

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, August 4, 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: Dan Koukol - here, Judy Gilmour – here, Lynn Cullick - here

Member Purcell arrived at 9:12a.m.

Committee Members Absent: John A. Shaw

Others present: Glenn Campos, Scott Koeppel, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the July 7, 2016 meeting minutes, second by Member Koukol. **With all in agreement, the motion carried.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Technology Services*
 - *Technology Van* – Mr. Koeppel reported that there is a need for an additional van in the Facilities Management department, and Technology doesn't currently use their van on a daily basis. Mr. Koeppel stated that he is willing to give the Technology van to Facilities Management. If technology needs a vehicle for special projects, they will be able to utilize the van being given to Facilities. **There was consensus by the committee to move the vehicle to the Facilities Management department.**
 - *Current Technologies* – Mr. Koeppel updated the committee on the proposed agreement with Current Technologies to purchase a wireless link between the Sheriff's Office and the County Office Building in an amount not to exceed \$24,891.24. Motion made by Member Koukol, second by Member Gilmour to forward this item to the Committee of the Whole for additional discussion and on to the County Board for approval. **With three members present voting aye, the motion carried.**
 - *Intergovernmental agreement with KC Courts and with KenCom* – Mr. Koeppel reported that there has been a request by KenCom and the Courts to have additional technology assistance. Mr. Koeppel told both entities that they are at capacity, and

would have to hire an additional person for technology. Both entities are willing to fund a new full-time, exempt position. Mr. Koepfel said that the cost for benefits and salary would be \$90,000, with half coming from each entity. There would be a 3-year agreement with the option of a two-year extension. Mr. Koepfel has met with Judge McCann and Robyn Ingemunson, and will meet with Lynette Bergeron tomorrow. There will not be one technology person specifically designated for this assistance, although this position would focus on these two entities, other technology personnel would also be available to assist as needed. Mr. Koepfel stated that he is working toward a December 1, 2016 start date. Mr. Koepfel will update the committee at the next meeting, and provide the direction for proceeding.

Member Gilmour said that KenCom has only held discussion on this topic at their Finance Committee meeting, and will discuss the issue at the Executive Board meeting on August 25, 2016.

- *Budget* – Mr. Koepfel reviewed his proposed FY2017 budget for Technology and GIS with the committee. He said he is trying to follow the zero percent increase as instructed by the Finance Committee, and has not done anything for salaries yet. The technology budget shows a decrease in several areas, and the GIS budget shows approximately \$2000 less this year.

Mr. Koepfel also reviewed the Technology Capital Request requests with the committee. Discussion on specialty software that is used by several of the offices/departments, why technology is funding these software programs and the increases of those each year, and showing the reimbursement of that software to Technology, and software costs for municipalities for the New World program. Mr. Wilkins reported there is \$35, 625 budgeted in the General Fund under Technology Municipal Reimbursements.

The committee agreed that Mr. Koepfel should present his budget to the Finance Committee at the Budget Hearings in September 2016.

Member Purcell asked about the projected cost of \$4,800 for the Technology department cell phones. Member Koukol asked if the County could work toward getting all county cell phones under one plan to reduce costs and provide a better service. Member Purcell reminded the committee that they couldn't mandate elected officials to comply with a request to participate. Member Cullick would like to know what phones are in use in Technology, Admin Services, Animal Control, Facilities and PBZ, and if they are needed, and if they can be combined into one plan with one carrier. Jeff Wilkins will gather this information and present at a future meeting.

Administrative Services – Jeff Wilkins briefly reviewed the Administrative Services budget with the committee and wanted direction on how to proceed. Mr. Wilkins said that over the years they've always wanted flexibility with part-time personnel. Mr. Wilkins explained the possibility of a part-time employee or paid intern to work in Administrative Services to provide coverage in multiple departments filling in for vacations, absences, and also to serve as a "floater" as needed. Member Cullick asked where this person would be home-based, and what

the person would do when they weren't needed in other departments. Mr. Wilkins stated the person could be housed in Administrative Services, and could do minutes, answer phones, and other administrative projects.

After discussion, the committee agreed to remove the Codification project from the budget.

There was consensus by the committee to have Mr. Wilkins to present his budget to the Finance Committee at the budget hearings in September.

- *Public Safety Center & Courthouse Security System Bids* – Mr. Koepfel updated the committee on the bidding progress and what the next steps will be. There will be a meeting of County personnel and Dewberry to review the submitted bids in detail next week. Mr. Koepfel informed the committee about the three alternates, Alt 1 is Conduit, Alt 2 is Cable and piping, and Alt 3 is new locks in the courthouse. Discussion on the costs of each and the overall projected cost of the project.
- *Recommend Approval of Job Descriptions* – item tabled until the State's Attorney's Office has completed their review.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD – *Approval of Agreement with Current Technologies to purchase Wireless Link at an amount not to exceed \$24,891.24*

PUBLIC COMMENT – None

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 Gilmour -- yes, Member Koukol - yes, Member Purcell - yes, Member Cullick - yes

With four members present voting aye, the committee entered into Executive Session at 10:50a.m.

Member Gilmour made a motion to reconvene in Open Session, second by Member Koukol. With four members voting aye, the committee reconvened in Open Session at 11:11a.m.

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 11:14a.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary