

**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