CALL TO ORDER
The meeting was called to order by Chair Lynn Cullick at 5:30 p.m.

ROLL CALL
Committee Members Present: Judy Gilmour - here, Dan Koukol – here, Lynn Cullick – here, John Shaw – here, John Purcell (arrived at 5:43 p.m.)

Others present: Darryl Kollins, Stan Laken, Jim Smiley, Jeff Wilkins

APPROVAL OF AGENDA: Member Koukol made a motion to approve the agenda, second by Member Gilmour. With all in agreement, the amended motion passed.

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the June 4, 2015 meeting minutes, second by Member Koukol. With all in agreement, the motion passed.

DEPARTMENT HEADS AND ELECTED OFFICIALS REPORTS

- Administrator - Jeff Wilkins updated the committee on the Technical Services Agreement between the Regional Transportation Authority and Kendall County for $184,000 grant funding provided by Section 5310 of the Federal Transit Act, titled Enhanced Mobility of Seniors and Individuals with Disabilities Program of the Federal Transit Administration, and the Amended Pass Through Agreement for Public Transportation Financial Assistance between Kendall County and the Voluntary Action Center.

There was consensus by the committee to forward the two items to the County Board for approval at the July 7, 2015 meeting.

OLD BUSINESS

- Memorial Garden Plan Discussion – Jim Smiley distributed information and copies of proposals from outside vendors as well as plan from Facilities Management personnel. Discussion on different plans, costs, stages of development, and various material options. There was consensus of the committee to proceed with the less expensive option, and to have Mr. Smiley check on the cost of flagstaff versus pavers, and report at the July 28, 2015 meeting.

- Discussion of Audio and Video Recording Policies and Technology Personnel Access to Executive Session Recordings – Chair Cullick asked Technology Director Stan Laken for clarification of whether closed session meetings can be accessed, and by whom. Jim Smiley stated that the hallway cameras are not connected to the board room camera. Mr.
Smiley stated that the two systems are wired separately, and run two separate computer programs. Mr. Laken confirmed that all video and audio recordings can be accessed by Technology personnel. Discussion on implementing confidentiality statements and restricting access of audio and video recordings to a limited number of Technology personnel (the Director and one other person).

NEW BUSINESS

- Staffing/Job Description - Jeff Wilkins reported to the committee that Technology Director Stan Laken has tendered his resignation effective in early August 2015. Mr. Laken stated that he will work toward a smooth transition period over his remaining time in the position. Mr. Wilkins distributed the Technology Director job description to the Admin HR committee to follow protocol, and that the item be forwarded to the County Board for approval.

Discussion on changes needed to the job description, clarification of required versus preferred educational requirements, and the number of years of experience/training preferred. The committee offered suggested changes. Mr. Wilkins will make the changes prior to the presentation to the County Board meeting.

Member Koukol made a motion to forward the job description for the Technology Director with requested changes to the County Board for approval, second by Member Gilmour. With all in agreement, the motion carried.

ACTION ITEMS FOR COUNTY BOARD

- Approval of the Technology Director’s Job Description
- Approval of the Technical Services Agreement between the Regional Transportation Authority and Kendall County for $184,000 grant funding provided by Section 5310 of the Federal Transit Act, titled Enhanced Mobility of Seniors and Individuals with Disabilities Program of the Federal Transit Administration
- Approval of the Amended Pass Through Agreement for Public Transportation Financial Assistance between Kendall County and the Voluntary Action Center

ITEMS FOR COMMITTEE OF THE WHOLE - None

PUBLIC COMMENT – None

EXECUTIVE SESSION – None needed

ADJOURNMENT – Member Gilmour moved to adjourn the meeting at 6:52 p.m., Member Koukol seconded the motion. The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary