

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING MINNUTES**  
**Wednesday, April 21, 2021**

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

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

**Employees in Attendance:** Scott Koeppel, Tracy Page, Matthew Kinsey

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

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
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 MINUTES** – Motion made by Member Gilmour, second by Member Gengler to approve the April 5, 2021 minutes.

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

**With five members present voting aye, the motion passed by 5-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** - Matthew Kinsey reported the current annual budget for copiers is around \$120K. Because the leases on all of the copier devices are ready for renewal, ten competitive bids were requested from different vendors. Mr. Kinsey recommends moving forward with the lowest bidder from the vendor, Marco, who is offering about 35 Sharp copiers for a five-year lease contract. The annual estimated cost is around \$51-55K including the lease, 24-hour on-call maintenance, and number of estimated copies. The total cost for the five-year term will be around \$155,521.20. The monthly cost will be \$3842.02 per month. It will save the County and the taxpayers a lot of money.

There was a consensus by the Committee to include the bid approval on the May 4<sup>th</sup> County Board agenda.

Scott Koeppel presented his memo addressed to the Animal Control staff which outlines the additional duties which Kelly Prestegaard, Kennel Officer, will take on in the absence of a Director. Although Mr. Koeppel is the Animal Control Department Head in the absence of a Director, there will need to be another person delegating and performing day to day activities. Ms. Prestegaard will create the work schedule, assign part time staff to assist her while on call, approve time off, make smaller purchases, and hire part-time kennel staff if necessary. All employees will read and sign. Mr. Koeppel also requested a temporary \$2/hour increase for Ms. Prestegaard to compensate her for the additional duties.

There was a consensus by the Committee to allow the temporary and discretionary pay increase.

**PUBLIC COMMENT** – None

### **COMMITTEE BUSINESS**

- *Discussion and Approval of Animal Control Director Job Description* – Mr. Koeppel presented the revised Animal Control Director Job Description. The job is currently posted on different forums with only the position summary until the job description can officially be approved. Salary for this position will be determined based on the qualifications of the applicants due to the wide range of qualifications that may be presented. There was a discussion about the job title of Director versus Warden. The position used to be called the Animal Control Warden. Enforcing the duties of Animal Control Warden in the Animal Control Act is one of the current duties of the Director, however the Animal Control Director has many more responsibilities than a Warden including the management of staff and facilities.

There was a motion to send the job description to the County Board after the States Attorney review by Member Gengler, second by Member Gilmour.

## 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 aye, the motion carried by a vote of 5-0.**

- *Discussion and Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act.* – Michael Neuenkirchen from Kendall Area Transit presented the grant application to the RTA. The RTA may award supplemental funding to Kendall Area Transit for up to 350K dollars over a two-year period intended for covering expenses, transporting adults with disabilities, and for transporting seniors. This money is a part of KAT’s funding mix. The board must approve a resolution by agreeing to apply. Motion to approve the resolution by Member Gilmour, second by member Gengler. Mr. Gengler inquired how much money has been received in the past. Mr. Neuenkirchen reported in 2010, KAT received capital which includes half of the 7 vehicle fleet. In the years following, they have received around \$200K with a total of around \$800K to \$1mil for operating funds. The approval will be presented at the May 4<sup>th</sup> County Board meeting

## ➤ 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 aye, the motion carried by a vote of 5-0.**

**EXECUTIVE SESSION** – Not Needed

**ITEMS FOR COMMITTEE OF THE WHOLE** – None

**ACTION ITEMS FOR COUNTY BOARD** –

- *Approval of the Bid for the Marco Sharp Copier lease agreement*
- *Approval of the Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act*

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

**ROLL CALL VOTE**

<b>Committee Member</b>	<b>Vote</b>
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Dan Koukol	Yes
Robyn Vickers	Yes

**With five members present voting aye the meeting adjourned at 6:06p.m.**

Respectfully Submitted,

Suzanne Gonzalez  
HR Specialist