



**COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Historic Courthouse, 3rd floor Courtroom
109 W. Ridge Street; Yorkville
Monday, February 1, 2021 at 5:30p.m.**

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from January 20, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion of an Amendment to the County Board Rules of Order Updating County Board Standing Committees*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

Microsoft Teams meeting
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COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, January 20, 2021

CALL TO ORDER – Vice Chair Judy Gilmour called the meeting to order at 5:30pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers		5:37p.m.	6:12p.m.
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		6:13p.m.
Robyn Vickers	Here		

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

APPROVAL OF AGENDA – Motion made by Member Koukol, second by Member Gengler to approve the agenda.

Attendee	Vote
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

With four members voting aye, the motion passed by a 4-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gengler, second by Member Vickers to approve the November 18, 2020 minutes.

Attendee	Vote
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes
Scott Gengler	Yes

With four members present voting aye, the motion passed by 4-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

GIS/Mapping Department – Meagan Briganti reported that GIS personnel have been invited to speak at an upcoming webinar for their vendor, Panda Consulting, regarding their data model upgrade. Frank Cockling, owner of Panda Consulting labeled Kendall County the most successful client they have seen.

Ms. Briganti stated that GIS has developed a solution for redistricting ready to go when the census information becomes available.

Technology Services – Matt Kinsey reported for 2020, they introduced a new networking equipment, which upgraded their core communications, and facilitated growth for moving forward. They also reviewed the new host and storage solutions for computing and storage upgrade, reducing the equipment down to three, which will centralize the operation, and they also reviewed how data was being backed up, and they streamlined the instance to a new application,

In 2021, they are upgrading all of the access points to increase the Wi-Fi in all buildings, working with Facilities Management on the VoIP phone system project, and hope to be complete by May. Technology is also working with the Treasurer's Office on the new Tyler Munis and have all instances of Tyler Munis running except ExecuTime, and should be completed by the end of February. Director Kinsey stated Technology plans to transition of upgrading copier fleets to eliminate waste and unnecessary copiers throughout the County.

Lastly, they are working on a LaserFish program that will rethink the way documents are made available to the public, and hopefully eliminate excessive FOIA requests.

Mr. Kinsey also reported that he would be bringing forth to the committee approval of a change to the County domain address to *KendallCounty.il.gov*.

Monthly Reports - Mr. Koeppel reviewed the December 2020 Medical Insurance report with the committee. Mr. Koeppel stated that Bob Jones reported that ninety-five percent of County employees obtained their annual health screening/physical making it comparable to prior years.

Mr. Koeppel reported that the County received a Covid-19 credit from BCBS for the October bill for \$65,981.73. In the past, the Board has given the employees a credit when they have received premium credits. Mr. Koeppel stated that Bob Jones asked the committee for direction on how to proceed with this credit. There was consensus by the committee that the credit should be given back to the employees.

Mr. Koeppel is working with Alliant Mesirov and The Horton Group on presenting the 2020 end-of-year reports, changes to plans, and suggestions for the next year in March or April.

Mr. Koeppel asked the committee for committee goals for 2021, including the handbook revisions, personnel - morale incentives, active employee satisfaction surveys, and other ideas the committee would like to focus on this year.

PUBLIC COMMENT - None

COMMITTEE BUSINESS - None

EXECUTIVE SESSION – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Vickers. With three members present voting yes the meeting adjourned at 6:15p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)**

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

All Standing Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended 4/3/2019)

Such standing committees shall be as follows

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines,

building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall be the County Board's liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

3. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

4. COMMITTEE-OF-THE-WHOLE:

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, County Board Liaisons, and the Standing Committees. (Amended XXXXXX)

5. SPECIAL COMMITTEE ASSIGNMENTS:

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19_/2012, Res. 2012-29_)

XV. COUNTY BOARD MEMBER LIAISON

- A. County Board Chairman shall designate which Member Liaisons are assigned to County Offices and Departments. Member Liaisons are to be appointed every two years with Board approval along with Committees.**

All Member Liaisons shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain liaisons at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

Such Member Liaison shall be as follows:

1. FACILITIES MANAGEMENT:

This Member Liaison shall be responsible for the oversight of the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman.

2. LAW, JUSTICE AND LEGISLATION:

This Member Liaison shall be the County Board's liaison to the County Sheriff's Office, E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This liaison shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may

impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman.

3. ECONOMIC DEVELOPMENT

This Member Liaison shall be responsible for the oversight of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

4. ADMINISTRATION – HUMAN RESOURCES:

This Member Liaison shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This liaison also coordinates with the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The liaison shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The liaison provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS.

5. ANIMAL CONTROL:

This Member Liaison shall be responsible for policies guiding the operations of the Animal Control department and facility. The liaison shall be responsible for the oversight of the Animal Control Department. The liaison shall communicate with the Veterinary Supervisor to ensure the

operation of the Animal Control Department. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

6. LABOR & GRIEVANCE COMMITTEE

This Member Liaison shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This liaison shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

7. HEALTH & ENVIRONMENT COMMITTEE

This Member Liaison shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman.

XIII. COMMITTEE & MEMBER LIAISON VACANCIES

- A. Whenever any member of any committee or a Member Liaison is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29__)

XIV. COMMITTEE & MEMBER LIAISON POWERS

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing

committees, Member Liaisons and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees and Member , in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee or Member Liaison shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.

- B. All Committees, Committee Chairmen, and Member Liaisons shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)
- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XVI. COMMITTEE & MEMBER LIAISON REPORTS:

- A. Committee and liaison reports shall be made by the Member Liaison or Chairman of each respective Committee, or, in their absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.



KENDALL COUNTY BOARD
COMMITTEE ASSIGNMENTS AND SPECIAL APPOINTMENTS
DECEMBER 2020 - NOVEMBER 2022

ADMINISTRATION/HR

Elizabeth Flowers, Chair
Scott Gengler
Judy Gilmour
Dan Koukol
Robyn Vickers

ANIMAL CONTROL

Amy Cesich, Chair
Ruben Rodriguez, Vice Chair
Brian DeBolt
Elizabeth Flowers
Scott Gengler

ECONOMIC DEVELOPMENT

Dan Koukol, Chair
Amy Cesich
Scott Gryder
Matt Kellogg
Robyn Vickers

FACILITIES MANAGEMENT

Brian DeBolt, Chair
Judy Gilmour
Scott Gryder
Matt Kellogg
Dan Koukol

FINANCE

Matt Kellogg, Chair
Amy Cesich
Brian DeBolt
Scott Gengler
Scott Gryder

HEALTH & ENVIRONMENT

Robyn Vickers, Chair
Elizabeth Flowers
Scott Gengler
Judy Gilmour
Ruben Rodriguez

HIGHWAY

Scott Gryder, Chair
Amy Cesich
Brian DeBolt
Scott Gengler
Matt Kellogg

LABOR & GRIEVANCE

Robyn Vickers, Chair
Amy Cesich
Elizabeth Flowers
Scott Gengler
Ruben Rodriguez

LAW, JUSTICE & LEGISLATION

Judy Gilmour, Chair
Amy Cesich
Dan Koukol
Ruben Rodriguez
Robyn Vickers

PLANNING, BUILDING & ZONING

Scott Gengler, Chair
Elizabeth Flowers
Judy Gilmour
Matt Kellogg
Dan Koukol



**KENDALL COUNTY BOARD
COMMITTEE ASSIGNMENTS AND SPECIAL APPOINTMENTS
DECEMBER 2020 - NOVEMBER 2022**

OTHER APPOINTMENTS

- 708 MENTAL HEALTH BOARD – Robyn Vickers, Judy Gilmour (alt)**
- CMAP MPO POLICY COMMITTEE – Scott Gryder, Matt Kellogg (alt), Scott Koeppel**
- CMAP TRANSPORTATION COMMITTEE – Scott Gryder, Fran Klaas**
- COUNTY BOARD CHAPLAIN – Scott Gengler**
- KENDALL COUNTY BOARD OF HEALTH LIAISON – Robyn Vickers**
- HOUSING AUTHORITY – Matthew Prochaska through July 2021**
- ILLINOIS COUNTIES RISK MANAGEMENT TRUST (ICRMT) BOARD TRUSTEE – Scott Gryder**
- JUVENILE JUSTICE COUNCIL – Judy Gilmour**
- KC HISTORIC PRESERVATION COMMITTEE – Elizabeth Flowers**
- KENCOM REPRESENTATIVE – Brian DeBolt, Judy Gilmour (alt)**
- MAYORS/MANAGERS – Scott Gryder, Matt Kellogg, Scott Koeppel**
- NW WATER PLANNING AREA ALLIANCE EXECUTIVE BOARD – Scott Gryder, Scott Koeppel (alt)**
- COMPREHENSIVE LAND PLAN AND ORDINANCE – Scott Gengler, Scott Gryder**
- RESOURCE CONSERVATION & DEVELOPMENT COUNCIL REP (IL HEADWATERS) – David Guritz**
- RIVER VALLEY WORKFORCE DEVELOPMENT BOARD – Amy Cesich**
- SOIL & WATER CONSERVATION DISTRICT LIAISON – Scott Gryder, Matt Kellogg**
- UNITED COUNTIES COUNCIL of ILLINOIS – Scott Gryder, Matt Kellogg, Amy Cesich**
- UNIVERSITY OF ILLINOIS EXTENSION BOARD – Judy Gilmour, Scott Gryder, Robyn Vickers**
- UPPER RIVER VALLEY DEVELOPMENT AUTHORITY – Scott Koeppel**
- VETERANS ASSISTANCE COMMISSION OF KC LIAISON – Matt Kellogg, Scott Gryder (alt)**



KENDALL COUNTY BOARD
COMMITTEE ASSIGNMENTS AND SPECIAL APPOINTMENTS
DECEMBER 2020 - NOVEMBER 2022

COMMITTEE OF THE WHOLE

Scott Gryder, Chair
Matt Kellogg, Vice Chair
Amy Cesich
Brian DeBolt
Elizabeth Flowers
Scott Gengler
Judy Gilmour
Dan Koukol
Ruben Rodriguez
Robyn Vickers

FINANCE

Matt Kellogg, Chair
Brian DeBolt
Amy Cesich
Scott Gengler
Scott Gryder

HIGHWAY

Scott Gryder, Chair
Amy Cesich
Brian DeBolt
Scott Gengler
Matt Kellogg

PLANNING, BUILDING & ZONING

Scott Gengler, Chair
Matt Kellogg
Elizabeth Flowers
Dan Koukol
Judy Gilmour

COUNTY BOARD LIAISONS

Administration/HR – Elizabeth Flowers
Animal Control – Amy Cesich
Economic Development – Dan Koukol
Facilities Management – Brian DeBolt
Health & Environment – Robyn Vickers
Labor & Grievance – Robyn Vickers
Law, Justice & Legislation – Judy Gilmour

KENDALL COUNTY, ILLINOIS MEETING SCHEDULE 2021

**County Board Committee Meetings are in County Board Room 210, County Office Building,
111 W. Fox Street, Yorkville, unless otherwise noted below**

MONDAY		
Planning, Building & Zoning	Monday of the week before 2 nd Board Meeting	6:30pm
TUESDAY		
County Board (1 st Mtg)	1 st Tuesday of the month	6:00pm
Highway Department <i>Meets @ HWY Dept, 6780 Route 47</i>	2 nd Tuesday of the month	8:30pm
County Board (2 nd Mtg)	3 rd Tuesday of the month	9:00am
THURSDAY		
Committee of the Whole	Thursday of the week before the 2 nd County Board Mtg	4:00pm
Finance (1 st Mtg)	Thursday of the week before the 2 nd County Board Mtg	5:00pm
Finance (2 nd Mtg)	Thursday of the week after the 2 nd County Board Mtg	5:00pm

January

2021

KENDALL COUNTY

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1

2

3

4

6:00pm County Board

5

6

7

8

9

10

6:30pm PBZ Cmt

11

3:30pm Highway Cmt

12

13

4:00pm COW
5:00pm Finance Cmt

14

15

16

17

18

9:00am County Board

19

20

21

22

23

24

25

26

27

4:00pm COW
5:00pm Finance Cmt

28

29

30

31