

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**County Office Building**  
**County Board Rooms 209-210**  
**111 W. Fox Street, Yorkville IL**  
**Meeting Minutes**  
**Tuesday, February 23, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Member Gilmour (Chair Pro-Tem) at 5:40p.m.

**ROLL CALL**

Committee Members Present: John Purcell - present, Dan Koukol – here, Judy Gilmour – here

*Lynn Cullick arrived at 5:44p.m.*

Committee Members Absent: John A. Shaw

Others present: Scott Koeppel, Paul LaLonde, Jeff Wilkins

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

**APPROVAL OF MINUTES:** Member Koukol made a motion to approve the February 4, 2016 meeting minutes, second by Member Purcell. **With all in agreement, the motion passed.**

**MONTHLY REPORTS**

- a. **County Administration** – Paul LaLonde, Voluntary Action Center provided an update on the Kendall Area Transit program, and reported that ridership has decreased, which is based solely on the State of Illinois crisis. Mr. LaLonde said they restricted service in early December 2015 in response to the uncertainties of the State fiscal situation. Prior to that, they were on track to continue increasing ridership, and he said that demand is higher than ever. Mr. LaLonde also said that should funding come from the State of Illinois, the VAC is prepared to jump right back into full swing.

Member Purcell asked if LaLonde could provide a summary of the Kendall Area Transit Fiscal 2015 and year-to-date 2016 Fiscal budget to the committee at the next meeting.

Mr. LaLonde said that he was recently appointed as the Assistant Executive Director of the Voluntary Action Center, and therefore they are beginning the search for a replacement Kendall Area Transit Director. The committee asked that the position be posted on the County website to encourage Kendall County citizens to apply. Mr. LaLonde will provide the information to Technology Services Director Scott Koeppel to post on the County website.

Mr. LaLonde reported that the Federal Government has enacted the FAST Act 5-year long-term transportation funding bill signed in December 2015, which includes Federal FTA 5310 funding for senior and disabled citizens through the RTA and 5311 funds for rural money through IDOT. Mr. LaLonde stated that all counties in the country will receive a 2.9 percent increase in those formulas. And, although Kendall County is relatively small, he hopes the County will receive 3 percent more, as well as some long-term stability.

Mr. LaLonde briefed the committee on the VAC Advisory Committee that was established approximately one year ago, and said the committee advises the VAC Board specifically regarding Kendall County. Members meet quarterly, and consist of personnel from the Administration Office, the Health Department, Waubensee, and other stakeholders.

- b. Department Heads and Elected Officials** – Scott Koeppel, Technology Services Director, said that Don Clayton and Andy Nicoletti will update the committee on the GIS Aerial bids and pricing at the March 3, 2016 Admin HR meeting.

Mr. Koeppel has been working with the Circuit Clerk with the purchase of a new I Series IBM Server for the web-base software, and their current server cannot handle the new software. They will also assist in the installation of the software to reduce vendor costs.

Mr. Koeppel reported they continue to assist the County Clerk with technology preparations for the upcoming elections and the new requirement of onsite registration. They've also assisted with set-up of the new printers that will be used with the longer ballots.

Mr. Koeppel reported that Technology met with representatives from Tyler Technologies (formerly New World) System for the Sheriff's Office records management system upgrade and some local Police Chiefs because they are unhappy with the timeline. We paid for the first half of the upgrade last September, but as of now the completion calendar says Tyler Technologies will start in June and finish the upgrade in August 2016. Mr. Koeppel is working toward some type compensation via potentially free training due to the fact that the upgrade cannot be completely as planned.

Mr. Koeppel also updated the committee on the meetings regarding the Jail and Courthouse security projects, and along with Jim Smiley, met with the architects last week. Mr. Koeppel said the project is at the 30 percentage point, and they are on track for the budget. The project would include new wiring between the buildings and inside the jail and courthouse. Discussion on existing fiber optic wiring already in the Jail building,

Member Gilmour thanked Scott and Technology for helping the 708 Mental Health Board with their website. Mr. Koeppel said that Gina Hauge in Technology Services completed the 708 Mental Health Board website that will be linked to the Health Department website. Technology also assisted them with putting the 708 Mental Health Board application online for easier access and completion.

Mr. Koeppel said they continue to research time-keeping options for tracking exempt and non-exempt employee hours for various departments and offices.

## OLD BUSINESS

- *Resolution Approving Policy for Managing Email Archive* – Scott Koeppel reported that he contacted the State Archive office, regarding emails and the convenience copies. They informed Mr. Koeppel that we do not have to request to destroy convenience copies of emails, but can destroy them at any time. Mr. Koeppel said that the state advises that the County should have a policy in place so that employees are aware of what they need to do with emails, the difference between emails that need to be retained, and those that can be destroyed.

Mr. Koeppel stated that the archiver was originally purchased to serve as a back-up in the case of a disaster where email is completely lost. It would allow the recovery of emails that had been backed up as convenience copies.

- *Organization Charts Discussion* – Item not discussed

## NEW BUSINESS

- *Employee Handbook* – Item not discussed

**EXECUTIVE SESSION** – Member Cullick made a motion to enter into executive session for the purpose collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, (5ILCS 120/2 (2), second by Member Gilmour.

**Roll Call:** Member Gilmour - yes, Member Koukol - yes, Member Purcell - yes, Member Cullick - yes  
**With all in agreement, the committee entered into Executive Session at 6:48p.m.**

Others Present: Jeff Wilkins

Member Koukol made a motion to reconvene in Open Session, second by Member Gilmour. **With all in agreement the committee reconvened into Open Session at 7:08p.m.**

**ITEMS FOR COMMITTEE OF THE WHOLE** – *Proposed Organizational Chart Changes concerning County Administrator and department heads*

**ACTION ITEMS FOR COUNTY BOARD** - None

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Member Gilmour moved to adjourn the meeting at 7:10p.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary