

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
County Office Building
County Board Rooms 209-210
111 W. Fox Street, Yorkville IL
Meeting Minutes
Thursday, January 7, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, Dan Koukol – present, Lynn Cullick - here, John Purcell arrived at 9:01a.m.

Committee Members Absent: John A. Shaw

Others present: Glenn Campos, Scott Koeppel, Becki Rudolph, Jeff Wilkins

APPROVAL OF AGENDA: Member Koukol made a motion to approve the agenda as presented, second by Member Gilmour. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the December 3, 2015 meeting minutes, second by Member Koukol. **With all in agreement, the motion passed.**

MONTHLY REPORTS

- a. **County Administrator** – Mr. Wilkins reported on the email received from Leslie Johnson regarding the Illinois Department of Labor regulations that will require modifications to timekeeping procedures for all department/elected offices requiring records to be kept on all hours worked by all employees, including FLSA Exempt employees.

Glenn Campos was asked to bring the number of union employees that have voluntarily moved over to the HSA or HMO plans from last year, and also how many union employees as a percentage are even enrolled at all information to the February 4th meeting.

Mr. Wilkins also briefly reviewed the annual/monthly Human Resource reports with the committee.

Mr. Wilkins informed the committee that Latreese Caldwell's work space in Administrative Services is being converted to an office and should be completed in the next few weeks.

Mr. Wilkins gave an update on the Ridge Street property now vacated by Jim Olson, and that the person that purchased the Olson business has had a delay in moving all of the files, and will get those moved soon.

Discussion on the poor condition of the building, the liability to the County, and the possibility of demolishing the building in the next year or so.

Wilkins also informed the committee about a recent issue involving the generator at the County Office Building running continuously for one complete evening, and said that Jim Smiley and Scott Koeppel are working to get a notification sent to facilities when the generator is having issues.

Wilkins also reported that the MetroNet fiber net project was approved for Plainfield. Phase 1 would include Plainfield, Oswego, Boulder Hill, and Montgomery, and Phase 2 would include Yorkville and Sugar Grove. The committee suggested asking MetroNet to provide an update to the County Board at a future Economic Development meeting.

- b. Department Heads and Elected** – Scott Koeppel reported that there is a conference in San Diego this year done by Esri, the software company that the County uses to do GIS work, and because the county pays for support from Esri, two people will be allowed to attend the conference at no cost. The county would have to pay for the flight, lodging and meals for anyone attending the conference. The conference includes all day classes, and one on one time with consultants and technicians. Mr. Koeppel proposed that Don Clayton attend this year, and said that he and or possibly Jonathan Oelschlager would attend next year. Mr. Koeppel said there are funds available in the GIS training budget to cover the additional expenses.

Mr. Koeppel stated that one of the GIS goals by 2017 is to become mobile since more and more people rely strictly on their mobile devices to obtain data and information, and that GIS would utilize Esri for assistance with the mobile project. The committee was supportive of Mr. Clayton attending the conference in the summer of 2016. The committee would like Mr. Clayton to provide a report/feedback following the conference.

OLD BUSINESS

- *Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology Services* – Discussion on the current policy of maintaining journal copies of email, the length of time they are currently maintained, the purpose of the retention of the journal copy of emails, record retention requirements by the Illinois Local Records Commission, and Mr. Koeppel’s proposed resolution for retaining records for a minimum of two-years. There was consensus by the committee to have the resolution ready for review by the committee at the January 26, 2016 Admin HR meeting.
- *Approval of a Form to Request Archived Emails from the Journal Copy* – Mr. Koeppel stated that this proposed form would be used by the Technology department as a record of any request for emails from the journal copy by someone other than the original email recipient. Mr. Koeppel said that the form would need to be approved by any Department Head or Elected Official before any data would be released to the requester of any email. There was consensus by the committee to review this form again at the January 26, 2016 Admin HR meeting.

NEW BUSINESS

- *AT & T Internet Contracts* – Mr. Koeppel explained his request for Approval of the AT & T Fiber Internet contract for a 36-month term at a cost of \$749.26 per month, with an initial credit of \$1,778.04, and Approval of the Renewal of the AT & T DS1 Contract for a 36-month term at \$443.00 per month. Member Purcell made a motion to forward the items to the Committee of the Whole for further discussion, and to the County Board for approval, second by Member Koukol. **With all members voting aye, the motion carried.**
- *Discussion on Ordinances regarding Raffles and Poker Runs* – Member Purcell made a motion to forward this item to the Committee of the Whole for further discussion, and on to the County Board for approval if necessary, second by Member Gilmour. **With all members in agreement, the motion carried.**
- *County Organizational Chart* – Item tabled until the February 4, 2016 meeting
- *Employee Handbook* – Item tabled to a future meeting

EXECUTIVE SESSION – None needed

ITEMS FOR COMMITTEE OF THE WHOLE

- *AT & T Fiber Internet and DS1 Contracts*
- *Discussion on Ordinances regarding Raffles and Poker Runs*

ACTION ITEMS FOR COUNTY BOARD

- *AT & T Fiber Internet and DS1 Contracts*
- *Discussion on Ordinances regarding Raffles and Poker Runs*

PUBLIC COMMENT – None

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:38a.m., Member Cullick seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary