



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Wednesday, January 15, 2020 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from January 6, 2020**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - Discussion and Approval of Codification RFP
 - Discussion and Approval of Agreement with Waubensee Community College Regarding Federal Work Study Program
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
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

Attendee	Status	Arrived	Left Meeting
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 7th, 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. Koepfel explained that this was a part time position funded by grants and while it was its own Department the staff doing the work were Sheriff 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. Koepfel 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.

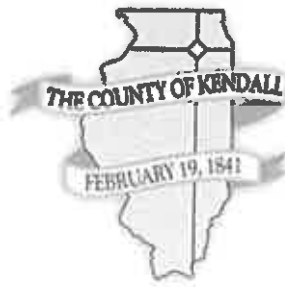
ACTION ITEMS FOR COUNTY BOARD –

- *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



Kendall County, Illinois

REQUEST FOR QUALIFICATIONS

Codification of Kendall County Ordinances

January 2020

This Request for Qualifications ("RFQ") is for the purpose of evaluating the qualifications of a qualified firm (sole proprietor, partnership, corporation, etc.) to codify all Kendall County Ordinances. Kendall County may, but is not required to, enter into a professional working relationship with a qualified firm as a result of this RFQ.

GENERAL REQUIREMENTS:

Proposers are to submit 1 original proposal and (6) Copies. Firms may be notified that they have been selected for further evaluation. Selected Proposer interviews will be scheduled on TBD. Interview attendance is required[SK1].

SUBMISSION LOCATION:

Kendall County Administration
111 W. Fox St
Yorkville, IL 60560

SUBMISSION DATE:

January 17th 2019 by 4:00 p.m.[SK2]
Responses received after the time specified will not be opened.

CONTACT QUESTIONS:

Submit questions via email to: Kendall County Administration, attention Scott Koepfel, County Administrator, at skoepfel@co.kendall.il.us. Questions are required no less than three (3) business days prior to the RFQ opening date. Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Kendall County elected official or employee. All questions will be answered with a copy of the question and answer to each Proposer that the County is aware of and may be answered by addendum.

CONTENTS:

The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References

GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
Kendall County reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.
2. **Confidentiality:**
RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").
3. **Reserved Rights:**
Kendall County reserves the right, at any time and for any reason, to cancel this RFQ, or any portion thereof, or to reject any or all RFQs. The County reserves the right to waive any immaterial defect in any RFQ. The County may seek clarification from a Proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**
Kendall County will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**
The Human Resources and Administration Committee of the Kendall County Board will review all of the proposals and make a recommendation to the full County Board for final approval.
6. **Discussion of RFQ:**
Kendall County may conduct discussions with any Proposer who submits a response to this RFQ. During the course of such discussions, the County shall not disclose any information derived from one Proposer to any other Proposer.
7. **Time and Effort:**
Time is of the essence. The Proposer shall be able to devote sufficient resources to Kendall County.
8. **Responsibility and Default:**
The Proposer shall be required to assume responsibility for all items listed in this RFQ. The successful Proposer shall be considered the sole point of contact with Kendall County for purposes of this agreement.
9. **Interpretations or Correction of Request for Qualifications:**
Proposer shall promptly notify Kendall County of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
10. **Addenda:**
Addenda are written instruments issued by the County prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each Proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such Proposer has received and understands fully the contents of the addenda.
11. **Federal, State, and Local Laws:**
Proposer shall follow all Federal, State, and Local laws.
12. **Insurance: *Please submit certificate with your proposal***[SK3]
The Proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the County with evidence of credible insurance. Insurance in the following types and amounts is necessary:
 - Professional Liability to include, but not be limited to, coverage for Errors and Omissions to

respond to claims for loss therefrom:

- o General Aggregate Limit \$1,000,000
- o Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, Kendall County shall:

- o Be named as additional insured by endorsement as their interest may appear;
- o Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- o Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

13. Change in Status:

The Proposer shall notify Kendall County immediately of any changes in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Kendall County shall have the option to terminate any professional working relationship with the Proposer immediately on written notice based on any such change in status.

14. Precedence:

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Kendall County Request for Qualifications; and the Proposers Response to RFQ.

15. Submittal and Evaluation Factors:

The most promising responses as determined by Kendall County will be evaluated in detail. Additional information may be sought from Proposer(s). Proposers may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The County reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the County. The County reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the County.

The County also reserves the right to exercise its discretion and be the sole judge of all proposals.

Criteria includes but is not limited to the following:

1. Understanding of the work required as evidenced by the proposal and the ability of the provider to commence work in a timely manner. Completeness of proposal will be critical.
2. The qualifications of the company;
3. The scope of the services offered;
4. Ability to work with and relationship with stakeholders;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in codifying the ordinances of units of local government in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the County;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted.[SK4]

10. Good service and good value shall weigh heavily in the selection process
11. Firm compensation assessment.

PROJECT OVERVIEW

1. **Intent:**
Kendall County may enter into a service agreement with a qualified firm to codify all of Kendall County's Ordinances.[SK5]
2. **Background:**
Kendall County (population of approximately 124,000) employs over 320 employees. Kendall County is seeking a firm to codify all of Kendall County's Ordinances. Kendall County has codified all ordinances and the chosen firm will need to codify all ordinances from scratch.
3. **Project Scope of Services:**
The purpose of this Request for Qualifications ("RFQ") is to select a Firm qualified to codify all Kendall County Ordinances. The selected Firm is expected to provide qualified and expert professional services, including but not limited to:
 - a) Create a codebook of all Kendall County's Ordinances into a searchable user-friendly format.
 - b) Check ordinances against Illinois statutes
 - c) Identify concerns, discrepancies, and outdated language in existing ordinances.
 - d) Identify obsolete, duplicate, and inconsistent ordinances.
 - e) Organize all ordinances by subject matter and adopted date.
 - f) Provide a draft copy for Kendall County staff review.
 - g) Provide adopting ordinance once codebook is created.
 - h) Complete the entire project in 12 – 16 months
 - i) Host and maintain a web site that includes a searchable easy to use code.
 - j) On an Annual basis, add all new ordinances to the existing code.
 - k)

4. Submission Requirements:

Section 1.0 – Executive Summary

Provide a brief summary which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for the Kendall County. Please state your firm's business organization type (sole proprietor, partnership, corporation, etc.).

Section 2.0 – Relevant Experience

Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project. Provide Proposer's experience with local governments.

Section 3.0 – Project Design and Management Team

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for codification.

Section 4.0 – Compensation and Term

Provide desired contract length and Proposer compensation.

Section 5.0 – Firm Differentiation

This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

Team Leadership

- Who on your team will provide consistent day-to-day service to the County of Kendall?
- What are your expectations for performance of this individual with regard to providing Kendall County with high quality ordinance codification?
- List and rank ten (10) key attributes or abilities this firm possesses that Kendall County is seeking.

Budget

How does your firm maximize and maintain the lowest possible project and ongoing costs? Cite examples of specific things that you have done with your other clients to meet this objective.

Section 6.0 – Client Examples

Provide at least three (3) examples of local government ordinance codification. Illinois clients are preferred.

Waubonsee Community College
Off-Campus Federal Work-Study Agreement

This agreement is entered into between Waubonsee Community College, hereinafter known as the "Institution", and _____, hereinafter known as the "Organization", a Federal, State or local public agency, for the purpose of providing work to students eligible for the Federal Work-Study Program (FWS).

Schedules for each fiscal year will be attached and to this agreement and set forth –

1. Brief descriptions of the work to be performed by students,
2. The total number of students to be employed,
3. The hourly rates of pay,
4. The average number of hours per week each student will be used, and
5. The schedule of pay periods, time sheet due dates, and payroll dates.

These schedules will also state the total percent of student compensation that the organization will pay to the Institution. The Institution will inform the Organization of the maximum number of hours per week a student may work.

Waubonsee Community College students will be made available to the Organization to perform work assignments as determined by the supervisor. Students may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin, or sex. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352; 78 Stat. 252) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the Regulations of the Department of Education that implemented those acts.

Transportation for students to and from their work assignments will be provided by the students at their own expense.

The Organization is considered the employer for purposes of this agreement. It has the right to control and direct the services of the students, not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. The Institution is limited to determining whether the students meet the eligibility requirements for employment under the Federal Work-Study Program, to assigning students to work for the organization, and to determining that the students perform their work.

Compensation of students for work performed under this agreement will be disbursed and all payments due as an employer's contribution under state or local workers' compensation laws, under Federal or State social security laws, or under other applicable laws, will be made by the Institution.

The Organization will pay the Institution 25% of the total student earnings to cover the organization's share of the compensation of students employed under this agreement.

The Organization agrees to provide to the Institution paper (or printable electronic) time sheet reports for each payroll period indicating the total hours worked each week in clock time sequence and containing the supervisor's certification (via signature) as to the accuracy of the hours reported. The student will have the responsibility of entering their hours worked into the Waubonsee online employee portal at www.waubonsee.edu by the payroll deadlines set forth by the Institution. Student time entry will be reviewed for payroll approval by the Institution for accuracy in relation to the Organization's reports.

This agreement and the attached schedule are endorsed by:

For the Institution:

For the Organization:

Name

Name

Title

Title

Signature

Signature

Date

Date

**Waubonsee Community College
Off-Campus Federal Work-Study Agreement**

Brief Description of Work to Be Performed

- A. Answer incoming telephone calls/walk ins - provide general information to the public**
- B. Type, send and file letters and informational lists for distribution**
- C. Update certain County website pages**
- D. Distribute mail and run postage machine**
- E. Order office supplies and inventory**
- F. Assist with collecting data, developing reports and completing special projects**
- G. Handle confidential matters relating to Kendall County Administrative Services and Kendall County committees**
- H. File notary public applications and renewals**
- I. File time off requests and bi-weekly time sheets**
- J. Electronically record and prepare minutes for County Board committee meetings**
- K. Type and post agendas, compile meeting packets, communicate with the internal and external stakeholders regarding public notices**
- L. Assist in preparation of Excel spreadsheets**
- M. Update and maintain County social media accounts**
- N. Other duties as assigned**

Total Number of Students to Be Employed

Two (2)

The Hourly Rates of Pay

\$10.50/hour – 10.75/hour

The Average Number of Hours per Week each student will be used

20 hours per week

FY20 The Schedule of Pay Period, Time Sheet Due Dates, and Payroll Dates

Pay Period	Time Sheet Due Date	Payroll Date
1. Nov 28 – Dec 6, 2019	December 6, 2019	December 13, 2019
2. Dec 7 – Dec 20, 2019	December 20, 2019	December 27, 2019
3. Dec 21 – Jan 3, 2020	January 3, 2020	January 10, 2020
4. Jan 4 – Jan 17, 2020	January 17, 2020	January 24, 2020
5. Jan 18 – Jan 31, 2020	January 31, 2020	February 7, 2020
6. Feb 1 – Feb 14, 2020	February 14, 2020	February 21, 2020
7. Feb 15 – Feb 28, 2020	February 28, 2020	March 6, 2020
8. Feb 29 – Mar 13, 2020	March 13, 2020	March 20, 2020
9. Mar 14 – Mar 27, 2020	March 27, 2020	April 3, 2020
10. Mar 28 – Apr 10, 2020	April 10, 2020	April 17, 2020
11. Apr 11 – Apr 24, 2020	April 24, 2020	May 1, 2020
12. Apr 25 – May 8, 2020	May 8, 2020	May 15, 2020
13. May 9 – May 22, 2020	May 22, 2020	May 29, 2020
14. May 23 – June 5, 2020	June 5, 2020	June 12, 2020
15. Jun 6 – Jun 19, 2020	June 19, 2020	June 26, 2020
16. Jun 20 – Jul 3, 2020	July 3, 2020	July 10, 2020
17. Jul 4 – Jul 17, 2020	July 17, 2020	July 24, 2020
18. Jul 18 – Jul 31, 2020	July 31, 2020	August 7, 2020
19. Aug 1 – Aug 14, 2020	August 14, 2020	August 21, 2020
20. Aug 15 – Aug 28, 2020	August 28, 2020	September 4, 2020
21. Aug 29 – Sep 11, 2020	September 11, 2020	September 18, 2020
22. Sep 12 – Sep 25, 2020	September 25, 2020	October 2, 2020
23. Sep 26 – Oct 9, 2020	October 9, 2020	October 16, 2020
24. Oct 10 – Oct 23, 2020	October 23, 2020	October 30, 2020
25. Oct 24 – Nov 6, 2020	November 6, 2020	November 13, 2020
26. Nov 7 – Nov 20, 2020	November 20, 2020	November 25, 2020