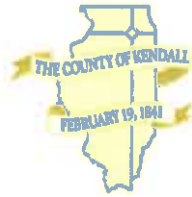


COUNTY OF KENDALL, ILLINOIS

Admin & HR Committee

County Office Building
County Board Rooms 209-210



Tuesday, November 22, 2016 ~ 5:30p.m.

MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Lynn Cullick (Chair), Judy Gilmour, Dan Koukol, John Purcell, John A. Shaw (Vice Chair)
3. **Approval of Agenda**
4. **Approval of Minutes from October 24, 2016 Meeting**
5. **Department Head and Elected Official Reports**
6. **Public Comment**
7. **Committee Business**
 - *Approve Systems Administrator Job Description*
 - *Approve Computer Support Specialist Job Description*
 - *Employee Handbook Updates*
 - *Discuss New Board Member Training*
 - *Update Wellness and Healthcare Program*
8. **Action Items for County Board**
9. **Public Comment**
10. **Executive Session**
11. **Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Monday, October 24, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:30p.m.

ROLL CALL

Committee Members Present: John Shaw - aye, John Purcell - aye, Dan Koukol - present, Judy Gilmour – here, Lynn Cullick – here

Others present: Scott Koeppel, Jeff Wilkins, Glenn Campos

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

APPROVAL OF MINUTES: Member Shaw made a motion to approve the October 6, 2016 meeting minutes, second by Member Gilmour. With five members in agreement, the motion carried.

PUBLIC COMMENT – None

DEPARTMENT HEADS AND ELECTED OFFICIALS REPORTS

- *Technology* – Scott Koeppel met with KenCom to address the funding for a new Technology position that would include assisting with KenCom technology needs. Discussion on when to post the technology position want ad, the original Inter-governmental agreement with KenCom and Kendall County, and Kendall County Technology Services, and the amendment.

Discussion on the proposed salary for the new position including benefits, and a salary range of \$48,000 - \$52, 000.

Mr. Koeppel also informed the committee that there was a Technology issue in the Health and Human Services Building recently, that was totally resolved within a few days.

COMMITTEE BUSINESS

- *Approval of Contract with Bruce Harris & Associates for an amount not to exceed \$7,995.00 for change detection services (GIS)* – Scott Koeppel informed the committee that the contract is for the GIS Department, and some of the benefits are with the addresses, and new structures that have been constructed in the last year. Mr. Koeppel reported that this is something that was in the budget. Member Purcell made a motion to forward the Approval of Contract with Bruce Harris & Associates for an amount not to exceed \$7,995.00 for change detection services (GIS), second by Member Shaw. With five members voting no, the motion failed.

- ***HR Audit/Employee Handbook Update*** – Member Cullick stated she wanted this issued on the agenda because of continuing complaints and discussions with employees regarding FMLA, Worker’s Comp, new legislative changes, and updates and accurate information that is not getting to employees. Member Cullick wants to ensure that the County Employee website, intranet, and employee handbook are up-to-date with the latest information so that people are not misinformed or confused any longer. She feels that there needs to be a central place to send employees, supervisors, and elected officials for correct information. Jeff Wilkins stated that he recently reviewed an ICRMT employee handbook that was reviewed by O’Halloran, Kossoff, Geitner and Cook, that was well assembled and concise. He said that it included some of the statutes that had changed this year that the County needed to implement. Mr. Wilkins reviewed some of the ICRMT policies including sexual harassment, c-cigarcttes, social media, employee sick leave, and health care contributions after FMLA exhausted. Discussion continued on the need to continuously update the employee handbook, and to make it available for employees, and on posting updated information on the employee website, and the need to continually discuss this item until all of the audit recommendations have been completed.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ITEMS FOR COUNTY BOARD - None

EXECUTIVE SESSION – Member Cullick made a motion 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 (5 ILCS 120/2 1), and 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 2), second by Member Gilmour.

Roll Call: Member Purcell – yes, Member Cullick – yes, Member Gilmour – yes, Member Koukol – no, Member Shaw - yes. With Members Purcell, Cullick, Gilmour and Shaw voting aye, and Member Koukol voting no, the committee entered into Executive Session at 6:14p.m. The committee reconvened in Open Session at 7:17p.m.

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 7:18p.m., Member Shaw seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, November 3, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:06a.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, Lynn Cullick – here, John Purcell - present. **With three members present, a quorum was established to conduct committee business.**

Committee Members Absent: Dan Koukol, John A. Shaw

County Personnel Present: Glen Campos, Scott Koeppel, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the October 6, 2016 meeting minutes, second by Member Cullick. **With all in agreement, the motion carried.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Recommend Amendment to Intergovernmental Agreement for Administrative and Treasury Services between Kendall County, Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board* – Scott Koeppel stated this was the amendment with a change from KenCom on page 11, 2C. Motion made by Member Purcell, second by Member Gilmour. **With three members voting aye, the motion carried.**

- *Resolution Authorizing Execution and Amendment of Section 5311 Public Transportation Service Grant Agreement* – Member Purcell made a motion to forward the resolution to the County Board for approval, second by Member Cullick. Jeff Wilkins stated that IDOT separated the combined resolution, and so this is in addition to the one previously brought to the committee. **With three members voting aye, the motion carried.**

- *Resolution regarding requirements for County Board member participation in IMRF* – Member Cullick briefed the committee on the reason for resolution and said that this needed to be passed by December 1, 2016. Motion made by Member Gilmour made a motion to forward the item to the County Board for approval, second by Member Purcell. **With three members voting aye, the motion carried.**

- *Resolution establishing reimbursement of all travel, meal, and lodging expenses of officers and employees of the County of Kendall, Illinois* – Member Cullick stated that this resolution is a requirement under state statute, and Jeff Wilkins reviewed the things the statute required including the definitions, official business for which travel expenses may be reimbursed, maximum allowable reimbursement for travel expenses, the approval of expenses, and the documentation of expenses.

Discussion continued on verbiage of Section IV Lodging, Meals and Travel, and changes that were suggested. Jeff Wilkins will make the proposed changes and have the resolution ready for the Committee of the Whole meeting on November 10th.

Member Purcell made a motion to forward the item to the Committee of the Whole, second by Member Gilmour. **With three members voting aye, the motion carried.**

- *Recommend revisions to employee handbook* – Item tabled to a future meeting

ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion of Resolution Establishing Reimbursement of all travel, meal, and lodging expenses of officers and employees of the County of Kendall, Illinois*

ACTION ITEMS FOR COUNTY BOARD

- *Recommend Approval of Amendment to Intergovernmental Agreement for Administrative and Treasury Services between Kendall County, Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board*
- *Recommend Approval of Resolution Authorizing Execution and Amendment of Section 5311 Public Transportation Service Grant Agreement*
- *Recommend Approval of Resolution regarding requirements for County Board member participation in IMRF*

CBIZ Update – Jim Pajauskas reported there will be a Benefit Fair on Tuesday, November 8, 2016 at the Health Department, and Wednesday, November 9, 2016 at the Historic Courthouse, and that Open Enrollment will end on Friday, December 2, 2016.

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Purcell moved to adjourn the meeting at 10:45a.m., second by Member Gilmour. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

Kendall County Job Description

TITLE: Systems Administrator
DEPARTMENT: Technology Services
SUPERVISED BY: Technology Services Director
FLSA STATUS: Exempt
APPROVED: November 29, 2016

I. Position Summary:

This position is primarily responsible for administering, designing, maintaining, and documenting county enterprise systems including, but not limited to 911 Computer Aided Dispatch, Microsoft Windows, Active Directory, Countywide Police Records Management System, Mobile Data Terminals, Microsoft SQL Server Services, Microsoft Systems Center Configuration Manager (SCCM).

II. Essential Duties and Responsibilities:

A. Primary duties consist of the following:

1. Applies systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications.
 2. Designs, develops, documents, analyzes, creates, tests, modifies and maintains computer systems or programs, including prototypes, based on and related to user or system design specifications.
- B. Ensures that the hardware systems and network performance meets the functional and strategic needs of the County's information systems.
- C. Provides troubleshooting, support, and resolves system failures.
- D. Designs, installs, and debugs new/upgraded software on server and client platforms.
- E. Assists the Technology Services Director in providing technical guidance and recommendations regarding the County's information systems.
- F. Serves as backup for networking, virtual server platform, and storage administration.
- G. Provides support and guidance to help desk support team members.
- H. Interacts with hardware and software vendors as appropriate to solve problems.
- I. Designs procedures and training for end users.
- J. Attendance and punctuality during assigned work hours and after work hours, as necessary, with the possibility of off hours' support.
- K. Complies with all applicable state and federal laws and regulations.
- L. Adheres to all applicable County policies and procedures.
- M. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling and grammar.

Kendall County Job Description

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- Industry Certifications preferred but not required – Microsoft A+ Security+
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- The ability to present information and communicate effectively both orally and in writing with staff, county officials, law enforcement officials, and the general public in a timely and professional manner.
- Ability to build teamwork, organize, prioritize and perform multiple tasks in a timely manner.
- Superb troubleshooting abilities including server and networking troubles.
- Able to work and interact with others in a structured / team environment.
- Ability to multi-task and work independently.
- Represents department with professionalism and confidence.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.
- Work with diverse populations.

F. EDUCATION AND EXPERIENCE:

- Either (a) a minimum of a Bachelor's degree and a minimum of at least two years' prior work experience in information technology or (b) a combination of post high school education and a minimum of at least six years prior work experience in information technology is required.
- Working knowledge of Microsoft software, such as Windows Products, and ability to perform application support as assigned.
- General knowledge of networking devices, software, and file transfer protocols is required.
- Industry certifications are preferred but not required: Microsoft, Cisco, A+.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for up to 2 hour periods of time at desk and/or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequent lifting requirements of 20 pounds or less.
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;

Kendall County Job Description

- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and ability to view computer monitors and screens.
- Travel independently to other County office locations.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- Walking between buildings and occasional work in an outdoor environment.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Computer Support Specialist
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Non-Exempt
APPROVED: November 29, 2016

I. Position Summary:

The Helpdesk/Computer Support Specialist supports and maintains in-house computer systems. The systems include all software, workstations, laptops, some networking equipment, and peripherals on the network. The tasks include but are not limited to installing, diagnosing, repairing, maintaining and upgrading all hardware, software, and equipment while ensuring optimal workstation performance and end user support.

II. Essential Duties and Responsibilities:

- A. Maintain, analyze, troubleshoot, update, monitor and repair computer systems, hardware, software and computer peripherals.
- B. Researches, evaluates, tests, and makes recommendations on all current and future software and hardware needs of the organization.
- C. Installs, configures, repairs updates, and performs network wide system upgrades of workstations.
- D. Provides end user technical support for all network based workstations and applications. This position is first-level helpdesk support from logging the request/issue through post completion follow-up.
- E. Provides documentation / project tracking and reporting to management.
- F. Provides training and how to documentation for end user support.
- G. Provides operational and training support to users using the telephone, in person and via remote access software.
- H. Performs networking maintenance functions including, but not limited to user account creation, NTFS assignment of rights and permissions, and exchange mailbox account creation.
- I. Keeps current with new security and network monitoring technologies, applicable laws and regulations. Maintains compliance with software licensing.
- J. Participate in and facilitate group meetings regarding or relating to assigned job duties.
- K. Complies with all applicable state and federal laws and regulations.
- L. Adheres to all applicable County policies and procedures.
- M. Attendance and punctuality during assigned work hours.
- N. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling and grammar.

Kendall County Job Description

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- Industry Certifications preferred but not required – Microsoft A+ Security+
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organization skills, ability to prioritize and schedule work duties, and be able to communicate effectively both orally and in writing with staff, network users, outside entities, vendors, and the general public.
- Active Directory, DHCP, DNS, SCCM, Microsoft Exchange, Helpdesk software, Image deployment systems and knowledge of LAN environments.
- Thorough knowledge of standard concepts, practices and procedures using Windows operating systems and software products in a network environment.
- Ability to multi-task and work independently.
- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

F. EDUCATION AND EXPERIENCE:

- A minimum of an Associate's Degree and a minimum of two years prior work experience in the Networking field/PC field is required.
- Microsoft experience within Windows Server and Windows operating systems is preferred.
- General knowledge of networking devices, software, and file transfer protocols is required.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for up to 2 hour periods of time at desk and/or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequent lifting requirements of 20 pounds or less.
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;

Kendall County Job Description

- Specific vision abilities include close and distance vision, depth perception; and ability to view computer monitors and screens.
- Travel independently to other County office locations.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- Walking between buildings and occasional work in an outdoor environment.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee