**COUNTY OF KENDALL, ILLINOIS**

**ADMIN HR MEETING**

**County Office Building**

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

**Wednesday, November 20, 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 |  | 5:36pm |  |
| Judy Gilmour | ABSENT |  |  |
| Matthew Prochaska | Here |  |  |
| Robyn Vickers | Here |  |  |

**Others in Attendance:** Meagan Briganti, Scott Koeppel, Tracy Page.

**APPROVAL OF AGENDA** – Motion made by Member Vickers second by Member Prochaska to approve the agenda. **With three members voting aye, the agenda was approved by a 3-0 vote**.

**APPROVAL OF MINUTES –** Motion made byMember Vickers, second by Member Prochaska to approve the November 4, 2019 minutes. **With three members voting aye, the minutes were approved by a 3-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

* *Administration –* Mr. Koeppel explained that he was looking for direction from the Committee regarding the new change in Liability Insurance, with the Forest Preserve moving would Administration still support them? Mr. Koeppel noted that they don’t have many claims, however if they do not retain a broker and need more support in terms of COIs there may need to be a true split. Member Prochaska noted that he would like to see Administration continue to support the Forest Preserve especially since they have retained the same Insurance company. Mr. Koeppel will do more research and discuss with Member Gilmour and Director Guritz to determine the best course of action.

**PUBLIC COMMENT -** None

**COMMITTEE BUSINESS**

* *Discussion of Emergency Management Coordinator Job Description* – Mr. Koeppel explained that due to retirement and the fact that this position has always been part time the need has arisen for a full time position. From discussion with the Chairman and the Sheriff this position is needed because of the growth in the County. There can be changes made to the grant increasing the amount we submit. The position will report to the County Administrator for budget and day to day and to the Chairman in emergency situations. Ms. Page indicated that this position is needed to improve EMA operations in the County. Member Prochaska inquired about the position being a Director versus Coordinator and the position reporting to the Administrator in other Counties. Mr. Koeppel responded that typically a Director title is used if the position supervises other positions. Member Flowers asked about the salary. Mr. Koeppel indicated he did a salary survey and set the salary at $70,000. **Motion made by Member Vickers, second by Member Prochaska to forward the EMA Coordinator job description to the State’s Attorney Office and to the Board for approval. With all members present voting aye the motion carried.**

Member Gengler arrived at 5:36pm

* *Discussion and Approval of MOU between Waubonsee Community College and Kendall County for Strategic Planning –* Mr. Koeppel explained that a Strategic Plan for the Board is an excellent idea to give the public an idea of policy priorities. Also it gives staff direction to implement the Board’s goals. He further explained that usually the initial plan is done by an objective third party. This attached MOU is with Waubonsee and the price of $4200 is well below what many consulting firms charge. After the initial plan is complete staff can update it after each election cycle as new Board Members join the Board. Mr. Koeppel provided a timeline if the process is approved. The initial meeting with the Board is February with wrap up and completion by May. Member Vickers noted that she looked for a Strategic Plan and could not find one so this is a good idea to get a baseline. **Motion made by Member Vickers, second by Member Gengler to forward the Strategic Plan MOU to the County Board for approval. With 4 members present voting aye the motion carried unanimously.**
* *Discussion of Cerity Partners Services for Financial Wellness and Retirement Solutions –* Cerity Financial Wellness partners come highly recommended by Kane County. They have offered to look at the current program with Nationwide and see if there are any savings to be had. If the County were to switch to them they will also provide one on one Financial advising to employees. Horton our broker also recommends Cerity. Mr. Koeppel recommended they look at our current program and if they believe there is saving to be had in a change the County can do an RFP process. **The consensus of the Committee was to work with the Treasurer’s Office to get an analysis done and report back to the Committee.**
* *Discussion and Approval of Update IGA between Kendall County and Kencom for Technology Support Services –* Mr. Koeppel explained that this item came before the Committee in the Spring. However, because the scope of services had changed with IT servicing the phones and the fact that the Treasury Agreement needed to be separated and changed because Kencom is it’s own entity there has been some delay. This agreement provides an increase in payments to the County from Kencom with an annual opt out window. **Motion made by Member Vickers, second by Member Prochaska. With all 4 members present voting aye the motion carried 4-0.**
* *Discussion and Approval of IGA Between Kendall County and Kencom for GIS Services* – Mr. Koeppel explained that in an effort to cost share and assist other government entities Kencom is requesting the County provided GIS Services to them at a fee of $60 an hour. Member Gengler asked if the $60 fee was sufficient and how much additional work was anticipated. Ms. Briganti indicated that much of the work the Department is already doing so it would only be a few additional hours a month. **Motion made by Member Vickers, second by Member Prochaska to send the agreement to the State’s Attorney Office for review, then on to the Board for approval. With all members present voting aye the motion carried unanimously.**
* *Discussion and Approval of Updated GIS Website Disclaimer* – Ms. Briganti presented a revised GIS website disclaimer. The previous document was a few pages long. The revised disclaimer is what Kane County GIS uses. **Motion made by Member Prochaska, second by Member Gengler to change the GIS website disclaimer to staff’s recommendation. With all members present voting aye, the motion carried.**
* *Discussion of Aerial Subscription Invitation to Bid* – Ms. Briganti explained that after attending a Conference she discovered a new aerial subscription product that would provide better images more often to the County. The County would also be able to keep the images, which is not the case with the current system. The subscription is a bit more expensive but Ms. Briganti outlined several benefits. Staff is recommending going out to bid for both traditional aerial and the subscription. A timeline of the process was reviewed. The plan is to do a presentation at the COW to show Board members how it works. **Member Vickers made a motion, second by Member Prochaska to go out to bid for Aerial Subscription and bring the results back along with traditional Aerial at the next Committee meeting. With all 4 members present voting aye the motion carried 4-0.**
* *Discussion and Approval of Kendall County Drug and Alcohol Policy* – Ms. Johnson went over the State’s Attorney Office review of the proposed Kendall County Drug and Alcohol Policy. The main change in the policy is pre-employment testing only safety sensitive positions. **Member Prochaska made a motion, second by Member Gengler to accept the changes recommend by the State’s Attorney Office and forward the Policy to the Board for approval. With all 4 members present voting aye the motion carried 4-0.**

**EXECUTIVE SESSION** - None

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

**ACTION ITEMS FOR COUNTY BOARD**

* *Emergency Management Coordinator Job Description*
* *Approval of MOU between Waubonsee Community College and Kendall County for Strategic Planning*
* *Approval of Update IGA between Kendall County and Kencom for Technology Support Services*
* *Approval of IGA Between Kendall County and Kencom for GIS Services*
* *Approval of Kendall County Drug and Alcohol Policy*

**ADJOURNMENT** – Member Gengler made a motion to adjourn the meeting, second by Member Prochaska. **With four members voting aye, the meeting adjourned at 6:45p.m**.

Respectfully Submitted,

Mera Johnson

Risk Management and Compliance Coordinator