

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, June 16, 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	Here		
Robyn Vickers	Here		

Employees in Attendance: Scott Koeppel

Guests in attendance:

APPROVAL OF AGENDA – Member Vickers made a motion to approve the agenda, second by Member Gengler. **With five members voting aye, the motion passed by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Vickers to approve the June 7, 2021 minutes. **With five members present voting aye, the motion passed by 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration - Mr. Koeppel reported that the Sheriff’s Office and Treasurer’s Office both have new ID printers purchased with Covid funds. The Sheriff’s Office provided a template for the committee to review and approve. Discussion on the ID stickers for the badges, and the need for employee identification in each County building as identified in our security audit. **There was consensus by the committee to move forward with the ID template and begin the process of all employee ID photos/badges.**

Mr. Koeppel also reported that the HR Specialist and Finance and Budget Analyst job ads been posted on Indeed, ICLMA websites have been posted. Administration staff hopes to begin interviews in mid-July.

Mr. Koeppel and Matt Kinsey met with the Survey Monkey reps last week and hope to have the portal completed and ready for use in September, and will begin with non-profit organization applications. Demos to be presented to the County Board for final approval. Mr. Koeppel will meet with State’s Attorney Eric Weis and ASA Leslie Johnson on June 28, 2021 regarding the legal aspects of the grant application process.

PUBLIC COMMENT – None

COMMITTEE BUSINES

- *Discussion and Approval of the Job Description for Intern Position for GIS Department* – Mr. Kinsey said he and Ms. Briganti agreed that there continues to be a need for an intern in the GIS department, budgeted last year for 600 hours at \$15 per hour since there is a surplus due to Covid-19. Mr. Kinsey said the main project will be digitalizing the historic records in the Recorder’s Office not in LRS, and importing them into the ESRY parcel system, which will allow for better planning and historic instances. Mr. Koeppl stated that having this data online will allow easier public access. Mr. Kinsey stated they hoped to have someone in place in July or August.

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

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 THE JULY 20, 2021 COUNTY BOARD MEETING

- *Approval of the Job Description for Intern Position for GIS Department*

ADJOURNMENT – Member Koukol made a motion to adjourn the meeting, second by Member Vickers. **With five members present voting aye the meeting adjourned at 6:12p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary