods for which expenditure reports must be filed shall begin with the calendar year beginning January 1, 2021, and all subsequent calendar years.

State Law reference— 10 ILCS 5/9-1.11

**Waubonsee Community College
Off-Campus Federal Work-Study Agreement**

Brief Description of Work to Be Performed

- A. Answer incoming telephone calls/walk ins - provide general information to the public
- B. Type, send and file letters and informational lists for distribution
- C. Update certain County website pages
- D. Distribute mail and run postage machine
- E. Order office supplies and inventory
- F. Assist with collecting data, developing reports and completing special projects
- G. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees
- H. File notary public applications and renewals
- I. File time off requests and bi-weekly time sheets
- J. Electronically record and prepare minutes for County Board committee meetings
- K. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices
- L. Assist in preparation of Excel spreadsheets
- M. Update and maintain County social media accounts
- N. Other duties as assigned

Total Number of Students to Be Employed

Two (2)

The Hourly Rates of Pay

\$10.50/hour – 10.75/hour

The Average Number of Hours per Week each student will be used

20 hours per week

FY20 The Schedule of Pay Period, Time Sheet Due Dates, and Payroll Dates

Pay Period	Time Sheet Due Date	Payroll Date
1. Nov 28 – Dec 6, 2019	December 6, 2019	December 13, 2019
2. Dec 7 – Dec 20, 2019	December 20, 2019	December 27, 2019
3. Dec 21 – Jan 3, 2020	January 3, 2020	January 10, 2020
4. Jan 4 – Jan 17, 2020	January 17, 2020	January 24, 2020
5. Jan 18 – Jan 31, 2020	January 31, 2020	February 7, 2020
6. Feb 1 – Feb 14, 2020	February 14, 2020	February 21, 2020
7. Feb 15 – Feb 28, 2020	February 28, 2020	March 6, 2020
8. Feb 29 – Mar 13, 2020	March 13, 2020	March 20, 2020
9. Mar 14 – Mar 27, 2020	March 27, 2020	April 3, 2020
10. Mar 28 – Apr 10, 2020	April 10, 2020	April 17, 2020
11. Apr 11 – Apr 24, 2020	April 24, 2020	May 1, 2020
12. Apr 25 – May 8, 2020	May 8, 2020	May 15, 2020
13. May 9 – May 22, 2020	May 22, 2020	May 29, 2020
14. May 23 – June 5, 2020	June 5, 2020	June 12, 2020
15. Jun 6 – Jun 19, 2020	June 19, 2020	June 26, 2020
16. Jun 20 – Jul 3, 2020	July 3, 2020	July 10, 2020
17. Jul 4 – Jul 17, 2020	July 17, 2020	July 24, 2020
18. Jul 18 – Jul 31, 2020	July 31, 2020	August 7, 2020
19. Aug 1 – Aug 14, 2020	August 14, 2020	August 21, 2020
20. Aug 15 – Aug 28, 2020	August 28, 2020	September 4, 2020
21. Aug 29 – Sep 11, 2020	September 11, 2020	September 18, 2020
22. Sep 12 – Sep 25, 2020	September 25, 2020	October 2, 2020
23. Sep 26 – Oct 9, 2020	October 9, 2020	October 16, 2020
24. Oct 10 – Oct 23, 2020	October 23, 2020	October 30, 2020
25. Oct 24 – Nov 6, 2020	November 6, 2020	November 13, 2020
26. Nov 7 – Nov 20, 2020	November 20, 2020	November 25, 2020

Kendall County Job Description

TITLE: Part-Time Administrative Assistant
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FLSA STATUS: Non-Exempt
APPROVED: TBD

I. Position Summary:

Provides administrative and clerical support to the Administrative Services Department and County Board.

II. Essential Duties and Responsibilities:

- A. Provide administrative assistance to Administrative Services with the general affairs of the department and special assigned projects, as assigned by the County Administrator, Deputy County Administrator and/or County Board members.
- B. Answer incoming telephone calls/walk ins - provide general information to the public
- C. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services, departments reporting to County Administrator and County Board
- D. Type, send and file letters and informational lists for distribution
- E. Update certain County website pages
- F. Distribute mail and run postage machine
- G. Order office supplies and inventory
- H. Assist with processing, tracking and filing accounts payable invoices
- I. Assist with collecting data, developing reports and completing special projects
- J. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees
- K. Assist with general filing of Administrative Services and County Board documents.
- L. Electronically record and prepare minutes for County Board committee meetings
- M. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices
- N. Assist in preparation of Excel spreadsheets
- O. Assists with public relations and social media accounts
- P. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties
- Q. Maintains regular attendance
- R. Other duties as assigned

III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.

Kendall County Job Description

- The ability to listen, understand information and ideas and work effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- The ability to independently complete projects and follow guidance.
- Requires skill in operating a personal computer, facsimile machine, copier, and other office equipment
- Computer knowledge of MS Office Suite

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);

VI. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Kendall County Courthouse);
- Frequently lift and/or move up to 10 pounds;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office buildings and other locations in Kendall County to perform assigned job duties.

V. VII. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings/location in Kendall County to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with staff, law

Kendall County Job Description

- enforcement, department heads, elected officials, vendors, and the public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County, Illinois

REQUEST FOR QUALIFICATIONS

Management of Employee 457 Plan

February 2020

This Request for Qualifications ("RFQ") is for the purpose of evaluating the qualifications of a qualified firm (sole proprietor, partnership, corporation, etc.) to provide a Deferred Compensation Plan for Kendall County Employees Kendall County may, but is not required to, enter into a professional working relationship with a qualified firm as a result of this RFQ.

GENERAL REQUIREMENTS:

Proposers are to submit 1 original proposal via mail or email. Firms may be notified that they have been selected for further evaluation. [Selected Proposer interviews will be scheduled on TBD. Interview attendance is required.]

Commented [SK1]: Do you want interviews

SUBMISSION LOCATION:

Kendall County Administration
keadmin@co.kendall.il.us
111 W. Fox St
Yorkville, IL 60560

SUBMISSION DATE:

[March 2nd 2020 by 4:00 p.m.]
Responses received after the time specified will not be opened.

Commented [SK2]: When do we want to post this. Currently Economic Development and codification posted

CONTACT QUESTIONS:

Submit questions via email to: Kendall County Administration, attention Scott Koepfel, County Administrator, at skoeppel@co.kendall.il.us Questions are required no less than three (3) business days prior to the RFQ opening date. Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Kendall County elected official or employee. All questions will be answered with a copy of the question and answer to each Proposer that the County is aware of and may be answered by addendum.

CONTENTS:

The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References

GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
Kendall County reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.
2. **Confidentiality:**
RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").
3. **Reserved Rights:**
Kendall County reserves the right, at any time and for any reason, to cancel this RFQ, or any portion thereof, or to reject any or all RFQs. The County reserves the right to waive any immaterial defect in any RFQ. The County may seek clarification from a Proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**
Kendall County will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**
The Human Resources and Administration Committee of the Kendall County Board will review all of the proposals and make a recommendation to the full County Board for final approval.
6. **Discussion of RFQ:**
Kendall County may conduct discussions with any Proposer who submits a response to this RFQ. During the course of such discussions, the County shall not disclose any information derived from one Proposer to any other Proposer.
7. **Time and Effort:**
Time is of the essence. The Proposer shall be able to devote sufficient resources to Kendall County.
8. **Responsibility and Default:**
The Proposer shall be required to assume responsibility for all items listed in this RFQ. The successful Proposer shall be considered the sole point of contact with Kendall County for purposes of this agreement.
9. **Interpretations or Correction of Request for Qualifications:**
Proposer shall promptly notify Kendall County of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
10. **Addenda:**
Addenda are written instruments issued by the County prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each Proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such Proposer has received and understands fully the contents of the addenda.
11. **Federal, State, and Local Laws:**
Proposer shall follow all Federal, State, and Local laws.
12. **Insurance: *Please submit certificate with your proposal***
The Proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the County with evidence of credible insurance. Insurance in the following types and amounts is necessary:
 - Professional Liability to include, but not be limited to, coverage for Errors and Omissions to

respond to claims for loss therefrom:

- o General Aggregate Limit \$1,000,000
- o Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, Kendall County shall:

- o Be named as additional insured by endorsement as their interest may appear;
- o Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- o Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

Commented [S13]: Do we need this section for the 457?
Is there specific insurance a provider should have?

13. **Change in Status:**

The Proposer shall notify Kendall County immediately of any changes in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Kendall County shall have the option to terminate any professional working relationship with the Proposer immediately on written notice based on any such change in status.

14. **Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Kendall County Request for Qualifications; and the Proposers Response to RFQ.

15. **Submittal and Evaluation Factors:**

The most promising responses as determined by Kendall County will be evaluated in detail. Additional information may be sought from Proposer(s). Proposers may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The County reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the County. The County reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the County.

The County also reserves the right to exercise its discretion and be the sole judge of all proposals.

Criteria includes but is not limited to the following:

1. Understanding of the work required as evidenced by the proposal and the ability of the provider to commence work in a timely manner. Completeness of proposal will be critical.
2. The qualifications of the company;
3. The scope of the services offered;
4. Ability to work with and relationship with stakeholders;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in codifying the ordinances of units of local government in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the County;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.

10. Good service and good value shall weigh heavily in the selection process
11. Firm compensation assessment.

PROJECT OVERVIEW

1. **Intent:**
Kendall County may enter into a service agreement with a qualified firm to manage the Kendall County Employee 457 plan.
2. **Background:**
Kendall County (population of approximately 124,000) employs over 320 employees. Kendall County is seeking a firm to manage the Kendall County employee 457 plan. The current plan has 69 participants with 2.65 million dollars in plan assets.
3. **Project Scope of Services:**
The purpose of this Request for Qualifications ("RFQ") is to select a Firm qualified to manage the Kendall County employee 457 plan. The selected Firm is expected to provide qualified and expert professional services, including but not limited to:
 - a) Manage 457 deferred compensation plan for all participating employees
 - b) Provide educational information to participating employees
 - c) 1 on 1 meetings with participating employees
 - d) Provide plan information to all employees
 - e) Attendance of the annual employee benefits fair is required
 - f) Quarterly report submitted to the County Board
 - g) Provide a web portal for employees
4. **Submission Requirements:**
 - Section 1.0 – Executive Summary**
Provide a brief summary which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for the Kendall County. Please state your firm's business organization type (sole proprietor, partnership, corporation, etc.).
 - Section 2.0 – Relevant Experience**
Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project. Provide Proposer's experience with local governments.
 - Section 3.0 – Contract Term**
Provide desired contract term.
 - Section 4.0 Plan Information**
Provide an example plan document that includes all relevant information for a successful employee deferred compensation plan. Any other information about the plan your firm would offer to Kendall County Employees.
 - Section 4.0 – Client Examples**
Provide at least three (3) examples of local government 457 plans that your firm manages. Illinois clients are preferred.