

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Monday, January 6, 2020**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Meagan Briganti, Matt Kinsey, Scott Koeppel, Tracy Page

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

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Gengler to approve the December 2, 2019 minutes. **With five members voting aye, the minutes were approved by a 5-0 vote.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

- *Administration* – Mr. Koeppel discussed the ongoing Codification project. The plan is to do an RFP for services. Mr. Koeppel is researching pricing as sometimes it is per record or it is per page. Member Prochaska asked if the Zoning Ordinance would be included in the process. Mr. Koeppel indicated because the Zoning Ordinance is currently being revised it may be best to hold off on doing it. Member Prochaska asked about how much is budgeted for the project. Mr. Koeppel indicated that \$30,000 is budgeted for the project. **Chair Flowers asked Mr. Koeppel to do more research and come back to the Committee with a recommendation.**  
 Mr. Koeppel explained that with a pending FMLA Leave planned in the Administration Office, Deputy County Administrator, Latreese Caldwell reached out to Waubensee Community College they have a Federal Work Study Program. The County would be responsible for paying 25% of the student’s salary. Member Gengler asked if the County would be able to interview candidates as that would be ideal. **There was consensus to take the contract with Waubensee to the Board for approval as time is of the essence in filling this vacancy.**

Finally, Mr. Koepfel indicated that some additional updates are needed to the Handbook per the State's Attorney Office. These updates are Federally mandated and have to do with VESSA, the County has no choice but to adapt them. Ms. Johnson will update the Handbook along with the two approved changes the Drug and Alcohol Policy and the Reimbursement Policy and have employees sign off.

**PUBLIC COMMENT - None**

## **COMMITTEE BUSINESS**

- *Discussion and Approval of Sheriff MDT Bids* – Mr. Kinsey reviewed the bids he received for the Sheriff squad cars docking stations. A total of 8 bids were received. Of those 8 only 4 were complete bids. Mr. Kinsey recommended going with Brite the lowest of the 4 complete bids. Member Prochaska asked how much was budgeted for the project. Mr. Kinsey indicated that \$140,000 was budgeted. **Motion made by Member Prochaska, second by Member Vickers to forward the bid in the amount of \$135,750 with Brite to the Board. With all members present voting aye the motion carried.**
- *Discussion and Approval of KenCom IGA for GIS Services* – Mr. Koepfel indicated that the draft agreement before the Committee is very similar to the Technology Services Agreement recently approved by the Board. As discussed in a previous Committee Meeting GIS is already doing a lot of this work and with KenCom moving to a new system this would be an efficient partnership. KenCom will pay GIS \$60 an hour and any other reimbursable expenses like travel. **Motion made by Member Vickers, second by Member Prochaska to send the KenCom IGA for GIS Services to the Board for approval. With 5 Members voting aye the motion carried 5-0.**
- *Discussion of IGA with Village of Oswego for GIS Services* – Ms. Briganti has been attending shared service meetings with other entities and opportunities have come up where GIS can provide services to various taxing bodies in Kendall County. The Village of Oswego is interested and needs to fast track the process because they are moving to a new Tyler Asset Management System and GIS needs to be integrated. The agreement with Oswego is similar to KenCom except payment will be proportionate to population. They will also be using the County's Cloud for storage. Member Gengler asked about other municipalities. Ms. Briganti stated that for municipalities that are entirely in Kendall County it is simple and services can be provided. However, for municipalities that are partially in the County, that is a bit complicated and service cannot be provided at least along the lines of GIS. **There was consensus to draft an IGA with the Village of Oswego have the State's Attorney review it and forward to the Board for approval.**
- *Discussion of EMA Job Title and Org Chart* – The EMA Coordinator Job Description is on the Agenda for the January 7<sup>th</sup>, Board Meeting. The attached Org Chart outlines that the position will report to the County Administrator and will be included with the Job Description. Member Gilmour asked what was the status of the

position before. Mr. Koeppl explained that this was a part time position funded by grants and while it was its own Department the staff doing the work were Sherriff Department staff. This would be a change. The main reason for the change is that this position reports to the Board Chairman in the event of an emergency. Tracy Page from the Sheriff's office will likely continue to provide administrative support to this position and it will be physically housed in the Sheriff's office, however for reporting purposes the position will report to the County Administrator. **There was consensus to present the Title and Org Chart as shown in the packet to the County Board for approval.**

**EXECUTIVE SESSION** - None

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

**ADDITIONAL ITEMS** - Member Prochaska did raise a previous issue discussed by the Committee which is providing the County's 457 Plan information to Cerity Partners a financial firm. Member Prochaska indicated that he would be comfortable with an RFP process. Mr. Koeppl indicated that we will do whatever the Committee directs. Member Gengler indicated that he reached out to a few firms and an RFQ process would be best. **There was consensus to not share information with Cerity but instead do a comprehensive RFQ process.**

**ACTION ITEMS FOR COUNTY BOARD** –

- *Approval of Sheriff MDT Bids*
- *Approval of KenCom IGA for GIS Services*
- *Approval of EMA Job Title and Org Chart*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With five members voting aye, the meeting adjourned at 6:19p.m.**

Respectfully Submitted,

Mera Johnson  
Risk Management and Compliance Coordinator