

**KENDALL COUNTY BOARD AGENDA
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, January 7, 2020 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Special Recognition
 - A. Recognition of Newark Girls Volleyball Team for winning 1st place in the 2019 IHSA Class 1A State Championship and Oswego Girls Co-Op Swim and Dive Team for 3rd place in the 2019 IHSA State Championship
6. Public Comment
7. Consent Agenda
 - A. Standing Committee Minutes Approval
 - B. Approval of Claims in an amount not to exceed \$1,765,244.61
8. Old Business
9. New Business
10. Executive Session
11. Standing Committee Reports
 - A. Admin HR
 1. Approval of EMA Coordinator Job Description
 2. Approval of Updated Administrative Services Department Organizational Chart
 - B. Facilities
 1. Approval of Lease Agreement between the County of Kendall and Mutual Ground for room #PA-25 at the Kendall County Courthouse from December 1, 2019 to November 30, 2021 with two, one year options at an amount of \$1,600.00 per month.
 2. Approval of a Memorandum of Understanding between the County of Kendall and Mutual Ground regarding rent payments and monthly donation.
12. Special Committee Reports
 - A. Regional Office of Education Reports
13. Other Business
14. Chairman's Report
15. Public Comment
16. Questions from the Press
17. Executive Session
18. Adjournment

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

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes for Thursday, November 25, 2019

Call to Order

Committee Chair Matt Kellogg called the Budget and Finance Committee to order at 5:00p.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Scott Gryder	Here		
Audra Hendrix	Here		
Matt Kellogg	Here		
Matthew Prochaska	Here		

Staff Members Present: Scott Koepfel, RaeAnn VanGundy

Approval of Agenda – Member Hendrix made a motion to approve the agenda, Member Prochaska seconded the motion. **With five members present voting aye, motion passed by a vote of 5-0.**

Approval of Claims – Member Hendrix made a motion and Member Prochaska seconded the motion to forward for approval, claims in an amount not to exceed \$1,547,807.23 to the County Board. **With five members voting aye, the claims were approved to forward to the County Board for final approval by a vote of 5-0.**

Department Head and Elected Official Reports - None

Items from Other Committees – None

Items of Business

- *Discussion of FY20 Budget* – Discussion on last minute proposed budget changes by the Circuit Clerk. **There was full consensus by the committee to keep the budget status quo.**

Executive Session – Not needed

Questions from the Media – None

Items for the November 25, 2019 County Board Meeting

- *Approval of Claims in an amount not to exceed \$1,547,807.23*
- *Approval of Kendall County Fiscal Year 2019-2020 Combined Budgets and Appropriations Ordinance for all funds with revenues and transfers-in in an amount not to exceed*

75,000,000. and expenditures and transfers-out not to exceed \$86,000,000.

Adjournment – Member Gryder made a motion to adjourn the Budget and Finance Committee meeting, Member Prochaska seconded the motion. **The meeting was adjourned at 5:22p.m. by a 5-0 vote.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Secretary



MEETING MINUTES FOR WEDENSDAY, November 27, 2019

Call to Order – The meeting was called to order by Committee Chair Amy Cesich at 8:31 a.m.

Roll Call

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers		8:32a.m.	
Scott Gengler	Here		
Matthew Prochaska	Here		
Robyn Vickers	Present		

With five members present, a quorum was established to conduct committee business.

Others present: Scott Koeppel, Laura Pawson

Approval of Agenda – Motion made by Member Prochaska, second by Member Gengler to approve the agenda. **With four members in agreement, the motion carried by a vote of 5-0.**

Approval of Minutes – Motion made by Member Prochaska to approve the minutes from October 23, 2019, second by Member Vickers. **With five members in agreement, the minutes were approved by a 5-0 vote.**

Monthly Reports

- **Census Log** – Laura Pawson reviewed the census log with the committee.
Dogs Available for Adoption: 5
Cats Available for Adoption: 6 (5 cats, 1 kitten)
- **Bite Report** – Ms. Pawson reviewed the Bite Report. The report indicated there were 9 bites for the month of October. Written report provided.
- **Operations Report** – There is one part-time vacancy for a Kennel Technician that has been posted recently.

Chair Cesich cancelled the December 18th meeting due to the holidays.

Ms. Pawson briefed the committee on a possible Feral Cat Program and how it would work, and possibly holding low-income clinics at the County facility. **Ms. Pawson will bring additional information to the January 2020 meeting.**

Upcoming Events and Media:

- Volunteer Orientation: Thursday, December 5 from 6:00-7:30p.m.
 - Oswego Police Officer with featured Pet video done every other Wednesday of the month
 - Yorkville Police Officer with featured Pet video done every other Wednesday of the month
 - Record Newspaper Pet of the Week Ad – “Pumpkin” - a Pitbull Terrier
- **Accounting Report** –Written report provided. Discussion on fund transfers, and transfer to the Capital fund next year for the facility improvements, the fund balance, and conducting a 2020 revenue review in July.

Member Cesich asked Ms. Pawson to research and comparison data from other area facilities that are currently chipping cats.

Old Business

- *Animal Control Building Project Update* – Jim Smiley updated the committee on pricing for aluminum window framing in the facility, and asked the committee for authorization to pre-purchase the windows to ensure accurate installation. Mr. Smiley also reported on the painter that the County has used for past projects, and possibly a discounted price in painting, as well as scheduling demolition and masonry construction. Mr. Smiley will be managing the project himself, and hiring individual contractors to complete the work. Member Cesich stated that we will also do public bids for the HVAC system installation next year.

New Business – Member Cesich stated that a citizen asked if Animal Control could post on their webpage, any stray animal with no collar or chip, before the adoption process is implemented. Ms. Pawson stated that she is working on that capability with the Chameleon software program and Pet Harbor.

Executive Session – Not needed

Action Items for the County Board – None

Action Items for the Committee of the Whole – None

Questions from the Media – None

Public Comment – None

Adjournment – Member Flowers made a motion to adjourn the meeting, second by Member Gengler. **With five members present in agreement, the meeting was adjourned at 9:10a.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant & Recording Clerk

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Thursday, December 12, 2019

CALL TO ORDER AND PLEDGE OF ALLEGIANCE - The meeting was called to order at 4:16p.m. by County Board Chair Scott Gryder, who led the Pledge of Allegiance to the American Flag.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Amy Cesich	Present		
Elizabeth Flowers	Here		
Scott Gengler	Here		
Tony Giles	Here		
Judy Gilmour	Here		
Scott Gryder	Here		
Audra Hendrix	Here		
Matt Kellogg	Present		
Matthew Prochaska	Here		
Robyn Vickers	Present		

Others present: Assistant State’s Attorney Leslie Johnson, Scott Koeppel, Matt Asselmeier, Meagan Briganti

APPROVAL OF AGENDA –Member Cesich made a motion to approve the agenda, second by Member Prochaska. **With ten member’s present voting aye, the motion carried by a vote of 10-0.**

SOLID WASTE PLAN HEARING – Dr. Tokars briefly reviewed the proposed 5-year Solid Waste Plan with the committee. Steve Curatti provided history of the Solid Waste Plan Committee, the comprehensive review, the necessity of updating every 5 years, and the format and strategy of the proposed plan. Aaron Rybski provided information on the Environmental Health Division, and the work of all staff on the plan, the accomplishment of the plan over the five years proposed. Marlin Hartman, Solid Waste Program Administrator, briefed the committee on future trends, including:

- Energy from Waste
- 35 percent U.S. Recycling Rate
- Food/Organics Waste Composted
- Contamination during recycling
- Plastics – meant to last forever, not being recycled properly; huge amounts of plastic waste from third world countries into the oceans and waterways
- Excess packaging around packages
- Artificial Intelligence increase
- Bio-diesel processing and secondary natural resources

OLD BUSINESS – None

NEW BUSINESS

From Admin HR Committee: GIS Aerial Invitation to Bid – Mr. Koeppel provided information on past GIS Aerial flights. Ms. Briganti informed the committee about the Subscription Service with “Near Map”, and stated that their aerial flight would cover the entire County every other year. Ms. Briganti stated that a 4-year agreement would cost \$25,000 per year, and benefits of the subscription would be an every other year aerial flight, better quality and more frequent updating of maps. Full funding for the next five-years would come from GIS funds. **There was consensus to forward the agreement to the State’s Attorney’s Office for legal review.**

From Facilities Committee: Dewberry Architects & Engineers contract for County Office Building projects included in the 2020 Capital Budget – Mr. Kellogg provided information on the Dewberry contract, and asked the Board to consider approval at the next meeting without State’s Attorney review. **There was consensus to forward the item to the County Board for approval.**

From PBZ Committee: Discussion of Petition 19–42 – Request from the Kendall County Planning, Building and Zoning Department to Update Kendall County’s Building Codes to the 2018 International Building Code, 2018 International Residential Code Including Appendix A, B, C, E, F, G, H, J, O, and Q, 2017 National Electric Code, Illinois Plumbing Code, 2018 International Mechanical Code, 2018 International Fuel Gas Code, 2018 International Existing Building Code, Illinois Energy Conservation Code, and Illinois Accessibility Code – Mr. Holdiman stated that the International Code Council publishes new code books every 3-years, and that the County is audited by the Insurance Services Organization every 6-years, and that the only new code is a building code, that will bring the County up to date with the 2018 upgrades.

PUBLIC COMMENT – Stan Ludwikowski, Solid Waste Plan Advisory Board member
Todd Milliron, Solid Waste Plan Advisory Board member

QUESTIONS FROM THE MEDIA – Jim Wyman, WSPY

REVIEW BOARD ACTION ITEMS – Chairman Gryder asked the committee to review the draft Board agenda for any changes or additions.

ITEMS FOR THE COMMITTEE OF THE WHOLE MEETING - None

CHAIRMAN’S REPORT – Chairman Gryder was happy to report that the Millington Bridge opened today with a 5-ton load limit, which would allow cars and pick-up trucks only. They will close the bridge for approximately 6-weeks in July to complete the necessary repairs/upgrades.

Chairman Gryder also reported on the collaboration between the County, the Sheriff’s Office and the City of Yorkville regarding the potential of an addition of a wing on the Public Safety Center for a new City of Yorkville Police Department.

Sheriff Baird stated that Yorkville Police currently uses the County Public Safety Center booking and holding cells, since they don't have their own. Sheriff Baird went on to say that this collaborative effort would be of great benefit to residents by the financial savings, and that it would benefit the Sheriff's Office by allowing some remodeling and expansion of the Sheriff's Administration Offices.

EXECUTIVE SESSION – Member Prochaska made a motion to enter into Executive Session for Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees as mandated by Section 2.06, 5ILCS 120-2/2, second by Member Vickers.

ROLL CALL:

Attendee	Status
Amy Cesich	Yes
Elizabeth Flowers	Yes
Scott Gengler	No
Tony Giles	Yes
Judy Gilmour	Yes
Scott Gryder	Yes
Audra Hendrix	Yes
Matt Kellogg	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes

With nine members voting yes, and Member Gengler voting no, the committee entered into Executive Session at 5:39p.m. by a vote of 9-1.

Others Present: ASA Leslie Johnson, Scott Koepfel

With ten members voting aye, the committee reconvened in Open Session at 7:07p.m.

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Flowers. **With ten members voting aye, the meeting was adjourned at 7:09p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

COUNTY OF KENDALL, ILLINOIS
Kendall County Complete Count Census Commission
Thursday, December 5 at 5pm
Meeting Minutes

CALL TO ORDER

The meeting was called to order by Chair Robyn Vickers at 5:02pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Robyn Vickers	Here		
Scott Gengler	Here		
Edward Bugg	Here		
Christina Burns	Here		
Rob DeLong	Here		
Becca Garcia	ABSENT		
Katelyn Gregory	Here		
Scott Gryder	ABSENT		
Lynette Heiden	ABSENT		
Bob Hausler	Here		
Cathy Kavanaugh	Here		
Brent Lightfoot	ABSENT		
Chris Mehochko	ABSENT		

Others Present: Steve Curatti, Kendall County Health, Mera Johnson, Kendall County Administrative Services, Vinita Voss, US Census Bureau.

APPROVAL OF AGENDA – Member Gengler made a motion to approve the agenda amending it to also approve the minutes from the last meeting, second by Member De Long. **With nine members present in agreement, the motion carried.**

DETERMINATION OF QUORUM: With nine members present there was a quorum.

COMMENTS FROM THE CHAIR: Chair Vickers thanked everyone for attending the second meeting. She announced that the County has received \$25,000 to use in Census 2020 efforts, she thanked Staff Liaison Mera Johnson for her efforts in obtaining the grant. For this meeting the discussion should be focused on what will be done with the funds.

GRANT EFFORTS (\$25,000 received): Member DeLong asked about chrome books versus iPads as the chrome books are much cheaper. Member Kavanaugh asked about where they would be housed. Ms. Johnson explained that the devices could be loaned out or be sent with bilingual staff to assist people in completing the Census. Member DeLong noted that Oswego Township is willing to have kiosks in the new building and that can service the Boulder Hill area.

Chair Vickers emphasized the grant is to be used for Hard to Count Populations and noted that non English speakers are a large part of that population, particularly in Plano or Boulder Hill. Member Hausler asked about churches, Ms. Johnson noted that St Mary's is on the list. Chair Vickers also asked about a Market in Plano and asked if the Health Department could have chrome books and have staff. Mr. Curatti confirmed that they could have a chrome books and current staff could assist. Ms. Johnson noted that staff can assist individuals with completing the Census and that incentives like raffles and prizes are options. Chair Vickers suggested gift cards. Member Bugg asked about libraries and their ability to have their own computers available. Member Kavanaugh noted that the Principal at PH Miller would like some outreach assistance. There are approximately 200 Spanish speaking families at that school.

BUDGET DISCUSSION: There was discussion about getting the most from the grant money and purchasing Chromebooks. Also hiring bilingual staff to attend events. Finally doing a website and social media. Chair Vickers discussed hiring a consultant.

OUTREACH EFFORTS: Ms. Vinita Voss, Census Bureau Partnership Specialists Liaison introduced herself and explained that she can assist with attending events and promotional materials. For promotional materials there needs to be a 7 to 10-day window. Ms. Voss noted that bags, chap stick and other materials can be available. Mr. Curatti noted that hand sanitizer and pens are popular at the Health Department.

Member Gengler asked about a timeline for the process. Ms. Voss indicated the Census will actually start mid-February and March. Then individuals will give time to respond. After that there will be a none response follow up with workers going out into neighborhoods. Ms. Voss explained that the Commissions main job was to push information out during the entire cycle. Chair Vickers asked if the Commission will be get information about who is not responding so those areas can be targeted. Ms. Voss answered that not necessarily. The information is usually protected, however outreach teams and local law enforcement will be notified when none response teams are going to start their canvass. Chair Vickers noted that details may not be necessary but perhaps municipalities and the County could add the Census to its peddler's permit page. Ms. Voss also started that emergency text messaging systems are helpful. Member Gregory noted that the City of Yorkville can send these notices to residents. C

Member Hausler asked about new housing growth. Ms. Voss indicated that November was the last time to report new housing. Member Hausler expressed concern as Oswego, Yorkville and Plano may

have 50-100 homes each build during this time. Ms. Johnson mentioned new resident packets or water bills. Member Burns asked how will someone report if they have a new home and don't get a mailer? Ms. Voss indicated that they are working on making sure new housing units built after November 2019 are counted, her best advice is to plug in the new address. Member Burns indicated that the Village of Oswego would be happy to follow up with new housing information.

Member Gengler inquired about social media. Chair Vickers noted that a consultant will be hired for a website and social media even Snap chat so kids can see it. Member Gengler noted sometimes children are some of the major communicators in the family. Chair Vickers added that in some non-English speaking households' children are the main communicators. Member Gregory asked if the website would be Bilingual? Ms. Johnson made a note to make sure that it is.

Member Burns indicated that in Oswego they have a list of all communication and marketing personnel in the area. A similar list can be utilized for the Census as it's sometimes difficult to build a social media network and audience in such a short time window. Chair Vickers asked about water bills and newsletters for municipalities and other organizations.

Ms. Voss also noted that the 0-5 age group was undercounted by about a million, that category needs to be a focus. Ms. Johnson noted that Member Gengler has asked about daycares and preschools. Ms. Voss will put together a packet of outreach materials suited for that category. Member Bugg explained that one group that sometimes falls through the cracks are 18-29 year olds. They are sometimes not aware of the Census. Social media campaigns should help with that.

Member Gengler asked advice on other groups to target. Ms. Voss indicated that immigrant populations and letting them know that their information is confidential and secure. Member Gengler asked about Senior Citizens and suggested the Committee contact local Senior housing.

Chair Vickers asked about college students and how they should be counted. According to Ms. Voss college students are counted as part of group quarters at their college. Snowbirds however according to Ms. Voss are another hard to count population. They should respond where they reside most of the time. Chair Vickers asked about enumerators leaving a door hanger. Ms. Voss will ask about that.

Member Bugg asked about responding online and if there a preferred browser? Ms. Voss said she will follow up but they have been using chrome safari and various other browsers.

Member Gengler how the committee can use local media to get the word out. Ms. Johnson indicated that the Census has readymade Ads that can be used on all platforms to reach a variety of populations. Member Bugg noted that if press releases are sent out sometimes radio stations and other media outlets pick them up. Chair Vickers indicated there are several events. Ms. Johnson noted that business Expo in February in Oswego and Member Gregory also noted that there is a Taste of Yorkville event coming up in January.

NEXT MEETINGS TO BE DETERMINED: Next meeting is scheduled for Thursday January 9th, 2019. The first Thursday of the month at 5pm except for January.

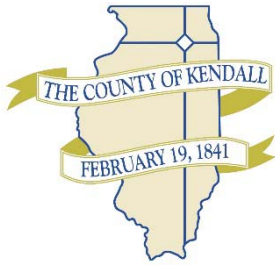
PUBLIC COMMENT:

COMMENTS FROM THE PRESS: Katie Finlon from the Kendall County Record wanted everyone's name.

ADJOURNMENT: Member Hausler made a motion to adjourn the meeting, second by Member Bugg. **With no objections, the meeting was adjourned at 5:56pm.**

Respectfully Submitted,

Mera Johnson
HR Risk & Compliance Coordinator



Kendall County Agenda Briefing

Committee: Admin HR

Meeting Date: 11-20-19

Amount: \$70,000

Budget:

Issue: With the retirement of the part time EMA Director and tremendous growth the County has experienced a full time staff person is needed to ensure Kendall County is prepared.

Background and Discussion:

Mr. Koeppel explained that due to retirement and the fact that this position has always been part time the need has arisen for a full time position. From discussion with the Chairman and the Sheriff this position is needed because of the growth in the County. There can be changes made to the grant increasing the amount we submit. The position will report to the County Administrator for budget and day to day and to the Chairman in emergency situations. Ms. Page indicated that this position is needed to improve EMA operations in the County. Member Prochaska inquired about the position being a Director versus Coordinator and the position reporting to the Administrator in other Counties. Mr. Koeppel responded that typically a Director title is used if the position supervises other positions. Member Flowers asked about the salary. Mr. Koeppel indicated he did a salary survey and set the salary at \$70,000

Committee Action:

Motion made by Member Vickers, second by Member Prochaska to forward the EMA Coordinator job description to the State's Attorney Office and to the Board for approval. With all members present voting aye the motion carried.

Staff Recommendation:

Staff recommends approving this critical position.

Prepared by: Mera Johnson Risk Management and Compliance Coordinator

Department: Administrative Services

Date: December 27, 2019

Kendall County Job Description

TITLE: Emergency Management Coordinator
DEPARTMENT: Emergency Management Agency
SUPERVISED BY: County Administrator
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary

Organizes, develops, administers and coordinates training and operations of the county wide emergency management preparedness plan in Kendall County. Manages County resources in a disaster including personnel and volunteers. Works closely with all public safety partners, local government officials, County Board Members and Department Heads to support the community with prevention, protection, mitigation response and recovery from any given all-hazards incident.

II. Essential Duties and Responsibilities

- A. Responsible for development and implementation of emergency plans for Kendall County including coordination with the County Board Chairman in determining when the Emergency Operation Center will be activated.
- B. Assist with the development of training exercises and directing coordinated operations under simulated emergency conditions including but not limited to natural technologies and or human caused disasters/events.
- C. Responsible for planning, organizing and directing County's Emergency Management Programs and County activities.
- D. Creates and focuses on policies and procedures to address numerous natural and technical hazards that may potentially impact the County. Primary focal points include hazardous materials, severe weather, flooding and threats to public safety.
- E. Responsible for maintaining Agency owned equipment including but not limited to vehicles, trailers and radio equipment.
- F. Prepares situational reports during periods of disaster and emergency to be distributed to stakeholders in the County.
- G. Represent the County before public and legislative bodies, conferences and all other emergency related functions
- H. Prepare a monthly report and attend assigned County Board Committee meetings to provide updates on emergency management issues and activities, including but not limited to Legislative issues. Attends County Board Meetings as needed.
- I. Establishes systems to alert key officials and warn the public in the event of an emergency.
- J. Develops, maintains and upgrades an Emergency Operations Center (EOC) as a site from which key officials can direct and support operations during an emergency.
- K. Serves as a member of the Agency's Command Staff and is capable of functioning in any Command or General Staff position as needed.

- L. Ensure that the Agency meets necessary requirements to maintain accreditation as an Emergency Management Agency with the State of Illinois' Emergency Management Agency (IEMA)
- M. Possess knowledge of Federal, State and Local laws pertaining to emergency management; including the IEMA Act, Code Title 29 Part 301 of Illinois Administrative Code, Stafford Act, Non Stafford Act, Civil Defense Act, Disaster Mitigation Act, and the Illinois Nuclear Safety Preparedness Act.
- N. Collaborate with other county and local officials in the development of hazard mitigation programs and plans.
- O. Conducts facility safety and assessments at the request of community organizations.
- P. Maintains the County's all-hazards Emergency Operation Plan in accordance with the guidance set forth in IEMA Act (20ILCS 3305) and its Administrative Rules
- Q. Works closely and maintains effective relationship with other County offices, departments, agencies, municipalities, community/non-governmental organizations, private sector partner agencies on developing and enhancing emergency management plans and capabilities.
- R. Implements all required training for National Incident Management System (NIMS) compliance to county departments and offices as applicable.
- S. Serves as primary on call personnel in the event of an emergency and or establishes an on call personnel system 24 hours a day, 7 days a week to respond to EMA duties.
- T. Responsible for the EMA budget, applications for Federal, State and other financial assistance; and preparation of logs, annual and quarterly reports and monthly claims to appropriate agencies and the County Board.
- U. Oversees the ordering, receiving, storing and issuance of supplies and equipment for emergency management use.
- V. Supports community outreach and communication by attending special events.
- W. Assists in the establishment and maintenance of mutual aid or cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency.
- X. Serves as the County's point of contact for the Department of Homeland Security, including activities associated with the threat of terrorist attacks and emergency management functions associated with conventional and nuclear enemy attack.
- Y. Attends workshops, seminars and training on Emergency Management and other related topics on disaster preparedness.
- Z. Establishes current and long range goals, plans, and policies and procedures within the scope of emergency management.
- AA. Performs other duties relating to Kendall County's emergency management as assigned by the County Administrator.

III. Supervisory Responsibilities

This job has no supervisory responsibility except to supervise subordinate command staff and volunteers in the event of an emergency. There is administrative support available to assist the position with clerical duties.

IV. 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, reports, minutes, agendas, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both a one-on-one and group settings.
- Requires proficiency in the English language, spelling, and grammar.

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 percent and to draw and interpret bar graphs.

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 analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to evaluate situations and draw conclusions.

D. Skills, Knowledge and Abilities:

- Strong organization skills and attention to detail.
- Knowledge of federal and state laws and regulations as they pertain to emergency management and emergency planning
- Knowledge of basic accounting principles and practices and office management procedures.
- Ability to operate a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, personal protective equipment, various emergency equipment, audio/visual equipment and general office equipment.
- Knowledge of communication systems, frequencies and various communication equipment capabilities.
- Ability to express oneself clearly and concisely both orally and in writing.
- Knowledge of the County geography, including key emergency management staging sites, infrastructure and buildings.
- Ability to have flexible hours and deploy for disaster response.

- Ability to prepare accurate reports, write plans and direct the use of resources and coordinate emergency operations under extraordinary circumstances.
- Ability to work with confidential information.
- Ability to establish and maintain effective working relationships with Department staff, other Departments, Elected Officials and others such as private sector businesses and the general public.
- Ability to use MS Word, Excel, Outlook, PowerPoint. Ability to use the Internet and specialized department software to extract and record data.
- Ability to manage projects and multiple priorities simultaneously.

E. Education and Experience:

- A minimum of a Bachelor's Degree in Management, Fire Sciences, Law Enforcement, Public Safety or Public Administration.
- A minimum of two years' practical experience in an Emergency Management field.
- Illinois Emergency Management Agency Professional Development Series certification (or certification within twelve months of hire).
- Illinois Emergency Management Agency Illinois Professional Emergency Manager certification (or certification within twelve month of hire)
- National Incident Management System Certified (or certification within twelve month of hire)
- Valid and current Illinois Driver's License and good driving record is required.

V. Physical Demands:

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

- Frequently sit for hours in meetings, office and/or a vehicle;
- Occasionally lift and/or move up to 40 pounds;
- Frequently lift and/or move up to 10 pounds.
- Stand and walk on uneven ground and at development sites;
- Use hands to finger, handle, or feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Climb and balance at various sites;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Operate County vehicles and safety equipment;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to various sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside and outside environmental conditions, especially extreme weather.
- May be exposed to blood borne pathogens or other infections or contagious diseases.
- May be exposed to dust, fumes, odors, smoke, gases and chemicals.
- The noise level in the work environment varies from quiet to noisy.
- The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
- Employee may be exposed to stressful situations while working with elected officials, law enforcement, first responders, medical professionals, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

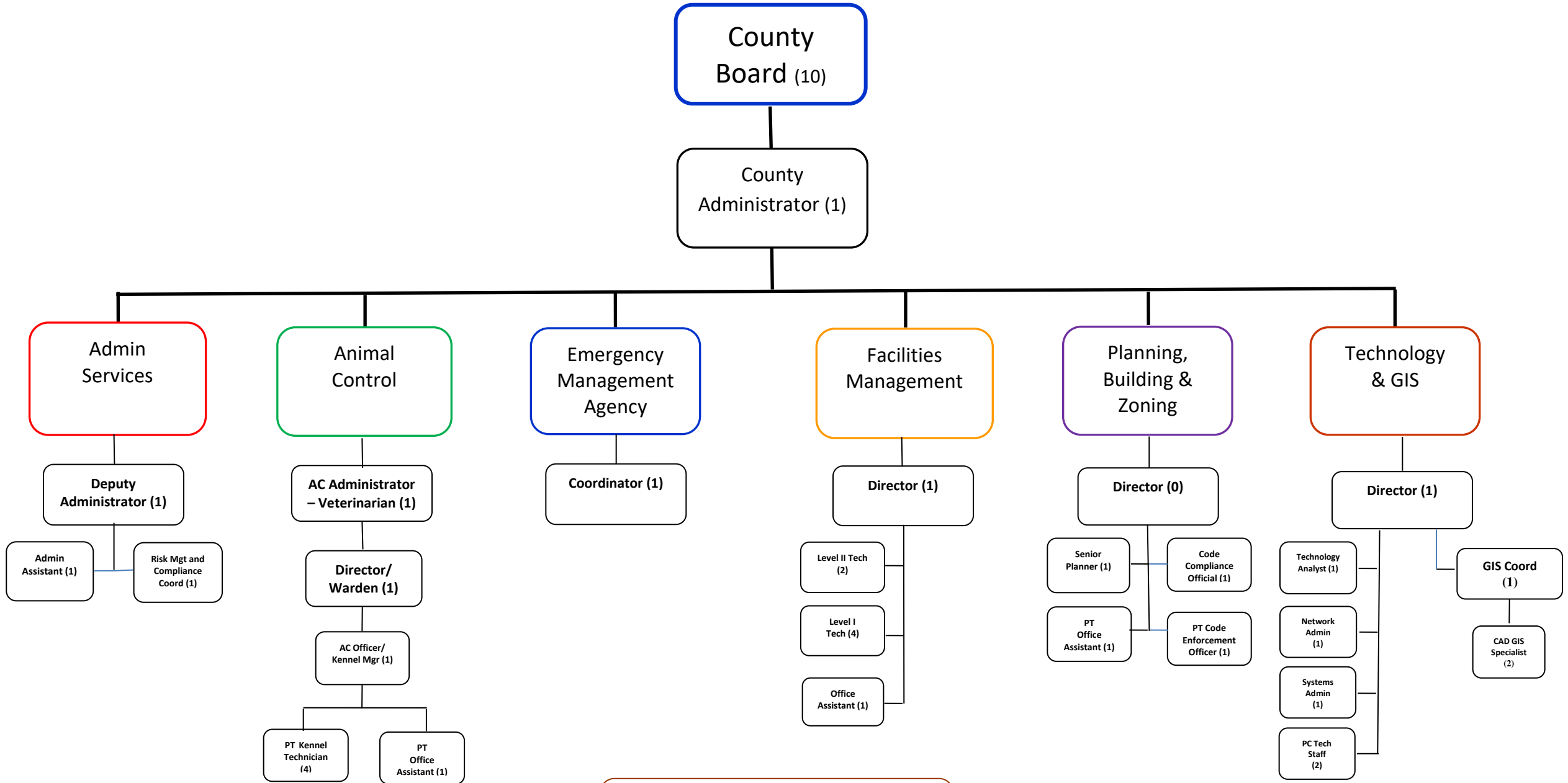
Date

Signature of Supervisor

Date

cc: personnel file, employee

KENDALL COUNTY, ILLINOIS ADMINISTRATIVE SERVICES DEPARTMENT ORGANIZATION CHART



Admin Services	4	Facilities Mgmt	8
Animal Control	8	PBZ	4
EMA	1	Technology/GIS	9
		TOTAL:	33

REGIONAL OFFICE OF EDUCATION
Grundy and Kendall Counties

ANNUAL REPORT
2019

CHRISTOPHER D. MEHOCHKO
Regional Superintendent

MICHELLE SENFFNER
Assistant Regional Superintendent

Grundy Kendall Regional Office of Education

This report is intended to familiarize the reader with some of the services provided by the Grundy-Kendall Regional Office of Education.

The Grundy-Kendall Regional Office of Education (ROE) is fortunate to work with excellent school administrators and teachers, while at the same time receiving outstanding cooperation from both the Grundy and Kendall county boards and county service agencies.

The primary duty of the Regional Office of Education is to assist Grundy and Kendall County educators with licensure questions. However, the office also assists educators from across the state as well as those located out of state.

The ROE provides a variety of services required by the State of Illinois, suggested by the ROE itself or implemented at the request of the schools within the region. Services range from serving as administrative agent of a cooperative program to providing professional development activities and programs for the teachers and administrators within the region. Professional development for school personnel is under the auspices of the Regional Office of Education in conjunction with the Will County Regional Office of Education. The Professional Development Alliance is located in Joliet. In addition to professional development, the Grundy/Kendall ROE is responsible for Alternative School programs, truancy case workers, homeless liaison, and Workforce Investment Act programs.

The ROE also provides training for all school bus drivers, provides testing which leads to the awarding of the GED certificate to those who did not complete their high school education, fingerprints school employees, and maintains a job bank database.

The Grundy-Kendall Regional Office of Education is responsible for 18 public school districts which educate students in 11 high schools, 11 middle schools, 39 elementary schools, and 3 early childhood centers. In addition, there are 6 private schools, 5 alternative schools, 1 cooperative vocational center, and 1 outdoor education center. With these additional facilities the number of students in the region has grown to over 45,000 compared to 18,000 students back in 1997-1998. There is also one special education cooperative providing a myriad of services for students. All of these facilities lie in an area covering over 752 square miles.

REGIONAL OFFICE OF EDUCATION STAFF/SUPPORT

The Grundy/Kendall Regional Office of Education has developed a very strong reputation for having friendly, knowledgeable support staff. Support staff for the Regional Office of Education consists of one Administrative Assistant/Licensure Officer in the Morris office and one Administrative Assistant/Licensure Officer and one Bookkeeper in the Yorkville office. It is common to hear positive comments about the support staff's contributions to the ROE.

Basic support of the day-to-day functions of supervision and service to the schools and people of the two-county region is, per law, provided by the two counties. County budget assessment is based upon a ratio of the total assessed property valuation of each county. For the FY19 Budget, that ratio stood at 40% for Grundy County and 60% for Kendall County. The FY18 budget ratio moves to 39% for Grundy and 61% for Kendall.

Kendall County Outdoor Education Center

The Kendall County Outdoor Education Center (KCOEC) is located at Hoover Forest Preserve in Yorkville, Illinois. The mission of the KCOEC is to provide students the opportunity for experiential learning in an outdoor setting. During the program day, the teacher or teachers give a great deal of support to the students through the employment of small working groups. In addition to enhancing a standard curriculum, the KCOEC offers the opportunity for student decision-making, self-confidence development, team building, risk taking, leadership development, and personal adventure. A common thread woven into most outdoor education activities is a strong stewardship responsibility, conservation ethic, and environmental harmony.

The KCOEC is funded through a cooperative that includes the school districts of Plano, Sandwich and Yorkville. The Center provides services for the students within this cooperative. The Regional Office of Education is the administrative agent for the center and employs one full-time director.

The KCOEC also welcomes groups outside of the cooperative interested in outdoor education opportunities. Completion of the "challenge course" has helped draw groups from school districts outside the cooperative boundaries as well as businesses from across the region.

The Center provides one-day, outdoor education experiences for thousands of students each year with participants ranging in age from pre-kindergarten through adults. Each program day is developed with the classroom teacher and is designed to enrich the classroom curriculum. Program areas include Environmental Science, Map and Compass, Living History and Team Building. During the 2018-19 school year over 9000 people were served by the KCOEC.

The KCOEC has been providing quality outdoor learning experiences for local school districts for the last 49 years and looks forward to continuing the adventure into the future.

Attendance Assistance Program

The purpose of the Attendance Assistance Program is to improve school attendance and performance of educationally at-risk students. This program works in prevention and intervention modes with schools, truant students and their families to decrease absenteeism. The program serves 18 school districts throughout Grundy and Kendall Counties and is funded through the Illinois State Board of Education (ISBE) Truants' Alternative and Optional Education Program and General State Aid. There is one full-time and one part time truancy case worker in Kendall County and one part-time truancy case worker in Grundy County.

Employment Program

The ROE implements a program funded under the federal Workforce Investment Act (WIA). A youth employment program for Kendall County youth aged 16-21 operates out of the Yorkville Office. The purpose of the program is to help youth from low income homes who have employment barriers such as being a high school drop-out, being on court probation, being a young parent, or being academically deficient. Services include GED tutoring, assistance finding employment, resume creation, career counseling, subsidized employment, assistance finding educational grants and loans, and letters of recommendation for employers and judges. The program is funded by the Workforce Investment Act through the River Valley Workforce Investment Board. Chris Mehochko serves as a member of the River Valley Workforce Investment Board.

GED Testing

The Grundy/Kendall County Regional Office of Education provides GED, along with hundreds of other computer based tests, each month at the Old Historic Courthouse in Yorkville. Generally, tests are administered on Thursday and Saturday of each week. However, we maintain a flexible schedule and open the center on other days to meet the demands of our constituents. We administered 762 exams during the time period between December 1, 2018 and November 30, 2019.

Regional Safe Schools Program

The Regional Safe School Program (RSSP) is a special program created by the State Legislature and is intended to provide educational alternatives for at-risk youth who are expulsion-eligible or have multiple suspensions. Five sites operate cooperatively in the two-county area. Grundy County sites are located at Premier Academy in Morris and Minooka High School (Project Indian). Kendall County RSSP sites are located in Plano (FLEX Program), Oswego (GOAL Program), and Yorkville (Yorkville RSSP Program).

Premier Academy, located in Morris, is a Regional Safe School Program and Truants Alternative and Optional Education Program (TAOEP) which is funded by the Illinois State Board of Education. It is one of over 100 programs operating statewide to serve the needs of at-risk students. Premier Academy houses up to 134 students who would otherwise be without an educational placement. Premier Academy serves students from Morris, Coal City, Gardner-South Wilmington, Seneca, Plano, Oswego, Yorkville and Newark School Districts.

The Professional Development Alliance

Overview

The Professional Development Alliance (PDA) is a cooperative agency of the Grundy-Kendall Regional Office of Education and the Will County Regional Office of Education. It provides professional development programs; consulting, facilitation, and technology services; and technical assistance to schools and other educational agencies in the three counties. This cooperative agreement leverages resources to provide the greatest amount and quality of services for Grundy and Kendall County schools for the funding available.

The PDA is supported through state funding, a variety of federal grants, and fees for services. The Grundy-Kendall ROE contributes its share of state and grant funding toward the operation of the PDA and serves on the Board of Directors of the PDA.

Graduate Cohort Programs

The PDA works with several universities in northern Illinois to bring Masters and Doctoral programs to educators at convenient locations in Grundy, Kendall, and Will counties at reduced rates.

VISTA Learning

This program provides high quality refurbished computers to students in need who have been nominated by their teacher(s) and principal. The focus is to provide updated technology to promising students who would not otherwise have access to these tools to support their learning and achievement.

Evaluation App

For the school 2013-14 school year, the technology staff at the PDA developed and built an evaluation app. This app can be used on numerous media devices. The purpose of the app is to provide evaluators the ability to successfully evaluate educators in a cost efficient and timely manner. The app program incorporates rules established in Senate Bill 7 and the Performance Evaluation Reform Act (PERA). Currently, there are 36,876 active licenses being used across the country.

Homeless Student Education Liaison Program

A homeless child is one who lacks a “**fixed, regular and adequate nighttime place of abode**” and includes children and youths who are

- **Sharing the housing** of other persons; i.e. ‘doubled-up or couch-surfing’ due to loss of housing, economic hardship, or a similar reason;
- Are living in **motels**, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency or **transitional shelters**; are abandoned in hospitals; or are awaiting foster care placement;
- Have a **primary nighttime residence** not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- **Migratory children** qualify as homeless when living in circumstances described above
- This includes the “hidden homeless” - those who are **constantly moving** from one place to another and those who are one paycheck away from being on the streets.

In general, children or youth ‘doubled-up or couch-surfing’, living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations are considered homeless. The (federal) **McKinney-Vento Homeless Education Assistance Act** and the **Illinois Education for Homeless Children Act** ensures homeless children **have a right to:**

- A **free**, appropriate public education including a priority to preschool programs (includes waiver of required school fees that would be a participation barrier for homeless families)
- The **choice** of staying in the school of origin or attending the school nearest their shelter or temporary home
- In the case of **unaccompanied youth**, consideration is given to the youth’s wishes.
- **Immediate** enrollment even when medical records cannot be produced at the time of enrollment
- Assistance with **transportation** if needed

In the Grundy-Kendall Regional Office of Education service area, Christopher D. Mehochko, Regional Superintendent appoints a **Homeless Liaison** to provide public awareness and assist the school district's homeless liaison to eliminate barriers that may prevent homeless students from receiving immediate and full participation in educational activities.

Local School Districts: ‘Homeless Liaison’:

- Every local educational agency (LEA) must designate an appropriate staff person as a liaison for students in homeless situations.
- Liaisons must ensure that students enroll in, and have full and equal opportunity to succeed in, the schools of the LEA (This includes unaccompanied youths.)
- Children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.

Contact: Mia Jusufi, Homeless Liaison, Office of the Regional Superintendent
1320 Union Street, Morris, IL 60450
(T) 815-941-3251; (F) 815-942-5384; email: mjusufi@roe24.org

*Regional Office of Education
Grundy-Kendall Counties*

Christopher D. Mehochko
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December 31, 2019

Mr. Koeppel and Mr. Gray,

In accordance with Illinois School Code section 105 ILCS 5/3-5, I would like to report under affirmation to the County Board a list of acts as county superintendent for the previous quarter from December 1, 2018 - February 28, 2019.

Sincerely,
Christopher D. Mehochko
Regional Superintendent of Schools

Office activity

School Bus Driver Trainings: 5

School Bus Drivers Trained: 62

Finger printings done at 2 offices: 388

Phone Calls Taken: 1,457

Walk In Patrons Served: 998

Registrations for testing at the Professional Training and Testing Center: 205

Students Currently at Premier Academy Morris: 90

ParaPro Tests Given: 14

Truancy Hearings done at both offices: 17

School District Compliance Visits: 2

School Building Health Life Safety Inspections and Occupancy Walk Through: 16

Quarter Activity

- December 3-4, 2018 – Raising Student Achievement Conference at Pheasant Run in St. Charles
- December 5, 2018 – Truancy Hearings
- December 6, 2018 – HLS Inspections - Coal City Intermediate School, Coal City Elementary School and Coal City Early Childhood Center
 - Vista Computer Giveaways in Kendall County
- December 7, 2018 – HLS Inspections - Newark High School
 - IVASBO
 - Senior Presentations Newark HS
- December 10, 2018 – Yorkville Kiwanis Meeting
 - Meeting with ISU Representatives
 - Vista Computer Giveaways in Grundy County
 - Truancy Hearing
- December 11, 2018 – HLS Inspections - Homestead Elementary School, The Wheatlands Elementary School, Coal City Middle and Coal City High School
- December 12, 2018 - Vista Board Meeting
- December 13, 2018 – Kendall Retired Teachers Luncheon
 - Grundy County Education/Personnel Committee Meeting
 - Truancy Hearings
- December 14, 2018 – Grundy County Special Education Board Meeting
 - Meeting at Representative David Welters Office
 - Premier Door Decorating contest
- December 17, 2018 – Petitions to Springfield
- December 18, 2018 – HLS Inspections - Grande Park Elementary School and Murphy Junior High School
- December 19, 2018 – Grundy County Special Education Cooperative Board Meeting
- December 20, 2018 – School visits – Traughber Junior High, Murphy Junior High, Bednarcik Junior High, Thompson Junior High and Plank Junior High
 - Yorkville Kiwanis Event

- January 7, 2018 – Yorkville Kiwanis Meeting
- January 8, 2019 – HLS Inspection - Oswego High School
 - Grundy County Board Presentation
- January 9, 2019 – IARSS Springfield
- January 10, 2019 – Grundy County Education/Personnel Committee Meeting
- January 11, 2019 – IVASBO Meeting
- January 15, 2019 – Occupancy Walk Through - Yorkville District Office
 - Area One Conference Call
- January 16, 2019 – Grundy County Special Education Cooperative Board Meeting
- January 17, 2019 – Meeting with Konica Representative
- January 18, 2019 – Meeting at Joliet Township High School District

- Truancy Hearings
- IASA
- January 23, 2019 – Truancy Hearings
- January 24, 2019 – TREES Meeting
 - PDA Governing Board Meeting
- January 28, 2019 - Yorkville Kiwanis Event – Kendall ROE
 - Child Youth Safety Meeting-Kane County CASA
- January 29, 2019 - WIOA MOU Negotiations Session
 - Kendall Juvenile Justice Council Meeting

- February 1, 2019 – IVASBO
- February 4, 2019 – Yorkville Kiwanis Meeting
- February 6, 2019 – Compliance - Yorkville Christian High School
- February 11, 2019 – Truancy Hearings
 - Meeting with District #54 School Personnel
- February 12, 2019 – HLS Inspections - Mazon Elementary and Junior High School
- February 14, 2019 – Kendall County Retired Teachers Luncheon
 - Grundy County Education/Personnel Committee Meeting
 - Truancy Hearings for Plano HS
- February 20, 2019 – Grundy County Special Education Cooperative Board Meeting
 - Insurance Meeting at the Morris ROE
- February 21, 2019 – HLS Inspection - Saratoga Elementary School
 - WIOA Meeting
 - ISBE conference call
 - Truancy Hearing YHS
- February 23, 2019 – Spelling Bee - Saratoga Elementary School
- February 25, 2019- Meeting with Kendall County Probation
- February 26, 2019 – Administrators Academy Workshop
- February 27, 2019 – Compliance - St. Mary’s School
- February 28, 2019 – HLS Inspection - Jones Elementary School
 - WIOA Executive Committee Meeting

*Regional Office of Education
Grundy-Kendall Counties*

Christopher D. Mehochko
Superintendent

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December 31, 2019

Mr. Koeppel and Mr. Gray,

In accordance with Illinois School Code section 105 ILCS 5/3-5, I would like to report under affirmation to the County Board a list of acts as county superintendent for the previous quarter from March 1, 2019 - May 31, 2019.

Sincerely,
Christopher D. Mehochko
Regional Superintendent of Schools

Office activity

School Bus Driver Trainings: 15
School Bus Drivers Trained: 346

Finger printings done at 2 offices: 492

Phone Calls Taken: 1,622
Walk In Patrons Served: 1,259

Registrations for testing at the Professional Training and Testing Center: 221

Students Currently at Premier Academy Morris: 90

ParaPro Tests Given: 16

Truancy Hearings done at both offices: 20

School District Compliance Visits: 1

School Building Health Life Safety Inspections and Occupancy Walk Through: 18

Quarter Activity

- March 1, 2019- IVASBO at Morris Country Club
- March 4, 2019- Health Life Safety-White Oak and Nettle Creek
- March 5, 2019 – Grundy County Safety Committee Meeting
- March 6, 2019- ICS Compliance visit
- March 7, 2019- Truancy Hearings
 - Grundy County Special Education Cooperative Meeting
- March 12-13, 2019- IARSS Springfield
- March 14, 2019- Truancy Hearings
 - District 308 School Safety Meeting
 - Grundy County Education/Personnel Committee Meeting
- March 15, 2019- Regional Education Matters Luncheon-YHS
- March 18, 2019- Truancy Hearings
- March 19, 2019- Area 1 Meeting in DuPage
- March 20, 2019- Frontline Meeting
 - Grundy County Special Education Cooperative Board Meeting
- March 21, 2019 – TREES Meeting
 - PDA Governing Board Meeting
 - WIOA MOU Negotiations Session
- March 22, 2019 – Truancy Hearings

- April 1, 2019 – Truancy Hearings
- April 2, 2019- Health Life Safety-Morris High School and GVAC
 - Kendall Juvenile Justice Meeting
- April 3, 2019- Health Life Safety-Gardner Grade School, GSW High School, South Wilmington Grade School and Braceville Grade School
 - Truancy Hearings
- April 4, 2019- ISBE Conference Call
 - WIOA MOU Negotiations Session
- April 5, 2019 – IVASBO Meeting at Morris Country Club
- April 9, 2019- Kendall County Court for truancy case
 - Area One Meeting in DuPage
- April 11, 2019- Census meeting
 - District 308 School Safety Meeting
 - Grundy County Education/Personnel Committee Meeting
- April 12, 2019-Scholarship Committee Meeting
- April 16, 2019- McKinney Vento monitor meeting
 - Conference call with PDA
 - FUSION Meeting at Minooka Fire Department
- April 17, 2019- Grundy County Special Education Cooperative Meeting
 - Grundy County Government Day
- April 18, 2019- ISBE conference call
 - Juvenile Justice Meeting
 - Grundy County Roundtable Discussion
- April 22, 2019- Child Youth Safety Meeting
- April 24, 2019- Health Life Safety-Bednarcik and Wolf's Crossing

- Kendall Juvenile Justice Council Meeting
 - Kendall County Computers Giveaway
- April 26, 2019 – IASA Meeting
- April 27, 2019 – SKY Run for Kendall County Juvenile Justice Council
- April 29, 2019- Heath Life Safety- Saratoga
 - LEA Determinations Conference Call
- May 1, 2019- Health Life Safety- Walnut Trails
- May 3, 2019 – IPA Student Recognition Luncheon
- May 6, 2019- Senior Presentations Newark High School
 - Yorkville Kiwanis Meeting
- May 7, 2019- Health Life Safety Inspection - Plano High School
 - Grundy County Special Education Cooperative Baseball Day
- May 8, 2019- Meeting with Wendell from Plano American Legion
 - Health Life Safety Inspection - Minooka South Campus
 - Grundy LEPC Meeting at Morris Hospital
- May 9, 2019- Minooka Elementary Health Life Safety Inspection
 - District 308 School Safety Meeting
- May 10, 2019- IVASBO at Morris Country Club
 - Premier Luncheon
- May 13, 2019- Truancy Hearings
- May 14, 2019- Area 1 conference call
 - Grundy County Computer Giveaway
- May 15, 2019- Grundy County Special Education Cooperative Board Meeting
- May 16, 2019- PDA Governing Board
 - ISBE conference call
 - Grundy County Education/Personnel Committee Meeting
- May 20, 2019- Premier Graduation
 - Regional Board of School Trustees Meeting
- May 22, 2019- District 308 School Safety Committee Meeting
 - Grundy County Roundtable Discussion
- May 23, 2019 – Kendall Veterans Assistance Commission Golf Outing
- May 28, 2019 – Morris Hospital After Action Meeting
- May 29, 2019- Will County ROE Meeting
 - WIOA Board Meeting
- May 30, 2019- Truancy Hearings
 - Interviews for vacant WIOA
- May 31, 2019- Superintendent signatures for grant

*Regional Office of Education
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December 31, 2019

Mr. Koeppel and Mr. Gray,

In accordance with Illinois School Code section 105 ILCS 5/3-5, I would like to report under affirmation to the County Board a list of acts as county superintendent for the previous quarter from June 1, 2019 - August 31, 2019.

Sincerely,
Christopher D. Mehochko
Regional Superintendent of Schools

Office activity

School Bus Driver Trainings: 14
School Bus Drivers Trained: 227

Finger printings done at 2 offices: 900

Phone Calls Taken: 1,940
Walk In Patrons Served: 1,433

Registrations for testing at the Professional Training and Testing Center: 221

Students Currently at Premier Academy Morris: 20

ParaPro Tests Given: 17

Truancy Hearings done at both offices: 0

School District Compliance Visits: 7

School Building Health Life Safety Inspections and Occupancy Walk Through: 4

Quarter Activity

- June 1, 2019- Health Life Safety Cross Lutheran School
- June 3, 2019 – Yorkville Kiwanis
- June 4, 2019 – Grundy County Safety Committee Meeting
- June 6, 2019 – PDA Governing Board Meeting
- June 7, 2019 – Security Camera Meeting at the Outdoor Education Center
- June 10, 2019- EMA training Kendall County
- June 11, 2019- Area 1 Meeting
- June 12, 2019- Occupancy Oswego High School
- June 13, 2019- ISBE Conference call
 - Grundy County Education/Personnel Committee Meeting
- June 14, 2019 – Grundy County Chamber of Commerce Golf Outing
- June 17, 2019- Compliance visits- Minooka High School, Minooka Elementary School, Gardner South Wilmington High School and Braceville Elementary School
- June 18, 2019- Evaluwise Conference
- June 19, 2019- PDA Workshop
 - Grundy County Special Education Cooperative Board Meeting
 - Compliance Meeting – Nettle Creek and Saratoga
- June 20, 2019- Lisbon Compliance visit
- June 24, 2019- Premier Academy Drill after Action Meeting
 - WIOA Executive Board Meeting
- June 25, 2019- EMA exercise Kendall and Grundy Counties
- June 26, 2019- Administrator Academy-PDA
 - VISTA Learning Governing Board Meeting
- June 27, 2019 – WIOA Audit

- July 8, 2019- National Board Certified Teachers Meeting
- July 9-11 – IARSS Annual Meetings in Springfield
- July 12, 2019 – Detachment/Annexation Petition Hearing
- July 17, 2019 – Grundy County Special Education Cooperative Board Meeting
- July 18, 2019- ISBE Conference Call
- July 22, 2019 – UCCI Golf Outing in Galena
- July 23, 2019 – PDA Governing Board Meeting
- July 30, 2019- Dresden Exercise Kendall County

- August 5, 2019 – Yorkville Kiwanis Meeting
- August 6, 2019 – Meeting with CASA of Will County
- August 8, 2019- Truancy/Homeless meeting with District 308
- August 9, 2019-Plano High School and Centennial Elementary Occupancy Visits
 - Kendall County Chiefs of Police Golf Outing
- August 13, 2019- Area 1 meeting
- August 15, 2019 – Roundtable Discussion in Grundy County
 - Grundy County Education/Personnel Committee Meeting

- August 19, 2019- Meet with Probation, Child Youth Safety meeting
- August 20, 2019- Juvenile Justice Meeting
 - Grundy County Special Education Cooperative Board Meeting
- August 26, 2019- IARSS conference call
- August 28, 2019- Meeting with Assistant State's Attorney- Brenda Karales
- August 29, 2019- ISBE conference call

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Grundy-Kendall Counties*

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December 31, 2019

Mr. Koeppel and Mr. Gray,

In accordance with Illinois School Code section 105 ILCS 5/3-5, I would like to report under affirmation to the County Board a list of acts as county superintendent for the previous quarter from September 1, 2019 - November 30, 2019.

Sincerely,
Christopher D. Mehochko
Regional Superintendent of Schools

Office activity

School Bus Driver Trainings: 7
School Bus Drivers Trained: 63

Finger printings done at 2 offices: 505

Phone Calls Taken: 1,518
Walk In Patrons Served: 1,018

Registrations for testing at the Professional Training and Testing Center: 115

Students Currently at Premier Academy Morris: 85

ParaPro Tests Given: 7

Truancy Hearings done at both offices: 13

School District Compliance Visits: 0

School Building Health Life Safety Inspections and Occupancy Walk Through: 24

Quarter Activity

- September 3, 2019- Outdoor Education Center Meeting
 - Premier Academy Meeting – Yorkville ROE
 - Meeting with Kendall County Recorder’s Office
- September 4, 2019- School Safety Webinar
- September 6, 2019 – Conference Call
- September 9, 2019 – Yorkville Kiwanis Meeting
 - Kendall County Census Meeting
- September 10, 2019- Area 1 Conference Call
 - Truancy Hearings
- September 11, 2019- Truancy Hearings
 - LEPC Meeting at Morris Hospital
- September 12, 2019 – Grundy County Education/Personnel Committee Meeting
- September 13, 2019- IASA
- September 16, 2019- Child Youth Safety meeting
- September 17-18, 2019- IARSS Springfield
- September 19, 2019- PDA Governing Board meeting
 - Grundy County Roundtable Discussion
- September 20, 2019- IVASBO
- September 23, 2019- EBF Conference call
- September 24, 2019- Health Life Safety- Churchill Elementary School and Brokaw Early Learning Center
 - National Board Certified Teachers Meeting
- September 25, 2019 – Kendall County Budget Presentation
- September 26, 2019- Health Life Safety- Bristol Bay Elementary and Bristol Grade School
 - Yorkville Kiwanis Event
- September 30, 2019 – Yorkville Kiwanis Event

- October 1, 2019- Health Life Safety- Fox Chase Elementary and Lakewood Creek Elementary
- October 3, 2019- Health Life Safety- Autumn Creek Elementary and Grande Reserve Elementary
- October 4, 2019- IVASBO
 - Yorkville Kiwanis Event Setup
- October 5, 2019 – Yorkville Kiwanis Event
- October 7, 2019 – Yorkville Kiwanis Meeting
- October 8, 2019- Area 1 Meeting
- October 9, 2019- Senior Presentations Newark High School
- October 10, 2019- GED meeting with Waubensee Community College.
 - Conference call with Allison from Aurora University for Internship
 - Grundy County Education/Personnel Committee Meeting
- October 15, 2019- Health Life Safety-Hunt Club Elementary and Eastview Elementary

- October 16, 2019- Grundy County Special Education Cooperative Board Meeting
- October 17, 2019- Health Life Safety- Yorkville Grade School and Yorkville Academy
 - Minooka high School Football Field occupancy Walkthrough
 - Grundy County Roundtable Discussion
- October 18, 2019- Lincoln's Challenge meeting
- October 22, 2019- Health Life Safety- Southbury Elementary and Plank Junior High. Pearson recertification test
- October 23, 2019- Truancy Hearings
- October 24, 2019- Health Life Safety- Circle Center Grade School and Yorkville Intermediate School
 - Grundy County Superintendents Meeting at Grundy ROE
- October 25, 2019- Met with Aurora University Intern
- October 29, 2019- Health Life Safety- Oswego East High School

- November 1, 2019 – IVASBO
 - IASA
- November 4, 2019- Probation meeting
- November 5, 2019- Health Life Safety- Long Beach Elementary and Thompson Junior High
 - IARSS in Springfield (November 5 and 6)
- November 6, 2019- SD 308 School Safety meeting
- November 12, 2019- Area 1 conference call
- November 13, 2019- Health Life Safety- Yorkville Middle School
 - Truancy Hearings
- November 14, 2019- Health Life Safety- Yorkville High School
 - Grundy County Education/Personnel Committee Meeting
- November 15, 2019- SD 308 SCRC meeting
 - Conference Call with Kendall County Health Department
- November 18, 2019 – School Security Meeting in Pontiac
- November 19, 2019 – Truancy Hearings
 - Kendall County Juvenile Justice Council Meeting
- November 20, 2019- Grundy County Special Education Cooperative Board Meeting
 - WIOA Executive Board Meeting
- November 21, 2019- PDA Governing Board meeting
 - GCSEC Thanksgiving Luncheon
 - Yorkville Kiwanis Event
- November 22, 2019- Scholarship Committee Meeting
 - Meeting with Pesola Marketing to view possible Premier North Properties
- November 25, 2019- ISBE conference call
 - Truancy Hearings
- November 26, 2019- Health Life Safety - Boulder Hill Elementary and Old Post Elementary