

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, June 3, 2019

CALL TO ORDER - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

ROLL CALL

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

Others in Attendance: Meagan Briganti, Matt Kinsey, Scott Koeppel

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Gilmour 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 Gilmour to approve the May 15, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration Department* – Mr. Koeppel updated the committee on the status of the Employee Handbook, and said the document continues review by the State’s Attorney’s Office, and will include additions based on newly passed laws.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of County Internet Connections* – Technology Director Matt Kinsey provided information on the two internet connections currently used Countywide, and the service difficulties recently experienced. Mr. Kinsey reviewed the quotes from Comcast Business and MetroNet, the current service speed, and the desired service speed. **The committee gave consensus to authorize the MetroNet contract to be reviewed by the State’s Attorney’s Office.**

- *Discussion of Board Rules of Order-Consent Agenda* – Mr. Koepfel reviewed the proposed addition of the *Consent Agenda* item and verbiage with the committee. Member Prochaska made a motion to forward the item to the Committee of the Whole for further discussion, second by Member Gilmour. **With four members voting aye, the motion carried.**
- *Discussion of Pitney Bowes SendPro P1500 Mailing System Contract* – Mr. Koepfel reported that the current County Office Building postage machine lease with Pitney Bowes expired in January 2019. Mr. Koepfel reviewed the proposed new contract and two term-length options. Member Prochaska made a motion to forward the contract with the 60-month lease option to the County Board for approval, second by Member Gilmour. **With four members present voting aye, the motion carried.**
- *Discussion of GIS Restructure Job Description Review* – Scott Koepfel explained that the CAD Specialist retired in May, and that the GIS Analyst left the County for a new job in Rockford. Meagan Briganti, GIS Coordinator, explained her plan to eliminate the GIS CAD Specialist position, and to hire two GIS Specialist positions that can perform all aspects of the blended job descriptions. Ms. Briganti stated that she has hired one GIS Specialist who will begin on June 10, 2019, and plans to hire one of the other candidates that applied for the same position. Ms. Briganti also briefed the committee on the changes needed to the Administration Department organization chart regarding the proposed GIS position changes.

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion and Approval of Board Rules of Order-Consent Agenda*

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Pitney Bowes SendPro P1500 Mailing System 60-month Contract*
- *Approval of the updated Administration Department Organization Chart*
- *Approval of the CAD GIS Specialist Job Description*

ADJOURNMENT – Member Vickers made a motion to adjourn the meeting, second by Member Prochaska. **With four members voting aye, the meeting adjourned at 6:06p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary