KENDALL COUNTY
ADMINISTRATION/HUMAN RESOURCES COMMITTEE
Meeting Minutes
April 4, 2013 at 4:00 P.M.
County Board Rooms 209-210

I. CALL TO ORDER
The meeting was called to order by Chair Judy Gilmour, at 4:00p.m. Vice Chair Dan Koukol continued the meeting at 4:55p.m.

II. ROLL CALL
Committee Members Present: Lynn Cullick, Elizabeth Flowers (4:09 p.m.), Judy Gilmour, Dan Koukol and John Purcell (4:12 p.m.)

Others present: Glen Campos, Don Clayton, Jill Ferko, Bob Jones, Stan Laken, Becki Rudolph and Jeff Wilkins

III. APPROVAL OF MINUTES – Dan Koukol made a motion to approve the March 7, 2013 meeting minutes, second by Lynn Cullick. Minutes approved.

Judy Gilmour asked that items a and b under the Old Business section of the agenda be moved forward. Dan Koukol made a motion to approve request, second by Lynn Cullick. Motion approved to move items.

IV. PUBLIC COMMENT- None

V. OLD BUSINESS
   a. Resolution regarding County Website Transparency – Discussion on recommendations from the States Attorney’s office on the County Transparency policy, and changes needed. The committee reviewed recommendations, discussed the information currently available on the website, planned additions to the Transparency section on the website, and other items that still need to be included.

   Jeff Wilkins explained the various recommended revisions suggested by the States Attorney’s office.

   In paragraph 6 Expenditures: The committee determined that for clarification, the information that will be listed on the website will be all claims approved by the County Board.

   In paragraph 7 Salary & Benefits: The committee agreed that the County will publish all employee information on the website. When asked, Jill Ferko said her office would prefer to include all County employee information. At
the direction of the committee, Ms. Ferko will post each budgeted position displayed by department or office, including part-time employees. The Treasurer will list general information regarding stipend payments and stipend recipients.

**In paragraph 8 Contracts** – The committee recommended listing all vendor contracts over $30,000 on the County website, with a comment stating that additional information or a copy of the contract is available by contacting the County Clerk’s office.

**All members in attendance agreed to forward this item to the COW meeting on April 11, 2013 for discussion.**

b. Evaluate Committee Schedule – Judy Gilmour led the discussion on the current County Board Committee structure and schedule. Ms. Gilmour said the purpose in the Admin HR Committee review of the Committee schedule was to determine if the current schedule allows the business of the County to be conducted in the most efficient way.

Ms. Gilmour said there are currently eleven standing committees as well as various committees, commissions, boards and appointments that are attended by the ten Board members. Ms. Gilmour said the Forest Preserve District also holds a committee meeting, two finance committee meetings and two Forest Preserve District meetings each month. Ms. Gilmour calculated that ten out the seventeen (58%) County meetings are conducted after 5:00 p.m. or later.

Discussion on the participation of department heads, elected officials and staff, the importance of their attendance at Committee meetings, and if moving all meetings to the evening would have a negative affect on their participation and the operation of their offices during normal business hours.

Discussion on the current schedule of one evening and one day-time meeting and whether that schedule accommodates the needs and the participation of County citizens, municipality officials, attorneys, organization leaders and business owners.

Discussion on if there is need for more detailed posting of items on the County meeting agendas.

Discussion on the need to combine or eliminate committees/meetings. John Purcell reminded the committee that any committee chair is at liberty to cancel a meeting at any time, if there is no business to discuss. The committee didn’t feel it was necessary to combine any committees at this time.
Discussion on additional items needed to comply with the Transparency policy. Elizabeth Flowers said that it would be helpful for anyone listening to County Meetings via the website transparency link, if the speakers in meetings could be identified. John Purcell said the chair normally identifies Board members or speakers at County Board meetings.

Ms. Gilmour asked if there is need for any changes to the current schedule meeting days or times, consideration of the participation of department heads and elected officials to attend meetings, and the convenience of meeting days and times for County citizens.

Motion made by John Purcell, second by Elizabeth Flowers to table the County Committee Schedule. With all in agreement, the motion carried.

VI. REPORTS

Department Heads and Elected Officials

a. GIS/Mapping – Don Clayton asked for the committee’s recommendation to draft a letter to RFP bidders informing them that the County is not planning to pursue an Aerial Flight at this time. The committee was in agreement.

Mr. Clayton said that Technology discovered that some County GIS/Mapping data is being displayed on non-county website. He asked the committee for permission to add the disclaimer “This is the official County GIS website, any data found elsewhere may not be accurate” to the County GIS/Mapping webpage. The committee was in agreement.

b. Treasurer’s Office - Jill Ferko introduced the new Chief Deputy Treasurer, Bob Jones to the committee.

c. Technology – Stan Laken reported that Technology is currently working on ways to improve the County webpage and changes to the County Calendar to make the website more user-friendly and efficient.

Mr. Laken referred to the New World software and Kronos system Upgrades needed and budgeted for the Public Safety department.

Mr. Laken reported that Technology is currently working on installation of the twenty-five new Sheriff’s squad car computers, the digital recording cameras in the Sheriff’s office squad cars, studies on increasing the wireless access in all of the courtrooms, new computers for various departments, and installation of switches throughout the County.
Mr. Laken reported they are also working with various County offices on the Emergency Warning system.

*County Administrator*

Jeff Wilkins reviewed the monthly HR reports, educational reimbursement, past and future training planned by the HR office and the emergency notification system meetings with department heads and elected officials.

**VII. OLD BUSINESS**

c. Discuss Auditor Recommendations - tabled

**VIII. NEW BUSINESS**

a) Recommend Kendall County Employment Application – Jeff Wilkins reviewed the updated Administrative Services office Employment Application with the committee. John Purcell made a motion to forward the updated application to the County Board for approval. Lynn Cullick seconded the motion. All in attendance voted aye. *Motion approved.*

b) Recommend Public Hearing regarding Application for Public Transportation Assistance for April 16, 2013. John Purcell made a motion, second by Lynn Cullick to forward the item to the County Board for approval. All in attendance voted aye. *Motion approved.*

c) Recommend Resolution authorizing application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991. John Purcell made a motion to forward the Resolution to the County Board for approval, second by Elizabeth Flowers. All in attendance voted aye. *Motion approved.*

d) Recommend Acceptance of Section 5333(b) Special Warranty as condition of the receipt of Section 5311 regarding fair and equitable arrangements to protect the interests of employees affected by such assistance. John Purcell made a motion to forward the Resolution to the County Board for approval, second by Elizabeth Flowers. *Motion approved.*

**IX. ITEMS FOR COW**

a) Resolution regarding County Website Transparency

**X. ITEMS FOR COUNTY BOARD**

a) Kendall County Employment Application
b) Public Hearing regarding Application for Public Transportation Assistance for April 16, 2013

c) Resolution authorizing application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991

d) Acceptance of Section 5333(b) Special Warranty as condition of the receipt of Section 5311 regarding fair and equitable arrangements to protect the interests of employees affected by such assistance

XI. EXECUTIVE SESSION – None

XII. ADJOURNMENT
    Elizabeth Flowers moved to adjourn the meeting at 5:13 p.m. John Purcell seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Recording Secretary