



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Wednesday March 20, 2019 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call: Elizabeth Flowers (Chair), Judy Gilmour, Scott Gryder, Matthew Prochaska, Robyn Vickers**
- 3. Approval of Agenda**
- 4. Approval of Minutes from March 4, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - Discussion and Approval of Amendment to Kencom Agreement for Technology Services
 - Discussion of County Board Rules of Order
 - Discussion and Approval of Kendall County Employment Application
 - Discussion of Monthly Meeting Dates and Times
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

**COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, March 4, 2019**

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:31p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Here		
Judy Gilmour	Here		
Scott Gryder	Here		
Matthew Prochaska	ABSENT		
Robyn Vickers	ABSENT		

Others in Attendance: Bob Jones, Scott Koeppel.

APPROVAL OF AGENDA – Motion made by Member Gryder second by Member Gilmour to approve the agenda. With three members voting aye, the agenda was approved by a 3 -0 vote.

APPROVAL OF MINUTES – Motion made by Member Gryder, second by Member Gilmour to approve the February 20, 2019 minutes. With three members voting aye, the minutes were approved by a 3-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – Bob Jones distributed information about several employee assistance programs available for free to all employees. These services included up to 3 free sessions of psychological counselling and civil matters like divorce and personal finances.

CHC will be at the April 2, meeting to demo the website.

Mr. Jones asked about monthly reports. He stated that the report from BCBS was extensive. Moving forward Mr. Jones will only highlight the reports for the committee.

Administration Department – Scott Koeppel reported that Horton, the County's insurance broker will return on May 6, to discuss health insurance cost saving measures.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- Discussion of Employee Years of Service Recognition Program – Scott Koeppel explained that he was seeking direction from committee members on this issue. Currently employees who are being recognized for years of service can choose from several engraved gifts. This year there is an employee who does not want any of the gifts offered. The Department Head would like to still recognize the employee with a gift card. Assistant State’s Attorney, Leslie Johnson has provided the information in the packet about gift cards for years of service recognition. It seems that gifts cards would be considered taxable income and would have to be included by the Treasurer’s Office as income. There would be tax implications. Member Gryder stated that he felt the policy should remain as is, choose from the list of gifts, no gift card alternative. Member Flowers asked about increasing the number of gifts available. She stated that there are companies out there that have extensive catalogs with many options. Member Gilmour recalled not having many options before and also asked about streamlining the recognition ceremony. **There was consensus from the committee to leave the process as is with no gift card alternative.**

- Discussion and Approval of Employment Application – Scott Koeppel presented the changes to the current application that Leslie Johnson suggested. The changes between the current and proposed application are outlined in the attached memo created by Mera Johnson. Member Gryder agreed with the phone and email address changes. He asked about the driver’s license and criminal conviction questions being retained. Mr. Koeppel stated that we may not be able to legally ask those questions anymore. Member Gryder also asked about keeping the ‘How did you hear about this opportunity?’ question. Member Flowers asked about professional versus personal references, stating that she preferred it be listed as just references, because if someone is just graduating they may not have many professional contacts. Member Gilmour asked if individuals need to fill out the application. Mr. Koeppel indicated that if just a resume and cover letter is submitted, he asks that the application is completed for the candidate to be considered. Mr. Koeppel indicated that he would ask the questions raised of legal, with changes discussed by the committee made. The revised application will be sent to the Board for approval. Motion made by Member Gryder, second by Member Gilmour. **With three members voting aye, the updated Employment Application will be forwarded to the County Board for approval.**

- Discussion of Email Retention and Storage Issues – Mr. Koeppel stated that there is no action needed, just an update on the project. Matt Kinsey is still working to reduce the number of accounts. IT is also looking at old emails accounts and storing them on blue ray discs to free up space.

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of the updated Employment Application*

ADJOURNMENT – Member Gryder made a motion to adjourn the meeting, second by Member Gilmour. **With three members voting aye, the meeting was adjourned at 6:07 p.m.**

Respectfully Submitted,

Mera Johnson
HR Risk Management & Compliance Coordinator

MONTHLY MEDICAL INSURANCE REPORT

February FY 19

	Non-Union		<u>Total Enrolled</u>				Annual Plan Cost
	Union	Union	<u>Feb-18</u>	<u>Mar-18</u>	<u>Feb-19</u>	<u>Mar-19</u>	
HMO EE	20	17	37	37	35	37	\$6,510.58
HMO FAM	7	13	22	22	20	20	\$12,297.46
H.S.A. \$1500 EE	62	42	111	111	102	104	\$9,794.18 *
H.S.A. \$1500 FAM	47	61	114	114	107	108	\$18,666.61 *
H.S.A. \$2800 EE	2	2	6	6	4	4	\$8,991.53 *
H.S.A. \$2800 FAM	5	3	0	0	10	8	\$17,150.72 *
Total Enrolled	143	138	290	290	278	281	

Dental EE	165
Dental Family	181

Total Enrolled 346

NOTES:

- 1) Premiums and headcount paid as of monthly report date
- * 2) Includes Employer HSA contribution *
- 3) 2018 H.S.A. \$2800 are old PPO plan numbers

FY 19 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,270,000) *28.05% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	365324	164572	369064										\$878,960
UHC Final Bill	0	0	1513										\$1,513
Met Life Dental Premium	0	48213	23862										\$72,075
Met Life Life Premium	0	0	1383										\$1,383
Health Savings Account	616000	1250	6875										\$624,125
Insurance Refunds	0	0	0										\$0
HRA Admin Fee	0	0	0										\$0
FSA Admin Fee	84	84	84										\$262
0102-027-6647													
TOTALS	\$871,488	\$214,119	\$392,771	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,478,268

FY 18 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,502,000) *94.72 % of Budget

	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	Totals
UHC Medical Premium	0	742810	398253	359882	347181	359265	368182	362862	372862	363407	358936	358725	\$4,358,885
UHC Dental Premium	0	54544	28965	27327	27145	27734	27807	27412	27691	27858	28878	27485	\$328,755
UHC Life Premium	0	0	1879	588	584	681	588	0	1133	580	660	583	\$6,748
Health Savings Account	496000	10600	3625	0	0	0	4125	625	1250	750	750	375	\$517,000
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	83	83	83	165	83	165	165	0	0	0	0	0	\$578
FSA Admin Fee	170	0	188	376	188	0	383	0	0	0	168	84	\$1,566
0102-027-6647													
TOTALS	\$495,232	\$907,854	\$398,792	\$387,109	\$375,160	\$387,569	\$388,040	\$390,599	\$402,935	\$392,575	\$387,017	\$387,817	\$5,211,509

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)*98.84% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	350000	366848	346172	347888	346895	355552	357894	358354	356037	353212	365633	369453	\$4,280,420
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0	0	0	0	\$5,200
Lincoln Life Dental Premium	25384	28884	27025	24382	26197	25788	28670	25842	25579	25225	25894	25804	\$306,783
Lincoln Life Premium	782	840	616	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	1760	4375	0	0	1750	0	3625	2000	875	0	250	\$468,425
Insurance Refunds	271	0	0	0	142	994	0	1438	0	0	0	0	\$2,446
HRA Admin Fee	0	83	83	83	83	83	83	83	83	83	83	83	\$909
FSA Admin Fee	311	0	323	182	182	338	170	170	170	170	170	170	\$2,163
0102-027-6647													
TOTALS	\$820,558	\$395,406	\$393,793	\$373,028	\$374,080	\$384,840	\$384,638	\$388,600	\$395,825	\$380,591	\$392,412	\$383,285	\$5,047,057

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,063,813)* 93.8% of Budget

	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	Totals
BlueCross Medical Premium	347854	339151	344322	347589	342557	344748	342333	342917	333821	335258	338161	341066	\$4,098,996
Lincoln Life Dental Premium	23478	24220	24192	23782	23821	23906	23721	23049	23330	23306	23196	23385	\$283,618
Lincoln Life Premium	726	732	725	727	721	725	716	723	708	714	708	713	\$8,837
Health Savings Account	343500	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
FSA Admin Fee	148	148	148	148	148	156	156	156	156	156	156	156	\$1,834
0102-027-6647													
TOTALS	\$716,005	\$384,251	\$380,367	\$372,286	\$387,347	\$379,436	\$386,765	\$387,516	\$387,833	\$389,458	\$382,211	\$386,318	\$4,747,584

MONTHLY BENEFITS SUMMARY REPORT
February FY 19

Retirees/COBRA (12/1/18 - 11/30/19) (42 Retirees / 1 COBRA)		
Vision	Family	7
Vision	Single	10
Medical	Family	2
Medical	Single	11
Dental	Family	34
Dental	Single	13
TOTAL		77

DEPARTMENT	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration		1		
Animal Contr				
Assessment	1	1		
Circuit Clerk	3	3	2	1
Coroner				
County Clerk				
Facilities				
Forest Pres			1	
Health Dept.	1			
HWY				
KenCom			1	1
PBZ				
Probation	1	1	1	1
Public Defender				
Sheriff	1		3	1
State's Att	1			
Technology				
VAC	1		1	
Totals	9	6	8	4

Month	Deposit
December	518,000
January	1,250
February	8,875
March	
April	
May	
June	
July	
August	
September	
October	
November	
Total	\$ 524,125

UNEMPLOYMENT CHARGES 2019	
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	
TOTAL	

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

February 28, 2019

W.C. Claims Expense (12/1/18 - 11/30/19)					
	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	Total Claims
December	\$ 228	\$ 1,987	\$ 2,184		\$ 4,378
January	446	5,609	220	1,351	7,626
February	770	4,857	742	64	6,234
March					0
April					0
May					0
June					0
July					0
August					0
September					0
October					0
November					0
Total Claims Expense	\$ 1,443	\$ 12,253	\$ 3,126	\$ 1,416	\$ 18,238

PEDA Payments (Included in Total Claims Expense)

PEDA Reimbursements YTD \$ -

W.C. Annual Premium

W.C. Premium \$ 131,080 \$ 139,096 \$ 171,411 \$ 175,442

Self Insured Retention (SIR)

Self Insured Amount \$ 250,000 \$ 250,000 \$ 250,000 \$ 250,000

No. of claims >\$250k	0	0	0	0
No. of claims >\$100k & <\$250k	0	2	0	0
No. of claims <\$100k	40	44	20	8
Total claims paid	40	46	20	8

	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy
W.C. Claims				
W.C. Claims paid prior year	\$ 308,024	\$ 560,320	\$ 14,430	\$ -
W.C. Claims paid current year	1,443	12,253	3,126	1,416
Total claims paid	\$ 309,467	\$ 572,573	\$ 17,557	\$ 1,416

Workers' Comp. Claims	Policy Year				
	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	
	Prior Year Total	Prior Year Total	Prior Year Total	DEC-JAN	FEB
Administration	1				
Animal Control	6	1	4		
Circuit Clerk	1	1	1		1
Coroner					
County Clerk	1	2			
Facilities					
Forest Preserve	3	2		1	
Health Dept.	3	2	2		1
Highway	1	2	1		1
Judiciary					
PBZ					
Probation	1				
Public Defender					
Sheriff - Corrections	5	18	2	1	
Sheriff - Patrol	18	16	10	2	1
State's Attorney	2	2			
Technology					
VAC					
Totals	40	46	20	4	4

**Illinois Counties Risk Management Trust
Claims Analysis
3/1/2019**

Worker's Compensation

FY19 - Current Year's Total Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1	12/9/2018	Corrections	closed	1,416	N	Y
2	1/5/2019	Forest Preserve	closed	-	N	Y
3	1/23/2019	Sheriff	closed	-	N	Y
4	1/25/2019	Sheriff	open	-	N	Y
5	1/28/2019	Health	open	-	N	Y
6	2/12/2019	Highway	open	-	N	Y
7	2/17/2019	Sheriff	open	-	Y	N
8	2/21/2019	Circuit Clerk	closed	-	N	Y

Total FY19 Claims Paid To Date \$ 1,416

Worker's Compensation

Prior Years' Active Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
2011-12 Policy						
1	6/30/2012	Forest Preserve	re-opened	190,281	Y	Terminated
				190,281		
2015-16 Policy						
2	4/12/2016	Sheriff	open	91,326	Y	Y
3	9/13/2016	Sheriff	open	99,668	Y	Y
				190,994		
2016-17 Policy						
4	2/28/2017	Corrections	open	28,988	Y	Y
5	10/26/2017	Corrections	open	156,327	Y	Y
6	4/19/2017	Sheriff	open	86,619	Y	Y
7	11/21/2017	Sheriff	open	122,510	Y	N
				394,444		
2017-18 Policy						
8	12/12/2017	Corrections	open	4,008	Y	N
9	8/3/2018	Sheriff	re-opened	2,007	N	Y
10	11/1/2018	Corrections	open	588	N	Y
11	11/18/2018	Sheriff	open	1,576	N	Y
				8,180		

Total Prior Year's Active Claims \$ 783,899

**Illinois Counties Risk Management Trust
Claims Analysis
3/1/2019**

Property & Casualty

FY19 - Auto PC

Incident Date	Department/Office	Status	Paid	Coverage Type
1				Auto PD - Collision

Total FY19 Auto Claims \$ -

FY19 - General Liability

Incident Date	Department/Office	Status	Paid	Coverage Type	
1	1/25/2019	Courthouse	closed	-	
2	12/5/2018	Circuit Clerk	open	-	

Total FY19 General Liability Claims \$ -

Prior Years'- General Liability

Incident Date	Department/Office	Status	Paid	Coverage Type	
2013-14 Policy					
1	5/15/2014	Sheriff	open	\$ 535,463	Errors & Omissions
				535,463	
2015-16 Policy					
2	8/9/2016	Sheriff	open	12,728	Law Enforcement Liability
3	11/4/2016	Sheriff	open	9,158	Law Enforcement Liability
				21,886	
2016-17 Policy					
4	9/23/2014	Various	open	12,311	General Liability
				12,311	
2017-18 Policy					
5	7/1/2018	Sheriff	open	-	General Liability
				-	

Total Prior Year's General Liability Claims \$ 569,661

**AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT FOR
ADMINISTRATIVE AND TREASURY SERVICES**

**THIS AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT FOR
ADMINISTRATIVE AND TREASURY SERVICES** is by and between the County of
Kendall, a unit of local government of the State of Illinois ("*Kendall County*"), Jill Ferko, in her
official capacity as Kendall County Treasurer ("*Treasurer*") and the Kendall County Emergency
Telephone Systems Board ("*KenCom*").

WITNESSETH:

WHEREAS, the Constitution of the State of Illinois of 1970, Article VII, Section 10,
provides that units of local government may contract or otherwise associate among themselves to
obtain or share services and to exercise, combine, or transfer any power or function in any
manner not prohibited by law or by ordinance and may use their credit, revenues, and other
resources to pay costs related to intergovernmental activities; and

WHEREAS, Kendall County and KenCom (the "*parties*") are units of local government
within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970 who are
authorized to enter into intergovernmental agreements pursuant to the Intergovernmental
Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Treasurer is a county officer within the meaning of Article VII, Section
4 of the Illinois Constitution of 1970 who is authorized to act as treasurer of any unit of local
government in her county when requested by any such unit; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that
any county may participate in an intergovernmental agreement under this Act notwithstanding
the absence of specific authority under the State law to perform the service involved, provided

that the unit of local government contracting with Kendall County has authority to perform the service; and

WHEREAS, in an effort to reduce costs to the taxpayers of Kendall County, the parties entered into an Intergovernmental Agreement on or about November 29, 2012, wherein Kendall County and the Treasurer shall provide various administrative services for KenCom including, but not limited to, payroll, accounting and treasurer services by the Treasurer and insurance, administration and recordkeeping by Kendall County; and

WHEREAS, the parties now wish to amend the prior agreement to take into account special needs regarding technology assistance, and Paragraph 9 of the above named IGA allows for such modification of the Agreement if prepared in writing and approved by the parties.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereafter set forth, the parties agree as follows:

1. The foregoing preambles are hereby incorporated into this Amendment as if fully restated in this paragraph 1.

2. The Intergovernmental Agreement for Administrative and Treasury Services entered into on or about November 29, 2012, is hereby amended to include the following modifications:

a. ~~The following provision is added to~~ modified to in Paragraph 2:

"m. Kendall County will provide operation and maintenance of all KenCom PCs, Servers, Software, Network, Phones, and all other technology systems. KenCom is still responsible for the purchasing of all such equipment (with the exception of paper and toner).

b. ~~The following is added as the last sentence~~provisions are modified to in
Paragraph 4:

"Notwithstanding anything to the contrary above, KenCom agrees that it will transfer a base amount of \$45,000.00~~90,000~~ per year, starting May 1st, 2019, with an annual increase of three percent (3%) to be calculated and added, to Kendall County as reimbursement for the costs and services that Technology Services is taking on pursuant to the terms of this agreement. The three percent (3%) annual increase shall be cumulative."

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c. KenCom is responsible for paying the total cost of all required by KenCom training, including travel, for technology systems owned by KenCom. Any eligible training must be pre-approved by KenCom.

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d. The above provisions Sub paragraphs a & b may be terminated by either of the parties hereto anytime after two years from the date of the adoption of this amendment by giving 365 days notice to the other party.

3. The remaining provisions of the Intergovernmental Agreement for Administrative and Treasury Services entered into on or about November 29, 2012 remain unchanged with only the above new provisions being added at this time.

4. Kendall County, the Treasurer and KenCom each hereby warrant and represent that their respective signatures set forth below have been, and are on the date of this Agreement, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement;

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Intergovernmental Agreement for Administrative and Treasury Services to be executed by their duly authorized officers on the last date below.

County of Kendall, Illinois

Kendall County Emergency Telephone Systems Board

By: _____
Chair, Kendall County Board

By: _____
Chair, KenCom Executive Board

Attest:

Attest:

County Clerk

Secretary

Date

Date

Kendall County Treasurer

By: _____
Kendall County Treasurer

Attest:

County Clerk

Date

Staff Doing Majority of Kencom Work

Name	Salary	HAS	Health	Dental	Social Security	Medicare	IMRF	Total
Darryl Kollins	\$ 87,519.00	\$ 1,500.00	\$ 8,294.18	\$ 445.44	\$ 4,526.19	\$ 1,269.03	\$ 6,905.26	\$ 110,459.10
Ryan Shain	\$ 57,289.00	\$ 1,500.00	\$ 8,294.18	\$ 445.44	\$ 3,551.90	\$ 830.59	\$ 4,520.08	\$ 76,431.19

50% Kollins	\$ 55,229.55
50% Shain	\$ 38,215.60
Total	\$ 93,445.15

Current - 45K	New - 90K	Year
\$ 45,000.00		2016
\$ 46,350.00		2017
\$ 47,740.50		2018
\$ 49,172.72	\$ 72,988.63	2019
\$ 50,647.90	\$ 92,700.00	2020
\$ 52,167.33	\$ 95,481.00	2021
\$ 53,732.35	\$ 98,345.43	2022
\$ 55,344.32	\$ 101,295.79	2023
\$ 57,004.65	\$ 104,334.67	2024

COUNTY BOARD RULES OF ORDER
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

I. CODE OF CONDUCT

- A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:
1. No County Board member whether elected or appointed, shall:
 1. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
 2. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
 3. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
 4. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.
 2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.
 3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.

II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

III. REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)
- C. ~~C.~~ As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)
- D. ~~D.~~ In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)

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E. Individual Public Comment shall be limited to five (5) minutes per speaker. The total time for Public Comment at each Regular & Special County Board Meeting shall not exceed one hour. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to extend either time period. (Amended 3/5/2019)

~~1. Persons addressing the Board shall not be permitted to make statements or remarks or engage in conduct that actually disturbs or impedes the public meeting. The Chairman may require any person making such prohibited statements or remarks or engaging in such conduct to leave the meeting. Persons addressing the Board shall not be permitted to make statements or remarks that concern only the private activities, lifestyles, or beliefs of others, including individual employees of the County or its elected officials, unrelated to the business of the County Board or the professional duties and performance of its employees or the employees of its elected officials. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conducting of the Board's business. Any person making such prohibited statements or remarks or engaging in such conduct shall be requested to leave the meeting and may be barred by the Chairman from further audience before the Board.~~

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IV. AGENDA (Amended 11/18/2008; 06/19/2012 Res. 2012- 29, 3/7/2017)

A. The order of business coming before the County Board shall substantially be as follows:

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. ~~Citizens to be Heard~~Public Comment (Amended 3/5/2019)
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
 - A. Sheriff
 - B. County Clerk and Recorder
 - C. Treasurer
 - D. Clerk of the Court
 - E. State's Attorney
 - F. Coroner

- G. Health Department
- H. Supervisor of Assessments
- I. Board of Review
- 12. Executive Session
- 13. Standing Committee Reports
 - A. Planning, Building and Zoning
 - B. Law, Justice and Legislation
 - C. Administration – Human Resources & Revenue/GIS
 - D. Highway
 - E. Facilities Management
 - F. Economic Development
 - G. Finance
 - H. Animal Control
 - I. Health & Environment
 - J. Labor and Grievance Committee
 - K. Committee-of-the-Whole
 - L. Standing Committee Minutes Approval
- 14. Special Committee Reports
 - A. Public Building Commission
 - B. VAC
 - C. Historic Preservation
 - D. UCCI
 - E. Board of Health
 - F. Community 708 Mental Health Board
 - G. KenCom Executive Board
- 15. Other Business
- 16. Chairman's Report

(Note: announcements of appointments typically made at least one meeting prior to appointment)

 - A. Announcements / Appointments
- 17. ~~Citizens to be Heard~~Public Comment (Amended 3/5/2019)
- 18. Questions from the Press
- 19. Adjournment

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- B. All questions relating to the priority of business shall be decided without debate.

V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)
- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.
- G. Based on State Statute, County Board Chairman appoints vacancies in the County Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)
- H. The County Board Chair shall appoint, with the advice and consent of the County Board, citizens to serve on all boards, commissions, districts and all other authorities that are subject to appointment or approval per applicable law, ordinance or intergovernmental agreement including, but not limited to, the Kendall County Board of Review, drainage districts, fire protection districts, Kendall County Housing Authority, the KenCom Executive Board Member at Large, the Kendall County Ethics Commission, and the Kendall County Sheriff's Merit Commission. Unless a specific term for the citizen appointment is provided in the applicable law, ordinance or intergovernmental agreement, the Chairman of the County Board shall make the citizen appointments at the same time the Chairman makes appointments for all Standing Committees of the Kendall County Board. (Amended 10/03/2017)

VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and

procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

IX. RULES OF THE BOARD

- A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.
- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.
- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.
- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk's Office. Executive session matters are to be kept confidential until released. (Amended 11/18/2008)

XI. SPECIAL COMMITTEES

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A, PER DIEM apply for appointed Board members. (Amended 11/07/2006) All Special Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 3/5/2019)

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XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

All Standing Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 3/5/2019)

Such standing committees shall be as follows (see current Committee assignments in attachment):

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. FACILITIES MANAGEMENT:

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other

instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. **LAW, JUSTICE AND LEGISLATION:**

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 3/7/2017)

4. **ECONOMIC DEVELOPMENT:**

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis,

review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and

Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

8. ANIMAL CONTROL:

This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.

9. LABOR & GRIEVANCE COMMITTEE

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and

forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

10. HEALTH & ENVIRONMENT COMMITTEE

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19_/2012, Res. 2012-29 __)

11. COMMITTEE-OF-THE-WHOLE:

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

12. SPECIAL COMMITTEE ASSIGNMENTS:

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19_/2012, Res. 2012-29 __)

XIII. COMMITTEE VACANCIES

- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the

appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29 __)

XIV. COMMITTEE POWERS

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)
- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XV. COMMITTEE REPORTS:

- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board.
(Amended 06/19/2012, Res. 2012-29)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member he attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman

attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

XIX. ZONING MATTERS:

- A. ~~Anyone, including municipalities, deciding to speak on behalf of, or against, any zoning matter to be presented on the regular agenda, shall file their request to do so with the Zoning Officer not later than the Friday preceding the meeting of the County Board, at which said Zoning matter is to be presented. The presentation of evidence, debates and arguments by nonmembers of the County Board in support of, or in opposition to zoning petitions coming before the County Board shall be limited in time to a period of not more than five minutes for each side of said zoning matter, provided that the petitioner shall be permitted an additional three minutes of time for rebuttal, limited however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional five minutes of time shall be allowed to any objecting municipality situated within one and one half miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.~~
- B. ~~The time period allotted to each side shall be utilized by the parties on either side as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition, and provided further, that any person who desires to be heard in opposition to the petition, and who files his request to address the Board with the Zoning Officer, as is in Paragraph A above, shall be allowed an equitable portion of the time so allotted.~~
- C. ~~The County Board Chairman may require of the petitioners on either side of a zoning matter that a statement showing the name of the person who will address the County~~

~~Board and time apportioned to each person to be filed with the County Board Chairman in advance of the consideration of the zoning matter by the County Board.~~

~~XX. ADDRESSING THE BOARD ON OTHER MATTERS:~~

~~A. Any person, entity, or municipality wishing to address the County Board on any other issue, shall file their request with the County Clerk not later than the Thursday at noon preceding the County Board Meeting they wish to address. The presentation of evidence and testimony shall be limited to five (5) minutes per speaker. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to waive the pre-meeting filing requirement and amend the agenda to allow a speaker to address the County Board. Placement of speakers on the agenda shall be determined as follows:~~

~~1. Speakers desiring to address the County Board on an issue on which the County Board is expected to discuss or take action at that meeting, shall be allowed to speak at the beginning of the agenda, and prior to the County Board taking up the issues;~~

~~2. Speakers addressing the County Board on general items or issues not before the County Board at that meeting shall be placed on the agenda after regularly scheduled business.~~

~~Placement on Agenda shall be pursuant to the County Board's Order of Business in Paragraph 2.~~

~~XIXXI. AMENDMENT & EFFECT OF RULES~~

~~A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.~~

~~B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.~~

~~C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.~~

~~D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board~~

~~XXII. SEVERABILITY:~~

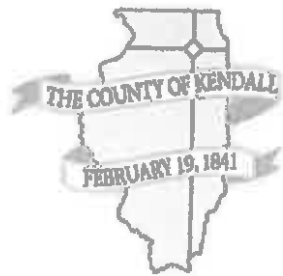
~~If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be~~

deemed null and void.

In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

Adopted: May 9, 1972

Amended: December 14, 1976
December 12, 1978
March 8, 1983
January 12, 1988
April 9, 1991
November 16, 1999
October 15, 2002
November 7, 2006
May 20, 2008
November 18, 2008
December 15, 2009
June 19, 2012 (Resolution 2012-29)
March 7, 2017
October 3, 2017
March 5, 2019



KENDALL COUNTY APPLICATION FOR EMPLOYMENT

Kendall County is committed to complying with the Americans with Disabilities Act. If an applicant requires a reasonable accommodation for purposes of completing the job application process, please contact Administrative Services at 630-553-4171. Resume & Cover Letter may be attached to completed application.

Position Desired: _____ Part time Full time Date Completed: _____

Applicant's Name: _____
 (Print) Last First Middle

Present Mailing Address: _____
 City State Zip Code

Phone: (____) _____ Email Address (optional): _____

How did you hear about this employment opportunity? _____

Have you ever worked for Kendall County before? Yes No If yes, please give dates and position:

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. (Add additional page if necessary.)

Present or Last Employer	Employed From mo/yr	Your Title or Position	Reason for Leaving
Name of Employer _____ Address _____ Phone _____	To mo/yr _____	Name & Title of Supervisor _____ _____	
Last Employer	Employed From mo/yr	Your Title or Position	Reason for Leaving
Name of Employer _____ Address _____ Phone _____	To mo/yr _____	Name & Title of Supervisor _____ _____	

Last Employer	Employed From mo/yr	Your Title or Position	Reason for Leaving
Name of Employer _____	To mo/yr	Name & Title of Supervisor	
Address _____			
Phone _____			

Last Employer	Employed From mo/yr	Your Title or Position	Reason for Leaving
Name of Employer _____	To mo/yr	Name & Title of Supervisor	
Address _____			
Phone _____			

May we contact your current and previous employers? Yes No
 If no, please explain:

Please indicate any actual experience; special training and qualifications that you have which you feel are relevant to the position for which you are applying.

If hired, can you furnish proof that you are over 18 years of age? Yes No

Are you able to perform the essential functions of this job with or without reasonable accommodation?
 Yes No

Will you be able to work the position's required work hours? Yes No

EDUCATIONAL BACKGROUND

School Name	Years Completed	Diploma/Degree	School Name
High School:			
College/University:			
Graduate/Professional:			
Trade or Correspondence:			
Other:			

REFERENCES

Please list three references who are not your previous employers or relatives.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

ACKNOWLEDGMENTS AND DISCLAIMER

By signing my name below, I certify that all information provided in this application, my resume, other employment application documents, and interview are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions in my application, resume, other employment documents, or interviews(s) may be cause for rejection of my application, or may be cause for subsequent dismissal at anytime if hired by Kendall County.

I understand and agree that all information furnished in this application may be verified Kendall County or its authorized representative. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to Kendall County. I further authorize all individuals and organizations named in this application to give Kendall County and its authorized agents all information relative to such verification. I hereby release such individuals and organizations and Kendall County from any and all liability for any claim or damage resulting therefrom.

I understand that Kendall County is not obligated to provide employment and that I am not obligated to accept employment should an offer of employment be made to me. **NOTHING IN THIS APPLICATION, OR IN ANY PRIOR OR**

SUBSEQUENT ORAL OR WRITTEN STATEMENT, IS INTENDED TO OR DOES CREATE ANY CONTRACT OF EMPLOYMENT. SHOULD THIS APPLICATION AND THE PROCESS SURROUNDING THIS APPLICATION RESULT IN MY EMPLOYMENT WITH KENDALL COUNTY, I UNDERSTAND THAT I WOULD BE HIRED AS AN EMPLOYEE AT WILL AND NOTHING IN THIS APPLICATION WOULD RESTRICT MY RIGHT AS AN EMPLOYEE OR KENDALL COUNTY'S RIGHT AS AN EMPLOYER TO TERMINATE MY EMPLOYMENT AT ANY TIME.

Kendall County is an equal opportunity employer and does not discriminate against applicants and/or employees on the basis of their race, color, religion, sex, pregnancy, sexual orientation, national origin, marital status, age, ancestry, military status, veteran status, disability, genetic information, pregnancy and/or any other basis prohibited by state, federal and/or local laws, regulations and ordinances.

If selected for the position and upon commencement of employment, I understand that I will be required to submit verification that I am legally authorized to work in the United States as required by the Immigration Reform & Control Act.

If Kendall County determines that you are qualified for the position and you have been notified that you have been selected for an interview or, if there is no interview, you have been made a conditional offer of employment with Kendall County, you may be required to submit to a criminal history background check. By signing my name below, I affirm my understanding that certain offenses may disqualify me from employment in a particular position with Kendall County (1) if Kendall County is required to exclude applicants with certain criminal convictions from employment due to state or federal law; and/or (2) if I am applying for a position where a bond is required and one or more specified offenses would disqualify me from obtaining the bond.

BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ AND AGREE TO THE ACKNOWLEDGMENTS AND DISCLAIMERS SET FORTH ABOVE. BY SIGNING MY NAME BELOW, I ALSO HEREBY AFFIRM THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

Date