

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, June 28, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:36p.m.

ROLL CALL

Committee Members Present: Lynn Cullick – here, Judy Gilmour – here

Chair Cullick appointed County Board Member Prochaska to serve on the committee for tonight's meeting to establish a quorum to conduct business.

Committee Members Absent: Dan Koukol, John Purcell, John Shaw

Others present: Scott Koeppel, Jim Pajauskas, Jeff Wilkins

APPROVAL OF AGENDA: Member Prochaska made a motion to approve the agenda with the change to move Item 6C before Item 6A, second by Member Gilmour. **With all in agreement, the motion carried.**

APPROVAL OF MINUTES: Member Prochaska made a motion to approve the June 9, 2016 meeting minutes, second by Member Cullick. **With all in agreement, the motion carried.**

NEW BUSINESS - None

OLD BUSINESS

- *Recommend Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants* – Jeff Wilkins briefed the committee on the resolution, and said the County has applied to the 5310 in the past, and explained that these dollars are gear-marked to assist the seniors and disabled in the County.

Mike Neuenkirchen, Kendall Area Transit Director, explained that these funds are coupled with public transportation dollars to enable the continuous and possible expansion of the program. Mr. Neuenkirchen said that RTA is the administrator of the funds.

Jeff Wilkins asked Mr. Neuenkirchen to check the dates listed on the resolution and to make changes if necessary prior to the resolution going to the County Board for approval.

Member Gilmour made a motion to forward the *Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants* to the County Board for approval, second by Member Prochaska. **With all in agreement, the motion carried.**

- *Discussion on Email Access for Non-County Employees* – Scott Koeppel provided a list of non-County employees that utilize the County email system, including Emergency Management, Sheriff's Auxiliary, Township Assessors, CASA, Kendall Area Transit, Forest Preserve, KenCom, Merit Commission and Veteran's Assistance Commission. Discussion on inter-governmental agreements with these groups. Member Prochaska made a motion to forward the item to the Committee of the Whole for further discussion, second by Member Gilmour. **With three members in agreement, the motion carried.**
- *Recommend Approval of Job Descriptions* – Jeff Wilkins briefed the committee on the twenty-one proposed job descriptions for Animal Control, Administrative Services, Facilities Management, GIS/Mapping, Planning, Building and Zoning, and Technology.

Scott Koeppel stated that the GIS System Specialist – Senior position was provided in error, and that he would provide the GIS Analyst job description for the committee and State's Attorney's Office to review.

There was consensus by the committee to forward all descriptions to the State's Attorney's Office for review, and that they will also review the job descriptions to discuss at a future meeting.

ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion on Email Access for Non-County Employees*

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Resolution Authorizing Application for FY2015 Section 5310 Grant Agreement under the Regional Transportation Authority's General Authority to Make Such Grants*

PUBLIC COMMENT – None

EXECUTIVE SESSION – Member Gilmour made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, and 5ILCS 120/2 9c (2), 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, second by Member Prochaska.

Roll Call Vote: Member Cullick - yes, Member Gilmour - yes, Member Prochaska - yes. **With three members in attendance voting aye, the committee entered into Executive Session at 6:15p.m.**

Member Prochaska made a motion to return to Open Session, second by Member Gilmour. **With all in agreement, the committee returned to Open Session at 6:53p.m.**

ADJOURNMENT – Member Prochaska moved to adjourn the meeting at 6:54p.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary