

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
County Office Building
111 W. Fox Street, Room 210; Yorkville
Monday, February 3, 2020

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

ROLL CALL

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

Others in Attendance: Scott Koeppel

APPROVAL OF AGENDA – Motion made by Member Gilmour 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 Gengler to approve the January 15, 2019 minutes. **With five members voting aye, the minutes were approved by a 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - None

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion of Lobbyist Registration Ordinance* – Member Prochaska reported that there is a draft bill in the legislature that may require Lobbyists to register if they speak before a public body. Attorneys and other government entities would be exempt. Member Gilmour asked what would that entail for the County. Mr. Koeppel indicated that they would just need to complete a form with the County Clerk’s office. Chair Flowers asked if there would be a fee. Member Prochaska noted there will not be one. He referred the Committee to the draft in the packet which is modeled after DuPage County’s Ordinance. It appears not many lobbyists have registered with DuPage and from looking at Kendall’s public participation not many will in Kendall County either.

- *Discussion of Administration Staffing* – Mr. Koepfel reported that the Department is still working with Waubensee Community College on getting a few work study students, however that is taking longer than expected. With the vacancy due to medical leave in the small office more coverage is needed. In the packet there is a draft job description for a part time Administrative Assistant for Administration. This would allow staff to work on more projects while this position covers phones and meetings. Currently there is a Temp in place however that is very expensive. Member Vickers voiced her support for the position as staff could be more efficient. Member Gilmour asked if this amount was in the current Budget. Mr. Koepfel indicated it was not so there would need to be a budget revision. **There was consensus to send the proposed part time Administrative Assistant to the Finance Committee for Budget consideration.**

- *Discussion of Employee 457 RFQ* – Mr. Koepfel reviewed the draft RFQ, the intent is to post it late March with proposals being due the end of April. Mr. Koepfel asked about insurance requirements. Member Gengler indicated that having SIPC standards are what most companies adhere to. Member Gengler noted that another question that should be included in the Scope of Services is whether they will use a Third Party Administrator. **There was consensus to put the RFQ out for proposals on the website.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE – None.

ADDITIONAL ITEMS - Member Prochaska asked about the status of the website and expressed concern the timeline for completion. Mr. Koepfel indicated that they have been in touch with the President of the company and things are moving along. Mr. Koepfel will review the contract.

ACTION ITEMS FOR COUNTY BOARD – None

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With five members voting aye, the meeting adjourned at 6:07p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator