

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday, May 15, 2019

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:34p.m.

ROLL CALL

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

Others in Attendance: Meagan Briganti, Bob Jones

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Prochaska to approve the agenda. **With four members voting aye, the agenda was approved by a 4 -0 vote.**

APPROVAL OF MINUTES – Motion made by Member Prochaska, second by Member Vickers to approve the May 6, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Treasurer’s Office* – Bob Jones explained the written report is in the packet and he would be happy to answer any questions.
- *Administration Department* – Ms. Johnson explained Mr. Koeppel asked her to convey several updates. Both updated Kencom Agreements have been sent to Kencom for review. Once they are returned they will be sent to the Board for approval. Wellness Program language has been received from Horton and will be used when negotiating the 7 union contracts that are up this year. Finally, Sterling is working on a quote for Codification. Some clarification is needed as to if the County wants to have Sterling organize all the resolutions and ordinances. This may increase the cost significantly. **There was consensus to get a quote from Sterling for the cost to organize and review the ordinances and resolutions and to post both ordinances and resolutions on the website.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Insurance Renewal Timeline* – Ms. Johnson explained that health insurance renewal numbers will be available late September a month later than expected. The reason for the delay is this is the County's first year returning to Blue Cross Blue Shield and they need time to gather aggregate user data in order to provide accurate pricing. The memo will also be shared with the Finance Committee as budget preparations may be affected.
- *Discussion of Board Rules of Order (Consent Agenda and Electronic Attendance)* – Member Prochaska explained that about 3 years ago the Illinois General Assembly gave counties the ability to do consent agendas. He also explained that there are some items of business and bills that are routine business that can go on a consent agenda and Municipalities and School Districts have used it for years. There needs to be a roll call and any board member can pull any item off the agenda. The approval of the consent agenda needs to be unanimous. Member Prochaska further explained that electronic attendance is another item that has been popular, a member can attend a meeting remotely for reasons like personal illness, county business or if they are on active military duty. Member Prochaska also stated that remote attendance would not count toward a quorum. Member Gryder expressed concern, especially with the attendance issues the County currently has. Member Vickers asked about the per diem and if electronic attendance would qualify. Member Vickers also expressed concern about the current AV System. **There was consensus from the Committee to bring language back to the Committee regarding a Consent Agenda, but to defer Electronic Attendance to a later date.**
- *Discussion of GIS Cloud Readiness Contract* – Ms. Briganti distributed a draft Cloud Assessment Contract. Ms. Briganti explained that the current system needs to be upgraded and that a cloud will provide greater security and the flexibility to grow. This assessment would be the first step in that process. The assessment is estimated to take 10-15 hours which when looking at the contract should cost between \$2500-\$3000. Member Gryder asked if this was budgeted, Ms. Briganti explained that \$8000 is budgeted. Motion made by Member Gryder second by Member Vickers to forward to the County Board in an amount not to exceed \$5000. **With four members voting aye, the agreement was approved to be forwarded by a 4-0 vote.**
- *Discussion of Pitney Bowes Send Pro P1500 Mailing System Contract* – Ms. Johnson explained that the mail system contract expired in January. The proposed contract is for 5 years as the previous one with a cost of \$497.66 per month. This amount is less than our current contract. The new machine will be able to do FedEx and UPS packages in addition to USPS. Ms. Johnson explained that a 2-year contract cost was requested as this time frame the State's Attorney recommends, however the cost will likely be higher. Member Prochaska asked if a 2-year contract with extensions was possible. Member Gryder asked that the contract be sent for legal review, however he would be comfortable with a 5-year contract. Member Prochaska agreed that the 2 years was only a recommendation and if having a 5-year contract allowed the Board to be save money and be good stewards of tax payer dollars that route would be favored. **There was consensus**

by the Committee to send the contract for legal review to the State's Attorney Office.

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE -

ACTION ITEMS FOR COUNTY BOARD

- *Approval of GIS Cloud Readiness Assessment Contract in an Amount not to Exceed \$5000*

ADJOURNMENT – Member Gryder made a motion to adjourn the meeting, second by Member Prochaska. **With four members voting aye, the meeting was adjourned at 6:09p.m.**

Respectfully Submitted,

Mera Johnson
HR Risk Management & Compliance Coordinator