

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, July 7, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Vice Committee Chair John A. Shaw at 9:02a.m.

ROLL CALL

Committee Members Present: Dan Koukol - here, Judy Gilmour – here, John A. Shaw - yes

Member Cullick entered the meeting at 9:05a.m. and Member Purcell entered the meeting at 9:09a.m.

Others present: Glenn Campos, Scott Koeppel, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the June 28, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion carried.**

MONTHLY REPORTS

- a. **Department Heads and Elected** – Scott Koeppel reported Technology continues working with the New World upgrade project in the Sheriff’s Office, and hope to go live in August. The county, Yorkville and Oswego are experiencing issues. They will meet tomorrow to about the procedure to go live, and will meet with New World to review the issues and determine a repair schedule.

Mr. Koeppel is meeting with Judge McCann and others today regarding connection with DeKalb County to enable arraignments, court proceedings and bond calls to save money on transportation of inmates and to save time for all involved. Mr. Koeppel will continue to update the committee.

Technology continues working on quotes for the internet connection between County Office Building and Sheriff’s Office/Public Safety Center to speed up connections in the County Office Building. They have received a few quotes under budget, and Mr. Koeppel will bring the bid to the next Admin HR meeting on July 26, 2016.

Mr. Koeppel, Jim Smiley and Joe Gillespie had the walkthrough of the Public Safety Center and Courthouse security project with several of the bidders present. All bids will go to Dewberry and everyone will get the same list of questions and answers. Bids are due by July 22, 2016.

Mr. Koeppel met with AT & T to get the internet connection up and running. The county will be the first customers in the area to have this type of internet connection.

b. County Administrator

1. *CMAP* - Jeff Wilkins reported on a memo received from CMAP regarding their funding and need to raise a local match that the state is no longer providing. The local match would be one-third from counties, one-third from municipalities, and one-third from service agencies. In the past the fees were voluntary in previous years, but CMAP is now stated that due to the state budget crisis, the fees are now mandatory.

The County would owe \$17,822 in fiscal year 2017; and there will be a base amount the in FY2018 to \$25,000 and then a per capita component also. Mr. Wilkins said this amount would need to be added in FY2017. Jeff Wilkins will check with the Kane Kendall Council of Mayors to see if withdrawal from CMAP would affect any funding from KKCM.

There was consensus by the committee to delay paying the CMAP dues until the Finance Committee begins the budget process and continues discussion on continuing with CMAP, and when/if to pay these dues.

2. *Madison Street Property* - Jeff Wilkins received the tax exemption certificate from the Department of Revenue for the Madison Street property. The county is no longer required to pay taxes on that property.
3. *Metra* - Jeff Wilkins will forward minutes to the Board from the Metra Kick-Off meeting for the Metra Extension held in June. The Metra planning staff has determined that the study will take approximately 24-months to complete.
4. *Monthly HR Reports* - Mr. Wilkins also reviewed the monthly HR reports with the committee.

NEW BUSINESS - None

OLD BUSINESS

- *Employee Appreciation Picnic at Meadowhawk Lodge – Hoover Forest Preserve, September 9* – Member Koukol voiced his concern that the picnic hasn't been well attended in the past few years, and that employees don't seem to show as much interest in attending any longer. Discussion on other options, not having a picnic any longer, and conducting a survey of employees. **The committee asked Jeff Wilkins to send an email survey to employees to solicit feedback on the popularity of the picnic or other options, prior to the July 26, 2016 meeting.**
- *Wellness Screening anticipated September 28 (September 21 may be option)* - Jeff Wilkins stated they have confirmed with the vendor to conduct the Wellness Screening on September 28, 2016. PPO participants will have no cost, but HMO participants will have to pay a cost. Member Gilmour stated that HMO and PPO members can have an annual physical/wellness screening with their Primary Care Physician at no cost.
- *Organization Chart Discussion* – Item completed, and to be removed from the agenda.

- *Employee Handbook Discussion – item to be discussed at the July 26, 2016 meeting*

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD - None

PUBLIC COMMENT – None

Member Shaw left the meeting at 9:55a.m.

EXECUTIVE SESSION – Member Gilmour made a motion to enter into Executive Session 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 (5 ILCS 120/2 (c) 2, second by Member Koukol.

ROLL CALL: Member Purcell – yes, Member Koukol – aye, Member Gilmour – yes, Member Cullick – yes. **With four members present voting aye, the committee entered into Executive Session at 9:58a.m.**

Member Gilmour made a motion to return to Open Session, second by Member Koukol. **With four members present voting aye the committee resumed in Open Session at 11:10a.m.**

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

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary