



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Kendall County Office Building, 111 W. Fox Street
County Board Room 209, Yorkville, IL 60560
Thursday, April 11, 2024 at 4:00 p.m.
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 (Forward to County Board):** Approval of Claims
5. Committee Reports and Updates
 - A. **PRESENTATION:** Regarding the Intergovernmental Personnel Benefit Cooperative (IPBC) by David Cook, IPBC Executive Director (Page 2-24)
 - B. **PRESENTATION:** Broadband Project Update (Page 25-26)
 - C. **UPDATE -** COB II Construction (Page 27-28)
 - D. **PRESENTATION-** Phase 2 Design Development (Page 29)
6. New Committee Business
 - A. **MOTION (forward to County Board)** Approval of Contingency Reduction NO. 7 – Lite Construction: \$2,176,981, Plainfield Grading: \$626,043, Premium Concrete:\$ 769,353 (Page 27-28)
 - B. **MOTION (forward to County Board)** Approval of Amendment No. 1 to the Master Architect/ Engineering & Construction Manager (AE/CM) Agreement with Cordogan Clark & Associates, Inc. (Phase 2 County Office Building) (Page 29)
 - C. **MOTION (forward to County Board)** Approval of Historic Courthouse Flat Roof Replacement with Garland /DBS Proposal #25-IL-240258 in an amount not to exceed \$130,000(Page 30-34)
 - D. **MOTION (forward to County Board)** Approval of the Revised GIS Cadastral Specialist Job Description (Page 35-39)
 - E. **MOTION (forward to County Board)** New Human Resources Department Payroll Specialist Job Description (Page 40-44)
 - F. **MOTION (forward to County Board)** Revised Organizational Chart and Headcount(Page 45-46)
 - G. **MOTION (forward to County Board)** Revised Section 7.3 Holiday Pay Policy in the Kendall County Employee Handbook (Page 47-49)
 - H. **MOTION (VV)** Approval of Kendall County Health Department Community Resource Specialist ARPA Position to be renamed to Administrative Assistant(Page 50)
7. Old Committee Business
8. Department Head and Elected Official Reports
9. Public Comment
10. Questions from the Media
11. Chairman's Report

Appointments

Jeff Wehrli - Ethics Commission - 2 year term -April 2026

12. Action Items for County Board
 - o Approval of Claims
 - o Approval of Contingency Reduction NO. 7 – Lite Construction: \$2,176,981, Plainfield Grading: \$626,043, Premium Concrete:\$ 769,353
 - o Approval of Amendment No. 1 to the Master Architect/Engineering & Construction Manager (AE/CM) Agreement with Cordogan Clark & Associates, Inc. (Phase 2 County Office Building)
 - o Approval of Historic Courthouse Flat Roof Replacement with Garland /DBS Proposal #25-IL-240258 in an amount not to exceed \$130,000
 - o Approval of the Revised GIS Cadastral Specialist Job Description
 - o New Human Resources Department Payroll Specialist Job Description
 - o Revised Organizational Chart and Headcount
 - o Approval of Revised Section 7.3 Holiday Pay Policy in the Kendall County Employee Handbook
 - o Approval of Appointment of Jeff Wehrli for 2-year term for Ethics Commission
13. Executive Session
14. 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.



IPBC

Intergovernmental
Personnel Benefit
Cooperative

Introducing the IPBC to Kendall County

Presenters: Dave Cook, IPBC Executive Director

Kaitie Tiede, Operations Manger

Karen Williams, Sr. Benefit Consultant

Date: April 11, 2024



Scott Anderson
IPBC Board Chair

ABOUT IPBC

IPBC is its members

The Intergovernmental Personnel Benefit Cooperative (IPBC) is a partnership of local government entities in Illinois that are committed to the philosophy of risk pooling and working together to provide cost-effective health and related benefits to our employees and their families.

OUR PURPOSE AND MISSION

Collaborating to optimize member financial stability and provide high-quality, cost-effective benefits for positive health outcomes.

IPBC AT A GLANCE

History

- Risk sharing entity established in 1979
- Grown from 8 to 164 member entities, as of July 1, 2024 and covers over 20,900 employees and retirees

Membership


- Open to Municipalities, Counties, Special Districts, and Intergovernmental Agencies
- 1-year membership term (July 1 Renewal)
- New members admitted by majority vote of Executive Board

Governance

- Members own the cooperative
- Each member appoints a delegate to the Board of Directors

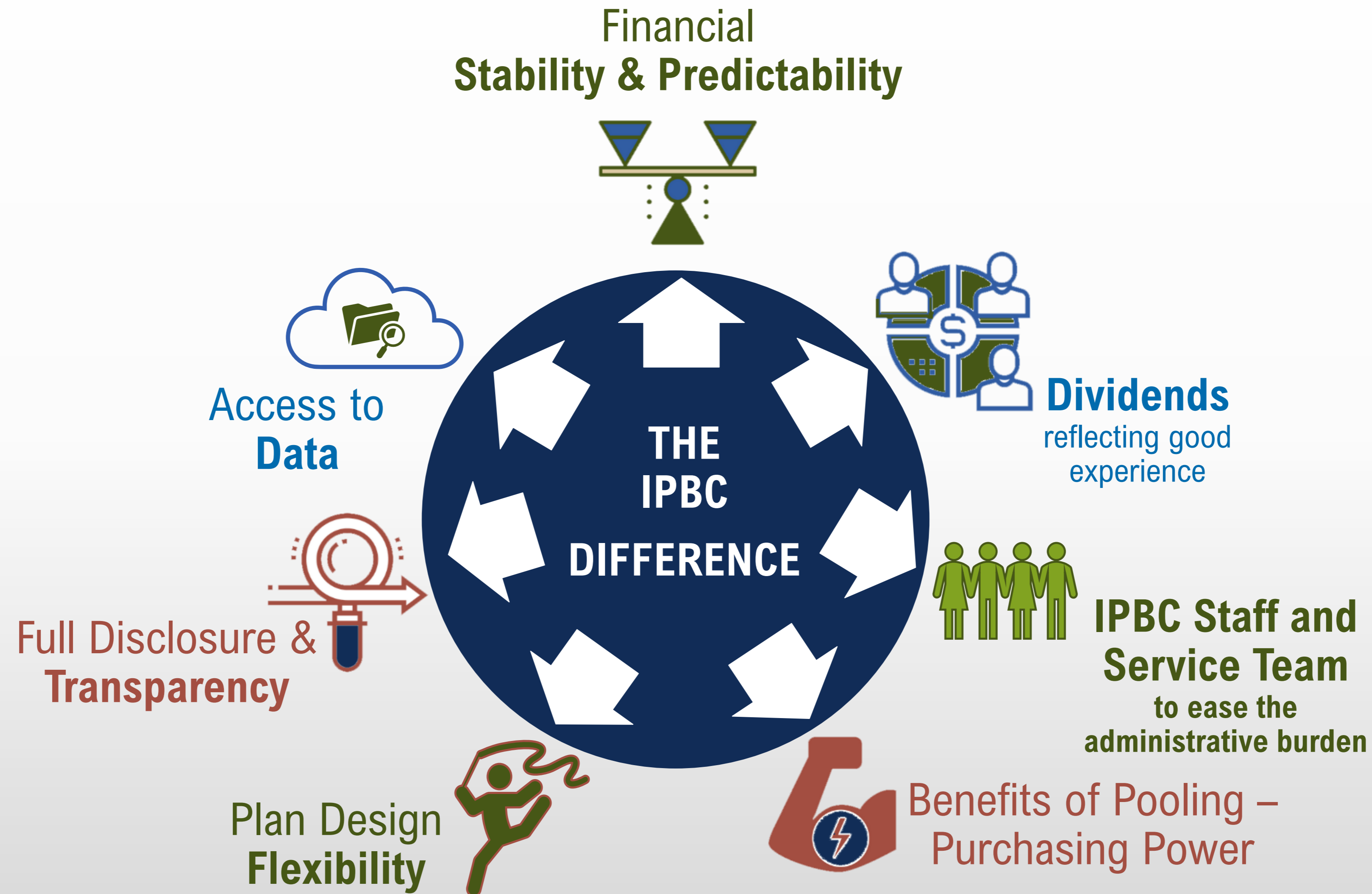
Leadership Opportunities

- Executive Board
- Advisory Committees: Finance, Operations, Membership Development

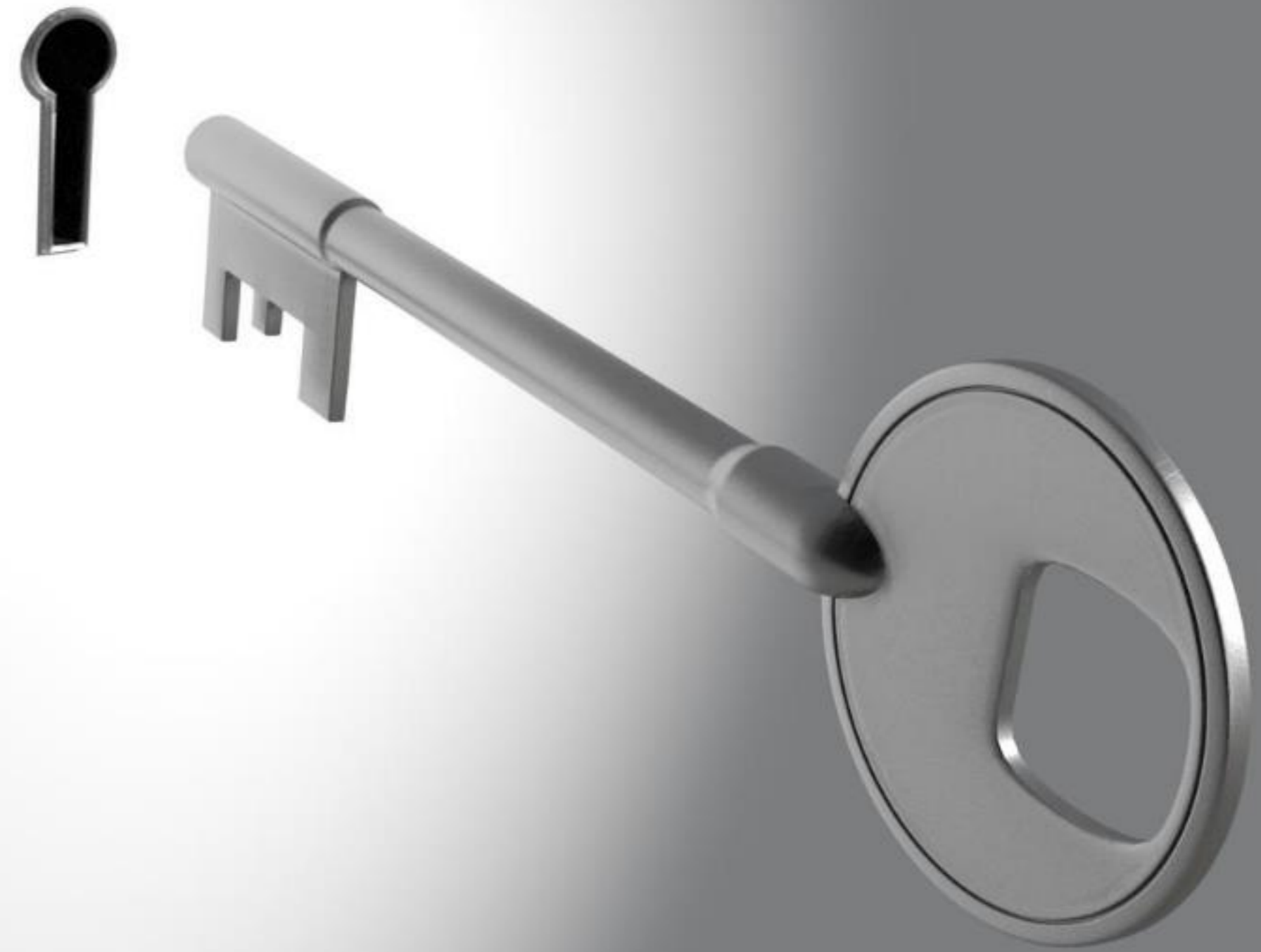


What makes
the IPBC
different from
other
health benefit
providers?

The IPBC's Advantages



**IPBC'S FUNDING
ARRANGEMENT:
The Key to
Stability**



THE IPBC PPO RISK MODEL: HOW IT WORKS

Claims < \$50,000

- Paid in full by the member or Tier Members

Claims \$50,000 - \$1,000,000

- Allocated among all members based on their number of employees

Claims > \$1,000,000

- Covered by insurance
- Members share insurance cost

THE IPBC RISK MODEL: WHY IT WORKS

PREDICTABLE

- Employers pay fixed monthly rates – aka “Premiums” - for coverage each year
- Actuarial estimates of the employer’s and the Cooperative’s claims are used in making rates
- Monthly reports allow spotting of positive or negative trends
- Impact of experience on rate changes is capped at +/- 5% for PPO and +/- 5% for HMO from IPBC average

TRANSPARENT

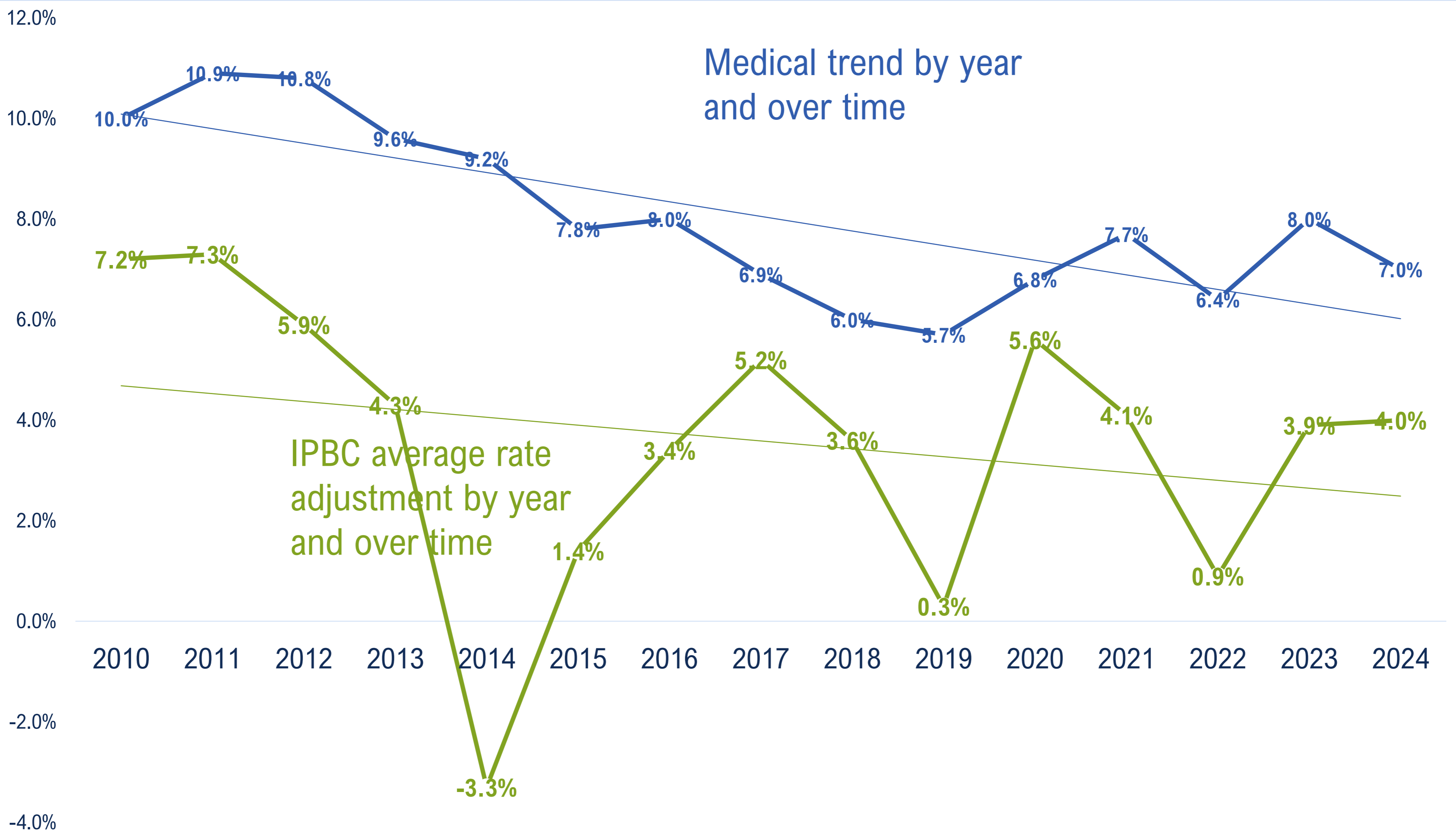
- Information about each member’s claims, allocated expenses, and reserves is provided
- All financial information is disclosed to the membership

EFFECTIVE

- The IPBC model has produced stable rates and positive returns for Cooperative members
- IPBC performance has consistently been below medical trend for BlueCross BlueShield’s and UHC’s book of business

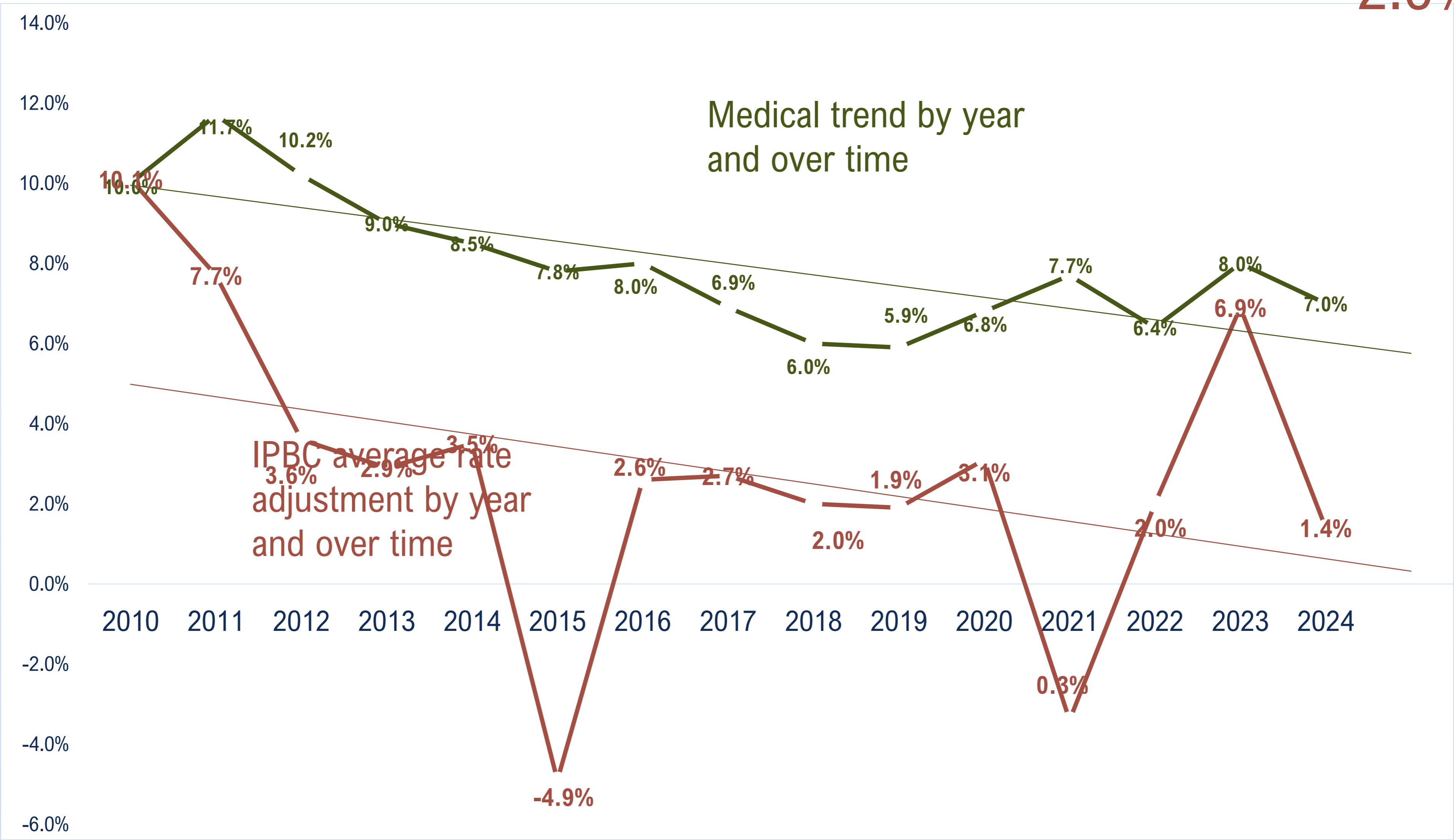
IPBC PPO RENEWAL HISTORY

PPO 5-Year Average:
3.7%



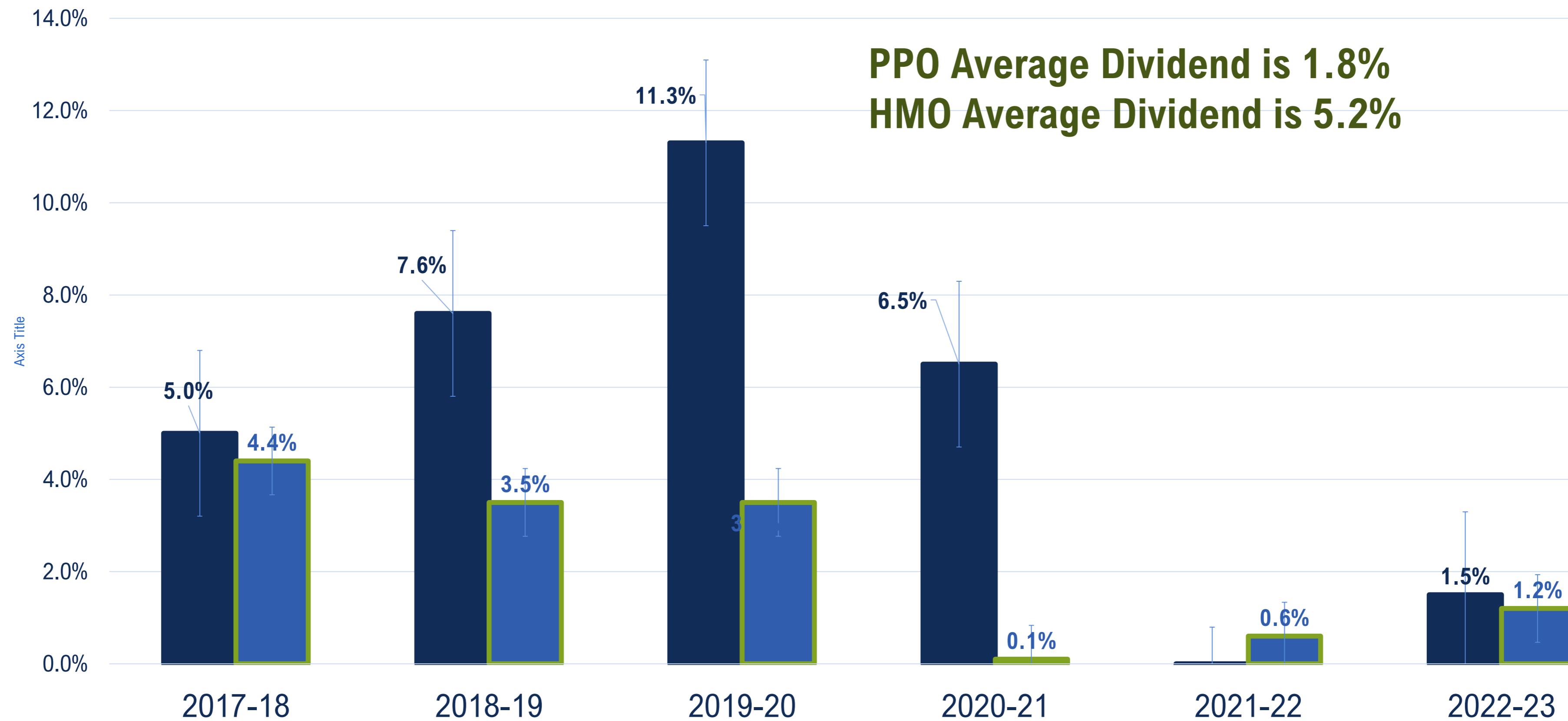
IPBC HMO RENEWAL HISTORY

HMO 5-Year Average:
2.0%



DIVIDEND HISTORY

Dividends calculated after completion of the annual audit



IPBC IS A LONG-TERM INVESTMENT

Estimated Five-Year Savings on Medical Plan for Kendall County

| | Kendall County | IPBC | Estimated Savings | Estimated Dividends |
|--|---------------------|---------------------|--------------------|---------------------|
| 5 Year Trend | 6.28% | 3.50% | 2.78% | 2.28% |
| 2024 Medical Annual Premiums | \$5,792,375 | \$5,742,266 | | |
| 2025 Estimated Annual Premium | \$6,156,136 | \$5,943,245 | \$212,891 | \$135,506 |
| 2026 Estimated Annual Premium | \$6,542,741 | \$6,151,259 | \$391,482 | \$140,249 |
| 2027 Estimated Annual Premium | \$6,953,625 | \$6,366,553 | \$587,072 | \$145,157 |
| 2028 Estimated Annual Premium | \$7,390,313 | \$6,589,382 | \$800,931 | \$150,238 |
| 2029 Estimated Annual Premium | \$7,854,425 | \$6,820,010 | \$1,034,415 | \$155,496 |
| Total Estimated Five-Year Premiums | <u>\$34,897,240</u> | <u>\$31,870,449</u> | <u>\$3,026,791</u> | <u>\$726,646</u> |
| Total Estimated Medical Plan Savings and Dividends | | | | <u>\$3,753,437</u> |



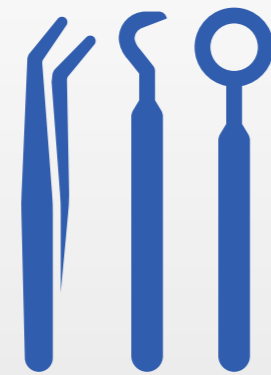
ADDITIONAL POTENTIAL SAVINGS FOR KENDALL COUNTY

- Dental Premiums – 9.6% Decrease
- Vision Premiums – 29.1% Decrease
- EAP Program Including First Responder Program – Provided at No Cost
- Wellness Program – Reimbursement of \$135/eligible participant for Health Screening and Flu Shots plus Incentives of \$100 to \$400 per employee based on participation levels

IPBC's BENEFIT OPTIONS



BENEFIT PROGRAM ADMINISTRATORS & INSURANCE CARRIERS



IPBC VALUE-ADDED PROGRAMS

No Additional Cost

Benefit Enrollment Services (Core Only)

- All members use PlanSource to manage eligibility and billing for IPBC programs
- No additional charge for employee self-service enrollment



Wellness Program

- Members design wellness program appropriate for their organization
- Members reimbursed up to \$135 for biometric screenings and flu shots
- Earn additional incentives if targets are achieved

Employee Assistance Program (EAP)

- Options available through ComPsych: 6 or 8 session programs, 8 session with wellness package and First Responder EAP program
- Rate offset for employees enrolled in the medical plan.
- Resources to help balance work and home life
- Counselors for mental health, grief, substance abuse, and other needs



Virtual Visits – BCBS & UHC PPO Plans

- Option for non-emergent medical needs
- 24/7 access to medical professional online or via mobile device
- Nominal charge to plan vs. an urgent care or emergency room visit

IPBC OPTIONAL PROGRAMS

VSP – Optional Vision Program

- Select from 7 menu plan options
- 2, 3, and 4-tiered rates available

Medicare Solutions Program – additional cost, per-situation basis

- Administered by Benistar & Express Scripts
- Transfer Medicare retirees to alternate plan
- Reduces administrative burden
- Vendors provide enrollment, communication and billing support

Delta Dental – Additional Offerings

- Fully Insured and self-insured options
- PPO and Premier network options

Securian Life – Additional Offerings

- Voluntary Life and AD&D

PlanSource – Additional Offerings

- Transfer eligibility to non-IPBC insurance carriers
- COBRA Administration Services and Retiree Billing
- ACA Reporting Services
- FSA Administration Services
- Private exchange technology

WEX –Additional Offerings

- Pre-tax spending accounts including FSA, Dependent Care FSA, HSA, HRA and Lifestyle Reimbursement
- COBRA Administration Services


A hand in a white glove holding a silver tray. The hand is wearing a white glove and is holding a silver tray. The background is white. The text "IPBC's SERVICE PARTNERS" is written in white on a dark blue circular background.

**IPBC's
SERVICE
PARTNERS**



IPBC'S SERVICE PARTNERS


| | | | | |
|---|---|--|---|---|
|  <ul style="list-style-type: none"> • Benefit consultant to members • Provides support to members on claims & enrollment |  <ul style="list-style-type: none"> • IPBC accountants • Draws monthly ACH from members • Prepares monthly reporting |  <ul style="list-style-type: none"> • Broker Consultant to the IPBC • Assists with RFPs and carrier renewals • Provides strategic guidance |  <ul style="list-style-type: none"> • Prepares annual renewal • Prepares rates for new members |  <ul style="list-style-type: none"> • Enrollment system provider • Prepares monthly billing statements |
|---|---|--|---|---|



Legal services to IPBC




IPBC portfolio management



Provides audit services to the IPBC

The IPBC Service Team Through RPA's Benefit Consulting Services:

- Implementation of new IPBC members' employee benefit program
- Account service to individual IPBC members
 - Open enrollment guidance and materials
 - Problem-solving with carriers
 - Review of benefit strategies and plan designs to meet employer objectives
 - Plan changes & cost implications
 - Assistance with wellness program implementation
 - Benchmarking
- Member training programs





IPBC

Intergovernmental
Personnel Benefit
Cooperative

M E M B E R S H I P

IPBC MEMBERSHIP INCLUDES THE FOLLOWING ENTITIES:





Dave Cook
IPBC Executive Director
(630) 878-2019
davec@ipbchealth.org



Sandy Mikel
IPBC Member Services Manager
(847) 269-6178
smikel@ipbchealth.org



Kaitie Tiede
IPBC Operations Manager
(630) 429-4522
ktiede@ipbchealth.org

Thank You



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Broadband Project Status and Next Steps
Prepared by: Christina Burns, County Administrator
Department: Administration

Action Requested:

Discussion of Broadband

Board/Committee Review:

April 2, 2024: Approval of an Amended Service Agreement with Pivot Tech

February 6, 2024: Approval of an Agreement with Pivot Tech

Fiscal impact:

The County has allocated \$1 million in ARPA expenditures for broadband-associated costs.

Background and Discussion:

Kendall County has been awarded a \$15 million grant from the State of Illinois for the construction of a broadband network to connect unserved and underserved areas of Kendall County. The State has given the County until June 1 to respond to a number of due diligence items prior to finalizing the grant award. Among these requirements are agreements with the County and its partners for the ongoing operation of the network, financing commitment, and network engineering. Each of these items is a fairly complex undertaking all happening under a tight deadline, however the County continues to work diligently with its partners to meet those requirements.

The County recently approved an amendment to the Pivot Tech agreement to authorize them to proceed with a market study, which will prove the viability of the project and necessary for financing. We are currently working with the project legal adviser at Ice Miller to draft a predevelopment agreement that will more comprehensively address the remaining necessary expenditures and our intentions in how we operate moving forward. Due to the project time pressure, the agreement may be put before the Board for consideration as soon as April 16.

The predevelopment agreement will outline the remaining estimated \$1.3 million in project-related expenditures the County anticipates incurring. An important part of the predevelopment agreement that the County has requested is that these project-related expenditures are given to the project as a loan. Repayment of these expenses will be subordinate to any debt the project incurs and necessary project investment, however if the project is generating revenue, the County

wants the opportunity to recapture these costs at some point. This concept will be memorialized in the predevelopment agreement, however the actual expenditure loan will occur with the broadband project operating company that will exist at a later date.

Staff Recommendation:

Discussion of broadband project progress and timeline, along with overview of related expenditures.

Attachments: None.



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Phase 1 March Monthly Report and Contingency Reduction #7
Prepared by: Dan Polvere, Facilities Director
Department: Facilities

Action Requested: Review Phase 1 Contingency Reduction No. 7

Board/Committee Review: N/A

Fiscal impact: \$18,295 Reduction of Phase 1 Contingency

Background and Discussion:

County Office Building #2 (107 W. Fox Street) is on target to be completed by June 3rd. Cordogan Clark's detailed report of March progress is attached.

Contingency reduction No. 7 includes costs for 1) relocation & increase in size of flag poles, data/power changes, wayfinding signage, winter weather operations & site protection 2) water main run to sprinkler room 3) winter weather conditions.

Contingency reduction #7 also includes one credit for elimination of concrete stairs and pads.

The total request for Contingency Reduction No. 7 is \$18,295, with revised contract amounts as follows:

- Lite Construction: \$2,176,981 (\$16,881 increase)
- Plainfield Grading: \$626,043 (\$5,545 increase)
- Premium Concrete: \$ 769,353 (\$4,131 decrease)

The current available contingency is \$153,451.

Staff Recommendation: Forward to County Board for Approval

Attachments:

- Cordogan Clark March Monthly Report
- Contingency Reduction No. 7 dated 4/2/24

CONTINGENCY REDUCTION

Owner:
Architect:
Construction Manager:
Contractor:
Field:

PROJECT: Phase One New Office Building

CONTINGENCY REDUCTION #: CR-007

CLIENT: Kendall County
111 W. Fox Street
Yorkville, IL 60560

DATE: 4/2/2024
CONTRACT DATE:
PROJECT #: 221071

CONSTRUCTION

MANAGER: Cordogan Clark Consulting Services
960 Ridgeway Avenue
Aurora, IL 60506

The Contract is changed as follows:

1. Lite Construction

PR15 Relocate & increase size of flagpoles, PR16 Changes as a result of data and power verification as result of County walk through, and Material and labor for additional signage (County Request) \$12,412.00

Material and labor to build protection around HVAC units, required site snow removal, securing site from heavy winds and storms. \$4,469.00
New Contract Amount: \$2,176,981.00

2. Plainfield Grading

Water main run under slab to sprinkler room. \$5,545.00
New Contract Amount: \$626,043.00

3. Premium Concrete

Winter conditions for concrete pours and resinstall drainage boards due to weather conditions. \$6,875.00
Credit for elimination of stairs in lieu of ramp and credit for foundations under mechanical equipment pads. (\$11,006.00)
New Contract Amount: \$769,353.00

SUB-TOTAL FOR CONTINGENCY REDUCTION: \$18,295.00

The Original Contingency was: \$505,200.00

Net Change by previously authorized Contingency Reductions: \$333,454.00

The Contingency prior to this reduction was: \$171,746.00

The Contingency will be decreased by this reduction in the amount of: \$18,295.00

The new Contingency with this reduction will be: \$153,451.00

The Contract Time will be increased by: (0) days

The date of Substantial Completion as of the date of this Contingency Reduction, therefore is: unchanged.

NOTE: This Contingency Reduction does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until cost and time have been agreed by both the Owner, Contractor & Construction Manager, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE CONSTRUCTION MANAGER & OWNER.

CONSTRUCTION MANAGER:

Cordogan Clark Consulting Services, Inc.
960 Ridgeway Avenue
Aurora, IL 60505

By: _____

Date: _____

OWNER:

Kendall County
111 W. Fox Street
Yorkville, IL 60560

By: _____

Date: _____



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Phase 2 Design Development Presentation
Prepared by: Dan Polvere, Facilities Director
Department: Facilities

Action Requested: Presentation and Discussion

Board/Committee Review: N/A

Fiscal impact: The FY24 Building Fund budget includes \$1 million for Phase 2 construction. The remaining project costs will be budgeted in the FY25 Building Fund budget.

Background and Discussion:

Cordogan Clark & Associates will present the Phase 2 scope-of-work, conceptual designs, potential building & site improvements, renderings and a project budget analysis.

To proceed with the project, CCA has provided an Amendment to their Master Services agreement to proceed with the project. The Board will be asked to approve the amended agreement. Staff is still finalizing the agreement terms with CCA, and will provide to the Board in advance of any final action.

Staff Recommendation: Concurrence to proceed with final architecture and project bidding with Cordogan Clark and Associates.

Attachments:

- Cordogan Clark Phase 2 Presentation



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Historic Courthouse Flat Roof Replacement via Omnia Co-Op with Garland/DBS Proposal #25-IL-240258 in an amount not to exceed \$130,000.
Prepared by: Dan Polvere, Facilities Director
Department: Facilities

Action Requested: Forward to County Board for Approval

Board/Committee Review: N/A

Fiscal impact: \$130,000 Budgeted in FY 2024 Capital Projects

Background and Discussion:

In FY 2023, the HVAC system for the 3rd Floor of the Historic Courthouse was replaced as a capital project. This system's external equipment resides on the 2nd Floor flat roofs of the Historic Courthouse. After years of patching for numerous leaks, these (2) roofs are in dire need of replacement. With the HVAC scope of work behind us, the flat roof replacement was approved as a FY 2024 project. The specified "Flood & Gravel" application will be more durable and last longer than the existing rubber roof.

Staff Recommendation: Forward to County Board for Approval

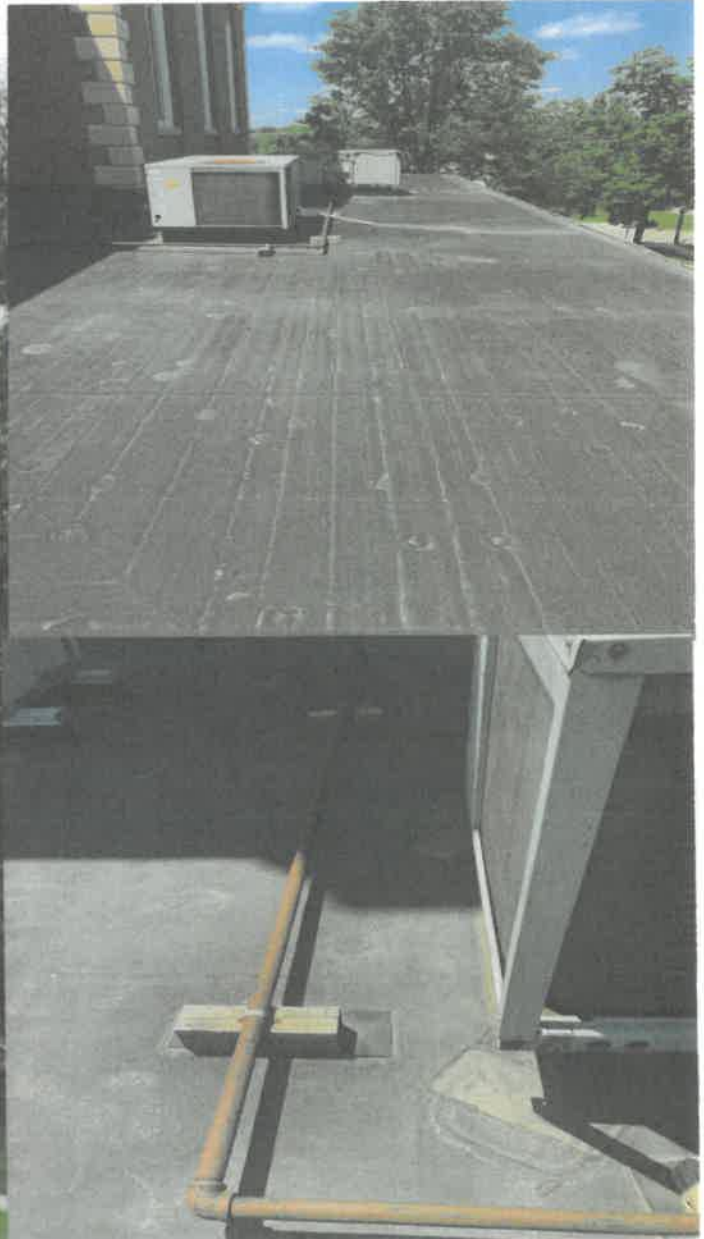
Attachments:

- Historic Courthouse Flat Roof Conditions PDF
- Garland/DBS Roofing Material and Services Co-Op Proposal #25-IL-240258



6. Scope of Work, Details, & Drawings

2024-Kendall County Historic Courthouse Roofing Project





Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

**Kendall County
Historic Courthouse
110 W Madison St
Yorkville, Illinois 60560**

**Date Submitted: 04/02/2024
Proposal #: 25-IL-240258
MICPA # PW1925**

ILLINOIS General Contractor License #: 104.015673

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Historic Courthouse - Base

1. Stage and Mobilize equipment & materials.
2. Tear out and remove existing EDPM membrane.
3. Expose existing insulation and replace wet area's as needed. Additional ISO per ft. cost.
4. Install 1/2" Dens deck cover board in Garlands HR Foam adhesive.
5. Replace all flashings with Garlands Stressbase 80 base sheet & Garlands Versiply Mineral cap Sheet. 8" min height. and terminate.
6. Flashings are to be installed with Garlands Weatherking flashing adhesive at rate of 2 gal per 100 sq ft.
7. Install Garlands Stress base 80 for base sheet at rate of 2 gal per 100 sq ft. for the field.
8. Install Garlands Versiply mineral cap sheet at rate of 2 gal per 100 sq ft. for field.
9. Install all new rubber boots for stacks.
10. Install new gutters with Gravel stop metal edge.
11. 3-Course all corners and curbs with Garla-mesh and Silverflash.
12. Install all new surface mounted counterflashing (color TBD)
13. Base bid: Install Garla-Prime at rate of .5 gal per 100sq ft.
14. Base Bid: Install Weatherscreen flood coat at rate of 5 gal per 100 sq ft and embed No 5 rock at 400 lbs per 100 sq ft.
15. Install new rubber pipe supports.

Scope of Work: Historic Courthouse - Alternate

1. Removing Flood n Gravel application and prime w/ applying silvershield 2x coats total of 2 gal per 100 sq ft.

Historic Courthouse - Base

Proposal Price Based Upon Market Experience: \$ 126,295

Garland/DBS Price Based Upon Local Market Competition:

| | |
|---------------------------|-------------------|
| 1 Crowther Roofing | \$ 126,295 |
| 2 R.B. Crowther | \$ 126,767 |
| 3 DCG Roofing Solutions | \$ 135,574 |
| 4 G.E. Riddiford | \$ 159,490 |
| 5 Knickerbocker Roofing | \$ 167,866 |

Historic Courthouse - Alternate

Proposal Price Based Upon Market Experience: \$ 124,331

Garland/DBS Price Based Upon Local Market Competition:

| | |
|-------------------------|-------------------|
| 1 R.B. Crowther | \$ 124,331 |
| 2 Crowther Roofing | \$ 125,930 |
| 3 DCG Roofing Solutions | \$ 132,738 |
| 4 G.E. Riddiford | \$ 153,992 |
| 5 Knickerbocker Roofing | \$ 165,154 |

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Permits are excluded.
2. Plumbing, Mechanical, Electrical work is excluded.
3. Masonry work is excluded.
4. Interior Temporary protection is excluded.
5. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Jarod Miller

Jarod Miller
Garland/DBS, Inc.
(216) 430-3606



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Revised Job Description for GIS Cadastral Specialist position
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Review and approval of revised job description for the GIS Cadastral Specialist position

Board/Committee Review:

This item was on the agenda for the 4/1/2024 HR & Insurance Committee meeting, but the meeting was cancelled. This item has been forwarded to the Committee of the Whole per the request of HR & Insurance Committee Chair Rodriguez.

Fiscal impact:

None

Background and Discussion:

The attached is a revised job description for the GIS Cadastral Specialist position, which is currently held by Amanda Wolfe. The purpose of this job description revision is to update the supervisor's title from GIS Director to Deputy Director of Information and Communication Technology, which is Meagan Briganti's current job title.

Staff Recommendation:

Approval of the revised job description for the GIS Cadastral Specialist position.

Attachments:

1. Revised job description for the GIS Cadastral Specialist position

Kendall County Job Description

TITLE: GIS Cadastral Specialist
DEPARTMENT: Information and Communication Technology
(Geographic Information Systems (GIS) Division)
SUPERVISED BY: Deputy Director of Information and Communication Technology
FLSA STATUS: Non-Exempt
APPROVED: June 18, 2019 (revised – TBD)

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:

The essential duties for this internship include, but are not limited to the following:

- 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 other duties and responsibilities as assigned.
- Prepares routine reports, correspondence, updates, and special project maps as required.
- Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds.
- Creates new and edits existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- Interfaces directly with clients to determine their needs and make recommendations.
- Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- Researches for property boundaries and title verification.
- Performs area calculations as required using a variety of methods; Makes mathematical computations to calculate bearings, distances, areas, and closures.
- Assures quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- Serve as a liaison for the GIS function with other County departments and elected

Kendall County Job Description

offices.

- Create and maintain documentation of GIS Datasets, GIS Applications, GIS Solutions, and Cadastral base workflow, as assigned.
- Provide training and support of GIS Users that use the interactive GIS Systems as assigned.
- Provide technical expertise and assistance to meet the needs and requests of other government agencies and the general public related to the GIS system.
- Assists in the inventory/upgrading/configurations of supplies, hardware, and software.
- Handles confidential matters daily relating to all functions of the Information and Communication Technology Department and GIS Division and maintains confidentiality of such information.
- Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, and the public.
- Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- Provides quality results and is customer focused.
- Maintains regular attendance and punctuality.
- Performs other duties, 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. Language Skills:

- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents and correspondence.
- Ability to present information and communicate effectively both orally and in writing with County staff, County officials, and the general public.
- Requires proficient knowledge of the English language, spelling and grammar, and ability to alphabetize.

B. Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentages.
- Ability to assist with preparation and analysis of statistical data/reports.

C. Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to understand and explain GIS procedures and policies.

Kendall County Job Description

- Ability to read, understand, and apply cadastral standards and legal descriptions.

D. Certificates, Licenses, and Registrations:

- Current and valid driver's license is preferred.

E. Other 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.
- Ability to use a GIS system in creating or updating maps showing property boundaries, political subdivisions, and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Reads and interprets complex or detailed data, policies, or legal descriptions related to title searches and the preparation of cadastral maps.
- Plot maps from legal descriptions, deeds, survey data, tract descriptions, and existing maps and utilize a data management computer system.
- Reviews legal descriptions of real property, understand, and interpret government codes, legislation, or legal provisions to cadastral mapping or boundary issues.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions, map projections, geographic coordinate systems, and data formatting.
- Maintain appropriate trade and professional contacts, memberships, and review of trade literature to keep abreast of developments in GIS equipment and software for potential use by GIS.

F. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited institution or equivalent work experience.
- Three (3) or more years of professional GIS experience utilizing ESRI ArcGIS desktop applications.
- Experience related to Microsoft Office suite.
- Prior work experience and/or knowledge of Cadastral Standards / Legal Descriptions.

IV. Physical Demands:

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

- Frequently sits for long periods of time at desk or in meetings;
- Occasionally lifts and/or moves up to 40 pounds;
- Uses hands to finger, handle, or feel;

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- Reaches, pushes and pulls with hands and arms;
- Bends over at the waist and reach with hands and arms;
- Talks and hears in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception, and ability to work on computer for long periods of time; and
- Travels 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:

- Mostly 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's Receipt of Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Payroll Specialist Job Description (Human Resources Department)
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Review and approval of new Payroll Specialist Job Description for the Human Resources Department

Board/Committee Review:

This item was on the agenda for the 4/1/2024 HR & Insurance Committee meeting, but the meeting was cancelled. This item has been forwarded to the Committee of the Whole per the request of HR & Insurance Committee Chair Rodriguez.

Fiscal impact:

To be determined. The fiscal impact will be determined by the Budget & Finance Committee.

Background and Discussion:

The attached is a new job description for a Payroll Specialist in the Human Resources Department. This position will assist with the transition of payroll services from the Kendall County Treasurer's Office to the Human Resources Department. This position will also be responsible for developing, updating, and implementing Kendall County's payroll and time and attendance systems. This position is a proposed full-time position, which would replace the part-time Human Resources Assistant position that is currently vacant.

Staff Recommendation:

Approval of the full-time Payroll Specialist job description for the Human Resources Department.

Attachments:

1. Payroll Specialist job description

TITLE: Payroll Specialist
DEPARTMENT: Human Resources
SUPERVISED BY: Human Resources Director
FULL TIME/PART TIME: Full Time
FLSA STATUS: Exempt
APPROVED/REVISED: TBD

I. Position Summary:

Under the supervision of the Human Resources Director, the Payroll Specialist will oversee all facets of preparing, maintaining, and processing Kendall County's payroll. The Payroll Specialist will operate in a team environment, working under tight deadlines, with confidentiality and discretion to be maintained at all times.

II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Serves as the subject matter expert in the development, implementation, and administration of Kendall County's payroll and time and attendance systems.
- B. Implements, maintains, reviews, and updates payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- C. Oversees the processing of bi-weekly and special payrolls.
- D. Ensures accurate and timely processing of payroll updates including new hires, terminations, deductions, and changes to pay rates and benefits.
- E. Processes a variety of special payroll transactions such as retroactive pay, garnishments, overpayments, underpayments, overtime, late timecards, final paychecks, dues, benefit audits and reimbursements.
- F. Prepares, reviews, maintains, and updates payroll related records and reports.
- G. Researches, recommends, and implements solutions to payroll system issues.
- H. Prepares, reviews, and verifies the accuracy of all required local, state, and federal reports and filings, including W-2s, quarterly filings, and monthly filings for IMRF and unemployment.
- I. Monitors and ensures compliance with payroll related policies, employment agreements, union contracts, and state and federal laws pertinent to payroll.
- J. Oversees the payroll related work of other staff to ensure the accuracy of that work.
- K. Prepares, revises, and maintains all County Board approved job descriptions.
- L. Responsible for tracking paid time off and preparing reports, as necessary.
- M. Assists with the reconciliation and balancing of payroll ledgers.
- N. Provides records and other requested information to auditors.
- O. Serves as a technical resource to County personnel and others concerning assigned payroll functions and set up; respond to inquiries and provide technical information concerning transactions, salaries, deductions, records, policies and procedures.
- P. Performs the duties of Human Resources Generalist position, as needed, to support the Human Resources Department.
- Q. Responsible for filing documents, pulling documents from storage, and putting

Kendall County Job Description

- files away in storage.
- R. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- S. Researches, prepares, and revises correspondence, reports, and any other documentation, as needed, to perform assigned job duties.
- T. Must be able to work on-site to perform the above essential job duties.
- U. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- V. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- W. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- X. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- Y. Maintains regular attendance and punctuality.
- Z. Performs other duties 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. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling, and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical and payroll related data and reports.

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid Driver's License

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2. Current Society of Human Resource Management (SHRM) certification and/or other payroll and/or human resources certifications are preferred.
3. Any and all other certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Proficiency with Human Resource Information Systems (HRIS) is preferred.
8. Proficiency with or the ability to quickly learn Kendall County's payroll and time and attendance systems.
9. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
10. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

1. A minimum of a Bachelor's degree in Accounting, Business Administration, Human Resources, or a related field is required.
2. At least two (2) years of prior bookkeeping, payroll, or accounting experience.

IV. Physical Demands:

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

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screen and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

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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:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

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



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Revised Organizational Chart and Headcount
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Review and approval of Revised Organizational Chart and Headcount

Board/Committee Review:

This item was on the agenda for the 4/1/2024 HR & Insurance Committee meeting, but the meeting was cancelled. This item has been forwarded to the Committee of the Whole per the request of HR & Insurance Committee Chair Rodriguez.

Fiscal impact:

To be determined. The fiscal impact will be determined by the Budget & Finance Committee.

Background and Discussion:

The attached is a proposed Revised Organizational Chart and Headcount. The revised chart reflects the proposed replacement of the part-time, vacant Human Resources Assistant position with a new full-time Payroll Specialist position. The Payroll Specialist position will assist with the transition of payroll services from the Kendall County Treasurer's Office to the Human Resources Department. This position will also be responsible for developing, updating, and implementing Kendall County's payroll and time and attendance systems.

Staff Recommendation:

Approval of the Revised Organizational Chart and Headcount

Attachments:

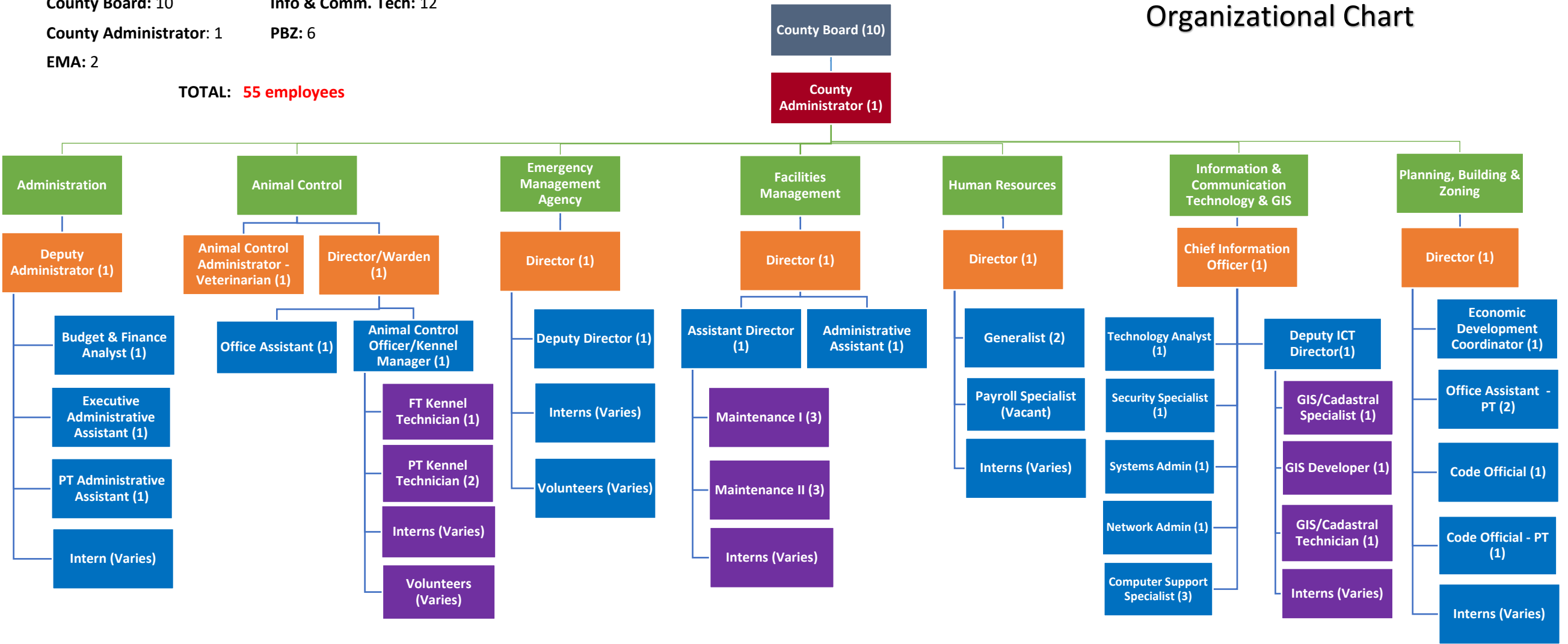
1. Revised Organizational Chart and Headcount

APPROVED HEADCOUNT

Administration: 4 Facilities: 9
 Animal Control: 7 Human Resources: 4
 County Board: 10 Info & Comm. Tech: 12
 County Administrator: 1 PBZ: 6
 EMA: 2

TOTAL: 55 employees

Kendall County, Illinois Organizational Chart



All positions listed are full-time unless otherwise noted above.



Kendall County Agenda Briefing

Meeting Type: Committee of the Whole
Meeting Date: 4/11/2024
Subject: Revised Section 7.3 Holiday Pay Policy
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Review and approval of revised Section 7.3 Holiday Pay Policy in the Kendall County Employee Handbook.

Board/Committee Review:

This item was on the agenda for the 4/1/2024 HR & Insurance Committee meeting, but the meeting was cancelled. This item has been forwarded to the Committee of the Whole per the request of HR & Insurance Committee Chair Rodriguez.

Fiscal impact:

None

Background and Discussion:

Per the direction of the Human Resources & Insurance Committee, the attached revised Holiday Pay Policy (Section 7.3) for the Kendall County Employee Handbook clarifies that a supervisor must approve (rather than pre-approve) an employee's absence on the last scheduled workday before the holiday and/or the first scheduled workday after holiday, for the employee to be compensated for the holiday. This change will allow employees who call in sick on either of these dates to be eligible for holiday pay, provided their absence is approved by their supervisor. Also, the attached policy was revised to cross-reference existing holiday pay eligibility language for employees on FMLA leave, which can be found in the County's FMLA Policy, so there is no confusion or inconsistencies between the two policies.

Staff Recommendation:

Approval of the attached revised Section 7.3 Holiday Pay Policy.

Attachments:

1. Revised Section 7.3 Holiday Pay Policy

| | |
|---|------------------------------------|
| Section 7.3 | Holiday Pay |
| <u>Effective Date:</u> 09/01/2022 | <u>Source Doc/Dep.:</u> None/HR |
| <u>Last Amended Date:</u> TBD | |

Section 7.3 HOLIDAY PAY

All eligible employees will receive time off with pay or will receive holiday pay if required to work on designated holidays. Designated holidays are established annually by the Kendall County Board for non-court related departments/offices and by the Chief Judge for court-related departments/offices. Designated holidays may be adjusted from year to year as deemed necessary by the Kendall County Board and/or Chief Judge for their applicable departments/offices.

Full-time and part-time employees who are budgeted to work a minimum of twenty (20) hours per workweek may be eligible for holiday pay. Temporary employees, seasonal employees, interns, and volunteers are not eligible for holiday pay.

Employees must be working (i.e., on active paid status) to be eligible for holiday pay. Employees on an unpaid leave of absence are not eligible for holiday pay. Also, holiday pay will not be paid during FMLA leave, except in those instances where the employee is on an intermittent or reduced work schedule, which makes the employee otherwise eligible for holiday pay.

To be eligible for time off with holiday pay, the holiday must fall ~~during~~ the employee's regularly scheduled workday/work hours. Also, an eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after holiday, in order to be compensated for the holiday, unless absence on either or both days is ~~pre-~~approved by their Executive. When a holiday falls during an eligible employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay.

~~Employees on an unpaid leave of absence are not eligible for holiday pay.~~

An eligible full-time employee will be paid for the scheduled holiday at the employee's regular rate of pay as computed for one (1) workday (if the designated holiday is a full workday) or one half (1/2) day (if the designated holiday is a half of a workday). Assuming the holiday falls on the employee's regularly scheduled workday, an eligible part-time employee will receive holiday pay proportionate to the average number of hours the employee would normally work on the holiday (e.g., if the employee normally works four (4) hours a day, the employee will receive four (4) hours of holiday pay).

If an eligible FLSA non-exempt employee works on a designated holiday, the employee will receive holiday pay plus wages at one and one-half times their regular rate of pay for the hours the employee worked on the holiday.

~~When a holiday falls during an eligible employee's scheduled vacation period, the employee will be paid for the holiday instead of vacation pay.~~

~~Employees must be working (i.e., on active paid status) to be for holiday pay. Employees on an unpaid leave of absence are not eligible for holiday pay.~~

Employees who observe a religious holiday on days which do not fall on a designated holiday should use accrued vacation, personal days, or compensatory time (if any). However, if the employee does not have accrued time available, such religious holidays may be taken without pay, provided the employee has obtained the written approval of the employee's Executive. An employee requesting to take unpaid time off to observe a religious holiday must submit their request in writing to their immediate supervisor at least fourteen (14) calendar days prior to the proposed absence.



KENDALL COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

811 W. John Street, Yorkville, IL 60560-9249 630/553-9100 Administration Fax 630/553-9506

Memorandum

To: Kendall County Board
From: RaeAnn VanGundy
CC: Administration

We are requesting a reallocation of ARPA funds for a change in position from a Grants Specialist to a Community Resource Specialist.

As of February 2, 2024, our Grants Specialist is no longer employed with the Health Department, and their salary was previously covered by ARPA funds. Given that the ARPA funds are set to conclude on 11/30/24, there is insufficient time for a rehire in the Grants Specialist position.

After engaging in discussions with our Community Action unit, we require support for the DVRT ARPA program. Considering this, we propose reallocating the funds to assign an internal temporary, part-time staff member to the role of "Community Resource Specialist." The intended effective date for this position change is 05/01/2024, aligning with the current needs of our programs.

The Community Resource Specialist's primary job duty would be case management services to provide resources and referrals for those experiencing domestic violence in Kendall County. This staff member will support our current DVRT ARPA program.

We believe this adjustment is both practical and beneficial given the circumstances. We appreciate your prompt consideration of this request. If you have any questions or require further information, please let me know.

Thank you for your attention to this matter.

Sincerely,

RaeAnn VanGundy
Executive Director
Kendall County Health Department