**COUNTY OF KENDALL, ILLINOIS**

**ADMIN HR MEETING**

**County Office Building**

**111 W. Fox Street, Room 210; Yorkville**

**Monday, December 2, 2019**

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

**ROLL CALL**

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

**Others in Attendance:** Meagan Briganti, Steve Curatti, Matt Kinsey, Scott Koeppel. Terri Olson, Dr. Amaal Tokars

**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 byMember Gilmour, second by Member Prochaska to approve the November 20, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

* *Information Technology* – Mr. Kinsey asked the Committee for permission to go out to bid on patrol car IT equipment. There is a tight deadline of mid-January with the State of Illinois. **There was consensus to have Mr. Kinsey do an Invitation to Bid with the Committee reviewing the bid results.**
* *Administration –* Mr. Koeppel had two requests. The first was a request for an ABC check to be issued for KAT as their pass through from the State arrived after checks where sent out. The check is quite large, $400,000 so it is needed to fund the operation of KAT. The second request was looking into a temp for the Administration office due to an upcoming leave. **There was consensus to ask the Treasurer to issue an ABC check for KAT and look into a temp for upcoming staff absence.**

**PUBLIC COMMENT -** None

**COMMITTEE BUSINESS**

* *Discussion of Combining the Tuberculosis and Health Board* – Member Prochaska explained that he has been researching what other Counties do about a Tuberculosis Board and a Health Board and he would like to propose merging the two Boards as the tuberculosis levy is only $15,000 a year and the 3-person Board meets once a year. Dr. Tokars explained that the TB Board was created 10 years ago when there was an outbreak in Kane County. She explained that while cases of active TB seem to be under control, Latent TB is on the rise and the State has put new monitoring mandates that affect Latent TB. She also explained that as long as the funds are provided for treatment and monitoring she was amendable to combining the Boards. Member Prochaska noted that funds would be discussed during the budget process. Steve Curatti explained that the Health Department has been taking a proactive approach with regard to Latent TB, especially with the fact that 1 in every 10 cases of Latent TB become Active TB. Terri Olson, a nurse at the Health Department emphasized the lengthy and time consuming process of case management for Tuberculosis. Member Gilmour asked who is currently on the TB Board and what would the transition of combining both Boards look like? Dr. Tokars explained that the 3-member TB Board is made up of a Physician, an involved community volunteer and the last position is currently vacant. Member Gengler asked if the TB Board could become a subcommittee of the Board of Health? Dr. Tokars explained that the statue is very clear and they would have to become full-fledged members of the Board of Health. Member Prochaska explained that the Board of Health would go from 8 to 11 members. Mr. Koeppel explained for the TB Board Members to become Board of Health members 3 things need to occur; the Board of Health Members need to vote for it, the levy needs to be equal to or greater that what it is currently which is $15,000 and all data, employee records etc. needs to be transferred appropriately. Member Flowers asked for detailed numbers and statistics. **The consensus of the Committee was to have more statistics and detailed information presented on paper next month for review before proceeding.**
* *Discussion and Approval/Rejection of Ariel Invitations to Bid Documents –* Ms. Briganti presented the two sets of bid documents from the two companies that responded. She explained that while the Ariel Subscription was more expensive the benefits were worth it. The quality is 4 times better than our current service. They also do more fly overs and oblique angles. Member Gilmour asked about how the additional expense would be funded. Ms. Briganti explained that with the current budget projections and the increase in the GIS fee there is enough funding for the Ariel Subscription. Member Prochaska and Member Gengler were in favor of the Ariel Subscription. Member Flowers asked if the work GIS is doing for Kencom and possibly other entities in the future could cover some of the added expense. Mr. Koeppel recommended both options be presented at the next Committee of the Whole Meeting, COW. **There was consensus to send the Ariel Invitation to Bid documents to the next COW Meeting on December 12, for further discussion.**

**EXECUTIVE SESSION** - None

**ITEMS FOR COMMITTEE OF THE WHOLE –**

* *Discussion and Approval/Rejection of Ariel Invitations to Bid Documents*

**ACTION ITEMS FOR COUNTY BOARD -** None

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler. **With four members voting aye, the meeting adjourned at 6:26p.m**.

Respectfully Submitted,

Mera Johnson

Risk Management and Compliance Coordinator