



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Office Building, 111 W. Fox Street
County Board Rm 210; Yorkville
Wednesday, April 21, 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 April 5, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion and Approval of Animal Control Director Job Description*
 - *Discussion and Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act.*
- 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
Monday, April 5, 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		5:37p.m.	
Dan Koukol	Here		
Robyn Vickers	Here		

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

Employees in Attendance: Scott Koeppl, Tracy Page, Matthew Kinsey

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

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	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 March 17, 2021 minutes.

ROLL CALL VOTE

Committee Member	Vote
Elizabeth Flowers	Aye
Scott Gengler	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - None

PUBLIC COMMENT – None

COMMITTEE BUSINESS

- *Discussion of Economic Development Coordinator/Discussion of Finance and Budget Analyst Job Descriptions-* Scott Koepfel reported that the County will be receiving a little over \$25 million dollars from the American Rescue Plan (ARP), and the County will have until 12/31/2024 to distribute the funds. If the rules of the funding allow it, Mr. Koepfel is recommending to use some of the funding to create two new administrative positions. The rules will be released in mid-May along with half of the funds. The Economic Development Coordinator (ED Coordinator) and the Finance and Budget Analyst (FBA) would be temporary positions paid for through the ARP and funded through the end of 2024. The County Board would have to decide to retain the positions in FY 2025. If the board decides to grant money to local businesses and non-profits, the ED Coordinator will establish the grant process and procedures and contact businesses. The FBA will track and account for every dollar as would be a requirement of the ARP. In addition, the FBA would be a support position to the current County Deputy Administrator and would create a transfer of knowledge for succession planning. Member Koukol expressed an interest in Committee members being involved in the interviewing process.

Discussion regarding the FLSA classification of both positions led to a decision to forward the descriptions for legal review. The other option presented by Mr. Koepfel was to hire a consulting firm to distribute the funds. Mr. Koepfel prefers the new positions because we have until the end of 2024 to disperse the funds, it would be good to have County employees administering the tasks, and it would provide good paying jobs for members of the community. Member Gengler inquired if the new hired employees would be receiving IMRF. Mr. Koepfel confirmed the jobs would be full time and would provide full-time benefits; however, there may be a chance the IMRF contribution would not be included in the rules of the ARP. If that were the case, the IMRF contribution would have to come from the General Fund. To be competitive, and to find a qualified individual to start work with little training, the suggested salary would be 70-80K for both positions. Member Flowers suggested that the ED Coordinator have a bilingual preference.

There was a discussion about the education requirements. Mr. Koepfel suggested a Bachelor's Degree with a Master's Degree preferred. Member Koukol suggested considering candidates with experience and earned educational certificates. A decision was made to include candidates with a Bachelor's Degree or commensurate experience in the respective fields.

There was a discussion about the three years of required experience. Mr. Koepfel expressed that the years of experience was very important because both individuals need to hit the ground running. Member Gengler agreed that the salary is in line with the required experience.

There was a discussion about the salary. Mr. Koepfel researched local governments with similar positions and concluded this salary would be competitive to attract an individual who could start with little training and with a potential end date.

There was a consensus by the committee to forward the job descriptions to the State’s Attorney’s Office for review.

- *Discussion and Approval of RFP for Rural Broadband Feasibility Study* - Mr. Koepfel presented an RFP to increase broadband which would be funded through the ARP. Kendall County has shown a need for increased Broadband in order for children and families to complete homeschool, run businesses, and increase the fiber along Eldamain Road and other rural roads. The proposed President Biden infrastructure plan includes \$100 Billion. Member Vickers voiced the importance of this project and believes Representative Underwood would help support this project. Mr. Gengler agreed and stated that he has received requests for this service from Kendall County rural towns. Member Koukol made a motion to approve, second by Member Gengler.

ROLL CALL VOTE

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

With five members voting aye, the motion passed by a 5-0 vote

- *Approval of MetroNet Go Policy* – Motion by Member Gengler, second by Member Koukol. Mr. Koepfel explained that Kendall County is installing a new phone system with new handsets. This package includes an application that can be installed on a mobile phone unit. Employees would be capable of answering their desk phones with their cellular phones while away from the office. The application would provide accountability through proper logging of incoming and outgoing calls. The policy would need to be in place, and employees would need to use it appropriately knowing that the application is used for County business only, there is no right to privacy, and all call records are subject to FOIA. This application would be made available only to employees chosen by department heads or elected officials.

ROLL CALL VOTE

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

With five members voting aye, the motion passed by a 5-0 vote to forward the policy to the County Board

EXECUTIVE SESSION – Not needed

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

ACTION ITEMS FOR COUNTY BOARD –

- *Approval of MetroNet Go policy*

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

ROLL CALL VOTE

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

With five members present voting yes, the meeting adjourned at 6:19 p.m.

Respectfully Submitted,

Suzanne Gonzalez, HR Specialist

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

April 1, 2021

W.C. Claims Expense (12/1/20 - 11/30/21)				
	2018-19 Policy	2019-20 Policy	2020-21 Policy	Total Claims
December	\$ 752	\$ 20,665		\$ 21,416
January	3,312	18,285	2,725	24,322
February	595	6,779	9,798	17,173
March	1,782	32,674	4,222	38,678
April				0
May				0
June				0
July				0
August				0
September				0
October				0
November				0
Total Claims Expense	\$ 6,441	\$ 78,404	\$ 16,744	\$ 101,589

PEDA Payments (included in Total Claims Expense)

PEDA Reimbursements YTD \$ 2,691 \$ 12,024

W.C. Annual Premium \$ 175,442 \$ 156,177 \$ 135,981

Self Insured Retention (SIR)

Self Insured Amount \$ 250,000 \$ 250,000 \$ 250,000

No. of claims >\$250k	0	0	0
No. of claims >\$100k & <\$250k	0	0	0
No. of claims <\$100k	27	59	8
Total claims paid	27	59	8

W.C. Claims	2018-19 Policy	2019-20 Policy	2020-21 Policy
W.C. Claims paid prior year	\$ 199,726	\$ 2,254	\$ 25,208
W.C. Claims paid current year	6,441	78,404	16,744
Total claims paid	\$ 206,167	\$ 80,658	\$ 41,952

Workers' Comp. Claims	2018-19 Policy	2019-20 Policy	2020-21 Policy	
	Prior Year Total	Prior Year Total	DEC-FEB	MAR
Administration		1		
Animal Control	2	4	3	
Circuit Clerk	1	2		
Coroner				
County Clerk				
Facilities	1	3	1	
Forest Preserve	3			
Health Dept.	2	1		
Highway	2	1		
Judiciary				
PBZ		1		
Probation		1		
Public Defender				
Sheriff - Corrections	4	25	4	
Sheriff - Patrol/Admin	10	18		
State's Attorney	1	1		
Technology				
VAC	1	1		
Totals	27	59	8	0

Property Claims (12/1/20 - 11/30/21)	Policy Year	
	Insurance	Total Claims
		-
Total Claims Expense	\$ -	\$ -

Illinois Counties Risk Management Trust
Claims Analysis
4/1/2021

Worker's Compensation - Current Year

FY20-21 Worker's Compensation

	Incident Date	Status	Paid	Reserved	Incurred
1	12/1/2020	open	299	223	521
2	1/11/2021	open	-	2,200	2,200
3	12/19/2021	closed	578	-	578
4	12/29/2020	closed	602	-	602
5	1/11/2021	closed	1,086	-	1,086
6	2/10/2021	open	1,300	2,200	3,500
7	1/22/2021	open	-	2,200	2,200
8	12/3/2021	open	296	8,904	9,200
9	1/2/2021	open	11,279	5,659	16,938
10	1/3/2021	closed	1,306	-	1,306
11	3/9/2021	open	-	3,600	3,600
Total FY20-21 Claims			\$ 16,744	\$ 24,986	\$ 41,730

Worker's Compensation - Prior Years

FY19-20 Worker's Compensation

	Incident Date	Status	Paid	Reserved	Incurred
1	7/25/2020	open	\$ 24,408	\$ 32,485	\$ 56,894
2	9/10/2020	closed	4,403	-	4,403
3	4/2/2020	re-opened	20,060	10,966	31,025
4	4/11/2020	re-opened	4,309	3,191	7,500
5	9/27/2020	closed	31,059	-	31,059
6	11/7/2020	closed	1,873	-	1,873
7	11/25/2020	closed	1,064	-	1,064
8	11/29/2020	closed	7,023	-	7,023
9	11/5/2020	closed	75	-	75
10	7/14/2020	re-opened	13,275	1,503	14,777
Total FY19-20 Claims			107,549	48,144	155,694

2018-19 Policy

1	2/17/2019	open	92,358	54,636	146,995
2	7/22/2019	re-opened	1,673	151	1,824
3	5/23/2019	closed	69,866	-	69,866
Total FY18-19 Claims			163,897	54,787	218,684

2017-18 Policy

1	12/12/2019	open	23,100	8,606	31,705
Total FY17-18 Claims			23,100	8,606	31,705

Total Prior Year's Active Claims **\$ 294,546** **\$ 111,537** **\$ 406,083**

Property & Casualty

Auto PD - Current Year

FY20-21 Auto PD

	Incident Date	Status	Paid	Reserved	Incurred
1	1/7/2021	closed	\$ -	\$ -	\$ -
2	1/14/2021	closed	\$ -	\$ -	\$ -
Total FY20-21 Claims			\$ -	\$ -	\$ -

Auto PD - Prior Years

FY16 -17 Auto PD

	Incident Date	Status	Paid	Reserved	Incurred
1	12/16/2016	re-opened	\$ 2,811	\$ 400	\$ 3,211
Total FY16-17 Claims			\$ 2,811	\$ 400	\$ 3,211

General Liability - Current Year

FY20-21 General Liability

	Incident Date	Status	Paid	Reserved	Incurred
1					
Total FY20-21 Claims			\$ -	\$ -	\$ -

General Liability - Prior Years

FY18-19 General Liability

	Incident Date	Status	Paid	Reserved	Incurred
1	10/2/2019	open	\$ -		
Total FY18-19 Claims			-		

FY17-18 General Liability

	Incident Date	Status	Paid	Reserved	Incurred
1	8/4/2018	open	11,690	\$ 61,310	\$ 73,000
Total FY17-18 Claims			11,690	\$ 61,310	\$ 73,000

FY15-16 General Liability

	Incident Date	Status	Paid	Reserved	Incurred
1	8/9/2016	open	\$ 59,123	\$ 67,877	\$ 127,000
Total FY15-16 Claims			59,123	\$ 67,877	\$ 127,000

Total Prior Year's Active Claims			\$ 70,813.06	\$ 67,877	\$ 127,000
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Kendall County Job Description

TITLE: Animal Control Director
DEPARTMENT: Animal Control
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In process

I. **Position Summary:**

This position, under the direction of the County Administrator, manages and oversees all of the County's Animal Control operations, including staff and programs in accordance with Illinois Animal Control Act and County Board policies and procedures. This individual is responsible for the creation of the departmental budget and management of expenditures. The director must maintain an effective working relationship with the public and local officials as related to the operation of the Animal Control Department.

II. **Essential Duties and Responsibilities:**

A. Primary duty is to supervise and manage Animal Control staff by organizing, scheduling, planning and distributing work to maximize the efficiency and effectiveness of the employees, supplies, equipment and facilities used by the program.

A. Customarily and regularly directs the work of at least two or more full-time employees (or their equivalent) assigned to the County's Animal Control Department. Customarily and regularly performs management duties in the Animal Control Department including, but not limited to, the following:

- Interviewing, selecting and training Animal Control Department employees;
- Setting and adjusting employees' hours of work;
- Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
- Maintaining production and operations records for use in supervision and control of the Animal Control Department;
- Conducting performance evaluations of Animal Control Department employees;
- Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
- Handling employee complaints and grievances;
- Disciplining employees;
- Apportioning the work among employees assigned to Animal Control; and
- Providing for the safety and security of the employees and County property.

B.

C. Provide orientation for and manage shelter volunteers.

D. Perform public relations and oversee attendance of community and adoption events.

E. Create and maintain budget for Animal Control; manage expenditures throughout fiscal year.

F. Monitor animal welfare issues and ensure compliance with all applicable laws and regulations; State and Federal law; network with other local animal shelters, animal welfare and rescue groups establishing coalitions.

G. Write press releases and newsletter.

H. Oversee the website and social media to ensure information is current.

I. Oversee and administer the use of the Animal Control Software system.

Kendall County Job Description

- J. Responsible for apprehending and impounding stray or lost animals.
- K. Assist the public in adopting or reclaiming lost animals.
- L. Coordinate staff efforts to place animals with rescue groups.
- M. Collect appropriate fees as directed by the County Board.
- N. Administration and enforcement of the rabies vaccination program.
- O. Investigate reports of animal attacks or animal cruelty, interview witnesses, collect evidence, write reports, and issue warnings or citations in connection with animal-related offenses, and if applicable contact police to report violations.
- P. Maintain accurate files of impoundments and dispositions of animals.
- Q. Ensure accurate and timely maintenance of all records associated with programs and the preparation and issuance of recurring and special reports.
- R. Advise and assist law enforcement and other government officials on animal-related topics and issues.
- S. Provide animal welfare education to schools, community groups, and the general public
- T. Be on-call overnight and on weekends for emergencies.
- U. Enforce duties of Animal Control Warden as 510 ILCS5 / Animal Control Act.
- V. Perform other duties relating to Kendall County's Animal Control Department as assigned by the County Administrator.

III. Supervisory Responsibilities:

This position oversees the Animal Control Officer, Kennel Technicians, and Office Clerical Staff.

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:

- Bilingual ability preferred
- Ability to express oneself clearly and concisely both orally and in writing.
- 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 a one-on-one and group settings.
- Requires proficiency in 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

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Kendall County Job Description

- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to evaluate situations and draw conclusions.
- Ability to apply reasoning skills quickly, and under emergency circumstances.

D. Knowledge, Skills and Abilities:

- Must be a strong leader who can lead by example and committed to working in a quality environment.
- Display a positive, cooperative, and team orientated attitude, committed to working in a safe and quality environment.
- Comply with all State and County policies and general procedures and adheres to laws pertaining to Public Safety.
- Must possess excellent prioritization skills and the ability to meet deadlines.
- Strong organizational skills and attention to detail.
- Working knowledge of Federal, State and County Animal legislation.
- Experience in animal investigations and safe animal handling.

E. Education and Experience:

- Bachelor's Degree in Animal Science or related field, or commensurate experience. Master's degree preferred.
- Valid Illinois Driver's License.
- Three years' experience in animal care and/or investigations.
- Three years' management experience.
- Experience with Chameleon Software Products preferred.

V. Physical Demands:

While performing the duties of this job, the employee is frequently required to:

- Frequently sit for hours;
- Occasionally lift and/or move up to 50 pounds;
- Frequently lift and/or move up to 10 pounds;
- Occasionally handle large and/or vicious animals;
- Use hands to finger, handle, or feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, and depth perception; and
- Travel independently to various sites, public hearings, meeting, and other locations both within and outside Kendall County, Illinois.

VI. Work Environment:

Kendall County Job Description

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 regularly exposed to following working conditions:

- Inside and outside environmental conditions sometimes in extreme weather.
- May be exposed to potentially volatile situations which can present risk of injury;
- May be exposed to blood borne pathogens or other infections or contagious diseases.
- This position must be able to perform all assigned job duties during normal business hours and outside of normal business hours;
- Employee may be exposed to stressful situations while working with elected officials, law enforcement, veterinary professionals, the general public, and animals/wildlife;
- The noise level in the work environment varies from moderate to noisy;
- Employees may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

Date

cc: personnel file, employee



To: Scott Koepfel
Latreese Caldwell

From: Mike Neuenkirchen, COO-VAC

Date: April 16, 2021

RE: RTA 5310 Application FFY20 & 21

The Voluntary Action Center, in conjunction with Kendall County Administration, is preparing an application on behalf of the Kendall Area Transit program to secure up to \$350,000.00 in federal operating assistance administered through the Regional Transit Administration (RTA). These funds would be disbursed over a two-year period. As part of the project process, the RTA requires the board pass a resolution that authorizes the submittal of an application for the project.

This grant, under the auspices of the Federal Transit Administration's 5310 program, offers transit operators in the RTA region the ability to receive reimbursement for the costs involved in providing transportation for seniors and individuals who are disabled.

This grant request is part of our initiative to seek supplemental funding for the KAT program to ensure local transit operations will have a more diversified financial base. Federal dollars through this RTA 5310 grant help us maximize our local funding sources to help increase transit options for the KAT ridership.

If you have any questions regarding this grant application, feel free to contact me.

County of Kendall, IL
Resolution 21 - _____

**RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE REGIONAL TRANSPORTATION
AUTHORITY UNDER SECTION 5310 OF THE FEDERAL TRANSIT ACT**

Whereas, the Regional Transportation Authority (the "Authority"), is authorized to make such grants as the designated recipient of the FY2020 and FY2021 Section 5310 program for Northeastern Illinois; and

Whereas, the Authority has the power to expend funds for use in connection with FY2020 and FY2021 Section 5310 projects, and

Whereas, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

Whereas, approval for said funds will impose certain financial and reporting obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That the County Administrator is authorized to execute and file applications on behalf of KENDALL COUNTY with the Regional Transportation Authority for a FY2020 and FY2021 Section 5310 grant for Kendall Area Transit.

Section 3. That the County Administrator is authorized to furnish such additional information, assurances, certifications and amendments as the Regional Transportation Authority may require in connection with this FY2020 and FY2021 Section 5310 grant agreement application.

Section 4. That the Kendall County Board certifies that KENDALL COUNTY will provide the required local matching funds.

Section 5. That the County Board Chairman is authorized and directed on behalf of KENDALL COUNTY to execute and deliver grant agreements and all subsequent amendments there to between KENDALL COUNTY and the Regional Transportation Authority for FY2020 and FY2021 Section 5310 grant, and the County Clerk and Recorder is authorized and directed on behalf of KENDALL COUNTY to attest said agreements and all subsequent amendments thereto.

Section 6. That the County Administrator is authorized and directed to take such action as is necessary or appropriate to implement, administer and enforce said agreements and all subsequent amendments thereto on behalf of KENDALL COUNTY.

PRESENTED and ADOPTED by the County Board, this 4th day of May, 2021.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder