

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Monday, January 15, 2020**

**CALL TO ORDER** – Member Prochaska 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	ABSENT		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Scott Koeppel, Dr. Amaal Tokars

**APPROVAL OF AGENDA** – Motion made by Member Vickers 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 Gilmour, second by Member Vickers to approve the January 6, 2020 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Health Department* – Dr. Tokars updated the Committee on the amount of the TB levy used last year. The amount used was \$22,700 with the levy set at \$15,000 it would need to be increased. Member Gengler asked what the major expense was. Dr. Tokars indicated that the majority of the costs was staff tracking, TB testing and educational materials. Member Gilmour asked about when the levy would be increased. Mr. Koeppel suggested the best plan would be to merge the Boards as discussed and increase the level at the same time to coincide with next fiscal year’s start. Member Prochaska suggested passing the resolution now with a later date listed. **There was consensus to put the merger on the Meeting Calendar to discuss in August at the beginning of the Budget process.**

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Discussion and Approval of Codification RFP* – Mr. Koeppel reviewed the RFP for codification. He asked if the Committee had a preference of RFP versus RFQ. Member Prochaska indicated he preferred an RFQ. The RFQ would be open for 30

days. Mr. Koepfel indicated that he wanted companies to propose price per page or a total cost. Mr. Koepfel also noted that there would be quarterly or annual update at cost once the project is complete. Member Gengler asked about a timeline. Mr. Koepfel responded that the entire process would be 12-16 months. **Motion made by Member Vickers, second by Member Gengler to develop and disburse an RFO. With all members present voting aye the motion carried.**

- *Discussion and Approval of Agreement with Waubensee Community College Regarding Federal Work Study Program* – With FMLA leave in Administrative Services and a small Department there is a need for additional administrative and clerical assistance in the Department. The attached agreement is with Waubensee Community College, the County would be responsible for 25% of the hourly costs with hourly rates typically at \$10.50-\$10.75 per hour. This program could possibly continue after FMLA leave is complete and expand to other Departments. Member Gengler asked if the County could select the students. Mr. Koepfel indicated that yes the County would be able to interview the candidates. Students could only work 20 hours a week. **Motion made by Member Gengler, second by Member Gilmour to forward the Agreement to the Board for approval. With all members present voting aye the motion carried unanimously.**

**EXECUTIVE SESSION** - None

**ITEMS FOR COMMITTEE OF THE WHOLE** – None.

**ADDITIONAL ITEMS** – Member Prochaska asked for updates on the new Munis system and the website. Mr. Koepfel reported that with all major changes there have been a few hiccups but overall the transition is going well and staff is working round the clock to ensure transitions are smooth.

Member Prochaska updated the Committee on a Lobbyist Registration Bill moving through the Legislature in Springfield and that it should be something the Committee discusses in the future. For example, DuPage County has lobbyist registration process.

**ACTION ITEMS FOR COUNTY BOARD** –

- *Approval of Agreement with Waubensee Community College Regarding Federal Work Study Program*

**ADJOURNMENT** – Member Gilmour made a motion to adjourn the meeting, second by Member Gengler. **With four members voting aye, the meeting adjourned at 6:08p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator