AGENDA

1. Call to Order

2. Roll Call and Establishment of a Quorum

3. Approval of Agenda

4. Approval of March 20, 2014 Meeting Minutes

5. Citizens To Be Heard

6. Items of Business
   
   - Recommendations for Board member and Board Chairman compensation, salary, per diem, benefits and mileage expense reimbursement
   
   - Recommendations to Amend the Board Rules of Order
   
   - Set next Per Diem Ad-Hoc Committee date

7. Citizens To Be Heard

8. Questions from the Media

9. Executive Session

10. Action Items for County Board

11. Adjournment
KENDALL COUNTY ILLINOIS
Per Diem Ad-Hoc Committee
Thursday, March 20, 2014
County Office Building, Board Room 209-210
111 W. Fox Road, Yorkville IL
MEETING MINUTES

Call to Order
The Per Diem Ad-Hoc Committee was called to order by Chair Amy Cesich at 6:11p.m.

Roll Call
Members Present: Judy Gilmour - here, Lynn Cullick – here, Amy Cesich – here, Matt
Prochaska – here, Scott Gryder (6:15p.m.)

Others Present: Jill Ferko, John Shaw, Eric Weis, Jeff Wilkins

Approval of Agenda – Member Cullick made a motion to approve the agenda, second by Member Prochaska. With all in agreement, the agenda was approved with the change of moving the Discussion and Recommendations Regarding Forms for County Board Committee and Special Appointment Attendance, and County of Kendall Board Members Salary Voucher to the first item of business.

Approval of February 25, 2014 Meeting Minutes - Member Prochaska made a motion to approve the February 25, 2014 meeting minutes, second by Member Cullick. With all in agreement, the minutes were approved.

Chair Cesich asked for an update from State’s Attorney Eric Weis. Mr. Weis said his office is still in the process of verifying information for accuracy, but hope to mail the letters within the next few weeks.

Citizens To Be Heard – None

Items of Business

- Discussion and Recommendations Regarding Forms for County Board Committee and Special Appointment Attendance, and County of Kendall Board Member Salary Voucher – Chair Cesich reviewed a proposed form that was created based on the list of issues presented to the Committee by the State’s Attorney and the Forensic Audit findings. Discussion on meeting attendance, use of the new form, and other suggested changes for the form, which included: signature, full name and title of organization of another attendee, chair, director or recording secretary for out-of-county meetings, verbiage of paragraph related to Board member signature, and listing time period for submission of form to County Treasurer’s Office. There was
consensus of the committee to ask the State's Attorney's Office to review all forms before submitting forms to the County Board for approval.

The committee reviewed the Treasurer's Office Board Member Salary Voucher. Discussion on the need to mandate that all Board members utilize only the approved form when submitting vouchers for payment, adding a required length of time in attendance at County meetings, specifying a time period for submission of vouchers to the Treasurer's office for payment, and listing only meetings to be paid on the voucher form. Chair Cesich also recommended that all new County members review the Board Rules of Order for understanding in the first month after election to the County Board. Mr. Weis suggested listing the standing committee titles on the form to ensure legible documentation of meeting attendance. Treasurer Ferko will make recommended changes to the form.

- DISCUSSION AND RECOMMENDATIONS FOR BOARD COMPENSATION, SALARY, PER DIEM, BENEFITS AND MILEAGE EXPENSE REIMBURSEMENT - State's Attorney

Weis informed the committee that there are now specific mandates that the County must comply with due to the Affordable Care Act that would need to be considered when discussing health benefits for Board members.

Mr. Weis stated that one of the most difficult issues would be in verifying out of county or non-county meeting attendance. Mr. Weis said that some other counties do not compensate Board members for attendance at non-county meetings.

Discussion on the Board Mileage Log, and clarification of measurement used (permanent residence or place of employment) when calculating mileage, attendance. The committee agreed to add the same verbiage as used on the Salary Voucher regarding member signature on the Mileage Log form. Ms. Ferko will make requested changes to the Mileage Log form.

Member Prochaska informed the committee of a voting procedure that might be used to present options for compensation, benefits, and mileage reimbursement to the full County Board for approval.

Jeff Wilkins distributed current compensation and benefit data, and Chair Cesich provided background on the data collection and data that was distributed at other meetings.

Discussion on the committee structure, equitable committee assignment and responsibility, consolidation of committees, "stacking" committee meetings instead of having meetings spread out on multiple days, salary vs. salary plus per diems compensation, and proposed effective date of changes. There was consensus by the committee to move to a straight salary compensation option, with no other benefits other than out-of-county mileage.
Discussion and recommendations for resolution establishing Board member and Board Chairman/Liquor Control Commissioner Compensation, Mileage Expense Reimbursement, and Health & Dental Plan Benefits –

1. Recommend the County Board adopt a resolution establishing a salary, no eligible meeting per diems, mileage reimbursement only for assigned out-of-county meetings, and full cost of health and dental plan benefits paid by Board member. The salary would be (insert consensus for Option A) with effective date of (insert consensus for Option B).

   Option A (salary)
   A. $8,000   
   B. $10,000
   C. $12,000
   D. $14,000
   E. $16,000
   F. $18,000

   Option B (effective date)
   A. December 1, 2014
   B. December 1, 2016

2. Recommend the County Board adopt a resolution establishing a salary, no eligible meeting per diems, mileage reimbursement for in-county and assigned out-of-county meetings, and full cost of health and dental plan benefits paid by Board member. The salary would be (insert consensus for Option A) with effective date of (insert Winner of Option B).

   Option A (salary)
   A. $8,000
   B. $10,000
   C. $12,000
   D. $14,000
   E. $16,000
   F. $18,000

   Option B (effective date)
   A. December 1, 2014
   B. December 1, 2016
Kendall County, Illinois
Per Diem Ad-Hoc Committee

3. Chairman’s Salary and Liquor Commissioner Stipend

**Current:**
$13,200 ($12,000 chair + $1,200 Liquor Commissioner) additional compensation for per diems for COW, County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the Board, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings.

Determine Board member compensation and adjust accordingly Chairman compensation, mileage expense reimbursement, and health and dental plan benefits.

**Citizens To Be Heard** – Todd Milliron, 61 Cotswold Drive, Yorkville

**Questions from the Media** – Matt Schury, Kendall County Record Newspapers

**Executive Session** – None needed

**Action Items for the Committee of the Whole** - None

**Adjournment** – Member Cullick moved to adjourn the Per Diem Ad-Hoc meeting and the motion was seconded by Member Prochaska. There being no objection, the Per Diem Ad-Hoc Committee, at 9:35 p.m. adjourned.

Respectfully submitted,

Valarie A. McClain
Administrative Assistant/Recording Secretary
County of Kendall Board Member Salary Voucher
Yorkville, Illinois

Pay To: ________________________________  Employee No. __________________________

Date: ________________________________  Monthly Board Salary $200.00  0102-032-6101

**This payment voucher is to be submitted monthly within 30 days of the last day of the month you are requesting payment.**

**If you attend more than one meeting on the same day, please request payment for only ONE of the meetings you attended for that date.**

County Board, Committee of the Whole, Standing Board Committees and Special Appointments: (Only submit for meetings you wish to be paid.)

<table>
<thead>
<tr>
<th>Meeting Name</th>
<th>Date</th>
<th>Meeting Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>County Board/Forest Preserve</td>
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<td>Human Resources/Admin.</td>
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<td>County Board/Forest Preserve</td>
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<td>Judicial/Legislative</td>
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<td>COW</td>
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<td>Labor &amp; Grievance</td>
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<td>Animal Control</td>
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<td>Economic Development</td>
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<td>Facilities Management</td>
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<td>Finance</td>
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<td>2nd Finance</td>
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<td>Health &amp; Environment</td>
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<td>Highway</td>
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TOTAL # of County Per Diems

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$85.00  X  =  0102-032-6115

TOTAL # of Forest Pres. Per Diems

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$35.00  X  =  2702-000-6115

TOTAL PAY:

#VALUE!

By signing my name below, I hereby affirm that the information provided herein is true and complete to the best of my knowledge and that I have not already been paid for these claims.

________________________  ____________________
Signature                               Date
KENDALL COUNTY BOARD
MILEAGE LOG

Name: ____________________________________________ Department: County Board

Vendor #: ________________________________________ Line Item #: 0102-032-6205

<table>
<thead>
<tr>
<th>DATE</th>
<th>REASON FOR TRAVEL</th>
<th>PLACE OF DEPARTURE</th>
<th>DESTINATION</th>
<th>TOTAL MILES</th>
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TOTAL NUMBER OF MILES ____________________________________________

\( \times .56 = \) ____________________________________________

By signing my name below, I hereby affirm that the information provided herein is true and complete to the best of my knowledge and that I have not already been paid for these claims.

BOARD MEMBER SIGNATURE: ____________________________________________ DATE: ____________


Board members Purcell, Flowers and Koukol are currently enrolled in ECO pension. Cullick and Prochaska are currently enrolled in IMRF-2 pension. Going forward any Board members enrolling would only be eligible for IMRF-2. Salaries require employer contributions to FICA taxes (Social Security & Medicare).

1) **Pension (ECO - 3 members; IMRF 2 - 2 members) and FICA (9 members) - current enrollment**
   
   Based on 2013 salaries and per diems and current enrollment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,150 x 37.44% (2015 ECO rate: Purcell, Flowers, Koukol)</td>
<td>$11,288.16</td>
</tr>
<tr>
<td>$22,820 x 10.95% (2015 IMRF 2 rate: Cullick, Prochaska)</td>
<td>$2,498.79</td>
</tr>
<tr>
<td>$96,400 x 7.65% (9 members FICA)</td>
<td>$7,374.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$21,161.55</strong></td>
</tr>
</tbody>
</table>

2) **Pension ECO (3 members) IMRF (6 members) and FICA (9 members) - full enrollment**

   Based on 2013 salaries and per diems and current enrollment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,150 x 37.44% (2015 ECO rate: Purcell, Flowers, Koukol)</td>
<td>$11,288.16</td>
</tr>
<tr>
<td>$66,250 x 10.95% (2015 IMRF rate)</td>
<td>$7,254.38</td>
</tr>
<tr>
<td>$96,400 x 7.65% (9 members FICA)</td>
<td>$7,374.60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$25,917.14</strong></td>
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</table>
3) **Pension (IMRF and ECO) and FICA - $12,000 salary & current enrollment**
Based on 2013 salaries and per diems and current enrollment

\[
\begin{align*}
3 \times 12,000 \times 37.44\% & \quad (2015 \text{ ECO rate: Purcell, Flowers, Koukol}) = 13478.40 \\
2 \times 12,000 \times 10.95\% & \quad (2015 \text{ IMRF 2 rate: Cullick, Prochaska}) = 2628.00 \\
9 \times 12,000 \times 7.65\% & \quad (\text{FICA}) = 8262.00 \\
\hline
\text{Total} & \quad 24,368.40
\end{align*}
\]

4) **Pension (IMRF and ECO) and FICA - $12,000 salary & full enrollment**
Assumes 6 board members enroll in IMRF & 3 remain in ECO

\[
\begin{align*}
6 \times 12,000 \times 10.95\% & \quad (2015 \text{ IMRF rate}) = 7884.00 \\
3 \times 12,000 \times 37.44\% & \quad (2015 \text{ ECO rate: Purcell, Flowers, Koukol}) = 13478.40 \\
9 \times 12,000 \times 7.65\% & \quad (\text{FICA}) = 8262.00 \\
\hline
\text{Total} & \quad 29,624.40
\end{align*}
\]
5) **Pension (IMRF and ECO) and FICA - $18,000 salary & current enrollment**
Based on 2013 salaries and per diems and current enrollment

\[
\begin{align*}
3 \times $18,000 \times 37.44\% \text{ (2015 ECO rate: Purcell, Flowers, Koukol)} &= 20217.60 \\
2 \times $18,000 \times 10.95\% \text{ (2015 IMRF 2 rate: Cullick, Prochaska)} &= 3942.00 \\
9 \times $18,000 \times 7.65\% \text{ (FICA)} &= 12393.00 \\
\text{Total} &= $36,552.60
\end{align*}
\]

6) **Pension (IMRF and ECO) and FICA - $18,000 salary & full enrollment**
Assumes 6 board members enroll in IMRF & 3 remain in ECO

\[
\begin{align*}
6 \times $18,000 \times 10.95\% \text{ (2015 IMRF rate)} &= 11826.00 \\
3 \times $18,000 \times 37.44\% \text{ (2015 ECO rate: Purcell, Flowers, Koukol)} &= 20217.60 \\
9 \times $18,000 \times 7.65\% \text{ (FICA)} &= 12393.00 \\
\text{Total} &= $44,436.60
\end{align*}
\]
## COUNTY BOARD MEMBER COMPENSATION 2013

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Salary</th>
<th>Per diem</th>
<th>Mileage</th>
<th>Health &amp; Dental</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaw</td>
<td>13,200</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13,200</td>
</tr>
<tr>
<td>Cesch</td>
<td>2,400</td>
<td>9,690</td>
<td>78</td>
<td>0</td>
<td>12,168</td>
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<tr>
<td>Cullick</td>
<td>2,400</td>
<td>9,095</td>
<td>1,384</td>
<td>0</td>
<td>12,879</td>
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<tr>
<td>Flowers</td>
<td>2,400</td>
<td>3,910</td>
<td>0</td>
<td>7,976</td>
<td>14,286</td>
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<td>Gilmour</td>
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<td>11,985</td>
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<td>10,917</td>
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<td>Gryder</td>
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<tr>
<td>Koukol</td>
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<td>9,520</td>
<td>1,399</td>
<td>8,029</td>
<td>21,348</td>
</tr>
<tr>
<td>Prochaska</td>
<td>2,400</td>
<td>8,925</td>
<td>1,275</td>
<td>9,661</td>
<td>22,261</td>
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<tr>
<td>Purcell</td>
<td>2,400</td>
<td>9,520</td>
<td>961</td>
<td>0</td>
<td>12,881</td>
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<td>Wehrli</td>
<td>2,400</td>
<td>7,905</td>
<td>1,709</td>
<td>14,886</td>
<td>26,900</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>34,800</td>
<td>74,800</td>
<td>6,805</td>
<td>51,469</td>
<td>167,875</td>
</tr>
</tbody>
</table>

$66,250 Others excluding Chair

$30,150 ECO - Purcell, Koukol, Flowers

$96,400 Total salaries and per diem excluding chair

$22,820 IMRF 2 - currently Cullick, Prochaska
COUNTY BOARD RULES OF ORDER
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

I. CODE OF CONDUCT

A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:

1. No County Board member whether elected or appointed, shall:
   a. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.
   b. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.
   c. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.
   d. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.

2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.

3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.
II. ETHICS LAW

A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)

B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

III. REGULAR & SPECIAL BOARD MEETINGS

A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.

B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)

C. As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)

D. In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)
IV. **AGENDA** (Amended 11/18/2008; 06/19/2012, Res. 2012-29)

A. The order of business coming before the County Board shall substantially be as follows:

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
8. Citizens to be Heard
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
   A. Sheriff
   B. County Clerk and Recorder
   C. Treasurer
   D. Clerk of the Court
   E. State’s Attorney
   F. Coroner
   G. Health Department
   H. Supervisor of Assessments
   I. Board of Review
12. Executive Session
13. Standing Committee Reports
   A. Planning, Building and Zoning
   B. Public Safety
   C. Administration – Human Resources & Revenue/GIS
   D. Highway
   E. Facilities Management
   F. Economic Development
   G. Finance
   H. Judicial/Legislative
   I. Animal Control
   J. Health & Environment
   K. Labor and Grievance Committee
   L. Committee-of-the-Whole
   M. Standing Committee Minutes Approval
14. Special Committee Reports
   A. Public Building Commission
   B. VAC
   C. Historic Preservation
D. UCCI
E. Board of Health
F. Community 708 Mental Health Board
G. KenCom Executive Board

15. Other Business
16. Chairman’s Report
   (Note: announcements of appointments typically made at least one
meeting prior to appointment)
   A. Announcements / Appointments
17. Citizens to be Heard
18. Questions from the Press
19. Adjournment

B. All questions relating to the priority of business shall be decided without debate.

V. OFFICERS

A. The County Board Chairman shall be elected for a two (2) year term by a simple
   majority.
B. The County Board Vice-Chairman shall be elected for a two (2) year term by a
   simple majority to act in the absence of the County Board Chairman.
C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of
   the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

A. The County Board Chairman shall vote on all motions, ordinances, amendments,
   thereto, or other matters coming before the County Board. (Amended 11/18/2008)
B. The County Board Chairman shall preserve order and decide all questions of order,
   subject to an appeal to the County Board, without debate.
C. Every member, prior to speaking shall respectfully address the County Board
   Chairman, avoid personalities and confine comment to the question under
   consideration. (Amended 11/18/2008)
D. When two or more members wish to speak at the same time, the County Board
   Chairman shall name the member who may speak first.
E. A member called to order, either by the County Board Chairman or member of the
   County Board, shall immediately take his seat, unless permitted to explain, and if
   there be no appeal the decision of the Chairman shall be conclusive.
F. All committees, whether standing or special, shall be appointed by the County
   Board Chairman, and approved by the County Board, unless otherwise directed by
   the County Board.
G. Based on State Statute, County Board Chairman appoints vacancies in the County
   Board and County Elected Officials, with the advice and consent of the County
   Board. (Amended 11/18/2008)
VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of Roberts Rules of Order, Revised shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.

IX. RULES OF THE BOARD

A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.

C. A motion to adjourn shall always be in order and shall be decided without debate.

D. No member shall absent himself before the formal closing of the day's session,
unless *excused* by the County Board Chairman.

**E.** After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.

**F.** The **Clerk** shall call the names of the **members** of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.

**G.** The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.

**H.** All monetary expenditures require a roll call vote. *(Amended 11/18/2008)*

**I.** No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.

**J.** All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.

**K.** The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.

**L.** All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. *(Amended 11/18/2008)*

**M.** In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

**X.** **EXECUTIVE SESSION MINUTES**

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk’s Office. Executive session matters are to be kept confidential until released. *(Amended 11/18/2008)*

Adopted May __, 2014 by Res. 2014-__    Effective December 1, 2014
XI. **SPECIAL BOARD COMMITTEES**

A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board wherever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI **A. PER-DIEM B. COUNTY BOARD MEMBERS SALARY AND PER DIEM** apply for appointed Board members. (Amended 11/07/2006)

XII. **STANDING COMMITTEES**

A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19/2012)

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

Such standing committees shall be as follows: *(see current Committee assignments in attachment)*:

1. **HIGHWAY**:

   This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

   This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the
Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. FACILITIES MANAGEMENT:

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. PUBLIC SAFETY:

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system) and E.M.A. (Emergency Management Agency), and Coroner. They shall review, analyze, examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom and Coroner. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

4. ECONOMIC DEVELOPMENT:

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be
required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances.
pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board’s liaison to the Building and Zoning Committee. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

8. JUDICIAL/LEGISLATIVE:

This committee shall be responsible for maintaining open lines of communication between the judicial branch of the Kendall County Government and the Kendall County Board. The Judicial/Legislative Committee shall be the liaison to the Judiciary, State’s Attorney’s Office, the Circuit Clerk of the Court, and Probation/Combined Court Services. The Committee shall meet regularly to review the activities and needs of the Courthouse staff, as well as, the goals and activities of the Kendall County Board. The Judicial/Legislative Committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall County Government. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and
preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

9. ANIMAL CONTROL:

This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.

10. LABOR & GRIEVANCE COMMITTEE

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

11. HEALTH & ENVIRONMENT COMMITTEE

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

12. COMMITTEE-OF-THE-WHOLE:

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.
13. **SPECIAL COMMITTEE ASSIGNMENTS:**

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A—PER-DIEM. B. County Board Members Salary and Per Diem apply for appointed Board members. (Amended 11/07/2006, 06/19/2012, Res. 2012-29)

XIII. **COMMITTEE VACANCIES**

A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29)

XIV. **COMMITTEE POWERS**

A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)

C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.

D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting and the same per diem rules specified in Section XVI B. County Board Members Salary and Per Diem apply. (Amended 12/15/2009)

E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

XV. COMMITTEE REPORTS:

A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.

B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM

A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board at least 180 days prior to the start of the term of the County Board members. Salaries for County Board members will be paid on the County’s regular payroll cycle. (Amended 06/19/2012; Res. 2012-29)

B. The amount of per diem compensation for County Board members shall be established by resolution of the County Board at least 180 days prior to the start of the term of the County Board members. By resolution, the County Board
shall also establish and amend the list of all meetings eligible for per diem compensation. Meetings not approved by resolution of the County Board shall not be eligible for per diem compensation. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

C. By resolution, the County Board shall approve all forms to be used by County Board members to document meeting attendance and submittal for per diem compensation.

D. At the end of each month, County Board members are expected to submit to the Treasurer’s Office, all required documentation and forms of meetings attended for which the Board member is requesting per diem compensation. County Board members shall not request per diem compensation for meetings that have not yet occurred. County Board members shall not be eligible for per diem compensation for meetings occurring longer than 60 days prior to submittal by County Board member.

XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION

A. The County Board Chairman’s salary and per diem compensation shall be established by resolution of the Kendall County Board at least 180 days prior to the start of the term of the County Board Chairman. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-19)
XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE

A. Eligible mileage reimbursement for the County Board Chairman and County Board members shall be established by resolution of the County Board at least 180 days prior to the start of the term of the County Board Chairman and County Board members.

By resolution, the County Board shall approve all forms to be used by County Board members to document eligible mileage reimbursement.

Each month prior to one of the posted voucher due dates, County Board members are expected to submit to the Treasurer’s Office, all required documentation and forms which the Board member is requesting mileage reimbursement. County Board members shall not request mileage reimbursement for travel that has not yet occurred. County Board members shall not be eligible for mileage reimbursement for travel occurring longer than 60 days prior to submittal by County Board member.

The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out-of-county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.

B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board at least 180 days prior to the start of the term of the County Board Chairman and County Board members. *(Amended 06/19/2012, Res. 2012-29)*

XIX. ZONING MATTERS:

A. Anyone, including municipalities, deciding to speak on behalf of, or against, any zoning matter to be presented on the regular agenda, shall file their request to do so with the Zoning Officer not later than the Friday preceding the meeting of the County Board, at which said Zoning matter is to be presented. The presentation of evidence, debates and arguments by nonmembers of the County Board in support of, or in opposition to zoning petitions coming before the County Board shall be limited in time to a period of not more than five minutes for each side of said zoning matter; provided that the petitioner shall be permitted an additional three minutes of time for rebuttal, limited however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional five minutes
of time shall be allowed to any objecting municipality situated within one and one-half miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.

B. The time period allotted to each side shall be utilized by the parties on either side as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition, and provided further, that any person who desires to be heard in opposition to the petition, and who files his request to address the Board with the Zoning Officer, as is in Paragraph A above, shall be allowed an equitable portion of the time so allotted.

C. The County Board Chairman may require of the petitioners on either side of a zoning matter that a statement showing the name of the person who will address the County Board and time apportioned to each person to be filed with the County Board Chairman in advance of the consideration of the zoning matter by the County Board.

XX. ADDRESSING THE BOARD ON OTHER MATTERS:

A. Any person, entity, or municipality wishing to address the County Board on any other issue, shall file their request with the County Clerk not later than the Thursday at noon preceding the County Board Meeting they wish to address. The presentation of evidence and testimony shall be limited to five (5) minutes per speaker. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to waive the pre-meeting filing requirement and amend the agenda to allow a speaker to address the County Board. Placement of speakers on the agenda shall be determined as follows:

1. Speakers desiring to address the County Board on an issue on which the County Board is expected to discuss or take action at that meeting, shall be allowed to speak at the beginning of the agenda, and prior to the County Board taking up the issues;

2. Speakers addressing the County Board on general items or issues not before the County Board at that meeting shall be placed on the agenda after regularly scheduled business.

3. Placement on Agenda shall be pursuant to the County Board’s Order of Business in Paragraph 2.

XXI. AMENDMENT & EFFECT OF RULES

A. No alteration or amendment shall be made in any rules of the County Board
without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.

B. All questions not covered by these Rules of Order shall be decided by Roberts Rules of Order, Revised.

C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.

D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board

XXII. SEVERABILITY:

If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be deemed null and void.

In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity of any such rule shall not affect the validity of the remainder of the rules.

Adopted: May 9, 1972

Amended: December 14, 1976
December 12, 1978
March 8, 1983
January 12, 1988
April 9, 1991
November 16, 1999
October 15, 2002
November 7, 2006
May 20, 2008
November 18, 2008
December 15, 2009
June 19, 2012 by resolution 2012-29
May __, 2014 by resolution 2014-__