



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**KC Office Building, 111 W. Fox Street**  
**County Board Rm 210; Yorkville**  
**Wednesday, March 16, 2022 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 – March 7, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *2021 Health Insurance Update – The Horton Group*
  - *Discussion of Health Insurance End Date at Employee Separation*
  - *Discussion and Approval of Broadband Survey Champion Program and Awards*
  - *Approval to allow Administration Staff to Collect Digital Signatures for Human Resource Items*
- 8. Executive Session**

**Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21**
- 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, March 7, 2022**

**CALL TO ORDER** – Chair 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, Meagan Briganti, Tina Dado

**Others in Attendance:** None

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

**APPROVAL OF MINUTES** – Motion made by Member Gengler, second by Member Vickers to approve the January 19, 2022 minutes. **With five members present voting aye the motion passed 5-0**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – Mr. Koeppel briefed the committee regarding Kendall County’s health insurance benefits. Mr. Koeppel stated that Lynn Cullick, Chief Deputy of the Kendall County Circuit Courts asked about employee health coverage terminating on the employee’s last day of employment with the County. Mr. Koeppel stated that it was the recommendation from Horton, Kendall County’s Insurance Broker to terminate employee health benefits on the last day of employment. The other option for the County would be to terminate the coverage at the end of the month in which the employee worked their last day.

Mr. Koeppel stated that the County Board approved the policy terminating the employee’s health care on the last day of employment a few years ago. Mr. Koeppel was asked by a member of the committee if all employees were aware of the health coverage policy. Mr. Koeppel responded that there is not a centralized HR department, so it is not known if the elected offices have discussed the policy with their employees. Mr. Koeppel stated that he would contact Bob Jones, Benefits Administrator and Beth Ishmael, Horton Group regarding this topic. Mr. Koeppel stated the health insurance policy will be added to the Agenda for discussion at the next Admin HR Committee Meeting on Wednesday, March 16<sup>th</sup>, 2022.

Meagan Briganti announced to the committee that GIS employee, Josh Carlson won the Esri Contest (World’s largest GIS Conference) at an elite level and will be attending the conference in July 2022.

**PUBLIC COMMENT - None**

**COMMITTEE BUSINESS**

- *Discussion and Approval of a Resolution Authorizing and Executing REBUILD Capital Grant Agreement* - Mr. Koepfel briefed the committee regarding a 4-million-dollar award given to Kendall County for the Transit Facility from the State of Illinois as part of the Rebuild Illinois Project. A public Hearing is scheduled on March 15<sup>th</sup>, 2022. Mike Neuenkirchen, VP of Operations will speak about KAT.

Member Koukol made a motion, second by Member Gengler to forward Approval of a Resolution Authorizing and Executing REBUILD Capital Grant Agreement to the County Board, with **five members present voting aye, the motion carried by a vote of 5-0.**

- *Discussion and Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement* – Mr. Koepfel briefed the committee regarding the largest change with Section 5311 Grant Agreement. Mr. Koepfel stated that the State’s Attorney’s Office made the recommendation regarding “signature authority”. Mr. Koepfel stated that this will allow the County Administrator and the Chairman to sign-off on the documents. This will provide signature authority to help with the administrative process and to get the money to Kendall Area Transit as soon as possible. The County Board will need to approve signature authority on a yearly basis.

Member Gengler made a motion, second by Member Vickers to forward Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement to the County Board, with **five members present voting aye, the motion carried by a vote of 5-0.**

- *Discussion and Approval of Public Transportation Applicant Ordinance- An Ordinance to Provide Public Transportation* – Mr. Koepfel stated the process is to discuss at the committee level and forward to the County Board for approval. Mr. Koepfel stated that there are no major changes to the Ordinance and no increase in the local match from the County.

Member Gilmour made a motion, second by Member Vickers to forward Approval of Public Transportation Applicant Ordinance – An Ordinance to Provide Public Transportation to the County Board, with **five members present voting aye, the motion carried by a vote of 5-0.**

- *Discussion of a Public Presentation Policy-* Mr. Koepfel briefed the committee regarding the Draft Public Presentations Policy that is on page 18 of the Admin HR Meeting Packet. He stated that it came from the PBZ Committee. Mr. Koepfel stated the discussion is about whether or not an individual from the public or otherwise could come in and provide discussion materials connected to technology. Mr. Koepfel stated

two areas of concern. First, the County has allowed people to use their personal flash drives in county equipment. Secondly, Mr. Koeppel stated the County does not review the information before the County Board Meeting, which could lead to possible embarrassment. Mr. Koeppel discussed his concerns with the County's ITS Director, Matthew Kinsey and Deputy Director, Meagan Briganti. Ms. Briganti took the lead with this assignment. Ms. Briganti briefed the committee regarding the Draft Public Presentations Policy as a way to safeguard the County's technology resources, computer network, etc. Ms. Briganti stated an individual would submit document via email and it would be automatically scanned through the County's firewall to check for viruses. The documents would be reviewed by county staff for corruption risk or obscene content.

Member Gengler made a motion, second by Member Koukol to forward Public Policy Presentation to the States Attorney's Office for review, with **five members present voting aye, the motion carried by a vote of 5-0.**

**EXECUTIVE SESSION** – None – Review of Executive Session Minutes on Wednesday, March 16<sup>th</sup>, 2022.

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

**ACTION ITEMS FOR COUNTY BOARD**

- *Discussion and Approval of a Resolution Authorizing and Executing REBUILD Capital Grant Agreement*
- *Discussion and Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement*
- *Discussion and Approval of Public Transportation Applicant Ordinance – An Ordinance to Provide Public Transportation*

**ADJOURNMENT** – Member Vickers made a motion to adjourn the meeting, second by Member Gengler. **With five members present voting yes the meeting adjourned at 6:00 p.m.**

Respectfully Submitted,

Tina Dado  
Human Resource Specialist and Recording Secretary