

**KENDALL COUNTY BOARD AGENDA  
ADJOURNED SEPTEMBER MEETING**

**Kendall County Office Building, Rooms 209 & 210  
Tuesday, March 1, 2016 at 6:00 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
  - A. Sons of the American Revolution honoring of KC Sheriff's Deputies Jason Larsen, Tyler Johnson, and Zach Tongate
  - B. Kendall County Clerk honoring Hazel Weis, dedicated public service as an Election Judge
8. Citizens to Be Heard
9. New Business
  - A. Larry Nelson WSPY News
10. Old Business
11. Standing Committee Reports
  - A. Public Safety
  - B. Finance Committee
    1. Approve claims in an amount not to exceed \$ 819,415.38, Grand Juror in an amount not to exceed \$ 700.00
  - C. Judicial/Legislative
  - D. Administration/HR
    1. Recommend Approval of Inter-Agency Agreement between the Illinois State Police and Kendall County for fingerprint-based Criminal History Record Information
  - E. Animal Control
  - F. Health and Environment
  - G. Committee of the Whole
  - H. Standing Committee Minutes Approval
12. Special Committee Reports
  - A. Kencom Executive Board
  - B. Housing Authority
13. Chairman's Report

**Appointments**

Scott Steffes (re-appointment) – Lisbon Seward Fire District Trustee – 3 year term – Expires April 2019

**Announcements**

14. Executive Session
15. Other Business
16. Citizens to be Heard
17. Questions from the Press
18. Adjournment

**KENDALL COUNTY BOARD  
ADJOURNED SEPTEMBER MEETING  
February 2, 2016**

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF KENDALL    )

The Kendall County Board Meeting was held at the Kendall County Office Building, Room 209, in the City of Yorkville on Tuesday, February 5, 2016 at 6:15 p.m. The Clerk called the roll. Members present: Chairman John Shaw, Lynn Cullick, Bob Davidson, Elizabeth Flowers (6:23), Judy Gilmour, Scott Gryder, Dan Koukol, Matthew Prochaska, John Purcell and Jeff Wehrli.

The Clerk reported to the Chairman that a quorum was present to conduct business.

**THE MINUTES**

Member Wehrli moved to approve the submitted minutes from the Adjourned County Board Meetings of 1/5/16. Member Cullick seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

**THE AGENDA**

Chairman Shaw stated that there is a need for Executive Session and he would like to move it to the end of the meeting after item 17.

Member Purcell moved to approve the agenda. Member Davidson seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

**CITIZENS TO BE HEARD**

Todd Milliron said that he was reading the HR/Administration minutes in the packet regarding the discussion of the email retention policy. Mr. Milliron encouraged the board for the retention of at least the statute of limitations which would be 3 years.

**STANDING COMMITTEE REPORTS**

**Public Safety**

Member Prochaska said that did not meet in January.

**Finance**

**CLAIMS**

Member Purcell moved to approve the claims submitted in the amount of \$907,593.61, Grand Juror and Petit Jurors claims in an amount not to exceed \$3,400.00. Member Cullick seconded the motion.

**COMBINED CLAIMS:** FCLT MGMT \$78,748.20, B&Z \$1,037.25, CO CLK & RCDR \$503.20, ELECTION \$435.00, ED SRV REG \$503.84, SHRFF \$13,773.12, CRRCTNS \$15,343.66, MERIT \$454.00, EMA \$344.63, CRCT CT CLK \$64.56, CRCT CT JDG \$9,412.21, CRNR \$2,200.66, CMB CRT SRV \$14,626.21, ST ATTY \$4,590.67, SPRV OF ASSMNT \$126.60, EMPLY HLTH INS \$339,150.90, CO BRD \$517.92, TECH SRV \$10,186.06, KENCOM \$182,819.88, CAP EXPEND \$1,990.00, ECON DEV \$1,000.00, CAP IMPRV FND \$242.66, LIBIL INSUR EXP \$2,019.01, CO HWY \$2,089.58, TRANSPRT SALES TX \$12,250.00, HLTH & HMN SRV \$141,819.18, FRST PRSRV \$386.94, ELLIS HS \$664.67, ELLIS BRN \$338.15, ELLIS GRNDS \$86.72, HOOVER \$3,426.77, GRNDS & NTRL RSRCS \$2,780.02, ANML CNTRL \$1,056.81, RCDR DOC STRG \$621.43, HIDTA \$40,158.10, CO CMSRY FND \$956.18, CRT SEC FND \$350.00, LAW LBRY \$6,679.14, PRBTN SRV EXP FND \$7,009.41, GIS \$131.54, ENG/CNSLTNG ESCRW \$1,622.96, ANML POP CNTRL \$189.50, VAC \$4,576.27, SHRFF VHCL FND \$570.00, JURY COMM \$3,400.00

Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

**Release of Executive Session Minutes**

Member Purcell moved to approve the release of Finance Committee Executive Session Minutes from September 25, 2015. Member Prochaska seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Member Purcell informed the board that one of the items up for discussion was IMRF. The committee wants to get a better understanding of how much it is costing the county and they would like to have a presentation at a COW meeting.

#### **Judicial/Legislative**

Member Prochaska stated that they discussed matters currently before the state legislature. Members were briefed on the Kakos v. Butler case which deals with the 6 member juries.

#### **Administration/HR**

Member Cullick stated that at the January 26<sup>th</sup> meeting they are continuing to discuss insurance and the organizational chart.

#### **Animal Control**

Member Wehrli stated that they met January 20<sup>th</sup> they went through all of the reports and Laura Pawson is doing a good job.

#### **Health and Environment**

Member Gilmour stated that they did not meet.

#### **Committee of the Whole**

There was not a meeting.

### **STANDING COMMITTEE MINUTES APPROVAL**

Member Cullick moved to approve all of the Standing Committee Minutes and Reports. Member Prochaska seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

### **SPECIAL COMMITTEE REPORTS**

#### **Kencom Executive Board**

Member Gilmour stated the Finance Committee met and Sarah Berry was selected as the 2015 Telecommunicator of the year by the Illinois Sheriff's Association. They are currently 3 dispatchers short. The wireless surcharges are now being disbursed by the Governor signing HB2039. 74% of the calls in the month of December were wireless calls.

#### **Housing Authority**

Member Prochaska stated that at the next meeting they will hear reports for the fiscal audit from the preceding fiscal year. They will be voting to submit the CMAP audit to the Federal Department of Housing and Urban Development. They will be requesting a new lease for the rental space at the HHS building.

### **CHAIRMAN'S REPORT**

#### **APPOINTMENTS**

Bill Ashton – Regional Plan Commission – 3 year term –expires January 2019  
Tom Casey – Regional Plan Commission – 3 year term –expires January 2019  
Larry Nelson – Regional Plan Commission – 3 year term –expires January 2019  
Vern Poppen – Regional Plan Commission – 3 year term –expires January 2019  
Budd Wormley – Regional Plan Commission – 3 year term –expires January 2019

Member Purcell moved to approve the appointments to the Regional Plan Commission. Member Gryder seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye. **Motion carried.**

Dan Koukol – Farmland Protection – 2 year term –expires December 2017

Member Wehrli moved to approve the appointment to Farmland Protection. Member Cullick seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye except Koukol who abstained. **Motion carried.**

John A Shaw – University of IL Extension Board – 1 year term –expires January 2017  
John Purcell – University of IL Extension Board – 1 year term –expires January 2017  
Judy Gilmour – University of IL Extension Board – 1 year term –expires January 2017

Member Cullick moved to approve the appointments to the University of IL Extension Board. Member Gryder seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye.  
**Motion carried.**

Nancy Martin – Public Building Commission – 5 year term –expires February 2021

Member Cullick moved to approve the appointment to the Public Building Commission. Member Prochaska seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye.  
**Motion carried.**

#### QUESTIONS FROM THE PRESS

Jim Wyman from WSPY asked a question regarding Forest Preserve.

**BREAK**

**RECONVENE**

#### EXECUTIVE SESSION

Member Prochaska made a motion to go into Executive Session for (11) litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Member Flowers seconded the motion. Chairman Shaw asked for a roll call vote on the motion. All members present voting aye. **Motion carried.**

**RECONVENE**

#### ADJOURNMENT

Member Flowers moved to adjourn the County Board Meeting until the next scheduled meeting. Member Prochaska seconded the motion. Chairman Shaw asked for a voice vote on the motion. All members present voting aye.  
**Motion carried.**

Approved and submitted this 3rd day of February, 2016.

Respectfully submitted by,  
Debbie Gillette  
Kendall County Clerk

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes**  
**Thursday, February 11, 2016**

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**Call to Order**

The Budget and Finance Committee was called to order by Chair John Purcell at 5:29p.m.

**Committee Members Present:** Scott Gryder, John Purcell, Elizabeth Flowers

*Chair Purcell appointed County Board Member Lynn Cullick to sit on the committee for this meeting to maintain a quorum, due to Mr. Gryder possibly leaving the meeting early.*

**Committee Members Absent:** Bob Davidson, Matthew Prochaska

**Others Present:** Sheriff Dwight Baird, Jeff Wilkins

**Claims Review and Approval**– Member Gryder made a motion to forward for approval of the claims in an amount not to exceed \$621,610.57, and Grand Juror Claims in an amount not to exceed \$750.00, second by Member Cullick. **With all in agreement, the motion carried.**

**Department Heads and Elected Official Reports** - None

**Items from Other Committees** - None

**Items of Business**

- ***Discussion on Bond Refunding Plans*** – Chairman Purcell said that it was decided at the Forest Preserve Committee of the Whole to finance 10 million in bonds this year, with a savings of one million dollars, and then on the County side to refinance 5.5 million dollars this year, with a savings of approximately four hundred and forty thousand dollars. The County and Forest Preserve will review options for next year depending on the interest rates. The financing would not be extended in any way, but would simply give the County and Forest Preserve lower interest rates.
  
- ***IMRF Discussion*** – Chairman Purcell stated that one of his concerns regarding IMRF is that although the Board is repeatedly told that IMRF is one of the better funded pension systems, the County is seeing a greater portion of tax dollars going toward retirement. Mr. Purcell said that his main question is whether IMRF is sustainable or not. Member Gryder asked if the committee could get a list of former employees/retirees that still receive county benefits.

Chairman Purcell asked that an IMRF representative attend the March 10, 2016 Committee of the Whole meeting to provide information and discussion to assist the Board in better understanding IMRF.

- ***Proposal for the Kendall County Police Chief Association Law Enforcement Memorial*** – Chair Purcell briefed Member Flowers on the project that was presented at the Committee of the Whole meeting, and the request by the Kendall County Police Chief Association for a \$50,000 loan from Kendall County to the organization specifically for this project, to be paid back within 7 years. Discussion on using funds from the Public Safety Sales Tax Capital fund. There was consensus by the committee to use these funds for the project loan.
  
- ***Benefits Reimbursement Policy*** – Item not discussed at this meeting

**Other Business** – None

**Public Comment** – None

**Questions from the Media** – None

**Action Items for County Board**

- *Approval of Claims in an amount not to exceed \$621,610.57, and Grand Juror Claims in an amount not to exceed \$750.00*

**Items for Committee of the Whole** – None

**Executive Session** – Not needed

**Adjournment** – Member Flowers made a motion to adjourn the Budget and Finance Committee meeting, second by Member Gryder. **The meeting adjourned at 7:01p.m.**

Respectfully submitted,

Valarie A. McClain,  
Administrative Assistant/Recording Clerk

**COUNTY OF KENDALL, ILLINOIS**  
**BUDGET & FINANCE COMMITTEE**  
**Meeting Minutes**  
**Thursday, February 25, 2016**

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**Call to Order**

The Budget and Finance Committee was called to order by Chair John Purcell at 5:34p.m.

**Committee Members Present:** Bob Davidson, Matthew Prochaska, John Purcell, Elizabeth Flowers

*Member Gryder entered the meeting at 5:42p.m.*

**Others Present:** County Board Member Dan Koukol, Undersheriff Harold Martin, Jeff Wilkins

**Claims Review and Approval**– Member Davidson made a motion to forward for approval of the claims in an amount not to exceed \$819,415.38, and Grand Juror Claims in an amount not to exceed \$700.00, second by Member Prochaska. **With all in agreement, the motion carried.**

**Department Heads and Elected Official Reports** - None

**Items from Other Committees** - None

**Items of Business**

- ***Acceptance of Fiscal Year 2014-2015 Audited Financial Statements*** - Jeff Wilkins distributed the summaries of the General Fund Statement of Revenues, Expenditures and Changes in Fund Balance, Detailed Schedule of Revenues – Budget and Actual, and the Summary Schedule of Departmental Expenditures, and reviewed them with the committee. Mr. Wilkins reported that WIPFLI will attend the Committee of the Whole and the Finance Committee meetings on March 10, 2016 to present their final report.
- ***Benefits Reimbursement Policy*** – Item not discussed

**Other Business** – Member Purcell shared an article with the committee regarding Illinois’ Unsustainable Municipal Pension Fund. Discussion followed on the relative stability and long-term sustainability of IMRF.

**Public Comment** – None

**Questions from the Media** – None

**Action Items for County Board**

- ***Approval of Claims in an amount not to exceed \$819,415.38, and Grand Juror Claims in an amount not to exceed \$700.00***

**Items for Committee of the Whole** – *Acceptance of Fiscal Year 2014-2015 Audited Financial Statements*

**Executive Session** – Not needed

**Adjournment** – Member Flowers made a motion to adjourn the Budget and Finance Committee meeting, second by Member Gryder. **The meeting adjourned at 6:30p.m.**

Respectfully submitted,

Valarie A. McClain,  
Administrative Assistant/Recording Clerk



**COUNTY OF KENDALL ILLINOIS  
JUDICIAL LEGISLATIVE COMMITTEE  
Courthouse Jury Assembly Room  
807 W. John Street, Yorkville IL**

**Wednesday, February 24, 2016  
Meeting Minutes**

**Call to Order**

The Judicial Legislative Committee was called to order by Committee Chair Matthew Prochaska at 3:16p.m.

**Roll Call**

Committee Members Present: Bob Davidson - yes, John Purcell – yes, Matthew Prochaska – here

Committee Members Absent: Judy Gilmour, Dan Koukol

Others Present: Robyn Ingemunson, Judge Tim McCann, Judge Robert Pilmer, Eric Weis, Jeff Wilkins

**Approval of Agenda** – Member Davidson made a motion to approve the agenda, second by Member Purcell. **With all in agreement, the motion carried.**

**Approval of Minutes** – Member Davidson made a motion to approve the January 27, 2016 minutes, second by Member Purcell. **Minutes approved with all in agreement.**

**Status Reports**

**Circuit Clerk** – Robyn Ingemunson provided information on the I-2 filing system and said that since they began in July 2015 through January 2016, they are up to 204 electronic filings. Ms. Ingemunson stated that her office is still required to print and docit each file because they are not integrated. Ms. Ingemunson is meeting with Maureen because they have the I-2 file system, and they just received the quote from the Jano System, which was high, so they are going to meet to discuss further about how the integration works and what it will do.

**Courthouse** – Judge McCann stated that he authorized Representative John Anthony to use the Jury Assembly room for a daytime public session on Understanding your Tax Assessment in April 2016. Judge McCann said this will not be a political event, and Mr. Anthony's staff has been advised that there is not to be any signage, no political speeches, etc.

Judge McCann provided an update on the mural project, and Jim Smiley said Facilities have done an exploration of the area, how the wall is constructed, and the electricity and wiring. Judge McCann will keep the committee updated on the progress.

**Sheriff's Office/Court Security** – No report

**Court Services/Probation** – Report as submitted

**Public Defender** – Report as submitted

**State's Attorney** – No report

**Legislative Report and Update** – Member Prochaska asked the committee to review the series of bills filed with the Illinois Association of County Board Members and Commissioners, and provide him their opinions so that he can share those with the Illinois Association at a meeting later this week.

**Old Business**

- *A Resolution Calling For Equitable Solution To Issues Related To Increased Juror Compensation* – The Resolution was not included in the committee packet, and will be discussed at the March meeting.

**New Business** – None

**Items for COW** – None

**Actions Items for County Board** – None

**Public Comments** - None

**Executive Session** – None

**Adjournment** – A motion was made by Member Purcell, second by Member Davidson to adjourn the Judicial Legislative Committee at 4:08p.m. **With all in agreement, the meeting adjourned.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Clerk

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**County Office Building**  
**County Board Rooms 209-210**  
**111 W. Fox Street, Yorkville IL**  
**Meeting Minutes**  
**Tuesday, February 23, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Member Gilmour (Chair Pro-Tem) at 5:40p.m.

**ROLL CALL**

Committee Members Present: John Purcell - present, Dan Koukol – here, Judy Gilmour – here

*Lynn Cullick arrived at 5:44p.m.*

Committee Members Absent: John A. Shaw

Others present: Scott Koeppel, Paul LaLonde, Jeff Wilkins

**APPROVAL OF AGENDA:** Member Koukol made a motion to approve the agenda as presented, second by Member Purcell. **With all in agreement, the motion carried.**

**APPROVAL OF MINUTES:** Member Koukol made a motion to approve the February 4, 2016 meeting minutes, second by Member Purcell. **With all in agreement, the motion passed.**

**MONTHLY REPORTS**

- a. **County Administration** – Paul LaLonde, Voluntary Action Center provided an update on the Kendall Area Transit program, and reported that ridership has decreased, which is based solely on the State of Illinois crisis. Mr. LaLonde said they restricted service in early December 2015 in response to the uncertainties of the State fiscal situation. Prior to that, they were on track to continue increasing ridership, and he said that demand is higher than ever. Mr. LaLonde also said that should funding come from the State of Illinois, the VAC is prepared to jump right back into full swing.

Member Purcell asked if LaLonde could provide a summary of the Kendall Area Transit Fiscal 2015 and year-to-date 2016 Fiscal budget to the committee at the next meeting.

Mr. LaLonde said that he was recently appointed as the Assistant Executive Director of the Voluntary Action Center, and therefore they are beginning the search for a replacement Kendall Area Transit Director. The committee asked that the position be posted on the County website to encourage Kendall County citizens to apply. Mr. LaLonde will provide the information to Technology Services Director Scott Koeppel to post on the County website.

Mr. LaLonde reported that the Federal Government has enacted the FAST Act 5-year long-term transportation funding bill signed in December 2015, which includes Federal FTA 5310 funding for senior and disabled citizens through the RTA and 5311 funds for rural money through IDOT. Mr. LaLonde stated that all counties in the country will receive a 2.9 percent increase in those formulas. And, although Kendall County is relatively small, he hopes the County will receive 3 percent more, as well as some long-term stability.

Mr. LaLonde briefed the committee on the VAC Advisory Committee that was established approximately one year ago, and said the committee advises the VAC Board specifically regarding Kendall County. Members meet quarterly, and consist of personnel from the Administration Office, the Health Department, Waubensee, and other stakeholders.

- b. Department Heads and Elected Officials** – Scott Koeppel, Technology Services Director, said that Don Clayton and Andy Nicoletti will update the committee on the GIS Aerial bids and pricing at the March 3, 2016 Admin HR meeting.

Mr. Koeppel has been working with the Circuit Clerk with the purchase of a new I Series IBM Server for the web-base software, and their current server cannot handle the new software. They will also assist in the installation of the software to reduce vendor costs.

Mr. Koeppel reported they continue to assist the County Clerk with technology preparations for the upcoming elections and the new requirement of onsite registration. They've also assisted with set-up of the new printers that will be used with the longer ballots.

Mr. Koeppel reported that Technology met with representatives from Tyler Technologies (formerly New World) System for the Sheriff's Office records management system upgrade and some local Police Chiefs because they are unhappy with the timeline. We paid for the first half of the upgrade last September, but as of now the completion calendar says Tyler Technologies will start in June and finish the upgrade in August 2016. Mr. Koeppel is working toward some type compensation via potentially free training due to the fact that the upgrade cannot be completely as planned.

Mr. Koeppel also updated the committee on the meetings regarding the Jail and Courthouse security projects, and along with Jim Smiley, met with the architects last week. Mr. Koeppel said the project is at the 30 percentage point, and they are on track for the budget. The project would include new wiring between the buildings and inside the jail and courthouse. Discussion on existing fiber optic wiring already in the Jail building,

Member Gilmour thanked Scott and Technology for helping the 708 Mental Health Board with their website. Mr. Koeppel said that Gina Hauge in Technology Services completed the 708 Mental Health Board website that will be linked to the Health Department website. Technology also assisted them with putting the 708 Mental Health Board application online for easier access and completion.

Mr. Koeppel said they continue to research time-keeping options for tracking exempt and non-exempt employee hours for various departments and offices.

## OLD BUSINESS

- *Resolution Approving Policy for Managing Email Archive* – Scott Koeppel reported that he contacted the State Archive office, regarding emails and the convenience copies. They informed Mr. Koeppel that we do not have to request to destroy convenience copies of emails, but can destroy them at any time. Mr. Koeppel said that the state advises that the County should have a policy in place so that employees are aware of what they need to do with emails, the difference between emails that need to be retained, and those that can be destroyed.

Mr. Koeppel stated that the archiver was originally purchased to serve as a back-up in the case of a disaster where email is completely lost. It would allow the recovery of emails that had been backed up as convenience copies.

- *Organization Charts Discussion* – Item not discussed

## NEW BUSINESS

- *Employee Handbook* – Item not discussed

**EXECUTIVE SESSION** – Member Cullick made a motion to enter into executive session for the purpose 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, (5ILCS 120/2 (2), second by Member Gilmour.

**Roll Call:** Member Gilmour - yes, Member Koukol - yes, Member Purcell - yes, Member Cullick - yes  
**With all in agreement, the committee entered into Executive Session at 6:48p.m.**

Others Present: Jeff Wilkins

Member Koukol made a motion to reconvene in Open Session, second by Member Gilmour. **With all in agreement the committee reconvened into Open Session at 7:08p.m.**

**ITEMS FOR COMMITTEE OF THE WHOLE** – *Proposed Organizational Chart Changes concerning County Administrator and department heads*

**ACTION ITEMS FOR COUNTY BOARD** - None

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Member Gilmour moved to adjourn the meeting at 7:10p.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary



**STATE OF ILLINOIS  
ILLINOIS STATE POLICE  
INTER AGENCY AGREEMENT BETWEEN  
THE ILLINOIS STATE POLICE**

**AND**

County of Kendall - Administrative Services

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Requesting Organization (User)

**The Illinois State Police (hereinafter "ISP") acting as the state central repository for Criminal History Record Information (hereinafter "CHRI") and the User, hereby agree to the following terms, provisions, and conditions:**

**I. Purpose:**

- (1) ISP, in its capacity as the state central repository, has the authority to provide CHRI, pursuant to the applicable Illinois Compiled Statute, and be paid for its expenses. This Interagency Agreement (hereinafter "Agreement") establishes the terms of the relationship.

**II. Effective Date:**

- (1) This agreement will commence upon execution of the signature of the Director of the Illinois State Police and continues unless canceled by either party upon thirty (30) days written notice.

**III. Services the ISP agrees to provide to User:**

- (1) Fingerprint-based Criminal History Record Information authorized by law to be released.

**IV. Duties of User:**

User agrees to undertake and perform the following duties:

- (1) User will request applicants submit fee applicant fingerprint cards, via a live scan vendor, for processing by ISP through its files. Manual fee applicant cards (IL 493-0696) will be accepted in those instances where live scan transmissions cannot be used.

- (2) User shall submit FBI fee applicant fingerprint cards for submission to the Federal Bureau of Identification's Criminal Justice Information Services (CJIS) Division through the ISP.
- (3) User shall be responsible for checking the quality and completeness of all manual forms submitted by their Agency or Department to ensure they are legible and properly completed. Forms deemed to be incomplete may be returned unprocessed.
- (4) User shall cooperate with and make its records available to ISP/FBI for the purpose of conducting periodic audits to ensure User's compliance with all laws, rules, and regulations regarding the processing of CHRI furnished by ISP to User.
- (5) User agrees to keep such records as ISP may direct in order to facilitate such audits. At a minimum, User shall log all dissemination of ISP/FBI CHRI received from ISP and/or the FBI. This log must include the identities of persons or agencies to whom the information is released, the name of the requester, the authority of the requester, the purpose of the request, the identity of the individual to whom the information relates, and the date of the dissemination. Such log shall be retained for a period of three (3) years.
- (6) User shall be responsible for the physical security of ISP/FBI CHRI under its control or in its custody and shall protect such information from unauthorized access, disclosure and dissemination.
- (7) User shall limit dissemination of CHRI to statutorily authorized parties and ensure such authorized parties agree to provide the same protection and physical security of CHRI as agreed to by User.
- (8) When CHRI is no longer required by User, data shall be destroyed by User through shredding or burning of paper documentation and/or deletion of electronic CHRI from User's databases.
- (9) The User shall comply with all the provisions of Criminal Identification Act (20 ILCS 2630/1, et seq).
- (10) Payments for services rendered by ISP pursuant to the terms of this Interagency Agreement shall be paid in full not later than forty-five (45) calendar days from the last date of the billing cycle. Failure to pay on a timely basis could result in an interruption of services rendered by ISP.
- (11) User shall comply with all provisions outlined in Addendum 1 if User is providing live scan fingerprinting services as part of this Interagency Agreement.
- (12) User shall report in writing to the ISP any changes in agency contact information, and initiate a new user agreement for Chief Administrator(s) name change.

**V. Duties of ISP:**

ISP agrees to undertake and perform the following duties:

- (1) ISP shall process, in a timely fashion, all ISP/FBI fee applicant cards submitted by User.
- (2) ISP agrees to forward, in a timely fashion, FBI applicant fingerprint cards to the FBI's Criminal Justice Information Services (CJIS) Division.
- (3) ISP shall, if requested, assist User in the interpretation or translation of any CHRI requiring clarification.
- (4) ISP shall conduct an annual review in order to determine the level of fees to be established to cover the cost of processing criminal record inquiries. ISP fees shall be based upon the cost of providing CHRI services, as required by law. User shall be notified of any change in ISP fees. Pursuant to notification by ISP, any new ISP fee established shall replace the ISP fee identified in Appendix A.
- (5) Fingerprint submission procedures established by the FBI are subject to change and ISP shall advise User immediately of any changes promulgated by the FBI.
- (6) ISP will notify User if fee applicant fingerprint cards are of insufficient fingerprint quality. Background checks can not be processed for fee applicant fingerprint cards containing insufficient fingerprint quality. The User may request the applicant resubmit a new completed fingerprint card for reprocessing by ISP with the appropriate fee.

**VI. General Provisions**

- (1) ISP agrees to notify User sixty (60) days prior to making changes in rules, procedures, and policies adopted by it and incorporated in this agreement. Changes in the rules, procedures, and policies originating with federal and state executive order, congressional or state legislative enactment, or by court decision shall be initiated as required by law.
- (2) The current fee schedule is reflected in Appendix A. This agreement may be amended by the mutual consent of both parties at anytime during its term. Amendments to this Agreement shall be in writing and signed by both parties or their authorized representatives. Modifications of the fee amounts in Appendix A will be implemented upon written notification from ISP to User.



**IN WITNESS THEREOF**, the parties hereto caused this agreement to be executed by the proper officers and officials.

\_\_\_\_\_  
Signature of Agency Head

\_\_\_\_\_  
Print or Type Name of Agency Head

County of Kendall - Administrative Services

\_\_\_\_\_  
Name of Agency

111 W. Fox Street, Yorkville, IL 60560

\_\_\_\_\_  
Address of Agency

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

630-553-4205

630-553-4214

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

gcampos@co.kendall.il.us

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date

**State of Illinois**  
**Illinois State Police**

By: \_\_\_\_\_  
Director

Date: \_\_\_\_\_

## Appendix A

**AUTHORIZATION:** ISP will provide User with CHRI pursuant to and limited by:  
20 ILCS 2630/et seq

**FEES:** Services performed by ISP will be based upon the following fee schedule:

- |         |   |
|---------|---|
| \$34.75 | Each original set of Fee Applicant fingerprint cards (1-ISP & 1-FBI) submitted manually.                    |
| \$29.75 | Each set of Fee Applicant fingerprint images (1-ISP & 1-FBI) submitted electronically.                      |
| \$20.00 | Each ISP Fee Applicant fingerprint card submitted manually  |
| \$15.00 | Each ISP Fee Applicant fingerprint card submitted electronically.   |
| \$14.75 | Each FBI Applicant fingerprint card submitted manually or electronically.                                   |
| \$10.00 | Each re-submission of ISP/FBI Fee Applicant fingerprints as a result of an unclassifiable fingerprint card. |

**NOTICES:** All notices shall be effective on the date of posting with the U. S. Postal Service and shall be addressed as follows:

**ISP:**

Illinois State Police  
Bureau of Identification  
260 North Chicago Street  
Joliet, Illinois 60432- 4072

**USER:**

County of Kendall - Admin Services

---

Agency

111 W. Fox St Yorkville IL 60560

---

Street Address, City, State Zip

630-553-4205

---

Telephone Number

630-553-4214

---

Fax Number

gcampos@co.kendall.il.us

---

E-mail Address

## **Addendum 1**

*(Addendum I to be utilized in conjunction with ISP Interagency Agreement for the sole purpose of utilizing live scan fingerprinting services)*

### **Purpose:**

Governmental agencies or other legal entities (hereinafter "Users") have a need for live scan fingerprinting services in order to perform their licensing and employment responsibilities. Vendors may be utilized by such Users to provide live scan fingerprinting services and have the fingerprint images forwarded to the ISP for processing. ISP, in its capacity as the state central repository, has the authority to provide CHRI, pursuant to the applicable Illinois Compiled Statute, and be paid for its expenses. This Addendum establishes the terms of the relationship.

### **Services ISP Agrees to Provide:**

ISP agrees to accept and process live scan fingerprint images submitted in the form and manner prescribed by ISP.

### **Duties of User:**

User agrees to undertake and perform the following duties:

- (1) User agrees to capture and transmit all fingerprint images to the ISP using live scan equipment certified by the Federal Bureau of Investigation (FBI). The fingerprint images and demographic data must be submitted in the form and manner required by ISP/FBI, including the electronic transfer of fingerprint and demographic data to the ISP NATMS/AFIS system via a network connection as defined by the ISP/FBI. All fingerprint and demographic data transmitted must be encrypted at all times using FBI encryption standards.
- (2) User agrees to comply with all ISP/FBI certification standards and procedures, which includes but is not limited to certification of live scan equipment, audits of live scan transmissions to the ISP/FBI.
- (3) User agrees to take appropriate action to ensure each live scan transmission is sent to ISP successfully and passes all ISP live scan edits, conforming to the most recent ISP Electronic Fingerprint Submission Specifications (EFSS). In the event the electronic fingerprint specifications are modified, the user agrees to make any changes necessary to meet the new specifications within thirty (30) days of notification.

*Addendum 1 -continued-*

- (4) User agrees to cooperate and make its records available for the purpose of conducting periodic audits by ISP/FBI to ensure compliance with all laws, rules and regulations regarding the submission of fingerprints to the ISP/FBI via live scan.

**Dissemination:**

At a minimum, User shall log all dissemination of ISP/FBI CHRI received from ISP and/or the FBI. This log must include the identities of persons or agencies to whom the information is released, the name of the requester, the authority of the requester, the purpose of the request, the identity of the individual to whom the information relates, and the date of the dissemination. Such log shall be retained for a period of three (3) years. CHRI will only be disseminated directly to the Requester and only to the extent permitted by law.

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Signature of Agency Head

---

Print or Type Name of Agency Head

County of Kendall - Administrative Services

---

Name of Agency

111 W. Fox St, Yorkville IL 60560

---

Address of Agency

City

State

Zip

---

Date



**KENDALL COUNTY**  
**ANIMAL CONTROL**

**Wednesday, February 17, 2016 at 4:00PM**

**MEETING MINUTES**

**Call to Order** – The meeting was called to order by Committee Chair Jeff Wehrli at 4:18p.m.

**Roll Call**

Committee Members Present: Elizabeth Flowers – present, Jeff Wehrli – here, John Purcell - yes. **With four members present, a quorum was established to conduct committee business.**

**Members Absent:** Lynn Cullick, Matthew Prochaska

**Others present:** Laura Pawson, Jeff Wilkins

**Approval of Agenda** – Motion made by Member Flowers to approve the agenda, second by Member Purcell. **With all in agreement, the motion carried.**

**Approval of Minutes** – Member Purcell made a motion to approve the January 20, 2015 meeting minutes, second by Member Flowers. **With all in agreement, the motion carried.**

**Census Report** – Laura Pawson reviewed the January census and bite/euthanasia reports with the committee.

<b><u>DOGS</u></b>	<b><u>JANUARY</u></b>	<b><u>FEBRUARY TO DATE</u></b>
Intakes:	15	8
Adopted:	1	1
Reclaimed:	12	5
Transferred:	3	0
Euthanized:	0	0
Total Dogs Available for Adoption:	4	Total Unavailable Dogs: 7

<b><u>CATS</u></b>	<b><u>JANUARY</u></b>	<b><u>FEBRUARY TO DATE</u></b>
Intakes:	5	1
Adopted:	5	0
Reclaimed:	1	1
Transferred:	0	1
Euthanized:	2	0
Total Cats Available for Adoption:	6	Total Unavailable Cats: 1

**Bite Report** January Total: 16 (14 Dogs, 2 Cats)

**Visitors** January - 53

**Events/News**

February 16, 2016 - Volunteer Orientation with 2 new people attending

March 12, 2016 – Yorkville Pet Supplies Plus Adoption Event

**Operations Report** – Ms. Pawson stated that she is planning an Easter theme for an adoption event, she has also considered an event to have animals blessed by a local priest. She will keep the committee updated on future ideas and events to promote animal adoption.

To promote the need for additional volunteers, and the adoptable animals, there was discussion on the possibility of appearing on Anne Vickery’s WSPY TV and Radio programs in the near future. Laura will update the committee on when this opportunity occurs.

Ms. Pawson also reported there is immediate need for new or gently used office chairs for the facility. Admin Services will contact Jim Smiley for possible options.

**Accounting Report** – Jeff Wilkins reviewed the monthly financial report with the committee.

**Other Business** - Member Wehrli reported that he, Laura Pawson, Jim Smiley and Jeff Wilkins will be touring the Animal Control outside area to determine a potential location for a mobile trailer for much needed office space. Mr. Wilkins continue working with the City of Yorkville regarding the permits needed, and zoning requirements for the structure to be installed.

**Action Items for the County Board** - None

**Public Comment** – None

**Executive Session** – None needed

**Adjournment** – Member Flowers made a motion to adjourn the meeting, second to the motion by Member . **With all in agreement, the meeting was adjourned at 4:46p.m.**

Respectfully Submitted,

Valarie A. McClain  
Administrative Assistant/Recording Secretary

**COUNTY OF KENDALL, ILLINOIS**  
**COMMITTEE OF THE WHOLE**  
**Meeting Minutes**  
**Thursday, February 11, 2016**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order by County Board Chair John A. Shaw at 4:00p.m. who led the committee in the Pledge of Allegiance.

**ROLL CALL**

John Purcell – here, Scott Gryder – here, Matthew Prochaska – here, Jeff Wehrli - here, John A. Shaw - yes, Bob Davidson - yes, Judy Gilmour - here

**Member Cullick arrived at 4:02p.m.**

Board Members Absent: Elizabeth Flowers, Dan Koukol

Staff present: Sheriff Dwight Baird, Glenn Campos, Scott Koeppel, Leslie Johnson, Jim Smiley, John Sterrett, Dr. Amaal Tokars, Eric Weis, Jeff Wilkins

**ITEMS OF BUSINESS**

- *KC Law Enforcement Memorial* - Oswego Police Department Chief Jeff Burgner, and Chairman of the Kendall County Association of Chiefs of Police (KCACP) Law Enforcement Memorial Committee, provided the background, purpose and current status of the proposed project. Chief Burgner stated that in locating a memorial site, a proposal was submitted by the KCACP memorial committee members to Kendall County Presiding Judge Tim McCann, as well as other key stakeholders.

Chief Burgner reviewed the approved design and concept for the memorial with the Board, and said that at this point in time, the KCACP is seeking assistance from Kendall County in the form of a \$50,000 loan to complete the funding gap, and that they were proposing the payback to be within five to seven years, with a goal of an early payoff. With the loan from the County, Chief Burgner said that construction would begin in the Spring and the project would be completed in late Summer 2016. There was consensus by the Board that this item should be discussed by the County Finance Committee.

- *FLSA Overtime for County Department Heads* – Leslie Johnson, Assistant State’s Attorney, Said that this discussion is a result of the Human Resources Audit that was conducted last year, and that she was here to provide a brief explanation so that when decisions and revisions are made to the organizational chart and job descriptions, what needs to be done in order to maintain the exempt status of the department heads.

Ms. Johnson went on to say that it is important that organizational charts, job descriptions and employee handbooks all contain information that supports the exempt status of department heads, if indeed the County wanted them to remain in the exempt classification status.

ASA Johnson said that if department heads are misclassified as exempt when they are not truly exempt or don't meet the exemptions, then the County would be required to pay overtime for any hours over 40 hours worked per week, could incur substantial penalties and costs, and would be responsible for all attorney fees and costs if a law suit was filed. If these employees are not classified as exempt employees, there are also additional recordkeeping requirements.

Ms. Johnson also stated that under the Illinois Public Labor Relations Act, supervisors may be excluded from a bargaining unit if there is a unit petition filed for certification of the unit. Ms. Johnson said that is important that when reviewing the job descriptions, that if the department heads are to remain excluded from the bargaining units that the job descriptions accurately reflect what is a supervisor under the Illinois Public Labor Relations Act.

Ms. Johnson stated that there are two different laws that apply to the exempt status, the Federal Law, Fair Labor Standards Act or FLSA, and the State Law, Illinois Minimum Wage Law or IMWL. Ms. Johnson stated that as a general rule, an employee has to be paid at least minimum wage and overtime pay at a rate of one and a half their regular rate for all hours worked over 40 in a regular work week, unless the employee is exempt. Ms. Johnson said there are certain exemptions set forth in the Fair Labor Standards Act and the Illinois Minimum Wage Law. Ms. Johnson reviewed who are exempt employees, under the Executive and Administrative areas. Ms. Johnson suggested sitting down with each department head to determine exactly what they do on a day-to-day basis.

Ms. Johnson said there are two tests that are used to determine whether a department head is exempt or not:

- 1) Do they satisfy the salary test? Are they paid on a salary basis with no deductions because of quantity or quality of work, and is their current minimum weekly rate of pay at least a minimum rate of pay of \$455 per week or \$23,660 per year? Ms. Johnson briefly reviewed the proposed rules that will be implemented at approximately April 30, 2016.
- 2) Do they satisfy the duties test? Do they primarily perform duties that are exempt or fall under the exemptions under the wage laws? Do they spend more than 50 % of each day doing these tasks? Duties tests vary with each exemption, case-by-case analysis.

Ms. Johnson said things to consider that may impact exempt status:

- a) Job Descriptions – are primary and essential duties are clearly listed?
- b) Organizational Charts – is the accurate reporting structure is clearly listed?
- c) Employee Handbook – is day-to-day work or the duties done most of the day clearly identified?

Ms. Johnson reported the Executive Exemption Duties Test qualifications include:

- a) Primary duty is management of the department
- b) Regularly directs the work of 2 or more full-time employees
- c) Has the authority to hire or fire employees, or alternatively, the employee's recommendations are given "particular weight"



Ms. Johnson gave the following example when reviewing things for a particular weight given: if the department head is reporting to another level before the County Board, is that level giving significant input in making the final decision in hiring and firing, or are they simply a rubber stamp? If they are more or less a rubber stamp, then the decisions are given particular weight. If they provide significant input, if that higher level is involved in interviews, and making major decisions with respect to the hiring and firing, and usually goes over the department heads recommendations, then the department heads decisions are not being particular weight, and that will destroy the executive employee exemption.

Ms. Johnson said she is aware there have been discussions about organization charts, and whether department heads report directly to the County board or to the County Administrator in various meetings. To assist in helping everyone to understand, Ms. Johnson provided the following example: if a department head reports directly to the County Administrator instead of the County Board, the department head would be classified as more like a foreman, and would need to need to remain actively involved in the hiring, firing and discipline, and the County Administrator involvement in the decision making is minimal at best. If you have a lot of day to day oversight and involvement in personnel decisions for the department by the County Administrator that will destroy the executive employee exemption for the department head.

Ms. Johnson reported the Administrative Duties Test qualifications include:

- a) Primary duty is performance of office or non-manual work (white collar) directly related to the management or general business operations of the County. The County needs to make sure that the majority of the work is non-manual, and determine how much of his day is spent performing maintenance, construction? Or is most (50% as a general rule) of his day spent doing management type functions and administration related to management (paperwork, clerical)?
- b) Requires the exercise of discretion and independent judgment with respect to matters of significance. Do they have independence, or are they required to go to a higher level person for most decision making? If they are acting like a foreman, and they are reporting to the County Administrator, the County needs to make sure the role of the County Administrator is somewhat more limited, and that department heads continue to maintain the independent discretion and judgment regarding matters of significance.

Ms. Johnson said if you put a mid-level person in between the department head and the County Board, you have to be careful because if all of the important and financial decisions are run by a mid-level supervisor, you must review the County Administrators role is going to be in that process. Is the department head required to meet with the County Administrator on a regular basis and have all major financial decisions run by the County Administrator, or does that department head have the ability to make those decisions on their own without the input of the County Administrator? Ms. Johnson said that if the County Administrator is going to be actively involved she feels the County will have difficulty in meeting this element of the Administrative Exemption Test.

- *Discuss Bond Refunding Plans* – Anthony Vacelli, Speer Financial, briefly reviewed the proposed refunding plans with the County Board.

**PUBLIC COMMENT** – Todd Milliron, Yorkville, stated that the County organizational chart posted on the website, falsely lists the Veteran’s Administration Commission of Kendall County as reporting to the County Board and being elected by the citizens, which is not accurate. Mr. Milliron asked that the chart be updated to accurately reflect that the VAC is not elected by the citizens, and does not report directly to the County Board. Mr. Milliron also asked that the chart include some indication/clarification of where tax dollars go once they are collected by the County.

**QUESTIONS FROM THE MEDIA** – None

**CHAIRMAN’S REPORT** - None

**REVIEW BOARD ACTION ITEMS** – Chair Shaw asked the committee to review the February 16, 2016 Board agenda for any necessary changes or additions. There were no changes or additions.

**ACTION ITEMS FOR COUNTY BOARD** - None

**EXECUTIVE SESSION** – Not needed

**ADJOURNMENT** – Member Purcell moved to adjourn the meeting at 5:17p.m., Member Cullick seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Kendall Housing Authority	12/31/2015	02/19/2016

Check here if the PHA expends less than \$300,000 a year in Federal awards   
Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

### Performance Indicators

- 1. Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes  No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes  No
- 2. Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes  No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response  At least 98% of units sampled  80 to 97% of units sampled  Less than 80% of units sampled
- 3. Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response  At least 90% of files sampled  80 to 89% of files sampled  Less than 80% of files sampled
- 4. Utility Allowance Schedule.** (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes  No
- 5. HQS Quality Control Inspections.** (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes  No
- 6. HQS Enforcement.** (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response  At least 98% of cases sampled  Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 982.301(b)(4) and (b)(12)).  
**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**  
 Check here if not applicable
- (a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.  
 PHA Response Yes  No
- (b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.  
 PHA Response Yes  No
- (c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.  
 PHA Response Yes  No
- (d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.  
 PHA Response Yes  No
- (e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.  
 PHA Response Yes  No
- (f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.  
 PHA Response Yes  No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)
- PHA Response Yes  No
- Enter current FMRs and payment standards (PS)
- |                     |                     |                      |                      |                      |
|---------------------|---------------------|----------------------|----------------------|----------------------|
| 0-BR FMR <u>697</u> | 1-BR FMR <u>879</u> | 2-BR FMR <u>1171</u> | 3-BR FMR <u>1726</u> | 4-BR FMR <u>1805</u> |
| PS <u>657</u>       | PS <u>879</u>       | PS <u>1171</u>       | PS <u>1650</u>       | PS <u>1750</u>       |

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.518)  
 PHA Response Yes  No
10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)  
 PHA Response Yes  No
11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)  
 PHA Response Yes  No
12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))  
 PHA Response Yes  No
13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.  
 PHA Response Yes  No
- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)  
**Applies only to PHAs required to administer an FSS program.**  
 Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception


b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

 %

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes

No

 %

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes

No

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 02/19/2016

Date (mm/dd/yyyy) 02/19/2016

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

## 2015 KHA SEMAP Certification Submission

Indicator #	2014 Score	2015 SEMAP	Max Score	Results	Next Steps
Indicator #1	15	15	15	100% Processed Properly	
Indicator #2	20	20	20	100% Processed Properly	
Indicator #3	0	0	20	30/40 = 75%; (needed 80%+)	Implement monthly PQI reporting to verify completion
Indicator #4	5	5	5	Utility Allowance	
Indicator #5	5	5	5	12 completed	
Indicator #6	10	10	10	100% Processed Properly	
Indicator #7	0	5	5	Expanding Housing Opportunities	
Indicator #8	5	5	5	Payment Standards	
Indicator #9	10	10	10	100% Processed Correctly	
Indicator #10	5	0	5	32/40 = 78%; (needed 98%+)	Implement monthly PQI reporting to verify completion
Indicator #11	5	5	5	43/44 = 98%; (needed 98%+)	
Indicator #12	10	10	10	100% Processed Correctly	
Indicator #13	15	20	20	Based on HAP Funds; we are at 104.4% allocated	
Indicator #14	N/A	N/A	N/A (10)	Family Self-Sufficiency Enrollment	Not Applicable to KHA
Indicator #15	N/A	N/A	N/A	DE Concentration Bonus	Not Applicable to KHA
<b>Total Points</b>	<b>105</b>	<b>110</b>	<b>135</b>		
<b>Total Percent</b>	<b>78%</b>	<b>81%</b>	<b>100%</b>		

§ 985.103 SEMAP score and overall performance rating.

- (a) **High performer rating.** PHAs with SEMAP scores of at least 90 percent shall be rated high performers
- (b) **Standard rating.** PHAs with SEMAP scores of 60 to 89 percent shall be rated standard.
- (c) **Troubled rating.** PHAs with SEMAP scores of less than 60 percent shall be rated troubled.