



**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR COMMITTEE  
KC Office Building, 111 W. Fox Street  
County Board Rm 210; Yorkville**

**Wednesday, June 16, 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 June 7, 2021**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion and Approval of Job Description for Intern Position for GIS Department*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

*If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time*

**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR MEETING MINUTES  
Monday, June 7, 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	Here		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Here		

**Employees in Attendance:** Scott Koeppel

**Guests in attendance:** Chris Hansen, Kluber Architects; Mike Neuenkirchen, DVAC/Kendall Area Transit

**APPROVAL OF AGENDA** – Mr. Koeppel asked that the committee to amend the agenda and move the Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot item to the beginning of new business. Motion made by Member Gilmour, second by Member Gengler to approve the amended agenda.

**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 21, 2021 minutes.

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

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

**PUBLIC COMMENT** – None

**COMMITTEE BUSINES**

- *Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot* - Chris Hansen from Kluber Architects provided background information on their agreement with the City of Yorkville and the proposal for Kendall County to conduct a study to determine if a “joint use” site and building project for both parties that would be feasible to construct, determine the development cost, and timeline suitable to both parties. Mr.

Hansen said the information collected from the study would assist Kendall County and the City of Yorkville in future facility planning by determining future planning. Hansen said the study will include identification of “shared” spaces that both parties may be able to utilize to reduce the overall cost of construction and avoid duplication. Shared spaces may include office space, washrooms/locker rooms, break/lunchrooms, a wash bay, training/meeting room, repair/workshop area, and one medium duty vehicle lift for service. This step of the project will take approximately nine weeks.

Mr. Hansen said this data was determined after the initial meeting with Kendall Area Transit, Kendall County and the City of Yorkville personnel.

Discussion on the cost for the study, the potential city-owned property available, the cost savings for both parties, and the benefits of a collaborative project.

Mr. Neuenkirchen reported that KAT has received \$300,000 from Rebuild Illinois state funds, and expects additional funds from Rebuild Illinois later this month.

Motion by Member Koukol, second by Member Vickers to forward to the County Board for further discussion and approval.

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

- *Approval of the 2022 Holiday Schedule* – Mr. Koeppel stated that the 2022 employee Holiday schedule was provided to Judge Pilmer from the Supreme Court.

Member Vickers made a motion to forward the item to the County Board for approval, second by Member Gilmour.

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

- *Approval of the Annual Employee Service Awards Spirit Store* – Staff member McClain provided information on the success of the service awards last year through the Imagination Print & Design spirit store, and said this year would be similar and should run just as smoothly.

**There was consensus by the committee to proceed as planned.**

- *Discussion and Approval of the HR Specialist Job Description* – Mr. Koeppel informed the committee that the previous HR Specialist resigned from the position after just three months with the County, to take a higher paying and more HR targeted position in the Will County Nursing Home. Mr. Koeppel felt that the person was more interested in specifically dealing with HR, and that it just was not personally a good fit. Mr. Koeppel reviewed the slight changes to the job description, and said he will emphasize the additional responsibilities of Administration Department and Special Project duties in the interviews for a replacement.

Member Vickers made a motion to forward the item to the County Board for approval, second by Member Gengler.

**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 –**

- *Discussion and Approval of an Agreement with Kluber Architects and Engineers to Study the Space Needs for a Kendall Area Transit Bus Depot Act*
- *Approval of the 2022 Holiday Schedule*
- *Discussion and Approval of the HR Specialist Job Description*

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

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

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

## Kendall County Job Description

**TITLE:** Part Time GIS/Cadastral Technician  
**DEPARTMENT:** Geographic Information Systems (GIS)  
**SUPERVISED BY:** GIS Coordinator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

### I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects, and maintain related documentation.

### II. Essential Duties and Responsibilities:

- Scans, rectifies, and uses images to create maps for departmental and county use.
- Gathers and verifies field data for utilization in mapping applications.
- Maintain GIS Datasets as assigned.
- Maintain documentation of GIS Datasets and GIS Applications as assigned.
- Explains and interprets division activities and policies to the general public.
- Uses GIS work station to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- Performs supervised cadastral duties as assigned.
- Performs supervised GIS duties as assigned.
- Performs other duties and responsibilities as assigned.

### III. 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. Skills, Knowledge and Abilities:

- Ability to become familiar with industry specific terminology and cartographic standards.
- Ability to understand and explain GIS procedures and policies.
- Represents department with professionalism and confidence.
- Ability to operate a variety of office equipment including, but not limited to, computer, scanner, printer, copier, etc.
- Ability to build teamwork; organizes, prioritizes and performs multiple tasks in a timely manner.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.

#### B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Adheres to all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.

## Kendall County Job Description

- Proven time management skills.
- Works with diverse populations.
- Strong interpersonal, writing, and communication skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.

### C. Education and Experience:

- A minimum of an Associate's Degree or in-progress Bachelor's Degree from an accredited institution or equivalent work experience.
- 0 – 3 years of professional GIS experience.
- Experience related to ESRI ArcGIS and related tools is preferred.
- Experience related to Microsoft Office suite.

### IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

### V. Work Environment:

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 subject to the following working conditions:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee 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**

**cc: personnel file, employee**

\_\_\_\_\_  
**Date**

# MONTHLY MEDICAL INSURANCE REPORT

FY 21

	Non-Union    Union		<u>Total Enrolled</u>		Annual Plan Cost					
			<u>May-21</u>	<u>Jun-21</u>						
HMO EE	10	10	21	20	\$6,362.82					
HMO FAM	8	15	23	23	\$12,018.69					
H.S.A. \$1500 EE	69	53	123	122	\$9,983.83 *					
H.S.A. \$1500 FAM	41	63	105	104	\$19,024.90 *					
H.S.A. \$2800 EE	3	6	5	9	\$9,220.27 *					
H.S.A. \$2800 FAM	5	6	11	11	\$17,582.68 *					
BC Options. \$1500 EE	4	0	4	4	\$9,559.61 *					
BC Options \$1500 FAM	4	2	6	6	\$18,223.64 *					
BC Options \$2800 EE	0	1	1	1	\$8,796.05 *					
BC Options \$2800 FAM	1	0	1	1	\$16,781.36 *					
<b>Total Enrolled</b>	<b>136</b>	<b>153</b>	<b>300</b>	<b>301</b>						
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dental EE</td> <td style="text-align: center;">173</td> </tr> <tr> <td>Dental Family</td> <td style="text-align: center;">183</td> </tr> <tr> <td><b>Total Enrolled</b></td> <td style="text-align: center;"><b>356</b></td> </tr> </table>		Dental EE	173	Dental Family	183	<b>Total Enrolled</b>	<b>356</b>
Dental EE	173									
Dental Family	183									
<b>Total Enrolled</b>	<b>356</b>									

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*

**FY 21 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,830,200) \*52.76% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509							\$2,331,626
Met Life Dental Premium	27132	33543	25246	27489	27247	27533							\$168,190
BCBS Life Premium	604	541	603	611	616	616							\$3,591
Health Savings Account	555000	0	6750	5750	2250	2000							\$571,750
HRA Admin Fee	0	0	0	0	0	0							\$0
FSA Admin Fee	102	103	102	102	105	91							\$604
<b>TOTALS</b>	<b>\$977,143</b>	<b>\$416,314</b>	<b>\$416,363</b>	<b>\$424,448</b>	<b>\$425,743</b>	<b>\$415,749</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,075,761</b>

11000827-65470

**FY 20 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,110,000) \*98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	341783	356052	360795	353798	349472	353379	365907	353625	355621	293832	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	25602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	91	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
<b>TOTALS</b>	<b>\$919,867</b>	<b>\$366,470</b>	<b>\$381,943</b>	<b>\$389,671</b>	<b>\$382,537</b>	<b>\$378,235</b>	<b>\$369,318</b>	<b>\$394,236</b>	<b>\$384,966</b>	<b>\$380,385</b>	<b>\$320,548</b>	<b>\$381,139</b>	<b>\$5,049,317</b>

11000827-65470

**FY 19 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,270,000) \*94.99% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359064	353709	361141	369973	358602	370815	366397	366645	368565	377012	\$4,171,818
UHC Final Bill	0	0	1513	0	0	0	0	0	0	0	0	0	\$1,513
Met Life Dental Premium	0	48213	23852	24138	24249	24733	23914	24374	24400	24311	24113	24485	\$290,781
Met Life Life Premium	0	0	1383	932	471	482	465	484	479	479	476	483	\$6,134
Health Savings Account	516000	1250	6875	1250	1125	3500	0	3000	0	0	500	1250	\$534,750
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	0	0	0	105	0	95	0	95	95	189	0	91	\$669
FSA Admin Fee	84	84	84	105	0	123	0	0	0	0	0	0	\$480
<b>TOTALS</b>	<b>\$871,408</b>	<b>\$214,119</b>	<b>\$392,771</b>	<b>\$380,239</b>	<b>\$386,986</b>	<b>\$398,905</b>	<b>\$382,980</b>	<b>\$398,767</b>	<b>\$391,371</b>	<b>\$391,624</b>	<b>\$393,653</b>	<b>\$403,321</b>	<b>\$5,006,143*</b>

0102-027-6547

**FY 18 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,502,000) \* 94.72 % of Budget

	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	Totals
UHC Medical Premium	0	742810	366253	358682	347181	359265	366182	362562	372862	363407	358936	358725	\$4,356,865
UHC Dental Premium	0	54544	26965	27327	27145	27734	27607	27412	27691	27858	26978	27495	\$328,755
UHC Life Premium	0	0	1679	559	564	561	568	0	1133	560	560	563	\$6,746
Health Savings Account	495000	10500	3625	0	0	0	4125	625	1250	750	375	750	\$517,000
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	83	0	83	165	83	0	165	0	0	0	0	0	\$578
FSA Admin Fee	170	0	188	376	188	0	393	0	0	0	168	84	\$1,566
<b>TOTALS</b>	<b>\$495,252</b>	<b>\$807,854</b>	<b>\$398,792</b>	<b>\$387,109</b>	<b>\$375,160</b>	<b>\$387,559</b>	<b>\$399,040</b>	<b>\$390,599</b>	<b>\$402,935</b>	<b>\$392,575</b>	<b>\$387,017</b>	<b>\$387,617</b>	<b>\$5,211,509*</b>

0102-027-6547

## MONTHLY BENEFITS SUMMARY REPORT

FY 21

Retirees/COBRA (12/1/20 -11/30/21) (42 Retirees / 1 COBRA)			
Vision	Family	11	\$791.30
Vision	Single	15	\$694.86
Medical	Family	4	\$26,901.55
Medical	Single	10	\$39,245.42
Dental	Family	35	\$8,487.18
Dental	Single	17	\$10,472.26
<b>TOTAL</b>		<b>92</b>	<b>\$86,592.57</b>

Full Time New Hires/Terminations (12/1/20 -11/30/21)				
DEPARTMENT	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration	1		1	1
Animal Contr				
Assessment				
Circuit Clerk	6	1	3	
Coroner				
County Clerk	3		1	
Facilities	1			
Forest Pres				
Health Dept.	4		4	2
HWY				
KenCom	4		2	
PBZ				
Probation	3		2	
Public Defender	1			
Sheriff	1		2	
State's Att	2	1	2	
Technology/GIS				
VAC				
<b>Totals</b>	<b>26</b>	<b>2</b>	<b>17</b>	<b>3</b>

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	555,000
January	0
February	6,750
March	5,750
April	2,250
May	2,000
June	
July	
August	
September	
October	
November	
<b>Total</b>	<b>\$ 571,750</b>

UNEMPLOYMENT CHARGES 11000827-65460	
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	
<b>TOTAL</b>	<b>\$0</b>

## Kendall County Job Description

**TITLE:** Intern GIS/Cadastral Technician  
**DEPARTMENT:** Geographic Information Systems (GIS)  
**SUPERVISED BY:** GIS Coordinator  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

### I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects, and maintain related documentation.

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**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**  
cc: personnel file, employee

\_\_\_\_\_  
**Date**