

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, March 3, 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, John Purcell – yes, John A. Shaw – present, Lynn Cullick - here

Committee Members Absent: Dan Koukol

Others present: Glenn Campos, Don Clayton, Leslie Johnson, Scott Koeppel, Andy Nicoletti, Jim Pajauskas, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Purcell made a motion to approve the February 23, 2016 meeting minutes, second by Member Gilmour. **With all in agreement, the motion carried.**

PRESENTATION ON GIS AERIAL PHOTOGRAPHY BIDS – Don Clayton distributed a list of the top three bids for the aerial Flight that is proposed for this year. The lowest bid is with the same company that completed the aerials in 2014, Ayres Associates, from Madison WI. Mr. Clayton stated that he planned to forward the contract that was reviewed by the State’s Attorney’s Office in 2014, and ask Ayres Associates to create a new contract with the same verbiage, and then present the contract to the County Board for approval at the March 16, 2016 meeting.

Motion made by Member Shaw to forward the approval of the GIS Aerial Photography contract, second by Member Purcell. **With four members present voting aye, the motion carried.**

MONTHLY REPORTS

- a. **Department Heads and Elected** – Scott Koeppel, Technology Services Director reported that they have added the *Most Wanted* icon addition to the Sheriff’s website, and said the Sheriff would like to add a link to the *Find a Sexual Offender* site. There was consensus by the committee to go ahead as requested.

Mr. Koeppel said they continue to work with the County Clerk’s office on the equipment and software for the laptops to be used at the upcoming election.

Mr. Koeppel said Technology is also evaluating new security devices for the network (replacing the firewall). Mr. Koeppel stated that we are at a point where we are not meeting security standards, and he would like to purchase a new device that would reduce the year-to-year costs, and replace two additional devices that are not functioning properly. Mr. Koeppel asked if he could take this item to a future Finance Committee meeting, and either to Committee of the Whole or back to the Admin HR Committee prior to going to the Board for approval.

Mr. Koeppel said he met with Jim Smiley and Joe Gillespie regarding the wiring of the PSC and Courthouse projects, and said they are willing to attend a future meeting. Member Cullick asked that they attend the March 22, 2016 meeting to provide additional information and discussion.

- b. County Administrator** – Jeff Wilkins briefed the committee on the Mayors Managers meeting held on March 2, 2016. Wilkins explained the Regional Cooperative Growth initiatives presented by Metro Chicago Exports, and Chicago Metro Metals Consortium, as well as a CMAP Next plan workshop led by Kane Kendall Council of Mayors personnel.

Mr. Wilkins also reviewed the monthly Human Resources reports with the committee.

OLD BUSINESS

- *Organization Charts Discussion* – item not discussed at this meeting

NEW BUSINESS

- *Employee Handbook* – item not discussed at this meeting

EXECUTIVE SESSION – Motion made by Member Gilmour 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); and for the purpose of 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 120-2c/2); and Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court of administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting (5ILCS 120-2c/11); second by Member Shaw.

Roll Call: Member Purcell – aye, Member Shaw- yes, Member Gilmour – yes, Member Cullick – yes.
With four members present voting aye, the committee entered into Executive Session at 9:42 a.m.

Committee Members Absent: Dan Koukol

Others Present: Leslie Johnson, Jeff Wilkins, Jim Pajauskas, Glenn Campos

Member Shaw left the meeting at 9:47a.m.

Member Purcell made a motion to reconvene into Open Session, second by Member Gilmour. **With all members present in agreement, the committee entered into Open Session at 11:26a.m.**

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD – *Approval of GIS Aerial Photography Bid from Ayres Associates in the amount of \$31,560*

PUBLIC COMMENT – None

ADJOURNMENT – Member Purcell moved to adjourn the meeting at 11:29a.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary