

**KENDALL COUNTY BOARD AGENDA  
SPECIAL MEETING**

**Kendall County Historic Courthouse, 109 W Ridge St, Yorkville IL 60560  
November 30, 2020 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
6. Public Comment
7. Old Business
8. New Business
9. Standing Committee Reports
  - A. Finance
    1. Approval of Claims in an amount not to exceed \$1,173,441.04
  - B. Admin – HR
    1. Approval of Human Resources Specialist Job Description (replacing Risk and Compliance Coordinator)
  - C. Economic Development
    1. Approval of a Letter Authorizing Interest Only Revolving Loan Payments from Dearborn Café Until May 31, 2021
    2. Approval of a Letter Authorizing Interest Only Revolving Loan Payments from The Law Office Until May 31, 2021
10. Special Committee Reports
11. Other Business
12. Chairman's Report
13. Public Comment
14. Questions from the Press
15. Executive Session
16. Adjournment

If special accommodations or arrangements are needed to attend this County meeting,  
please contact the Administration Office at 630-553-4171, a minimum 24-hours prior to the meeting time.

## Kendall County Job Description

**TITLE:** ~~Risk Management and Compliance Coordinator~~ Human Resources Specialist

**DEPARTMENT:** Administrative Services

**SUPERVISED BY:** Deputy County Administrator

**FLSA STATUS:** Non-Exempt

**APPROVED:** November ~~7, 2018~~ 30, 2020

### I. Position Summary:

Responsible for the coordination of Kendall County's ("County") Risk Management programs including but not limited to workers compensation, property insurance, liability insurance, and FMLA. Provide human resources support to departments that report to Administrative Services. Additionally, support Administrative Services by maintaining compliance with local, state, and federal laws.

### II. Essential Duties and Responsibilities:

#### Risk Management

- A. Oversees and administers the County's risk management functions by performing duties including, but not limited to the following:
- B. Performs risk management planning, policy development and administration.
- C. Monitors insurance coverage for all County property and functions, and makes insurance coverage change recommendations to County Board.
- D. Administers the County's Workers Compensation and Liability Insurance Programs by performing duties including, but not limited to the following:
- E. Processes and tracks all claims.
- F. Responds to questions and complaints about workers' compensation benefits and liability claims.
- G. Resolves billing issues.
- H. Obtains and maintains up-to-date records of workers' compensation benefit claims and benefit information.
- I. Maintains up-to-date records of the County's liability claims and payments.
- J. Acts as the County's liaison and direct contact with the County's workers' compensation and liability insurance plan providers and legal counsel.
- K. Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.
- L. Communicates and works with County departments and elected offices regarding workers' compensation and liability insurance claims, issues and concerns.

#### Human Resource and Compliance

- M. Attend County Board and County Board Committee Meetings, as assigned, both during and after regular business hours as requested.
- N. Coordinate County Human Resources & Administration Committee meetings by performing tasks, including, but not limited to providing monthly reports, identifying legislation regulations related to risk management, posting agendas, recording meetings, and drafting meeting minutes.
- O. Complete State-mandated training and serve as an Open Meetings Act Officer
- P. Complete State-mandated training and serve as a Freedom of Information Act Officer for Administrative Services and other departments as assigned by the County Administrator.
- Q. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.

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- R. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- S. Creates and distributes news releases on the Kendall County website, to local stakeholders, and local media organizations.
- T. Coordinates personnel hiring for departments reporting to the County Administrator, including employment postings for vacant positions, collection, and organization of employment applications, communication with applicants and communication of applicant responses.
- U. In the absence of the Administrative Assistant post agendas, record meetings and draft meeting minutes as directed.
- V. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- W. Track and report relevant legislation at the state level that will have an impact on County related functions.
- X. Draft resolutions and ordinances for the County Board and County Board Committee Meetings, as assigned.
- Y. Coordinate training for all departments reporting to the County Administrator.
- Z. Create, update, and maintain job descriptions for all departments reporting to the County Administrator.
- AA. Assist County department heads with FMLA tracking and compliance.
- BB. Coordinate employee handbook updates with Administration & Human Resources Committee
- CC. Maintain regular attendance and punctuality.
- DD. Performs other duties as assigned.

### III. Supervisory Responsibilities.

This job has no supervisory responsibilities.

### IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
- Requires good knowledge of the English language, spelling and grammar.

#### B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

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### D. Certificates, Licenses, and Registrations:

- Current and valid Driver's License.
- Any and all other certificates and registrations as required for the specific duties performed.

### E. Other Skills, Knowledge and Abilities:

- Strong organization and multi-tasking skills.
- Excellent prioritization skills and the ability to meet deadlines.
- The ability to display a positive, cooperative, professional and team orientated attitude.
- The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
- The ability to follow guidance and work independently until project completion.
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems
- Skills in operating a personal computer, facsimile machine, copier, and typewriter.

### F. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited college or university or four years of experience is required; preferred areas of study/experience are public administration and human resources.
- 2 years of experience in risk management preferred.
- SHRM or other risk management/human resources certifications preferred.

## IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at a desk or in meetings;
- Occasionally walk to other offices in the County Office Building and other County buildings (e.g., Historic Courthouse).
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds;
- Use hands to finger, handle or feel;
- Reach, push, and pull with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, as well as depth perception;
- Travel independently to locations throughout Kendall County and the Chicago region to perform assigned job duties.

## V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**  
**cc: personnel file, employee**

\_\_\_\_\_  
**Date**



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## KENDALL COUNTY ECONOMIC DEVELOPMENT

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Robert and Debra Dearborn  
Dearborn Café, Countryside Café, Bridge Street Inc  
503 Greenbriar Rd  
Yorkville, IL 60560

December 1, 2020

Dear Mr. Dearborn,

The Governor's current COVID-19 mitigations restrict or prohibit indoor dining. In an effort to assist Revolving Loan Fund recipients with the ongoing pandemic Kendall County is allowing businesses that are closed or severely restricted by state mitigations to make interest only payments. Interest only payments are permitted on your loan until **May 31, 2021** (see the attached Amortization Schedule for the amount of the required payments). Normal principal plus interest payments will resume on June 1, 2021. As the situation evolves Kendall County will continue to evaluate Revolving Loan Fund payments.

This is a temporary payment allowance and there is no reduction in the total amount owed under the loan documents. All the terms of the loan documents remain in full force and effect. Kendall County is not waiving any rights or remedies it has any under the loan documents. This is only a temporary payment modification; it is not a release or satisfaction of any obligation created by the loan documents.

The Kendall County Economic Development Committee is committed to assisting and connecting businesses in Kendall County with resources they need during this time. Thomas P. Miller and Associates an Economic Development Consulting firm has been retained by Kendall County to assist with Kendall County's Economic Development needs. More details on resources available to businesses will be forthcoming in the near future.

Interest portion of monthly payment:	See attached Loan Amortization Schedule
Your Principal Balance as of 10/31/2020:	\$24,068.01

If you have any questions, please call Kendall County Administrative Services at 630-553-4171 or email [kcadmin@co.kendall.il.us](mailto:kcadmin@co.kendall.il.us)

Sincerely,

Scott Gryder  
Kendall County Board Chairman  
(630) 553-4171



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## KENDALL COUNTY ECONOMIC DEVELOPMENT

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Boyd Ingemunson  
The Law Office Corporation  
5832 Audrey Avenue  
Yorkville, IL 60560

December 1, 2020

Dear Mr. Ingemunson,

The Governor's current COVID-19 mitigations restrict or prohibit indoor dining. In an effort to assist Revolving Loan Fund recipients with the ongoing pandemic Kendall County is allowing businesses that are closed or severely restricted by state mitigations to make interest only payments. Interest only payments are permitted on your loan until **May 31, 2021** (see the attached Amortization Schedule for the amount of the required payments). Normal principal plus interest payments will resume on June 1, 2021. As the situation evolves Kendall County will continue to evaluate Revolving Loan Fund payments.

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Interest portion of monthly payment:	See attached Loan Amortization Schedule
Your Principal Balance as of 10/31/2020:	\$95,152.03

If you have any questions, please call Kendall County Administrative Services at 630-553-4171 or email [kcadmin@co.kendall.il.us](mailto:kcadmin@co.kendall.il.us)

Sincerely,

Scott Gryder  
Kendall County Board Chairman  
(630) 553-4171