

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Thursday, September 5, 2019**

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

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
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 Gengler 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 Gilmour, second by Member Vickers to approve the August 21, 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 requested to move the IT Budget and Salaries item to the end of the Agenda to allow Director Kinsey to present on the item as he has not arrived and was dealing with an IT emergency.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion and Approval of GIS Mapping Recorded Document Policy* - Ms. Briganti indicated that they would like a formal policy for mapping recorded documents. She explained that they are not allowed to give legal advice and on several occasions lawyers and citizens have insisted GIS staff perform work not in their scope. An official Board Policy that staff can direct people to would be helpful. **Motion made by Member Gilmour second by Member Vickers to forward the Policy to the State’s Attorney Office for review then to the County Board for approval. With all members voting aye the motion carried.**

- *Discussion and Approval of Parcel Fabric Bid Results* – Ms. Briganti reviewed the bids from the RFP for the new Parcel Fabric system. There were two bids submitted. GIS is recommending going with Panda Consulting because of training, cost and delivery time advantages. Mr. Briganti noted that this is in the budget. Because of delivery timing so close to the end of the fiscal year Mr. Koepfel recommended approval with half in this fiscal year and half in next fiscal year. **Motion made by Member Vickers, second by Member Prochaska to forward the Approval of the Parcel Fabric Data Model Contract with Panda Consulting in the amount of \$30,000 to the Board \$15,000 in FY 2019 and \$15,000 in FY 2020. Roll Call Vote: Flowers: Aye, Gengler: Aye, Gilmour: Aye, Prochaska: Aye, Vickers: Aye**
  
- *Discussion of GIS Fee Cost Study and Review of the Ordinance setting Kendall County GIS Fees* – Ms. Briganti explained that after discussions with the State’s Attorney Office per the ordinance, the study Ms. Briganti performed is acceptable Member Flowers indicated she was fine with the internal study. Member Prochaska asked that a few other counties be added to the comps as they had populations similar to Kendall County. Those Counties were Tazewell, Kankakee and Rock Island. Member Gengler asked about raising the fee to an even \$30. He did not want us to have to review an increase in the future. Ms. Briganti explained that in essence the fee was \$30 as there was \$2 added to each transaction for the Recorder’s officer. Member Flowers indicated that she still was amenable to the \$30 versus \$28. **Consensus was to run the model with \$30 fee and include the other Counties requested by Member Prochaska and bring it back to the Committee.**
  
- *Discussion of FY 2020 IT Budget and Salaries* – Mr. Kinsey began discussing his budget and employee salaries. Mr. Koepfel suggested that because this was to discuss a specific employee the committee enter into executive session.

**EXECUTIVE SESSION** - Member Prochaska moved to go into executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Member Gilmour seconded the motion. Chair Flowers asked for a roll call vote on the motion. All members present voting aye. Motion carried. 5:58pm

Reconvened – 6:11 pm

**COMMITTEE BUSINESS CONTINUED –**

- *Discussion of Employee Appreciation Pizza Party* – Mr. Koepfel asked what the Committee wanted to do this year. In the past Ms. McClain has organized multiple parties in different locations so all employees had the opportunity to attend. **There was consensus that Ms. McClain would organize the same amount of parties**

**this year and remind and notify the Board so they can attend as their schedule allows.**

**ITEMS FOR COMMITTEE OF THE WHOLE - None**

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of Parcel Fabric Data Model with Panda Consulting in the Amount of \$30,000*
- *Approval of GIS Mapping Recorded Document Policy*

**ADJOURNMENT** – Member Gengler made a motion to adjourn the meeting, second by Member Prochaska. **With five members voting aye, the meeting adjourned at 6:22 p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator