



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Monday, July 1, 2019 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from June 19, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion of Shared Services with Other Local Governments in the County*
 - *Discussion and Approval of Revised Technology Services 5 Year Plan*
 - *Discussion of Kendall County Green Initiative*
 - *Discussion of Kendall County Facebook Page and other Social Media*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Wednesday, June 19, 2019

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

ROLL CALL

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

Others in Attendance: Scott Koeppel, Tracy Page, Beth Ishmael - Horton Group, Dee Mastro-Holzopf – BCBS, Ian McInerney - Washington National

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Gilmour to approve the agenda. With five members voting aye, the agenda was approved by a 5-0 vote.

APPROVAL OF MINUTES – Motion made by Member Prochaska second by Member Vickers to approve the June 3, 2019 minutes. With five members voting aye, the minutes were approved by a 5-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration Department* – Mr. Koeppel wanted to note that Tracy Page from the Sheriff’s Office is coordinating TAPHI with a roll out meeting on July 2. Mr. Koeppel also thanked the committee for approving the program.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Pharmacy Prescription and Performance Drug Plan Saving Opportunities – The Horton Group* – Beth Ishmael from the Horton Group and Dee Mastro-Holzopf from BCBS presented pharmacy cost saving options for the County’s PPO plans. The cost saving measures totaled \$31,000. The committee agreed to revisit the issue in August when renewal projections will be available.

- *Discussion and Approval of Invitation to Bid – Fiber Internet Connection* – Mr. Koeppel explained that the contract that was before the committee last month needed to go out for bid. **There was consensus to go out to bid for Fiber Internet Connection.**
- *Approval of the 2019 Inter Agency User Agreement between Kendall County Administration Department and the Illinois State Police for Criminal History Record* – Ms. Johnson explained that the County recently hired someone from out of state and needed the national check done. The cost is \$26 and \$10 for the Illinois State check. Mr. Koeppel explained that those that work in the jail and courthouse already get this national check. These background checks would apply to employees under the County Administrator's Office and will be processed through the ROE's Office. Member Gilmour made a motion, second by Member Prochaska to forward the Agreement to the State's Attorney Office for review then to the County Board for approval. **With five members present voting aye the motion carried.**
- *Presentation of Washington National Insurance* – Jack McInerney from Washington National explained the company's program which could be offered as an optional benefit for employees. The County currently offers several optional programs. Member Gilmour wanted to know how many people were enrolled in other programs. Member Flowers thought it was good to offer employees many options. Member Prochaska wanted to research the company a bit more. Mr. Koeppel indicated that if the County opted into this program it would be offered to employees at the Annual Benefit Fair. He will also ask Horton if they can offer something similar. **There was consensus to do additional research and bring this item back in July for more discussion and consideration.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of the 2019 Inter Agency User Agreement between Kendall County Administration Department and the Illinois State Police for Criminal History Record*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With five members voting aye, the meeting was adjourned at 6:47 p.m.**

Respectfully Submitted,

Mera Johnson
HR Risk Management & Compliance Coordinator

**KENDALL COUNTY BOARD AGENDA
ADJOURNED JUNE MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, July 2, 2019 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
6. Public Comment
7. Consent Agenda
 - A. Approval of County Board Minutes from June 4, 2019
 - B. Standing Committee Minutes Approval
 - C. Approval of Claims In an amount not to exceed \$985,603.89 and June 2019 Petit Jurors in an amount not to exceed \$3,805.52
 - D. Approval of agreement with ArchiveSocial, Inc. for capturing and archiving records of online social media communications, in the amount of \$2,388.00
 - E. Approval of a Request from Jennifer Wirth for a Refund in the Amount of \$260.48 for an Unused Building Permit at 977 Route 31, Oswego
 - F. Approval of Agreement for Food Services at the Kendall County Jail with Consolidated Correctional Food Service
8. Old Business
 - A. Motion to Reconsider Petition 19-13-Request from the Kendall County Regional Planning Commission for Text Amendment to Sections 4.06 and 4.07 of the Kendall County Zoning Ordinance by Allowing Research and Development Related Home Occupations to be Conducted Outside of a Dwelling or Permitted Accessory Structure and Adding the Phrase "Unless Otherwise Permitted by Law" to the End of Section 4.06.f and Section 4.07.g
 - B. Approval of Petition 19-13-Request from the Kendall County Regional Planning Commission for Text Amendment to Sections 4.06 and 4.07 of the Kendall County Zoning Ordinance by Allowing Research and Development Related Home Occupations to be Conducted Outside of a Dwelling or Permitted Accessory Structure and Adding the Phrase "Unless Otherwise Permitted by Law" to the End of Section 4.06.f and Section 4.07.g
9. New Business
 - A. Approval of Independent Contract between Kendall County and Robin Pelfrey for services rendered as the Local Coordinator for the 16th and 23rd Judicial Circuits Family Violence Coordinating Council, from July 1, 2019 through June 30, 2020, at the rate of \$26.00 per hour not to exceed 1255 hours and reimbursable expenses allowed under the Intergovernmental Agreement between Kendall County and the Illinois Criminal Justice Information Authority effective July 1, 2019 to June 30, 2020.
10. Executive Session
11. Standing Committee Reports
 - A. Planning, Building & Zoning
 1. Approval of an Intergovernmental Agreement between the Village of Plattville and the County of Kendall to Administer the County's Ordinances for Zoning, Building Code, Subdivision Control, and Stormwater Management within the Jurisdiction of the Village of Plattville for a Term of One (1) Year in the Amount of \$1.00 Plus Associated Costs Paid by the Village Plattville to the County of Kendall
 2. Approval of Junk and Debris Citation Letter
 - B. Law, Justice & Legislation
 - C. Administration – Human Resources & Revenue/GIS
 - D. Highway
 - E. Facilities Management
 - F. Finance Committee
 - G. Animal Control
 - H. Health & Environment
12. Special Committee Reports
 - A. Juvenile Justice Council
 - B. Historic Preservation
 - C. UCCI, Other State Associations and Organizations

- D. Board of Health
- E. KenCom Executive Board
- 13. Other Business
- 14. Chairman's Report

Appointment(s)

- Dr. Gary Schlapp – KenCom Executive Board – Bristol Kendall Fire District Delegate (Replacing Richard Dickson)
- John Purcell – KenCom Executive Board – United City of Yorkville
- Chris Funkhouser – KenCom Executive Board – United City of Yorkville (Alternate)
- Dan Koukol - Workforce Investment Board - 2 yr term - Expires July 2021 (Replacing Bette Schoenholtz)
- Jeremy Swanson (reappointment) – Housing Authority – 5 year term – expires July 2024
- Robyn Ingemunson (reappointment) – Housing Authority – 5 year term – expires July 2024
- 15. Public Comment
- 16. Questions from the Press
- 17. Adjournment

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5 year capital plan for Technology Services

2020

1. Network Infrastructure upgrade.
 - a. Replace SAN Network with 10GB Fiber Switches Between CH and Public Safety 4 Total Switches \$85,000 Total
 - i. The SAN network currently is 13 years old. The health status of this equipment is critical in the day to day operations of every department. If this network fails then the result is catastrophic.
 - ii. Utilizing the fiber installed during the security project will allow for cost savings.
 - iii. The current plan is to replace the current infrastructure this year and revisit the infrastructure every 5 years to ensure stability of course services.
 - b. Replace LAN Network with 1GB(10GB Capable) Fiber Switches for \$75,000
 - i. Replacing old switches that range from 14 years of age to 8 years of age on main campus. This connects the buildings together and allows for machines to operate and receive data connections to the internet. The health status of this equipment is critical in the day to day operations of every department.
 - ii. Reducing the LAN switch count from 6 to 4 will ensure cost saving and reduce technology footprint in the County.
 - c. Upgrade remaining POE switches in CH, PSC, and HHS for VoIP Integration. \$12,000
 - i. Facilitate upcoming VoIP network that will be leased replacing current pot lines
 - ii. Support PoE phones to eliminate power supplies for every phone.
2. Purchase 250 Office G1 Licenses to begin migrating Exchange users to cloud. This is in response to the expanding database size for e-mail Annual cost will be around \$12,000 for 250 users and Kendall currently houses 571 e-mails. .
 - a. Departments will be asked to pay for e-mails that aren't physically employees and can't be turned into a distribution list.
 - b. Size restraints of the 5 Databases restrict each database from growing past 1TB. . Enterprise Exchange solution would allow for a more granular remediation of the database sets to reflect individual departments instead of buildings inside of the County.
 - c. The move will come to full term by 2023 in response to the EOL for our Exchange 2013 server.
3. Purchase Security service: \$28,000 annually
 - a. The need to increase security measurements has drastically been on the rise inside the County. To mitigate the need for hiring a security individual inside of the County, a service shall be implemented.
 - b. The service will provide around the clock real-time monitoring of our network. This will be another step to protect the valuable data inside the network.

5 year capital plan for Technology Services

2021

1. Purchase 3 Hyper-converged systems to replace virtual infrastructure. \$170,000
 - a. Currently the County maintains 9 host servers and 8 SANs. This technology is dated and the SAN technology is in the process of being replaced by new equipment.
 - b. Implementing a Hyper-converged system will mitigate the cost of repurchasing a SAN every year varying between \$45,000 and \$25,000 depending on size requirements. It is also reducing the need to purchase any host servers every 3-5 years at \$20,000. Potential eliminating the need for VMware licensing. Through system AI learning, it will calculate when a new cluster is needed to be added.
 - c. Currently a hyper-converged system will act as an "All in one" system and combine multiple pieces of hardware into one singular unit.
 - d. Cloud based Disaster recovery will be requested in annual maintenance contract to ensure data redundancy outside of campus footprint.
2. Upgrade Servers to Newest Version of Windows \$10,000
 - a. All servers are currently Server 2012 R2 and a few are 2008 R2
 - b. Server 2012 will be near end of life by 2021

2022

3. Purchase document management system to reduce the massive amount of paper storage into virtual storage. Estimated cost is around \$200,000 to implement a complete solution.
 - a. Purchasing the "commercial" content management license from Tyler. This will allow us to utilize that as a "housing" area instead of purchasing a new environment.
 - b. Utilize a scanning company to properly scan and Meta tag all paper documents the County currently has.
 - c. Implement a signature SaaS to facilitate paper documents such as contracts, employee documents, and other documents that require a signature. These documents would be electronically signed by all parties and stored on a centralized content management server. This will in essence reduce the amount of printing that takes place inside of the County.

5 year capital plan for Technology Services

2023

1. Implement transparency software to allow for public knowledge of financials and other items. Cost \$60,000
 - a. Public knowledge of documents will be available on a web portal and become a source of information for potential future FOIA requests.
 - b. Provide a clear window into the operations of the County.
2. Microsoft Cloud O365 G1 or e1 : Estimated \$70,000
 - a. Office 2016 will end back-end services support for this product in 2023. This means no more cloud based functions that are currently built into all products inside the 2016 suite.
 - b. Annual subscription will allow for greater resources to be utilized and allow for greater collaboration between departments.
 - c. Current pricing for on premise office 2019 is \$450 for standard edition. The project for Office 2022 if trends keep track will be over \$500 per instance. Cloud based solutions have been reducing in annual cost by 5 percent for the last two years averaging around \$200 annual for a complete office suite.

2024

1. Run new fiber for main campus to replace OM3 that was installed in 2004. Total cost \$40,000
 - a. Line depreciation for OM3 will be more relevant in the current years and affect the speed at which new equipment transfers at.
 - b. The OM3 classification for the fiber is outdated and doesn't support faster speeds for the current layout that the County is building towards.
2. Add additional Hyper-converged cluster: \$40,000
 - a. Additional node will add additional performance to the network and will be the last node that needs to be added for 3+ years.
 - b. Load balancing between the clusters will allow for increased speed on internal network for hosted platforms.
3. Azure AD infrastructure \$30,000
 - a. Allow MFA to occur for all County users to provide a better security infrastructure.
 - b. Will allow users to utilize self-service portal to reset password, which will reduce wait time for 24 hour operations.
 - c. Easily sustain a Radius environment for public safety
 - d. Addition of potential entities for Technology Service can easily be onboarded for management of their infrastructure through ADFS.
 - e.

5 year capital plan for Technology Services

2025

1. Replace Wireless Controller and AP's- \$60,000
 - a. The equipment is dated at 9 years old as of 2019 and in need of replacement.
 - b. Currently the signaling for the controller is dated to only see B and N signals. This doesn't allow for full scaling on new wireless devices purchased by the County.
2. Upgrade Windows 10 to next foreseeable version. \$50,000
 - a. Windows 10 has been deemed the "Forever OS", but end of support is listed as October 25th, 2025. If no migration to a new OS occurs and a simple revamp of support is needed, then funds will allocated towards this licensing.

FY	2020	2021	2022	2023	2024	2025
Cost	\$200,000	\$180,000	\$200,000	\$130,000	\$110,000	\$110,000