

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, March 22, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Vice Chair John Shaw at 5:40p.m.

ROLL CALL

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

Lynn Cullick entered the meeting at 5:43p.m

Committee Members Absent: Dan Koukol

Others present: Joe Gillespie, Scott Koeppel, Jim Smiley, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the March 3, 2016 meeting minutes, second by Member Purcell. **With all in agreement, the motion passed.**

MONTHLY REPORTS

- a. **Department Heads and Elected Officials** – Scott Koeppel, Technology Services Director, stated that Technology conducted a PC recycling, and in conjunction with Facilities Management disposed of several copiers, and made sure they were disposed of environmentally and security-wise. This freed up some space and disposed of older equipment that was no longer usable.

Mr. Koeppel reported that Gina Hauge spent many hours assisting with the onsite voter registration set-up and laptop operations for several weeks before and on the day of the election at polling sites. Mr. Koeppel and Darrell Kollins also assisted in various areas of the technology side of the election.

Mr. Koeppel said the budget is on track for Technology and GIS.

Koeppel said that they have begun evaluating the replacement of the wireless link between the County Office Building and the Public Safety Building, and have started getting quotes and talking to vendors regarding the replacement. The original wireless link is approximately 8 years old, and there are some speed issues in the County Office Building.

NEW BUSINESS

- *Approval of Firewall Equipment Purchase* – Mr. Koeppel explained the importance of purchasing new Firewall Equipment, and that they are evaluating different security devices. Although the purchase of new firewall equipment was not originally in the budget, Mr. Koeppel reported that funds are in his budget if he delays the purchase of some new PC's.
- *PSC/Courthouse Update* – Sheriff's Office Deputy Commander Joe Gillespie, Kendall County Sheriff's Office reported that he, Jim Smiley and Scott Koeppel met with Dewberry for the sixty percent completion on the design concept, the blue print page turn reviewing every device for replacement purposes, and spent time with the architect prior to the meeting. Gillespie said they spent a considerable amount of time ensuring that they continue to move in the right direction, and said they are at approximately \$2,819,000., not including the Dewberry fee of \$217,000, and are right at the sixty percent of expectations of the budget.

Deputy Commander Gillespie explained that all of the copper cabling and some fiber cable is bad, they planned to have the infrastructure fiber tested to see if any of it is usable as a cost savings initiative. Gillespie also explained that the wiring that would run between the Courthouse and the Sheriff's Office (dark fiber) through a completely separate tunnel, and not part of that building project. This dark fiber in a four-inch sleeve, 8-10 inches underground that hooks the network together for the County. There are additional cable pairs that aren't being used that they hope to use to save money on this project. Mr. Koeppel explained that when the HHS building was built, there was wiring installed between HHS, the Public Safety Center, and the Courthouse. Technology currently use that fiber optic cable to connect all of the computers together at those three locations, but they are not using all of that cable. Mr. Koeppel said Technology could spare some strands of that fiber to connect the PSC and the Courthouse. Mr. Koeppel said the fiber was run in 2004, and that he planned to have the cable inspected for viability and usage prior to proceeding with any project.

- *Approval of Resolution Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311) and Downstate Public Transportation Act 30 ILCS 740/2-1 et seq* – Jeff Wilkins explained that this is the annual resolution, and reviewed the 5311/Downstate Operating Assistance Program for FY2017, as well as ridership statistics. Member Purcell made a motion to forward to the County Board for approval, second by Member Shaw. **With four members present voting aye, the motion carried.**
- *Announce Public Hearing at April 5 County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 991, as amended (49 U.S.C. §5311)* – Mr. Wilkins reviewed the proposed Public Notice of the hearing to be scheduled on April 5, 2016. Member Purcell made a motion to forward to the County Board for approval, second by Member Gilmour. **With four members present voting aye, the motion carried.**

- *Employee Handbook* – Member Purcell suggested that the committee begin reviewing and making changes only to the portion of the handbook applicable to the County Administrator’s immediate supervision of the Facilities Management Director, the Technology Services/GIS Director, the Planning, Building and Zoning Director, Administrative Services and Animal Control. The committee will begin review of the employee handbook at the April 7, 2016 committee meeting with Assistant State’s Attorney Leslie Johnson in attendance

OLD BUSINESS

- *Organization Charts Discussion* – The committee will continue review of the organization charts at the April 7, 2016 committee meeting when Assistant State’s Attorney Leslie Johnson is in attendance.

EXECUTIVE SESSION – Not Needed

ITEMS FOR COMMITTEE OF THE WHOLE – PSC/Courthouse Update on a monthly basis

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Resolution Authorizing Application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311) and Downstate Public Transportation Act 30 ILCS 740/2-1 et seq*
- *Public Hearing at April 5 County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 991, as amended (49 U.S.C. §5311)*

PUBLIC COMMENT – None

ADJOURNMENT – Member Purcell moved to adjourn the meeting at 6:24p.m., Member Shaw seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary