

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, March 17, 2021

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		
Dan Koukol	EXCUSED		
Robyn Vickers	Here		

With four members present, a quorum was confirmed to conduct business.

Employees in Attendance: Gina Hauge, Scott Koeppel, Valarie McClain, Tracy Page

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

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

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

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Gengler to approve the March 1, 2021 minutes.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - Mr. Koeppel presented a flyer and spoke about a request from CASA to run an annual Jeep and food truck fundraising event. It is required in CASA’s lease agreement to get approval from the County Board to execute any event. In an effort to streamline this event, Mr. Koeppel recommended that CASA’s lease be updated with a

rider to allow the annual event to take place in the HHS parking lot with approval from Mr. Koepfel and Ms. VanGundy, instead of bringing it to the full County Board. Mr. Koepfel would ensure the insurance is in order, and Ms. VanGundy would ensure the building is not in use and it will not cause a conflict for the Health Department. The goal is to streamline the event. Member Gilmour suggested that the event be brought before the board for event publicity. Mr. Gengler is on the CASA committee and reviewed the fundraising events that CASA promotes. Mr. Gengler mentioned that CASA may be leaving the HHS building due to space constraints. Mr. Gengler, Ms. Vickers and Ms. Flowers are in favor of streamlining. Mr. Koepfel will let CASA know to include the time of the event on the flyer. **There was consensus by the committee to forward the item to the County Board on April 7th.**

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *2020 Year End Presentation Alliant Mesirow Insurance* - Dane Mall, the account executive from Alliant Mesirow discussed events from 2020 referencing the pandemic and the public distrust with law enforcement and civil unrest. The approval of Illinois' police reform will affect the future of County's risk management and insurance coverage. Achievements include regular claims review meetings, Sheriff is an active participant, and an enhanced case management program. Alliant will monitor the Rebound program for future. Last year the Sheriff's Department developed strategies with fitness and wellness. It was very proactive. Slip/trip/fall assessment was completed with a tour of the facility. Unable to do the in person training due to COVID. ICRMT provided a 10K grant for the ARCs alert software. Loss control services were highlighted. The most significant cost drivers are the worker's compensation costs. The County is seeing favorable results on average yearly claim costs to lower costs. Success is due to a centralized risk management function, the support of the County Sheriff and partnering with ICRMT. One major goal for 2021 is to look at self-insurance retention or deductible levels. Actuaries can run loss prevention options for County consideration. Flexibility in those areas will be important for law enforcement due to the state of the insurance marketplace for law enforcement liability. Ms. Flowers questioned increasing the deductibles by asking about how many workers comp claims per year - around 25-30 claims per year. Providing options for consideration.
- *Discussion of Kendall County Copier Lease Contract* - Gina Hauge informed the board that the leases are up for renewal. The copiers are old and the technology department is looking for approval to ~~get a~~ go out for bid for new copiers for the county. Mr. Koepfel indicated this is in budget and we may realize a budget savings by switching. Motion to bid by Ms. Vickers, second by Ms. Gilmour. **Technology Staff will come back to the County Board with the lowest bid results.**

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

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

- *Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement* - Mike Neuenkirchen from the DeKalb Voluntary Action Center and Kendall Area Transit Program presented. The KAT program needs to apply annually for funding from the state for the 5311 Non-Urbanized Public Transit Grant pass through dollars along with the State Operating Assistance Grant to partially fund the KAT program, applying for \$55,000 in federal funds and \$1.3 million in downstate operating assistance funds which are matching funds. Primary funds are 65% match. The County along with local municipalities and other social service agencies contributes to fully fund the program. The application requires a resolution passed and a public hearing. Latreese Caldwell will prepare the resolution for the April 7th board meeting.

Motion to approve by Ms. Gilmour, second by Member Gengler to forward the item to the County Board for final approval.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

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

- *Approval of Resolution Extending the Agreement with Voluntary Action Center of Northern Illinois to run the Kendall Area Transit Program* - Mike Neuenkirchen - as part of the grant, the grantee has to enter into an operating agreement with an entity to run the service. In 2010, the County asked VAC to operate the KAT program as a non-profit on a pass through basis. VAC runs the program, the dollars come to the County, and the funds are passed through to VAC to reimburse for the program. It is a federal requirement for the 5311 program. This is a second extension of an agreement from 2015. The current contract was passed in 2018, and is a three-year contract. An extension would bring KAT into compliance for an additional three years. Scott Koepfel recommends the extension of the agreement. **Motion by Member Gilmour, second by Member Gengler to forward the item to the April 7, 2021 County Board for approval.**

Ms. Flowers questioned the ridership. Mr. Neuenkirchen stated that last year ridership showed a decrease due to Covid-19. In 2019, ridership was 32k, last year it decreased to 26k, but the ridership decrease allowed for social distancing and continuation of service

during the pandemic. Ridership is increasing and expected to be back at 2019 levels. Mr. Koeppel asked that Mr. Neuenkirchen put together a summary regarding COVID challenges for the full Board discussion.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

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

EXECUTIVE SESSION – Not needed

ITEMS FOR THE MARCH 11, 2021 COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Resolution for Authorizing execution and amendment of the section 5311 Grant Agreement*
- *Approval of Resolution extending the agreement with voluntary Action Center of Northern Illinois to run the Kendall Area Transit program.*
- *Approval of a Copier Lease Program Agreement Bid*
- *Approval of a CASA lease Rider for an annual event to be held in the HHS parking lot*

ADJOURNMENT – Member Gilmour made a motion to adjourn the meeting, second by Member Gengler.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Robyn Vickers	Yes

With four members present voting yes, the meeting adjourned at 6:06 p.m.

Respectfully Submitted,

Suzanne Gonzalez, HR Specialist