



COUNTY OF KENDALL, ILLINOIS

**Admin & HR Committee
County Office Building
County Board Rooms 209-210
Yorkville IL 60560**

Tuesday, January 26, 2016 – 5:30P.M.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Dan Koukol, John Purcell, John A. Shaw (Vice Chair), Lynn Cullick (Chair), Judy Gilmour
- 3. Approval of Agenda**
- 4. Approval of Minutes from December 3, 2015 Meeting**
- 5. Monthly Reports**
 - a. County Administrator**
 - b. Department Heads and Elected Officials**
- 6. Old Business**
 - *Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology Services*
 - *Approval of a Form to Request Archived Emails from the Journal Copy*
- 7. New Business**
 - *Insurance Discussion*
 - *Organization Charts Discussion*
 - *Employee Handbook*
- 8. Action Items for County Board**
- 9. Public Comment**
- 10. Executive Session**
- 11. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
County Office Building
County Board Rooms 209-210
111 W. Fox Street, Yorkville IL
Meeting Minutes
Thursday, January 7, 2016

CALL TO ORDER

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 9:00a.m.

ROLL CALL

Committee Members Present: Judy Gilmour – here, Dan Koukol – present, Lynn Cullick - here, John Purcell arrived at 9:01a.m.

Committee Members Absent: John A. Shaw

Others present: Glenn Campos, Scott Koeppel, Becki Rudolph, Jeff Wilkins

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the December 3, 2015 meeting minutes, second by Member Koukol. **With all in agreement, the motion passed.**

MONTHLY REPORTS

- a. **County Administrator** – Mr. Wilkins reported on the email received from Leslie Johnson regarding the Illinois Department of Labor regulations that will require modifications to timekeeping procedures for all department/elected offices requiring records to be kept on all hours worked by all employees, including FLSA Exempt employees.

Glenn Campos was asked to bring the number of union employees that have voluntarily moved over to the HSA or HMO plans from last year, and also how many union employees as a percentage are even enrolled at all information to the February 4th meeting.

Mr. Wilkins also briefly reviewed the annual/monthly Human Resource reports with the committee.

Mr. Wilkins informed the committee that Latreese Caldwell's work space in Administrative Services is being converted to an office and should be completed in the next few weeks.

Mr. Wilkins gave an update on the Ridge Street property now vacated by Jim Olson, and that the person that purchased the Olson business has had a delay in moving all of the files, and will get those moved soon.

Discussion on the poor condition of the building, the liability to the County, and the possibility of demolishing the building in the next year or so.

Wilkins also informed the committee about a recent issue involving the generator at the County Office Building running continuously for one complete evening, and said that Jim Smiley and Scott Koepfel are working to get a notification sent to facilities when the generator is having issues.

Wilkins also reported that the MetroNet fiber net project was approved for Plainfield. Phase 1 would include Plainfield, Oswego, Boulder Hill, and Montgomery, and Phase 2 would include Yorkville and Sugar Grove. The committee suggested asking MetroNet to provide an update to the County Board at a future Economic Development meeting.

- b. Department Heads and Elected** – Scott Koepfel reported that there is a conference in San Diego this year done by Esri, the software company that the County uses to do GIS work, and because the county pays for support from Esri, two people will be allowed to attend the conference at no cost. The county would have to pay for the flight, lodging and meals for anyone attending the conference. The conference includes all day classes, and one on one time with consultants and technicians. Mr. Koepfel proposed that Don Clayton attend this year, and said that he and or possibly Jonathan Oelschlager would attend next year. Mr. Koepfel said there are funds available in the GIS training budget to cover the additional expenses.

Mr. Koepfel stated that one of the GIS goals by 2017 is to become mobile since more and more people rely strictly on their mobile devices to obtain data and information, and that GIS would utilize Esri for assistance with the mobile project. The committee was supportive of Mr. Clayton attending the conference in the summer of 2016. The committee would like Mr. Clayton to provide a report/feedback following the conference.

OLD BUSINESS

- *Resolution to Change the Length of Time a Journal Copy of Email is kept by Technology Services* – Discussion on the current policy of maintaining journal copies of email, the length of time they are currently maintained, the purpose of the retention of the journal copy of emails, record retention requirements by the Illinois Local Records Commission, and Mr. Koepfel’s proposed resolution for retaining records for a minimum of two-years. There was consensus by the committee to have the resolution ready for review by the committee at the January 26, 2016 Admin HR meeting.
- *Approval of a Form to Request Archived Emails from the Journal Copy* – Mr. Koepfel stated that this proposed form would be used by the Technology department as a record of any request for emails from the journal copy by someone other than the original email recipient. Mr. Koepfel said that the form would need to be approved by any Department Head or Elected Official before any data would be released to the requester of any email. There was consensus by the committee to review this form again at the January 26, 2016 Admin HR meeting.

NEW BUSINESS

- *AT & T Internet Contracts* – Mr. Koeppel explained his request for Approval of the AT & T Fiber Internet contract for a 36-month term at a cost of \$749.26 per month, with an initial credit of \$1,778.04, and Approval of the Renewal of the AT & T DS1 Contract for a 36-month term at \$443.00 per month. Member Purcell made a motion to forward the items to the Committee of the Whole for further discussion, and to the County Board for approval, second by Member Koukol. **With all members voting aye, the motion carried.**
- *Discussion on Ordinances regarding Raffles and Poker Runs* – Member Purcell made a motion to forward this item to the Committee of the Whole for further discussion, and on to the County Board for approval if necessary, second by Member Gilmour. **With all members in agreement, the motion carried.**
- *County Organizational Chart* – Item tabled until the February 4, 2016 meeting
- *Employee Handbook* – Item tabled to a future meeting

EXECUTIVE SESSION – None needed

ITEMS FOR COMMITTEE OF THE WHOLE

- *AT & T Fiber Internet and DS1 Contracts*
- *Discussion on Ordinances regarding Raffles and Poker Runs*

ACTION ITEMS FOR COUNTY BOARD

- *AT & T Fiber Internet and DS1 Contracts*
- *Discussion on Ordinances regarding Raffles and Poker Runs*

PUBLIC COMMENT – None

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 10:38a.m., Member Cullick seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

KENDALL COUNTY

Resolution No. _____

RESOLUTION APPROVING POLICY FOR MANAGING EMAIL ARCHIVE

WHEREAS, Kendall County is unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois;

BE IT RESOLVED, by the County Board of Kendall County, as follows:

Section 1. Emails sent and received by County employees and officials shall be retained for at least seven (7) years in a journal copy archive managed by the Technology Services Department.

Section 2. Emails that have been archived for seven (7) years shall be deleted from the archive. Prior to deletion, Technology Services or the Department of Administrative Services shall apply and receive approval for disposal of the archived emails by the Local Records Commission.

Section 3. Technology Services shall provide an employee or official access to emails the employee or official sent or received while said emails are retained in the journal copy archive.

Section 4. Technology Services shall provide Appointed and Elected Department Heads access to emails sent or received by employees supervised by the Appointed or Elected Department Head while said emails are retained in the journal copy archive. The Appointed or Elected Department Head requesting such emails must make the request to Technology Services by completing a form provided by Technology Services. A sample the form is attached - "Technology Services Internal Request for Archived Email", however, the Director of Technology Services may revise the request form from time to time.

Section 5. At a public meeting or executive session, the County Board majority or a Board Committee majority may request emails an appointed department head or employees supervised by the appointed department head for which the County Board or Board Committee provides oversight.

Section 6. The Technology Policy, Chapter VII, Section 8.7 A. of the Employee Handbook shall be revised to incorporate the above Sections 1 through 5 as Section 8.7 A. 3 Managing Email Archive as shown in the attached - "Revision to Technology Policy of the County Employee Handbook, Chapter VII, Section 8.7 A. 3. Managing Email Archive".

Section 7. The Department of Administrative Services will provide notification of the amendment of the Employee Handbook to the Appointed and Elected Department Heads. The Department Heads will be responsible to provide the amendment to employees under their supervision and obtain signed "Acknowledgement of Receipt of Kendall County Employee Handbook"

Section 8. This Resolution shall be in full force and effect upon its approval and adoption by the County Board.

**Approved and adopted by the County Board of Kendall County, Illinois on this _____ day
of _____, 2016.**

John A. Shaw, Chairman
County Board

Attest:

Debbie Gillette
County Clerk

Revision to Technology Policy of the County Employee Handbook

Chapter VII, Section 8.7 A. 3. Managing Email Archive

Section 8.7 RESPONSIBILITIES

A. Administrative Responsibilities

3. MANAGING EMAIL ARCHIVE

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Technology Services shall provide an employee or official access to emails the employee or official sent or received while said emails are retained in the journal copy archive.

Technology Services shall provide Appointed and Elected Department Heads access to emails sent or received by employees supervised by the Appointed or Elected Department Head while said emails are retained in the journal copy archive. The Appointed or Elected Department Head requesting such emails must make the request to Technology Services by completing a form provided by Technology Services.

At a public meeting or executive session, the County Board majority or a Board Committee majority may request emails an appointed department head or employees supervised by the appointed department head for which the County Board or Board Committee provides oversight.