

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, November 18, 2020

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

ROLL CALL

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

Employees in Attendance: Meagan Briganti, Matt Kinsey, Scott Koeppel, Tracy Page

APPROVAL OF AGENDA – Motion made by Member Prochaska, second by Member Gilmour to approve the agenda.

Attendee	Vote
Scott Gengler	Yes
Judy Gilmour	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Aye

With all members voting aye the motion passed by a 5-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Prochaska to approve the October 21, 2020 minutes.

Attendee	Vote
Judy Gilmour	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes

With five members present voting aye the motion passed 5-0

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Mr. Koeppel updated the committee on the search and interviewing for the Risk and Compliance Coordinator position. Mr. Koeppel said they were not attracting the most qualified candidates in the recent interviews, and that he would like to reclassify the position to an HR Analyst or HR Specialist position with the committee’s approval. **There was consensus by the committee that Mr. Koeppel would**

update the current job description and revise the organization chart, and have both available for the November 30, 2020 County Board meeting for approval.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Open Data License Update* – GID Coordinator Meagan Briganti provided details of the Open Data License update request, and stated that having data available through a public domain would make it easier for citizens to understand what GIS data is and isn't. Briganti stated that it is an international standard and that most Counties have the Open Data commons Tag. Briganti said there would be no changes to the Assessor or County Clerk data or availability.

Koeppel said he encouraged GIS staff to make GIS data available, transparent, free and accessible to the community.

- *Request for Legal Review of Open Data License Update* - **There was consensus by the committee that GIS would send the document to the State's Attorney's Office for legal review and then bring the item back to a future Admin HR Committee meeting for discussion.**
- *Discussion of County Board Rules of Order Updates to Meeting Procedures* – Member Prochaska shared his thoughts on items that he felt should be included in the County Board Rules of Order, and why.

Mr. Koeppel suggested that the committee leave the item on the agenda for the next meeting to continue the discussion.

Member Prochaska made a motion to add the item to the next meeting agenda for continued discussion, second by Member Gilmour.

Attendee	Vote
Robyn Vickers	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Matthew Prochaska	Yes

With five members in agreement, the motion carried.

EXECUTIVE SESSION – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler. **With five members present voting yes the meeting adjourned at 6:21p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary