

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 5:31 p.m.

ROLL CALL

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

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

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Gengler 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 Vickers second by Member Gengler to approve the July 1, 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. Koepfel wanted feedback from the Committee on the GIS Department. Staffing has been an issue in the last few months, and the Department has had to close periodically for training, lunches and other meetings. There is a training Conference in October that all three staff members need to attend. The Department may need to close periodically. There was consensus that it would be okay to have the Department close as needed. GIS Customers can check with Administrative Services when the Department is closed. Mr. Koepfel also sought direction from the Committee regarding if the Committee would like to go out to bid on Worker’s Comp and Liability Insurance. The consensus was unless there is a significant cost savings the County would continue with ICRMT.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Shared Services Purchasing Agreements and Request for Legal Review-* Mr. Koepfel explained that he met with the Purchasing staff member that Yorkville and

Oswego employs. There may be opportunities to achieve savings with joint purchasing. **There was consensus to investigate further about sharing the staff member and bring potential bids to the committee on a case by case basis.**

- *Discussion of IGA for Sharing Services, Staff, and Equipment and Request for Legal Review-* A sample IGA is attached. This would be a cost sharing between other municipalities in Kendall Counties. Many communities already participate in joint IGAs sharing staff, equipment and other services. **There was consensus to send the draft IGA to the SAO for legal review, after which the committee can decide to proceed.**
- *Discussion of GIS Inc. Cloud Hosting Recommendations-* Ms. Briganti reviewed the GIS Cloud Hosting Recommendations. Our current environment is very old and there is no security. Their recommendation is to move our data to the Cloud which would increase security, reduce cost on hardware and licensing. This would also give us the ability to reduce or increase capacity as needed. Current cost is about \$1800 a month. Moving to the Cloud would give us a savings of about \$300 a month.
- *Discussion and Approval of Contract with Amazon Web Services and Request for Legal Review-* Ms. Briganti explained that if the Department were to move to a Cloud based system it would be with Amazon Web Services. We are not sure that if there is a legal review by the SAO and changes recommended the contract could be changed, since Amazon is such a big company. Many companies use Amazon Web Services about 80% of businesses. This is a monthly subscription that can be cancelled at any time. **There was consensus to request if changes to contract were possible. If changes are not possible the contract should be forwarded to the August 6, Board Meeting for approval.**
- *Discussion and Approval of GIS Department Purchase of a 95 Hour Support Block from GIS Inc. in an amount not to exceed \$15,000-* The recommendation from the initial GIS Assessment was to move to the Cloud. When the Assessment was done 14.5 hours were used with 15.5 remaining. Ms. Briganti recommended getting the 95-hour block for \$15,000. The contract was already reviewed by the SAO. The budgeted amount is \$32,000 with a savings \$12,000. Motion by Member Vickers, second by Member Prochaska. **With four members voting aye, the contract was approved to be forwarded to the County Board by a 4-0 vote.**
- *Discussion and Approval of Comcast Franchise Agreement-* Mr. Koepfel explained that this has been in legal review for a while. There is one sticking point. This is not a legal issue it just states that there needs to be a public hearing if there is an issue with the agreement. Mr. Koepfel recommended moving forward with that language as the odds of this happening is slim. There would just be a public hearing before legal action. Motion made by Member Gengler, second my Member Vickers. **With four members voting aye, the Agreement was approved to be forwarded to the County Board by a 4-0 vote.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Contract with Amazon Web Services and Request for Legal Review*
- *Approval of GIS Department Purchase of a 95 Hour Support Block from GIS Inc. in an amount not to exceed \$15,000*
- *Approval of Comcast Franchise Agreement*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting was adjourned at 6:14 p.m.**

Respectfully Submitted,

Mera Johnson
HR Risk Management & Compliance Coordinator