



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Thursday May 11, 2023 at 4:00pm
MEETING AGENDA

1. **Call to Order and Pledge of Allegiance**
2. **Roll Call:** Matt Kellogg (Chairman), Scott Gengler (Vice-Chair), Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley, Seth Wormley
3. ***MOTION (VV) Approval of Agenda**
4. ***MOTION (RC) Approval of Claims**
5. **New Committee Business**
 - A. ***MOTION (Forward to CB)**: Water Supply Ordinance (pg 1)
 - B. ***DISCUSSION:** Opioid Fund Applications (pg 9)
 - C. ***MOTION (Forward to CB)**: Approval of Kendall County Title VI Statement of Policy and Program (pg 10)
 - D. ***MOTION (Forward to CB)** Authorization for Human Resources Department to purchase one license for LinkedIn Recruiter Lite subscription in an amount not to exceed \$1,678.88. (pg 22)
6. **Old Committee Business**
7. **Department Head and Elected Official Reports**
8. **Public Comment**
9. **Questions from the Media**
10. **Chairman's Report**
11. **Review Board Action Items**
12. **Executive Session**
13. **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

WATER SUPPLIES ORDINANCE
KENDALL COUNTY, ILLINOIS

SECTION 1: SCOPE

This ordinance is enacted to establish and provide for the enforcement of minimum standards to assure that water wells are properly designed, constructed, operated, maintained and serviced and all other matters relating to private water wells, semi-private water wells, non-community water supplies and closed loop wells, to protect the health, safety and general welfare of the public.

The statutes of the State of Illinois grant to the Kendall County Board the power to enact such ordinances that protect the health of the citizens of Kendall County.

After the effective date of adoption of this ordinance, all private water supply systems as described herein shall only be constructed or modified in accordance with this ordinance.

Therefore, be it ordained by the County Board of Kendall County, Illinois, that the following rules and regulations are hereby made and adopted.

SECTION 2: ADOPTION BY REFERENCE

In addition to those provisions set forth, this Ordinance shall be interpreted and enforced in accordance with provisions set forth in the following statutes, rules, and regulations of the State of Illinois, Department of Public Health and any subsequent amendments or revisions thereto, which publications are incorporated herein and adopted by reference as part of this Ordinance:

1. "Illinois Water Well Construction Code." (77 Ill. Adm. Code 920)
2. "Illinois Water Well Pump Installation Code." (77 Ill. Adm. Code 925)
3. "Public Area Sanitary Practice Code." (77 Ill. Adm. Code 895)
4. "Drinking Water Systems Code." (77 Ill. Adm. Code 900)
5. "Surface Source Water Treatment Code." (77 Ill. Adm. Code 930)
6. "Safe Drinking Water Act" (Public Law 104-182)

SECTION 3: DEFINITIONS

The following definitions shall apply in the interpretation and enforcement of this Ordinance:

"APPLICANT" means the property owner as defined herein who has applied for a permit or his or her authorized agent.

"APPROVED" or "APPROVAL" as it pertains to this ordinance, means constructed and installed in compliance with technical standards and requirements of this ordinance. Approved does not imply or ensure that a system will perform satisfactorily.

"ABANDONED WELL" means a water well or monitoring well which is no longer used to supply water, or which is in such a state of disrepair that the well or boring has the potential for transmitting contamination into an aquifer or otherwise threatens the public health or safety.

"DIRECTOR" means the Director of Environmental Health Services.

"HEALTH DEPARTMENT" means the Kendall County Health Department, including its duly authorized representatives.

“MODIFICATION” means the alteration of the structure of an existing water well, including, but not limited to, deepening, elimination of a buried suction line, installation of a liner, replacing, repairing or extending casing, or replacement of a well screen. Pertaining to closed loop wells, "modification" also means any alteration to the construction of the borehole of an existing closed loop well, including, but not limited to, regrouting and installation of additional boreholes.

“POTABLE WATER” means water that is suitable for human consumption and which meets public health standards for drinking water.

“INSPECTION FEE” means a fee for inspection to be conducted in the fulfillment of a water well construction permit and is assessed at the time of the inspection scheduling by the Kendall County Health Department.

“PERMIT FEE” means a fee assessed for the issuance of a permit by the Kendall County Health Department

“PROPERTY” means any parcel or combination of contiguous parcels, under ownership or control for which legal title has been recorded and which is designated by its owner as a tract of land to be used, developed, or built upon as a unit.

“PROPERTY OWNER” means the person in whose name legal title to property is recorded.

“REVOCATION” means nullification.

“SHALL” means that the stated provision is mandatory.

“TRANSIENT NON-COMMUNITY WATER SYSTEM PERMIT” means an annual permit issued by the Kendall County Health Department to the owner or operator of a non-community water system. The permit may be transferred to a new owner within the permitting year, which shall run from January 1 to December 31.

“WATER WELL” means an excavation that is drilled, cored, bored, washed, driven, dug, jetted or otherwise constructed when the intended use of such excavation is for the location, diversion, artificial recharge, or acquisition of ground water, but such term does not include an excavation made for the purposes of obtaining or prospecting for oil, natural gas, minerals, or products of mining or quarrying or for inserting media to repressure an oil or natural gas bearing formation or for storing petroleum, natural gas, or other products or for observation or any other purpose in connection with the development or operation of a gas storage project.

“WELL” means a bored, drilled or driven shaft, or dug hole, the depth of which is greater than the largest surface dimension.

SECTION 4: NEW CONSTRUCTION

Water well and well permit plans shall be approved for new construction prior to the issuance of the building permit.

SECTION 5: POTABLE WATER SUPPLY REQUIRED

- A. All premises intended for human habitation shall be provided with a potable water supply. Each potable water supply shall provide quantities of water that are sufficient for the dwelling or structure served.
 1. Surface water supplies
Water systems which receive their source of water from ponds, lakes, streams, rivers, or other surface collectors of water shall be designed, constructed, and operated in accordance with the Surface Source Water Treatment Code (77 Ill. Adm. Code 930). No surface water shall be utilized as a potable water supply unless the Health Department has reviewed and approved the supply and its components.

2. Cisterns

Cisterns shall not be used as a potable water supply except where adequate groundwater resources are not available. Cistern water shall receive treatment in accordance with the Surface Source Water Treatment Code (77 Ill. Adm. Code 930). No surface water shall be utilized as a potable water supply unless the Health Department has reviewed and approved the supply and its components.

- B. The potable water supply shall not be connected to non-potable water and shall be protected against backflow and backsiphonage in accordance with the requirements of the Illinois Plumbing Code (77 Ill. Adm. Code 890).

SECTION 6: POWERS AND DUTIES OF THE HEALTH DEPARTMENT

- A. The Health Department shall be responsible for regulating the design, construction, operation, maintenance and service of private water wells, semi-private water wells, non-community water supplies, closed loop wells or dewatering wells.
- B. The Health Department shall be empowered to issue permits authorizing the installation and modification of private water wells, semi-private water wells, non-community water supplies, closed loop wells or dewatering wells within their jurisdiction.
- C. The Health Department shall be empowered to withhold issuance of a permit for a private water well, semi-private water well, non-community water supply, closed loop wells or dewatering well if the permit application is incomplete, the permit application and resulting well fail to conform to this ordinance or state law, or if site conditions are inconsistent with those provided within the submitted permit application.
- D. The Health Department shall make all necessary sanitary and health investigations and inspections to ensure compliance with the appropriate administrative codes, statutes and ordinances as is necessary to protect and improve the public health.
- E. The Health Department shall either institute, or cause to be instituted, legal proceedings in the Circuit Court of Kendall County in cooperation with the Kendall County State’s Attorney’s Office where a violation of this ordinance occurs or a condition presents a substantial hazard to public health.

SECTION 7: RIGHT OF ENTRY AND INSPECTION

- A. Pursuant to 55 ILCS 5/5-25013(A)(8), and the above cited administrative codes, the Health Department shall conduct inspections, investigations and site evaluations of properties, public and private, to determine compliance with the provisions of this ordinance. The Health Department shall perform all inspections, investigations and site evaluations at a reasonable time.
- B. It shall be the duty of all property owners or occupants to allow the Health Department personnel free access to the subject property at reasonable times to conduct inspections, investigations and site evaluations. Persons who deny Health Department personnel the ability to discharge the above described duties shall be in violation of this ordinance. In the event that Health Department personnel are refused permission to inspect any property at a reasonable time, he or she shall have the authority to seek an injunction and/or administrative investigative warrant from the Kendall County Circuit Court, as well as any other relief the Court may deem appropriate.

SECTION 8: GENERAL PERMIT REQUIREMENTS

- A. An application for a permit to install or modify a private water well, semi-private water well, non-community water supply, closed loop well or dewatering well shall be submitted, in writing, on forms provided by the Kendall County Health Department.
- B. The applicable permit fee will be paid at the time of permit application.
- C. The applicable inspection fee will be paid at the time of inspection scheduling.
- D. If the Health Department finds that a permit application meets the requirements of the Illinois Department of Public Health Water Well Construction Code (77 Ill. Adm. Code 920) and all requirements of this Ordinance, a permit shall be issued to the applicant.
- E. Three copies of the water well plan or closed loop plan shall accompany the permit application.

- F. The following specification shall be included on, or with, a water well or closed loop well permit application:
1. A drawing indicating lot size, direction of slope, location of property lines, and distances from proposed well construction to septic tanks, abandoned wells, property lines, seepage fields, sewers, and all other sources of contamination, and an indication of the type of contamination source;
 2. Water well drillers license number and name;
 3. Estimated daily pumping capacity if greater than 100,000 gallons per day;
 4. The location of the water well, including county, city, street address, or lot number, township, range, directions to the site and section;
 5. Name and address of the owner of the well;
 6. Type of well to be constructed (bored, dug, driven or drilled);
 7. An estimate of the depth of the well;
 8. Type of well (i.e., non-potable use well, such as an irrigation, livestock or industrial water well, private water well, semi-private water well or non-community public water well);
 9. Proposed aquifer.
- G. No water well or closed loop well shall be installed, modified or sealed until a permit has been issued by the Health Department. Failure to obtain a permit prior to beginning any such water well or closed loop well work shall constitute a violation of this ordinance.

SECTION 9: TRANSIENT NON-COMMUNITY WATER SYSTEM PERMIT REQUIREMENTS

- A. No person shall operate a transient non-community water system without a valid permit issued by the Health Department. The permit shall be renewed annually and shall be available at the well site.
- B. The Health Department shall inspect all transient non-community water systems to determine compliance with this ordinance and applicable state codes.
- C. The Health Department may collect water samples from a transient non-community water system in order to determine compliance with applicable state codes.

SECTION 9 10: REVOCATION OR SUSPENSION OF PERMIT

- A. The Health Department shall have the authority to revoke or suspend water well permits, or closed loop well permits or transient non-community water system permits when information serving as the basis for approval is found to be false or erroneous, or when provisions of this ordinance, applicable state statute or administrative code are violated.
- B. The reason for the suspension or revocation of a permit shall be posted in writing at the site, or mailed to the applicant at the address provided on the permit application, by certified mail, return receipt requested.

SECTION 10 11: PERMIT VALIDITY

A Health Department issued permit for the installation or modification of a private water well, semi-private water well, non-community water supply well, closed loop well, or dewatering well or well sealing is valid for a period of 12 months from the date of permit issuance. If construction has not started within that 12-month period, the permit is void. Written request for extension may be submitted prior to remaining 30 days of 12 month period.

SECTION 11 12: FEES

PRIVATE WATER SUPPLY FEES	
Water well construction permit	\$100
Water well inspection	\$150
Water well sealing permit	\$100
Water well capping permit	\$100
Closed loop well system permit – up to first 10 boreholes	\$100
Closed loop well system permit - after 10 boreholes	\$10 (each additional)
Closed loop well system inspection	\$100
Water well sample collection/analysis	\$70
Change of contractor	\$25
Public water supply feasibility letter	\$25
Variance request review	\$50
Transient non-community annual operating permit	\$150
Transient non-community well resampling fee due to positive detect	\$150 per each detect
Non-community water supply bi-annual sanitary survey	\$50
Water well final construction re-inspection	\$50
Site evaluation	\$50
Non-compliance fee (work performed without a permit)	Permit fee x 2
Property transaction inspection fee - well & septic site evaluation and report	\$200
<ul style="list-style-type: none"> ● Fee exemptions will be granted to those organizations that are classified as official units of Kendall County Government. ● An applicant that can prove 501(c)(3) status will be granted a fee reduction of 50 percent of the regular fee as listed on this schedule. 	

SECTION 12 13: EXCEPTIONS

A permit for installation or modification of a water well shall not be required by the Health Department when the water well does, or will, serve a community public water system or function as a monitoring well.

SECTION 13 14: WATER WELL or WELL INSTALLATION

All wells shall be constructed by contractors meeting any and all applicable licensing and or certification requirements within the State of Illinois.

- A. Installer responsibilities
1. No water well or closed loop well shall be installed or modified except in accordance with the provisions of this Ordinance.
 2. It is the responsibility of the licensed water well contractor or licensed closed loop well contractor to install the water well or closed loop wells per the approved design. Failure to install a water well or closed loop well per the approved permit application is a violation of this ordinance which may result in a suspension or revocation of permit, delay of system approval and/or occupancy.
 3. It is the responsibility of the licensed water well contractor or licensed closed loop contractor to notify the Health Department of any intended change(s) to the approved permit application. Notification of these intended changes shall be provided, in writing, to the Health Department prior to changes being implemented. Failure to provide the department with written notice of changes is a violation of this ordinance which may result in a suspension or revocation of permit, delay of system approval and/or occupancy.
 4. The installation contractor shall be present during the system inspection. If the licensed or certified contractor is not present, his or her representative shall be present during the system inspection.

B. Notification

The property owner or licensed contractor shall provide a minimum 24 hours advance notification to the Health Department before beginning installation, modification or sealing of a water well or closed loop well for which a permit has been issued.

C. Site access

1. In order to determine compliance with this ordinance, site access for system inspection shall be deemed essential for, but not limited to, the following:
 - i. On-Site system layout review or site evaluations.
 - ii. At any stage of well construction, modification or sealing.
 - iii. Final inspection, following completion of the system installation.
 - iv. As may otherwise be necessary in compliance with Section 7 of this Ordinance.

SECTION 14 15: EMERGENCY REPAIRS/MODIFICATION

In the case of emergency repairs or modifications which require a permit, the emergency repair or modification shall be performed only after written notice has been provided to the Health Department outlining the necessary repair or modification. This section only applies to those emergency repairs and modifications which, if not promptly addressed, may present an immediate public health threat.

SECTION 15 16: ABANDONED WELLS

Wells that are abandoned shall be sealed in a manner prescribed by the Illinois Water Well Construction Code (*See* 77 Ill. Adm. Code 920.120). The Health Department may inspect abandoned wells to determine compliance with the code.

SECTION 16 17: BUILDING & ZONING RECOMMENDATION

It is recommended that the property owner, water well contractor or closed loop contractor contact the subdivision developer and Kendall County Planning Building & Zoning Department to review the previously accepted engineering plans for the subdivision to determine locations of required setbacks, drainage requirements, easements, floodplains, surface drain system, detention/retention ponds and other features. Nothing contained herein shall absolve the applicant from the necessity of following all applicable plats, PUD's , covenants, etc. that are in effect regarding applicant's property.

SECTION 17 18: CLOSED LOOP WELLS

- A. All closed loop wells shall be constructed by contractors meeting applicable licensing and or certification requirements within the State of Illinois.
- B. Application for permit of a closed loop well shall be made, in writing, and submitted on forms provided by the Kendall County Health Department. The closed loop well contractor and property owner shall sign the permit application.
- C. Applications for permit shall be accompanied by payment that is in accordance with the Health Department fee schedule.
- D. The application for permit shall also be accompanied with a plan listing the type of facility to be served (e.g., single family residence, apartment building, business, factory, school), the number and depth of the closed loop boreholes and showing the location of the closed loop well system, geographic location of the site using global positioning equipment and a description including county, city, street address, subdivision lot number, township, range, section and directions to the site. The plan shall also show all existing dwellings, seepage fields, sewers accessory structures, wells, septic system components, bodies of water or other property information requested by the Health Department to aid in the permitting of the closed loop well system. Changes in location of the closed loop well system shall be approved by the Health Department prior to installation.

- E. All closed loop-well setback distances described in the latest edition of the Illinois Water Well Construction Code (77 Ill. Adm. Code 920) shall be maintained.

Construction reports for each closed loop well shall be provided to the Health Department within 30 days of completion of drilling.

SECTION 18 19: VARIATIONS

The Health Department shall be empowered to grant variations to the requirements of these regulations in situations when the strict application of such requirements would create a unique hardship or unfair burden upon those affected. A variation shall be authorized only when it can be reasonably demonstrated that a public health hazard will not result. Variation requests shall be submitted in writing, on forms provided by the Kendall County Health Department. The Health Department shall notify the applicant in writing of its decision to either grant or deny the variation. The approved variation documents shall be recorded on the property deed and filed with the Kendall County Recorder of Deeds.

SECTION 19 20: DISINFECTION AND ANALYSIS

- A. All components of a newly constructed or modified water well used for drinking, culinary and sanitary purposes shall be thoroughly disinfected with a strong chlorine solution which will yield a dosage of at least 100 part per million to the water in the well and piping system.
- B. Water samples shall be collected by the water well contractor or property owner within 30 days of water well completion. A certified laboratory shall analyze all samples for newly constructed water wells. A copy of the analysis shall be filed with the Health Department.

SECTION 20 21: VIOLATIONS

- A. Whenever the Health Department determines that there is a violation of any provisions of this ordinance or applicable State code, the Health Department shall give notice of such alleged violation to the property owner, who shall then remedy the violation within the time allotted.
- B. The notice of violation shall:
 - 1. Be in writing.
 - 2. Include a statement of the reasons for the issuance of the notice.
 - 3. Contain details of the remedial action to be taken.
 - 4. Allow reasonable time to take remedial action and to otherwise comply with this ordinance.
 - 5. Be served upon the property owner, or resident, via personal delivery or sent via registered or certified mail.
- C. In addition to the revocation or suspension of any permit issued, if such violation continues, the matter will be referred to the Kendall County State's Attorney's Office to prosecute violations of the ordinance and to initiate any necessary action in the Circuit Court, in order to abate such violating condition as enumerated in this Ordinance or the associated State law, including, but not limited to seeking injunctive relief.

SECTION 21 22: HEARINGS AND APPEALS

Any person may appeal a permitting decision to the Health Department by written request that shall be filed with the Department within ten (10) business days after receipt of the subject notice to revoke, suspend or deny the permit at issue.

A hearing for such appeal shall be scheduled to take place as soon as reasonably possible, but no later than fifteen (15) business days from the date of filing such request, unless a later date is agreed upon. The Health Officer conducting the hearing shall give notice by phone and regular mail of the date, time and location of such hearing. Written notice of the hearing to a party may be waived by that party.

The hearing shall be conducted by a Health Officer at the place and time designated by him/her. All hearings shall be conducted so as to provide the parties adequate time to prepare, the right to present evidence in support of their position, the right to cross-examine, and the right to legal counsel at their own expense. The formal rules of evidence shall not apply. The Health Officer may ask questions of any witness to assist in reaching a decision. The Health Officer shall make a record of the proceedings. Should a party desire a verbatim transcript of such hearings, they may obtain a court reporter at their own expense.

Based upon the record of such hearing, the Health Department shall make a finding and a written decision shall be prepared. Such decision shall be considered final and shall be provided to the permit holder by the Health Department within fifteen (15) days and a record of the same shall be maintained.

SECTION 22 23: PARTIAL INVALIDITY

If any section, subsection, paragraph, sentence, clause, or phrase of this article shall be declared invalid for any reason whatsoever, such invalidation shall not affect the remaining portions of this article which shall remain in full force and effect.

SECTION 23 24: PENALTY

Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or refuses to remedy a violation of the provisions of this Ordinance shall be guilty of a business offense and be fined not less than \$100.00 and no more than \$1,000 for each offense. Each day upon which such violation continues shall constitute a separate offense. Further penalties shall be assessed as outlined in the latest edition of the Illinois Department of Public Health Water Well Construction Code (77 Ill. Adm. Code 920), Water well Pump Installation Code (77 Ill. Adm. Code 925), Public Area Sanitary Practice Code (77 Ill. Adm. Code 895), Drinking Water Systems Code (77 Ill. Adm. Code 900) or Surface Source Water Treatment Code (77 Ill. Adm. Code 930).

SECTION 24 25: MAINTENANCE OF RECORDS

The Health Department shall maintain a record of construction applications and permits, notices of subsequent lowerings, records of hearings and the information contained in those documents, which shall be available for public inspection.

SECTION 25 26: ENFORCEMENT:

Enforcement of this ordinance shall be performed by the Kendall County Health Department. The Kendall County State's Attorney's Office shall be authorized to bring any necessary actions and prosecute any violations of this ordinance in the Circuit Court.

SECTION 26 27: EFFECTIVE DATE

This ordinance and the regulations contained therein shall be in full force and effect on and after the date signed below.

APPROVED BY THE KENDALL COUNTY BOARD THIS DAY _____ 20 _____

Chair, Kendall County Board

Ayes _____

Nays _____

Attest _____
Kendall County Clerk

1363 Opioid Fund

Balance \$ 242,079.87

	Original Ask	75% Request
1 Public Defender	6,000	4,500
2 States Attorney	28,500	21,375
3 Probation	57,000	42,750
4 Correction	13,000	9,750
5 Coroner	18,000	13,500
6 Judiciary	31,400	23,550
7 Health Department	57,700	43,275
	\$ 211,600	\$ 158,700

	Correction	Coroner	Health Department	Judiciary	Probation	Public Defender	States Attorney
Treat Opioid Use Disorder							
1 Treatment of Trauma with OUD			12,300.00				
Support People In Recovery							
2 Counseling				26,400.00	47,000.00		
Address the Needs of Criminal Justice Persons							
3 PT Trained advocated for CAC							25,000.00
4 Nexlon			11,600.00				
Prevention Misuse of Opioids							
5 Social Media		1,000.00	9,200.00				
6 Public Education		1,000.00	8,100.00				
7 Drug Take Back		15,000.00	16,500.00				
Prevention Overdoes Death and Other Harm							
8 HIV Training and Testing	13,000.00						
Training							
9 National Association of Drug Court Professional How Being Trauma-Informed Improves Criminal						6,000.00	3,500.00
10 Justice System Responses					10,000.00		
11 Training for First Responders		1,000.00					
12 Did not Specify				5,000.00			
	13,000.00	18,000.00	57,700.00	31,400.00	57,000.00	6,000.00	28,500.00

Policy Statement

Kendall County Government
Statement of Policy on Providing Non-Discriminatory Services per
Title VI of the Civil Rights Act of 1964
(Board Adopted: 5/16/2023)

Kendall County Government (the "County") is committed to a policy of non-discrimination in the conduct of its business, including its Title VI of the Civil Rights Act of 1964 ("Title VI") responsibilities - the delivery of equitable and accessible services. The County recognizes its responsibilities to the communities in which it operates. It is the County's policy to utilize its best efforts to assure that no person shall, on the grounds of race, color, national origin, or any other protected class as amended from time to time, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its program of transit service delivery and related benefits or any other program or activity for which Kendall County receives Federal financial assistance. Toward this end, it is the County's objective to:

- A. Ensure that the level and quality of service is provided without regard to race, color, national origin, or any other protected class as amended from time to time.
- B. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected populations in service provision decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with limited English proficiency.

The responsibility for conducting the County's commitment to this Program has been delegated to the County Administrator by the Kendall County Board. The County Administrator is responsible for the day-to-day operations of this Program and will receive and investigate Title VI complaints which come through the complaint procedure. However, all managers, supervisors, employees, and transit operators share in the responsibility for making the County's Title VI Program a success. The County Administrator shall be responsible for maintaining all records relating to this Policy including, but not limited to, this Title VI Policy, copies of all Title VI complaints or lawsuits and related documentation, all records of correspondence to and from Complainants, and Title VI investigations.

Additional information concerning the Kendall County's Title VI obligations and the complaint procedure can be obtained by contacting the County Administrator's Office by telephone at (630) 553-4171 or via mail at Kendall County Administrator, 111 W. Fox Street, Yorkville, IL 60560.

Title VI Notice to the Public

Non-Discrimination Rights Under Title VI of the Civil Rights Act of 1964

Kendall County Government (the "County") operates its programs and services without regard to race, color, national origin, or any other protected class as amended from time to time in accordance with Title VI of the 1964 Civil Rights Act ("Title VI"). Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the County. Any such complaint must be in writing and filed with the County within 180 days following the date of the alleged discriminatory occurrence. For information on the County's non-discrimination obligations or how to file a complaint, please contact the Kendall County Administrator, who is the designated Title VI Officer, by any of the methods listed below.

Kendall County Administrative Services
111 W. Fox Street
Yorkville, IL 60560

(630) 553-4171 (Phone)
(630) 553-4214 (Fax)
kcadmin@kendallcountyil.gov (email)
kendallcountyil.gov (website)

If this information is needed in another language, please contact the Kendall County Administrator via the above contact information.

Posting Locations

The Title VI public notice attachment shall be posted in the Kendall County Legislative Center, 111 W. Fox Street, Yorkville, IL 60560. Information relating to Kendall County's non-discrimination obligation can also be obtained from Kendall County's website at kendallcountyil.gov.

Title VI Complaint Procedures

TITLE VI COMPLAINT PROCEDURES

If you believe that you have been excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color, national origin, or any other protected class as amended from time to time, under the County's programs or related benefits, you may file a complaint with the Kendall County Administrator by telephone at (630) 553-4171 or via mail at 111 W. Fox Street, Yorkville, IL 60560. We encourage you to make your complaint in writing.

All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The County Administrator will review every complaint, and when necessary, assign a neutral party to investigate. At a minimum the investigating officer will:

- Identify and review all relevant documents, practices, and procedures.
- Identify and interview people with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity; or anyone with relevant information.

Upon completion of the investigation, the County Administrator will complete a final report for the Kendall County Board. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a final report together with any remedial steps. The investigation process and final report should take no longer than twenty-five (25) business days to complete. If no violation is found and the Complainant wishes to appeal the decision, he or she may appeal directly to the Kendall County Board at 111 W. Fox Street, Yorkville, IL 60560.

Complaints may also be filed with the Federal Transit Administration's Office of Civil Rights, no later than 180 days after the date of the alleged discrimination via the following contact information:

Federal Transit Administration
Office of Civil Rights
200 West Adams Street, Suite 320
Chicago, Illinois 60606
Phone: (312) 353-3770

The Kendall County Administrator shall maintain a log of Title VI complaints received from this process which log shall include the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by the County in response to the complaint. Should the County receive a Title VI complaint in the form of a formal charge or lawsuit, the Kendall County State's Attorney shall be responsible for the investigation and maintaining a log as described herein.

Title VI Complaint Form

**Kendall County Government
Title VI of the Civil Rights Act of 1964
Discrimination Complaint Form**

Kendall County Government (the "County") is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, or any other protected class as amended from time to time, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Kendall County Administrator by telephone at (630) 553-4171, via email at kadmin@kendallcountyil.gov, or via mail at Kendall County Administrator, 111 W. Fox Street, Yorkville, IL 60560. This completed form must be returned to the Kendall County Administrator via any of the contact methods indicated above.

Your Name: _____

Street Address: _____

Phone: _____ Alternate Phone: _____

Electronic Mail Address: _____

Person discriminated against (if someone other than complainant):

Name(s): _____

Street Address, City, State & Zip Code: _____

Which of the following best describes the reason for the alleged discrimination that took place?

- Race
- Color
- National Origin (Limited English Proficiency)
- Other Protected Class (please list): _____

Date of Incident: _____

Please describe the alleged discrimination incident (attach additional pages if needed):

Transit-Related Title VI Investigations

"All FTA recipients are required to prepare and maintain a list of complaints alleging discrimination on the basis of race, color, or national origin. Kendall County has not received any complaints in the timeframe preceding this program."

	Complaint Date	Summary	Status	Action(s) Taken
Complaints:				
1.				
Investigations:				
1.				
Lawsuits:				
1.				

Public Participation

Community outreach is a requirement of Title VI recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected populations, the public involvement process, and the resources of the recipient. As stated above, the Title VI Policy will be located on Kendall County's website and will be available for review at the Kendall County Administrator's Office. Additionally, all Kendall County Board meetings are open to the public and follow the Illinois Open Meetings Act.

Expanded Public Participation Plan

Kendall County places special emphasis on connecting with and informing the public in the local decision-making process. All meetings of the County Board and associated committees, the decision-making authorities for the County, follow the provisions of the Illinois Open Meetings Act, are open to the public, and provide dedicated time for public comment.

In the occurrence of a special meeting or event held in the course of conducting public outreach, the County will make every effort to receive and consider the viewpoints and minority, low-income, and limited English proficient (LEP) populations when appropriate. At a minimum, the following list of effective practices will be considered during the development of a specific public outreach program or event.

- Scheduling meetings at times and locations that are convenient and accessible for the effected communities.
- Employing different meeting sizes and formats.
- Coordinating with community- and faith-based organizations, education institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected communities.
- Considering radio, television, or newspapers ads on stations and in publications that serve LEP populations; and
- Providing opportunities for public participation through means other than written communications, such as personal interviews or the use of audio or video recording devices to capture oral comments.

Language Assistance Program

LIMITED ENGLISH PROFICIENCY POLICY STATEMENT AND AVAILABLE RESOURCES

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance. Title VI and its implementing regulations require that certain federal grant recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient (LEP). To that end, the County provides translation and interpretation services free of charge upon request by calling (630) 553-4171, via email at kcaadmin@kendallcountyil.gov, or via mail at Kendall County Administrator, 111 W. Fox Street, Yorkville, IL 60560. Expanded Language Assistance Program Example

This Language Assistance Program has been prepared to address Kendall County's responsibilities as recipients of federal financial assistance as they relate to the needs of individuals with limited English language skills. The County, in coordination with contracted service providers, have jointly developed this plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access county services.

As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP people that assistance is available.

Four Factor Analysis

In order to determine the County's extent of obligation to provide LEP services, a U.S. Department of Transportation four factor LEP analysis was conducted which considers the following:

1. The number or proportion of LEP persons eligible who may be served or likely to encounter a county program, activity, or service.
2. the frequency with which LEP individuals come in contact with County services.
3. the nature and importance of the program, activity or service provided by County to the LEP population; and
4. the resources available and overall costs to provide LEP assistance.

A brief description of these considerations is provided in the following section.

1. Service Area Demography

According to the 2015-2019 American Community Survey 5-year estimates, of the estimated 122,468 Kendall County residents ages 5 and over, 6,433 (5.26%) residents report as LEP, or as speaking English less than "very well". The largest non-English speaking language group in the County is Spanish, constituting 4,024 (3.29%) residents. **Table X** identifies common language groups within the County and their LEP composition.

Category	Kendall County	
	Total	%
Population ages 5+	122,468	100%
Speak Only English	100,369	81.96%
Speaks another Language	22,099	18.04%
Spanish	15,872	12.96%
Speaks English Less than "Very Well"	4,024	3.29%
Other Indo-European	4,109	3.36%
Speaks English Less than "Very Well"	1,236	1.01%
Asian and Pacific Islander	1,605	1.31%
Speaks English Less than "Very Well"	917	0.75%
Other Languages	513	0.42%
Speaks English Less than "Very Well"	266	0.22%

2. Frequency of Contact

The County assesses the frequency of contact with LEP residents through direct requests for language assistance and from direct experiences reported at the discretion of County service providers. To date, the County has received 6 requests for language assistance. Voluntary Action Center (VAC), the contracted public transportation service provider for the County, frequently surveys frontline staff to track the frequency of interactions with LEP residents. Generally, VAC staff respond to interacting with LEP residents between 0 and 6 times per year. The most common language request for assistance is Spanish.

3. Program Importance

Many of the federally funded programs and services provided by the County are vital to the basic well-being of County residents. Similar to assistance provided to seniors, persons with a disability, or low-income individuals, LEP residents are entitled to reasonable accommodations for access.

4. Resources Available

An assessment of available resources to provide LEP assistance, including as needed interpretation and translation services, concluded that it is feasible for the County to provide these services free of charge upon request.

Language Assistance Plan

Based on the results of the Four-Factor Analysis performed in the previous section, the County has developed the following criteria for assisting LEP residents.

Identification of LEP Assistance Needed

The following tools are intended to identify language assistance needs when preparing programs, services, and events, and to identify the language needed for assistance.

- Examine records requests for language assistance from previous meetings and events to anticipate the need for assistance at upcoming meetings.
- Have Census Bureau Language Identification Flashcards available at all meetings and other high-frequency interaction points, such as public transportation facilities; and
- Continue tracking of staff and/or contractor LEP assistance interactions to determine if modifications to the LAP are needed.

Language Assistance Measures

Based on the generally low population and interaction frequency of LEP residents, the County will implement the following measures as minimum criteria to guide future interactions.

- Network with local human service organizations that provide services to LEP individuals and seek opportunities to provide information regarding County programs and services.
- Provide interpretation and translation services free-of-charge at meetings with prior notification.
- Provide translated versions of vital documents, determined at the discretion of the department or program, upon request; and
- Provide “Spanish a plus” on job postings and flyers for positions with a high incidence of LEP interactions.
- VAC makes efforts to employ Spanish speaking dispatch staff who also reads and writes Spanish.
- VAC subscribes to an internationally known company “Language Line Solutions” which specializes in translation services both oral and written. Language Line Solutions interpreters are available in more than 240 languages and American Sign Language 24 hours a day, 7 days a week.

Staff Training

During employee orientation and subsequent employee training courses, information related to the provisions of Title VI, inclusive of this plan, and the County's expectations of employees to perform their duties accordingly will be reviewed and discussed. Training topics include:

- Understanding the Title VI policy and other LEP responsibilities.
- What language assistance services are offered.
- Use of Language Identification Flashcards and translation services.
- Documentation of language assistance requests; and
- How to handle a Title VI and/or LEP complaint.

Outreach Techniques

When staff prepares a document or schedules a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population. Interpreters will be called and take him to Mercy Hospital on a needed.

Monitoring and Updating the Plan

This plan is designed to be flexible and is one that can be easily updated. At a minimum, the County will follow the required three-year update cycle of the Title VI Program or if a significant increase in LEP assistance requests occurs. LAP updates will examine the following:

- The number of documented LEP person interactions encountered annually.
- How the needs of LEP people have been addressed.
- Determination of the current LEP population in the County.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether County financial resources are sufficient to fund the language assistance resources needed.
- Determine if the County has fully complied with the provisions of this LAP; and
- Examine whether complaints have been received concerning the County's failure to meet the needs of LEP residents.

Dissemination of the LAP

A link to the Title VI Program, inclusive of this Language Assistance Plan, is to be included on the County website at www.co.kendall.il.us and on County contractor websites when appropriate. Alternatively, any person or agency may request a paper copy of the plan via telephone, fax, mail, or in person at no cost. Translated versions of this plan will be made available upon request.

Questions or comments regarding this LAP may be submitted to the Kendall County Administrators office at:

111 W. Fox Street
Yorkville, IL 60560
(630) 553-4171 (Phone)
(630) 553-4214 (Fax)
kcadmin@kendallcountyil.gov(email)

Table of Membership of transit-related non-elected committees and councils

N/A

Monitoring Subrecipient Compliance

SUBCONTRACTORS AND VENDORS

All subcontractors and vendors who receive payments from Kendall County where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts with such subcontractors and vendors shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

Equity Analysis for new Facilities

N/A

Adopting Board Action/Resolution

Policy and Program will be adopted by the County Board. A copy of the signed action or meeting minutes when adopted in the Program Plan will appear as an appendix.



COUNTY OF KENDALL, ILLINOIS

Kendall County Human Resources Department

KENDALL COUNTY OFFICE BUILDING
111 WEST FOX STREET, SUITE 215
YORKVILLE, ILLINOIS 60560
630.381.9149

TO: Finance & Budget Committee

FROM: Leslie Johnson, Human Resources Director

DATE: May 2, 2023

RE: LinkedIn Recruiter Lite

On May 1, 2023, the Human Resources (HR) Department provided the Human Resources & Insurance Committee with various recruitment options available to assist Kendall County with recruitment for the County Administrator vacancy. The Human Resources & Insurance Committee requested the County's HR Department oversee recruitment for this vacancy. As such, we will post the job opportunity on various free websites and social media platforms (e.g., Kendall County website, Indeed, and Facebook).

In addition, we provided the Human Resources & Insurance Committee with information about a potential low-cost recruitment tool that would allow us to broaden our search to reach additional potential candidates for this position – LinkedIn – Recruiter Lite. The Human Resources & Insurance Committee was in favor of this option and forwarded this option to Finance & Budget Committee for consideration.

What is Recruiter Lite? Recruiter Lite is LinkedIn's recruiting tool best suited for individuals at small-to-medium businesses with low-volume hiring needs. Recruiter Lite can be purchased online as a monthly or yearly subscription. For the Committee's reference, I have attached a summary of the benefits of LinkedIn Recruiter Lite in the attached Exhibit 1.

The cost to purchase one license for LinkedIn Recruiter Lite is \$1,678.88 per year for the yearly subscription OR \$169.00 per month for the monthly subscription. If the Committee would prefer to go with the monthly subscription option in lieu of the yearly subscription, the HR Department would be requesting a minimum of at least two months for the subscription to complete recruitment for the County Administrator vacancy.

If you have any questions, please feel free to contact me.

Attachment (1) – Benefits of RecruiterLite

Recruiter Lite

Find the best candidates for your company

[Reactivate now](#)

Pay as little as \$139.99* / month when billed annually
Cancel anytime, for any reason

 Secure checkout

[Explore all plans](#)

[Learn about our full suite of Talent Solutions](#)

Hone in on the right candidates

Find the candidates you need to hire with advanced search tools

- ✓ 20+ advanced search filters
- ✓ Candidate search alerts
- ✓ Candidate recommendations daily
- ✓ Search with smart suggestions

Contact candidates outside your direct network

Reach out to candidates about the roles you're hiring for, and share what makes your company special

- ✓ 30 InMails per month
- ✓ Access to your 2nd and 3rd degree networks
- ✓ Personalized outreach with saved templates
- ✓ InMail performance insights

Manage your candidates in one place

Keep track of candidates and stay organized with hiring-specific tools

- ✓ Recruiter Lite platform
- ✓ Projects for organization and tracking
- ✓ Post a free job