

**KENDALL COUNTY BOARD AGENDA
SPECIAL MEETING**

**Kendall County Office Building, Rooms 209 & 210
Tuesday, November 29, 2016 at 4:30 p.m.**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Agenda
5. Citizens to Be Heard
6. New Business
 - A. Approve Proclamation of November 2016 as Epilepsy & SUDEP Awareness Month in the County of Kendall, Illinois
 - B. Approve collective bargaining agreement between the County of Kendall and Kendall County Sheriff and the Illinois Fraternal Order of Police Labor Council for the Kendall County Sheriff's Office Corrections Deputies Bargaining Unit from December 1, 2015 through November 30, 2019.
 - C. Approve collective bargaining agreement between the County of Kendall and Kendall County Sheriff and the Illinois Fraternal Order of Police Labor Council for the Kendall County Sheriff's Office Corrections Sergeants Bargaining Unit from December 1, 2015 through November 30, 2019.
 - D. Approve collective bargaining agreement between the County of Kendall and Kendall County Sheriff and the Illinois Fraternal Order of Police Labor Council for the Kendall County Sheriff's Office Full-Time Records Clerks Bargaining Unit from December 1, 2015 through November 30, 2019.
 - E. Approve HIDTA Executive Director Agreement with Kendall County as the Fiduciary Agent effective November 29, 2016 through November 28, 2019
7. Old Business
8. Standing Committee Reports
 - A. Administration/HR
 1. Approve Systems Administrator job description
 2. Approve Computer Support Specialist job description
 - B. Finance Committee
 1. Approve claims in an amount not to exceed \$ 1,394,550.74, approval of Petit Juror claims in an amount not to exceed \$1,291.24; Grand Juror claims in an amount not to exceed \$286.84; and Election Judges in an amount not to exceed \$70,937.38
 2. Approval of Kendall County Fiscal Year 2016-2017 Combined Budgets and Appropriations Ordinance for all funds with total expenditures not to exceed \$66,000,000 and fund transfers-out not to exceed \$8,000,000
 - C. Judicial/Legislative
 1. Approval of Resolution Honoring Honorable James W. Cadwell
 - D. Animal Control
 - E. Committee of the Whole
 1. Approve Memorandum of Understanding between the Kendall County State's Attorney, the Kendall County Sheriff and the County of Kendall Illinois Regarding the Use of a 2005 Red Chevy Silverado 2500
9. Other Business
10. Chairman's Report

Appointments

Terri Frisk – 708 Mental Health Board – 4 year term – Expires December 2020 (Re-appointment)
Dick Whitfield – 708 Mental Health Board – 4 year term – Expires December 2020 (Re-appointment)
Megan Andrews – Farmland Protection Commission – 3 year term – Expires December 2019 (Re-appointment)
Bill Ashton – Farmland Protection Commission – 3 year term – Expires December 2019 (Re-appointment)
John Church – Farmland Protection Commission – 3 year term – Expires December 2019 (Re-appointment)
John Shaw – Farmland Protection Commission – 2 year term – Expires December 2018 (Re-appointment)
David Stewart – Farmland Protection Commission – 2 year term – Expires December 2018 (Re-appointment)
John Shaw – Merit Commission – 3 year term – Expires January 2019 (Replacing Bryan Abromovitz)
Luis Perez – KenCom Executive Board replacing Joe West

11. Citizens to be Heard
12. Questions from the Press
13. Executive Session
14. Adjournment

SUDEP & EPILEPSY

Once again a Resolution is being presented to you, the members of the Kendall County Board, for the purpose of promoting greater public awareness of epilepsy in all its forms, from benign to life-threatening, by declaring November 2016 to have been Epilepsy and SUDEP Awareness Month in Kendall County. November is generally chosen since that is when Congress first recognized it as Epilepsy Awareness Month in 2003.

I apologize that due to the election this material was not submitted earlier. And it is my hope awareness of this condition will be increased every month.

For any that are interested in additional information, in 2013 I found myself thrust into doing much reading and research on this topic. Although some information and statistics may vary depending on the source and differing research practices, there are many interesting facts available. Such as:

Epilepsy is not a disorder that primarily affects children. It affects people of all ages and it's believed the largest increases may be seen in returning veterans due to brain trauma, as well as the aging "boomer" generation.

According to the Epilepsy Foundation, there are over 200,000 new cases per year: 1 in 4 are children, 1 in 3 are persons over 65, and even more surprisingly, the remaining 40% of new cases start in people between the ages of 16 and 64. In 70 % of those new cases, the cause of onset is unknown. And currently there is no cure.

It's the fourth most common neurological disorder in the U.S. Its prevalence is greater than autism spectrum disorder, cerebral palsy, multiple sclerosis and Parkinson's disease combined. It is so common that 1 in 3 adults know someone with the disorder, yet it's still among the least understood of major chronic medical conditions.

Control of seizures is most often managed through medications, however anti-seizure medications may have seriously troubling, quality of life side-effects, even when they're successful at controlling the actual seizures. Therefore, people may quit taking their medications or at least cease taking them as prescribed.

While most people with epilepsy live full, healthy lives; there is another, largely unknown, event that occurs in an estimated 1 in 1000 people with epilepsy and that is death. Referred to as SUDEP, Sudden Unexpected Death in Epilepsy, it's believed to be the leading epilepsy-related cause of death.

This is a devastating reality most people haven't even heard of, including many people in medical professions.

A death is referred to as SUDEP when a seemingly healthy person with epilepsy dies unexpectedly and no clear reason for the death can be determined. In most cases an autopsy is needed to rule out other causes of death, although even then, perhaps through lack of awareness, the cause of death may not be attributed to "SUDEP".

People with seizures/epilepsy and their families or caregivers should have the opportunity to be informed that they have an increased risk of dying suddenly, for no discernible reason.

In May 2013, I received a devastating phone call informing me that my oldest son, who lived out of state, had been found at home dead of an apparent seizure. Until my research put me in touch with the North American SUDEP Registry, I had no idea that anyone died directly from seizures/epilepsy. Upon accessing and reviewing some of my son's medical records I found he had 2 known tonic-clonic (grand mal) seizures in 2 years and almost a year later, this 3rd one was fatal.

The pathologist did not find anything "wrong" during his examinations and there were no signs of drugs or alcohol in his system. Unfortunately he did find sub-therapeutic levels of a prescribed anti-seizure medication. His employer later shared that my son had told him he couldn't deal with the effects of the medication and was trying to reduce the dosage.

I've asked myself many times if my son might be alive right now if someone had told him that not taking his medication could be fatal. He was an adult and should have had the right to decide what course of action to pursue, based on being provided with full knowledge of the possible health outcomes of his condition, including SUDEP. One of the most common statements I read from families dealing with the aftermath of SUDEP is, No One Told Us this could Happen!

The North American SUDEP Registry project, ongoing at the New York University School of Medicine, is among those gathering case information as well as tissue and DNA samples from people who have died of SUDEP for the purpose of uncovering risk factors, causes and developing preventative measures. My son was accepted into the project. Various other Epilepsy groups and organizations such as SUDEP Aware and Danny Did are recognizing the need for this research.

<http://www.sudep-registry.org/>

<http://www.epilepsy.com/get-help/about-sudep-institute>

<http://www.sudepaware.org/research.html>

Thank you for your interest and your help.

Rennetta Mickelson

Chief Deputy Clerk

Kendall County RESOLUTION No. _____

**Proclamation of November 2016 as
Epilepsy & SUDEP Awareness Month in the County of Kendall, Illinois**

WHEREAS, epilepsy is a neurological condition that causes seizures affecting approximately 3,000,000 people in America and is the 4th most common neurological disorder in the U.S., and more prevalent than cerebral palsy, multiple sclerosis, Parkinson's disease and autism – combined.

WHEREAS, a seizure is a disturbance in the electrical activity of the brain within a broad range of intensity, and one in every ten Americans will suffer at least one seizure;

WHEREAS, 200,000 new cases of seizures and epilepsy are diagnosed each year, 3 % of Americans will develop epilepsy by the time they are 75, and 41 % of people who currently have epilepsy experience persistent seizures;

WHEREAS, many people are unaware that epilepsy can at times, be fatal, and that even people with infrequent seizures are at increased risk to succumb to **SUDEP** [Sudden Unexpected Death in Epilepsy];

WHEREAS, a death is considered as **SUDEP** when a seemingly healthy person with epilepsy dies unexpectedly and no clear reason can be determined;

WHEREAS, a survey conducted by the Centers for Disease Control and Prevention demonstrated that the hardships imposed by epilepsy are comparable to those imposed by cancer, diabetes, and arthritis;

WHEREAS, epilepsy in children and adults remains a formidable barrier to leading a normal life, affecting education, socialization, daily life activities and personal fulfillment;

WHEREAS, the social stigma surrounding epilepsy continues to fuel discrimination, and isolates people who suffer from seizure disorders from mainstream life;

WHEREAS, in spite of these formidable obstacles, people with epilepsy can live healthy and productive lives and make significant contributions to society;

WHEREAS, the designation of November as "**Epilepsy & SUDEP Awareness Month**" would help to focus attention on, and increase understanding of, epilepsy and those people who suffer from it, and

Promote **SUDEP** [Sudden Unexplained Death In Epilepsy] **Awareness** to aid in providing patients and families with the necessary tools and information to make informed decisions, as well as to encourage the development of preventative treatments and measures

THEREFORE BE IT RESOLVED by the County Board of Kendall County this 18th day of November, 2014:

November 2016 has been declared **Epilepsy & SUDEP Awareness Month**;
Citizens of the County are urged to be observant of **Epilepsy & SUDEP Awareness**
through appropriate programs and activities.

County Chairman

Attest: _____
County Clerk

Kendall County Job Description

TITLE: Systems Administrator
DEPARTMENT: Technology Services
SUPERVISED BY: Technology Services Director
FLSA STATUS: Exempt
APPROVED: November 29, 2016

I. Position Summary:

This position is primarily responsible for administering, designing, maintaining, and documenting county enterprise systems including, but not limited to 911 Computer Aided Dispatch, Microsoft Windows, Active Directory, Countywide Police Records Management System, Mobile Data Terminals, Microsoft SQL Server Services, Microsoft Systems Center Configuration Manager (SCCM).

II. Essential Duties and Responsibilities:

A. Primary duties consist of the following:

1. Applies systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications.
2. Designs, develops, documents, analyzes, creates, tests, modifies and maintains computer systems or programs, including prototypes, based on and related to user or system design specifications.

B. Ensures that the hardware systems and network performance meets the functional and strategic needs of the County's information systems.

C. Provides troubleshooting, support, and resolves system failures.

D. Designs, installs, and debugs new/upgraded software on server and client platforms.

E. Assists the Technology Services Director in providing technical guidance and recommendations regarding the County's information systems.

F. Serves as backup for networking, virtual server platform, and storage administration.

G. Provides support and guidance to help desk support team members.

H. Interacts with hardware and software vendors as appropriate to solve problems.

I. Designs procedures and training for end users.

J. Attendance and punctuality during assigned work hours and after work hours, as necessary, with the possibility of off hours' support.

K. Complies with all applicable state and federal laws and regulations.

L. Adheres to all applicable County policies and procedures.

M. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling and grammar.

Kendall County Job Description

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. REASONING ABILITY:

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

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- Industry Certifications preferred but not required – Microsoft A+ Security+
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- The ability to present information and communicate effectively both orally and in writing with staff, county officials, law enforcement officials, and the general public in a timely and professional manner.
- Ability to build teamwork, organize, prioritize and perform multiple tasks in a timely manner.
- Superb troubleshooting abilities including server and networking troubles.
- Able to work and interact with others in a structured / team environment.
- Ability to multi-task and work independently.
- Represents department with professionalism and confidence.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.
- Work with diverse populations.

F. EDUCATION AND EXPERIENCE:

- Either (a) a minimum of a Bachelor's degree and a minimum of at least two years' prior work experience in information technology or (b) a combination of post high school education and a minimum of at least six years prior work experience in information technology is required.
- Working knowledge of Microsoft software, such as Windows Products, and ability to perform application support as assigned.
- General knowledge of networking devices, software, and file transfer protocols is required.
- Industry certifications are preferred but not required: Microsoft, Cisco, A+.

IV. Physical Demands:

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

- Frequently sit for up to 2 hour periods of time at desk and/or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequent lifting requirements of 20 pounds or less.
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;

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- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and ability to view computer monitors and screens.
- Travel independently to other County office locations.

V. Work Environment:

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

- Inside environmental conditions.
- Walking between buildings and occasional work in an outdoor environment.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Computer Support Specialist
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Non-Exempt
APPROVED: November 29, 2016

I. Position Summary:

The Helpdesk/Computer Support Specialist supports and maintains in-house computer systems. The systems include all software, workstations, laptops, some networking equipment, and peripherals on the network. The tasks include but are not limited to installing, diagnosing, repairing, maintaining and upgrading all hardware, software, and equipment while ensuring optimal workstation performance and end user support.

II. Essential Duties and Responsibilities:

- A. Maintain, analyze, troubleshoot, update, monitor and repair computer systems, hardware, software and computer peripherals.
- B. Researches, evaluates, tests, and makes recommendations on all current and future software and hardware needs of the organization.
- C. Installs, configures, repairs updates, and performs network wide system upgrades of workstations.
- D. Provides end user technical support for all network based workstations and applications. This position is first-level helpdesk support from logging the request/issue through post completion follow-up.
- E. Provides documentation / project tracking and reporting to management.
- F. Provides training and how to documentation for end user support.
- G. Provides operational and training support to users using the telephone, in person and via remote access software.
- H. Performs networking maintenance functions including, but not limited to user account creation, NTFS assignment of rights and permissions, and exchange mailbox account creation.
- I. Keeps current with new security and network monitoring technologies, applicable laws and regulations. Maintains compliance with software licensing.
- J. Participate in and facilitate group meetings regarding or relating to assigned job duties.
- K. Complies with all applicable state and federal laws and regulations.
- L. Adheres to all applicable County policies and procedures.
- M. Attendance and punctuality during assigned work hours.
- N. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. LANGUAGE SKILLS:

- Ability to research, read and interpret documents.
- Ability to prepare documents, reports and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials.
- Requires good knowledge of the English language, spelling and grammar.

Kendall County Job Description

B. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

C. REASONING ABILITY:

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

D. CERTIFICATES, LICENSES, REGISTRATIONS:

- Industry Certifications preferred but not required – Microsoft A+ Security+
- Current and valid Driver's License is required.
- Any and all other certificates and registrations as required for the specific duties performed.

E. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

- Strong organization skills, ability to prioritize and schedule work duties, and be able to communicate effectively both orally and in writing with staff, network users, outside entities, vendors, and the general public.
- Active Directory, DHCP, DNS, SCCM, Microsoft Exchange, Helpdesk software, Image deployment systems and knowledge of LAN environments.
- Thorough knowledge of standard concepts, practices and procedures using Windows operating systems and software products in a network environment.
- Ability to multi-task and work independently.
- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

F. EDUCATION AND EXPERIENCE:

- A minimum of an Associate's Degree and a minimum of two years prior work experience in the Networking field/PC field is required.
- Microsoft experience within Windows Server and Windows operating systems is preferred.
- General knowledge of networking devices, software, and file transfer protocols is required.

IV. Physical Demands:

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

- Frequently sit for up to 2 hour periods of time at desk and/or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequent lifting requirements of 20 pounds or less.
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Bend over at the waist and reach with one and/or both hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;

Kendall County Job Description

- Talk and hear in person and via use of telephone;
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- Travel independently to other County office locations.

V. Work Environment:

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

- Inside environmental conditions.
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- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, work sites, etc.

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

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date

COUNTY OF KENDALL, ILLINOIS
BUDGET & FINANCE COMMITTEE
Meeting Minutes
Thursday, November 10, 2016

Call to Order

The Budget and Finance Committee meeting was called to order by Vice Chairman Bob Davidson at 5:42p.m.

Committee Members Present: Scott Gryder, Matthew Prochaska, Bob Davidson

Member Purcell and Member Flowers entered the meeting at 5:46p.m.

Others Present: Latreese Caldwell, Jeff Wilkins

Claims Review and Approval– Member Prochaska moved to forward to the County Board for Approval of Claims in an amount not to exceed \$2,487,185.89 and Grand Juror Claims in an amount not to exceed \$298.92, second by Member Gryder. **With five members voting aye, the motion carried.**

Items from Other Committees – None

Department Head and Elected Official Reports - None

Items of Business

- *Authorize payment to Attorney James G. Groat in an amount not to exceed \$3,137.82 – Member Davidson made a motion to approve the payment of these attorney’s fees out of contingency funds, second by Member Prochaska. **With five members in agreement, the motion carried.***
- *FY2017 Budget Recommendations – Latreese Caldwell reviewed the tentative budget that was filed with the County Clerk. The committee discussed possible changes to the budget.*

Other Business - None

Public Comment – None

Questions from the Media – None

Items for Committee of the Whole – None

Executive Session – Not needed

Items for County Board

- *Approval of Claims in an amount not to exceed \$2,487,185.89, and Grand Juror Claims in an amount not to exceed \$298.92*
- *Authorize Payment to Attorney James G. Groat in an amount not to exceed \$3,137.82 (December 6, 2016)*

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 McClain
Administrative Assistant/Recording Secretary

COUNTY OF KENDALL, ILLINOIS

Resolution Honoring Judge James W. Cadwell

Resolution 16- _____

WHEREAS, the members of the Kendall County Board are saddened by the news of the death of the Honorable James W. Cadwell, who passed away on August 30, 2016; and

WHEREAS, the Honorable James W. Cadwell was born on December 2, 1920, the son of Ernest and Blanche Cadwell; and

WHEREAS, the Honorable James W. Cadwell was married to Helen Gast Cadwell and was the proud father of a daughter, Cathleen Cadwell Banner; and

WHEREAS, the Honorable James W. Cadwell graduated from the University of Illinois and the University of Illinois College of Law; and

WHEREAS, the Honorable James W. Cadwell enjoyed a successful and distinguished career in the private practice of law; and

WHEREAS, the Honorable James W. Cadwell was appointed as an Associate Judge in 1970 in the 16th Judicial Circuit; and

WHEREAS, the Honorable James W. Cadwell served as an Associate Judge in Kane and Kendall Counties until his retirement in 1986; and

WHEREAS, the Honorable James W. Cadwell, will always be remembered by his peers and the lawyers who appeared before him as a fair and compassionate man, and

WHEREAS, the Honorable James W. Cadwell enjoyed a reputation as a truly honorable and decent man, with a reputation for common sense in the administration of law; and

WHEREAS, the Honorable James W. Cadwell is fondly remembered as being patient and willing to lead by example, and as a role model of appropriate judicial behavior; therefore be it

RESOLVED, BY THE RESIDENTS OF KENDALL COUNTY AS REPRESENTED BY THE KENDALL COUNTY BOARD, that we mourn the passing of the Honorable James W. Cadwell and extend our sincere condolences to his family, friends, and all who knew and loved him.

Approved on _____, 2016

Attest:

John A. Shaw, County Board Chair

Debbie Gillette, County Clerk and Recorder



Wednesday, November 16, 2016

MEETING MINUTES

Call to Order – Committee Chair Jeff Wehrli called the meeting to order at 4:00p.m.

Roll Call

Committee Members Present: Lynn Cullick – here, Matthew Prochaska – here, John Purcell – present, Jeff Wehrli – here. **With four members present, a quorum was established to conduct committee business.**

Committee Members Absent: Elizabeth Flowers

Others present: Laura Pawson, Jeff Wilkins

Approval of Agenda – Motion made by Member Prochaska to approve the agenda, second by Member Cullick. **With four in agreement, the motion carried.**

Approval of Meeting Minutes – Member Cullick made a motion to approve the minutes from October 19, 2016, second by Member Prochaska. **With four members present in agreement, the motion carried.**

Census Report – Written report for October and November Month-To-Date provided

Operations Report – Verbal report for October provided by Laura Pawson. Jeff Wilkins updated the committee on the progress of the trailer installation, and said staff should be ready to move in next week.

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

Old Business

- *Authorize \$60,000 year-end transfer from Animal Control Fund #350 to Animal Control Capital Fund #340* – Jeff Wilkins reviewed the budget and the proposed transfer of \$60,000 to the Animal Control Capital fund #340. Motion made by Member Prochaska, second by Member Cullick. **With four members in agreement, the motion carried.**

New Business - None

Public Comment – None

Executive Session – Not needed

Action Items for the County Board - None

Adjournment – Member Cullick made a motion to adjourn the meeting, second to the motion by Member Prochaska. **With four in agreement, the meeting was adjourned at 4:24p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Clerk

COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
Meeting Minutes
Thursday, November 10, 2016

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by County Board Vice Chair Scott Gryder at 4:00p.m., who led the committee in the Pledge to the American Flag.

ROLL CALL

Present: Matthew Prochaska - aye, Scott Gryder – present, Dan Koukol - present, Lynn Cullick - here, Jeff Wehrli – here, Judy Gilmour – here, Bob Davidson - yes

Member Purcell entered the meeting at 4:03p.m.

Member Shaw entered the meeting at 4:47p.m.

Member Flowers entered the meeting at 5:25p.m.

Others present: Sheriff Dwight Baird, ASA Leslie Johnson, Facilities Director Jim Smiley, Health Department Executive Director Amaal Tokars, State’s Attorney Eric Weis, and County Administrator Jeff Wilkins

OLD BUSINESS

- *Energy Efficiency Improvement Presentation by Leopardo Energy – Rob Fuller, Joel Clond, and Drake Wallers from Leopardo Energy reviewed the program dynamics with the committee, and answered questions regarding the proposed programs.*

NEW BUSINESS

- *Approve Memorandum of Understanding between the Kendall County State’s Attorney, the Kendall County Sheriff and the County of Kendall Illinois Regarding the Use of a 2005 Red Chevy Silverado 2500, VIN 1GCHK24X5E189853 – Member Davidson explained that this is an impounded vehicle that would not have to be purchased, and the purpose of the Memorandum of Understanding with the Sheriff’s office to the committee. Sheriff Baird stated that he felt the use of this vehicle by Facilities Management would be an asset to the Public Safety Center, the Courthouse and Facilities.*
- *Resolution establishing reimbursement of all travel, meal, and lodging expenses of officers and employees of the County of Kendall, Illinois – Member Cullick reviewed the proposed resolution, and stated there were lengthy discussions on this issue at the October 24, 2016 Admin HR meeting.*

- *Approve expending up to \$25,000.00 to improve security at the Treasurer and County Clerk offices* – Member Davidson stated that the County Clerk and County Treasurer have requested additional security measures to ensure safety of employees and citizens conducting business in the County Office Building. Mr. Davidson reviewed the proposed security improvement of glass shields and adjustments to their counters. Member Davidson said they are looking at other measures of securing the building that potentially could include security guards. Member Davidson also discussed the possibility of moving the offices and staff from the County Office Building to the second floor of the County Courthouse, and selling the County Office Building. Member Purcell asked about the financing of the proposed improvements. Mr. Smiley explained how he came to the \$25,000 estimated cost to secure the Treasurer and Clerk offices. Member Davidson, Facilities Management Committee chair asked that the \$25,000 be added to the capital project budget for next year.

- *Discuss New Board Member Training* – Member Cullick reported the discussion at the Admin HR Committee, and said the consensus was to assist new Board members with current documentation, policies, procedures, and overall operations of the County Board and expectations. There was consensus to move this item to the November 22, 2016 Admin HR Committee for further review and discussion.

PUBLIC COMMENT – None

QUESTIONS FROM THE MEDIA - None

CHAIRMAN’S REPORT – No report

REVIEW BOARD ACTION ITEMS – No action needed

EXECUTIVE SESSION – Not needed

ADJOURNMENT – Member Cullick moved to adjourn the meeting at 5:29p.m. Member Prochaska seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary