



COUNTY OF KENDALL, ILLINOIS  
COMMITTEE OF THE WHOLE

Kendall County Office Building  
504 South Main Street, County Board Room, Yorkville IL, 60560  
Thursday, March 12, 2026, at 4:00 p.m.

MEETING AGENDA

1. Call to Order and Pledge of Allegiance
2. Roll Call: Matt Kellogg (Chairman), Scott Gengler (Vice-Chair), Zach Bachmann, Brian DeBolt, Elizabeth Flowers, Dan Koukol, Jason Peterson, Ruben Rodriguez, Brooke Shanley, Seth Wormley
3. Approval of Agenda
4. Approval to Forward Claims to County Board Meeting
5. Committee Reports and Updates
6. New Committee Business
  - A. Motion (Forward to County Board) A Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator (p.3)
  - B. Motion (Forward to County Board) An Ordinance to Provide Public Transportation in Kendall County, Illinois (p.5)
  - C. Motion (Forward to County Board) A Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement (p.7)
  - D. Motion (Forward to County Board) Benefits Coordinator Job Description (p.9)
  - E. Motion (Forward to County Board) Revised Organizational Chart and Headcount (p.15)
7. Old Committee Business
8. Department Head and Elected Official Reports
9. Questions from the Media
10. Chairman's Report

Appointments

Beth Kramer – Ethics Commission – 2yr Term – Expires March 2028  
Donald Brummel – Little Rock-Fox Fire District – 3yr Term – Expires March 2029  
Clifton Eichelberger – Little Rock-Fox Fire District – 3yr Term – Expires March 2029  
Scott Wade – Little Rock-Fox Fire District – 3yr Term – Expires March 2029  
Cara Brummel – Merit Commission – 5yr Term – Expires March 2031  
Phillip Resendiz – Regional Planning Commission – Remainder of Term – Expires December 2026

11. Public Comment
12. Action Items for County Board
13. Executive Session
14. Adjournment

*If special accommodation or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24 hours prior to the meeting time.*



# Kendall County Agenda Briefing

---

**Meeting Type:** Committee of the Whole  
**Meeting Date:** 3/12/2026  
**Subject:** Section 5311 and DOAP Grants  
**Prepared by:** Jennifer Breault, PCOM  
**Department:** Administration

---

**Action Requested:**

Approval of Grant Resolutions & signature authority

**Board/Committee Review:**

Approval of a Resolution Authorizing the Execution and Amendment of Section 5311 Grant Agreement

- Approval of Resolution Authorizing the Execution and Amendment of Downstate Operating Assistance Grant Agreement
- Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator

**Fiscal impact:**

FY26-27 Grant receipts: Section 5311 \$64,193 DOAP \$2,100,000

---

**Background and Discussion:**

Kendall County's Kendall Area Transit (KAT) Program is partially funded with federal and state grants. The Federal Transit Authority (FTA) passes Section 5311 grant dollars to the Illinois Department of Transportation (IDOT). The Illinois General Assembly allocates funds for the Downstate Operating Assistance Program (DOAP) for administration by IDOT.

Kendall County receives Section 5311 and DOAP grant funds from IDOT and passes them to the Kendall Area Transit service provider, the Voluntary Action Center of Northern Illinois (VAC) to operate the KAT Program.

**Staff Recommendation:**

Approval of Section 5311 and DOAP Resolutions  
Approval of County Administrator Signature Authority.

**Attachments:**

Signature Authority Resolution  
Section 5311 & DOAP Ordinance & Resolution

## **County Of Kendall, Illinois Resolution 26-**

### **Approval of Resolution for the Kendall Area Transit Program on Behalf of Kendall County, Illinois Granting Signature Authority to the County Administrator**

WHEREAS, the Constitution of the State of Illinois of 1970, Article VII, Section 10, provides that "units of local government and school districts may contract or otherwise associate among themselves . . . [and] with individuals, associations, and corporations in any manner not prohibited by law or by ordinance"; and

WHEREAS, Kendall County has entered into grant agreements to fund Kendall Area Transit ("KAT") since March 22, 2010 and wishes to continue doing so; and

WHEREAS, the Kendall County Board has received, reviewed, and now approves agreements with the Illinois Department of Transportation ("IDOT") for 5311, 5310, and Downstate Operating Assistance Program ("DOAP") funding; and

WHEREAS, the Illinois Department of Transportation ("IDOT") has updated their grant and expenditure approvals to a time sensitive digital process; and

WHEREAS, the Kendall County Board has the authority to delegate certain power and duties to county officers, and 55 ILCS 5/5-1087 provides the Kendall County Board with the authority to "impose additional duties, powers and functions upon county officers"; and

WHEREAS, the Kendall County Board recognizes that the nature of the Kendall Area Transit Program and all of the associated grants is such that the agreements need to be executed promptly and digitally to ensure the program continues to operate; and

WHEREAS, the Kendall County Board recognizes the Kendall County Administrator, as an appointed official by the County Board, is the county officer best situated to determine if and when it is appropriate for Kendall County to seek reimbursement for eligible expenses.

NOW, THEREFORE, BE IT RESOLVED that the Kendall County Board hereby grants the Kendall County Administrator, the authority to seek reimbursement and sign documents under the Kendall Area Transit Program without further action by the Kendall County Board, and the authority to bind the County, provided the agreements executed by the Kendall County Administrator, or the Deputy County Administrator in the Administrator's absence, substantially complies with IDOT's 5311, 5310, and the Downstate Operating Assistance Program,

The authority herein granted to the Kendall County Administrator, will continue for one year after the date of adoption ("Termination Date").

Approved and adopted by the County Board of Kendall County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

Board Chairman Signature:

Attest:

\_\_\_\_\_  
Matt Kellogg, Chairman  
County Board

\_\_\_\_\_  
Debbie Gillette  
County Clerk

**COUNTY OF KENDALL, ILLINOIS**  
**Public Transportation Applicant Ordinance**

**ORDINANCE NUMBER: 26-\_\_\_\_\_**

**AN ORDINANCE TO PROVIDE PUBLIC TRANSPORTATION  
IN KENDALL COUNTY, ILLINOIS**

WHEREAS, public transportation is an essential public purpose for which public funds may be expended under Article 13, Section 7 of the Illinois Constitution; and

WHEREAS, Kendall County wishes to provide public transportation for its citizens and become eligible for grants from the State of Illinois or any department or agency thereof, from any unit of local government, from the Federal government or any department or agency thereof; and

WHEREAS, Illinois Compiled Statutes 740/2-1 et seq. authorizes a county to provide for public transportation within the (county or counties) limits; and

WHEREAS, the Kendall County Board has the authority to delegate certain powers and duties to county officers, and, pursuant to 55 ILCS 5/5-1087, the Kendall County Board may impose additional duties, powers and functions upon county officers; and

**NOW, THEREFORE, BE IT ORDAINED BY THE KENDALL COUNTY  
BOARD CHAIRMAN AND KENDALL COUNTY THAT:**

Section 1. Kendall County shall hereby provide public transportation within the county or counties limits.

Section 2. The Clerk/Secretary to the governing board of Kendall County shall file a certified copy of this Ordinance, within sixty days after passage of this ordinance.

Section 3. This Ordinance shall be in full force and effect from and after its passage and approval, as required by law.

Section 4. That the Kendall County Board Chairman or County Administrator of the County of Kendall is hereby authorized and directed to execute and file on behalf of Kendall County a Grant Application to the Illinois Department of Transportation.

Section 5. That the Kendall County Board Chairman or County Administrator of the County of Kendall is hereby authorized and directed to execute and file on behalf of Kendall County all required Grant Agreements with the Illinois Department of Transportation.

PASSED by the Kendall County Board Chairman and the Kendall County Board on this \_\_\_\_ day of \_\_\_\_\_, 2026 and deposited and filed in the Office of the County Clerk on that date.

Elected Board Members: \_\_\_\_\_

Members Present at Vote: \_\_\_\_\_

Members Voting "Aye": \_\_\_\_\_

Members Voting "Nay": \_\_\_\_\_

Members Abstaining: \_\_\_\_\_

Signature of:

Date

\_\_\_\_\_  
Matt Kellogg, County Board Chairman

Attest:

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder



**COUNTY OF KENDALL, ILLINOIS**  
**Resolution: 26-\_\_\_\_\_**

**RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF  
SECTION 5311 GRANT AGREEMENT**

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 et seq. to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311; and

WHEREAS, the Kendall County Board has the authority to delegate certain powers and duties to county officers, and, pursuant to 55 ILCS 5/5-1087, the Kendall County Board may impose additional duties, powers and functions upon county officers; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF  
KENDALL COUNTY:**

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2027 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Kendall County.

Section 2. That while participating in said operating assistance program, Kendall County will provide all required local matching funds.

Section 3. That the Kendall County Board Chairman or County Administrator of the County of Kendall is hereby authorized and directed to execute and file on behalf of Kendall County such application.

Section 4. That the Kendall County Administrator of the Kendall County Kendall County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That the Kendall County Administrator of the Kendall County Kendall County Board is hereby authorized and directed to execute and file on behalf of Kendall County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2027.

Section 6. That the Kendall County Administrator of the Kendall County Kendall County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2027.

PRESENTED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2026.

Approved:

Attest:

---

Matt Kellogg  
County Board Chairman

---

Debbie Gillette  
County Clerk and Recorder





## Kendall County Agenda Briefing

---

**Meeting Type:** Committee of the Whole  
**Meeting Date:** 3/12/2026  
**Subject:** Approval to forward the Benefits Coordinator Job Description and the Revised Organizational Chart & Headcount to the County Board for approval  
**Prepared by:** Leslie Johnson, Human Resources Director  
**Department:** Human Resources Department

---

### **Action Requested:**

To forward the Benefits Coordinator Job Description and the Revised Organizational Chart & Headcount to the County Board for approval

### **Board/Committee Review:**

On 3/2/2026, the Human Resources & Insurance Committee voted to forward a Revised Organizational Chart & Headcount to the County Board for approval, which included some proposed revisions, but it did not include the enclosed proposed Benefits Coordinator position.

### **Fiscal impact:**

The proposed annual salary range for the Benefits Coordinator position is \$60,000-\$65,000 per fiscal year.

---

### **Background and Discussion:**

Currently, payroll and leave-of-absence administration are handled by Human Resources, while benefits administration is managed by the Treasurer's Office. Bringing all employee-related administrative tasks—payroll, leaves, and benefits—under the Human Resources Department will create a more efficient, consistent, and employee-centered service model.

To support moving employee benefits administration from the Treasurer's Office to Human Resources, we request approval for the creation of a full-time Benefits Coordinator position in Human Resources. Currently, three staff members in the Treasurer's Office split benefits duties along with other responsibilities. Consolidating these tasks into one dedicated role in Human Resources will boost efficiency, consistency, and service to employees.

Approving the attached Benefits Coordinator job description and revised organizational chart will formally authorize the transfer of benefits administration from the Treasurer's Office to Human Resources. If approved, Human Resources will start recruiting for the Benefits Coordinator position immediately. This will allow time for the new hire to work directly with the Treasurer's Office, learn current processes, and ensure a smooth transition. Our goal is to complete the transfer of all benefits administration—except IMRF—before January 1, 2027, with IMRF responsibilities moving in early 2027.

A salary study of comparable counties supports a recommended starting salary range of \$60,000 to \$65,000 for the full-time Benefits Coordinator position, based on qualifications and experience.

The attached revised organizational chart and headcount reflect three proposed changes:

1. Addition of one full-time Benefits Coordinator to Human Resources;
2. Addition of one full-time Technology Administrative Specialist to the Technology Department; and
3. Elimination of one Maintenance I position and addition of one Maintenance II position to reflect a recent Facilities Management promotion, with no change to the Department's total headcount.

Proposed changes #2 and #3 were previously presented to the Human Resources & Insurance Committee on March 2, 2026, and forwarded to the County Board for approval on March 18, 2026. Because the Benefits Coordinator position was not included in that version, we have updated the organizational chart to incorporate all three proposed changes and are submitting them to the Committee of the Whole for review and approval to forward to the County Board for approval at the March 18<sup>th</sup> County Board meeting.

**Staff Recommendation:**

To forward the Benefits Coordinator Job Description and the Revised Organizational Chart & Headcount to the County Board for approval on March 18, 2026.

**Attachments:**

1. Benefits Coordinator Job Description
2. Revised Organizational Chart & Headcount

## Kendall County Job Description

**TITLE:** Benefits Coordinator  
**DEPARTMENT:** Human Resources  
**SUPERVISED BY:** Human Resources Director  
**FULL TIME/PART TIME:** Full Time  
**FLSA STATUS:** Non-Exempt  
**APPROVED/REVISED:** XX/XX/2026

### I. Position Summary:

The Benefits Coordinator is responsible for the accurate and timely administration and coordination of all Kendall County employee benefit programs (e.g., medical, dental, vision, and life insurance, retirement benefits, and other voluntary employee benefits). Under the supervision of the Human Resources Director, this position assists elected officials, employees, retirees, and their qualified dependents with all employee benefits administration matters (e.g., benefits eligibility, enrollment, questions, and coverage changes). This position is also responsible for verifying all billing related to employee benefits; maintaining all applicable employee databases, systems, and files; and ensuring compliance with all applicable federal and state laws and regulations.

### II. Essential Duties and Responsibilities:

The essential job duties for this position include, but are not limited to the following:

- A. Provides direct support to Kendall County employees, elected officials, retirees and their qualified dependents by coordinating, administering, and communicating employee benefits and related human resources (HR) services. Key responsibilities include, but are not limited to the following:
  1. Administers and manages all employee benefits programs (e.g., health, dental, vision, life, disability benefits, flexible spending accounts (FSA), health savings accounts (HSA), dependent care spending accounts (DCSA), IMRF, COBRA, Public Employee Disability Act (PEDA), and other voluntary benefits), including enrollment, eligibility verification, dependent audits, coverage changes, coordination of benefits, payroll deductions for benefits, and records maintenance.
  2. Serves as the primary point of contact for employees, retirees, and dependents regarding benefits eligibility, enrollment, claims, coverage changes, and related questions or concerns.
  3. Coordinates benefits enrollment and annual open enrollment processes including, but not limited to, preparing communications, organizing benefits fairs and meetings, updating systems, and verifying enrollments.
  4. Processes qualifying life event changes (e.g., marriage, divorce, and birth/adoption) and administers continued benefits for retirees, including payment tracking and IMRF pension deductions.
  5. Manages relationships with benefits carriers, insurance pools, brokers, and third-party administrators to resolve claims, eligibility discrepancies, and plan administration issues.
  6. Ensures compliance with all federal and state laws and regulations (e.g., ERISA, ACA, HIPAA, Consolidated Omnibus Budget Reconciliation Act (COBRA), and Family Medical Leave Act (FMLA)).

## Kendall County Job Description

7. Ensures all required notices, disclosures, and documentation (SPDs, Medicare Part D, ACA) are timely published in accordance with all applicable state and federal laws.
  8. Processes and tracks HSA, FSA, and DCSA payments/deductions with vendors and reconciles monthly benefits invoices and IMRF payments and reporting with the Kendall County Treasurer's Office, the County's Finance Department and the Payroll Specialist.
  9. Maintains accurate, confidential employee benefits files and HR records in accordance with retention requirements, privacy standards, laws, union contracts, and internal policies. Conducting dependent audits as needed.
  10. Assists with benefits reporting and forecasting, data analysis, budgeting, audits, and preparing/presenting reports to committees and the County Board.
  11. Provides employee education and outreach regarding benefits programs, wellness initiatives, and available resources.
  12. Supports HR leadership with benefits programs evaluation, vendor coordination, implementation of new or modified offerings, and departmental operations including administrative tasks, employee communications, and special projects.
  13. Supports the development and utilization of HR systems and software to ensure legal and procedural compliance.
  14. Develops and oversees Kendall County's Wellness Program initiatives.
- B. Provides back up support to other functions of the Human Resources Department, as needed.
- C. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- D. Prepares and revises correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned job duties.
- E. Must be able to work on-site to perform the above essential job duties.
- F. Travels to, attends and/or presents at meetings, conferences, and trainings/seminars, as assigned, both during and after regular business hours.
- G. Handles confidential matters daily relating to all functions of the Human Resources Department and maintains confidentiality of such information.
- H. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- I. Complies with all applicable laws, regulations, union contracts, and County policies and procedures regarding or relating to assigned job duties.
- J. Maintains regular attendance and punctuality.
- K. Performs other duties 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:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, minutes, agendas, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials, in both one-on-one and group settings.

## Kendall County Job Description

4. Requires proficient knowledge of the English language, spelling and grammar.
- B. Mathematical Skills:**
1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
  2. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.
  3. Ability to prepare and analyze statistical data and reports.
- C. Reasoning Ability:**
1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
  2. Ability to deal with problems involving several concrete variables in standardized situations.
- D. Certificates, Licenses, and Registrations:**
1. Current and valid Driver's License.
  2. Current Society of Human Resource Management (SHRM) certification and/or other human resources or benefits certifications are preferred.
  3. All other certificates and registrations as required for the specific duties performed.
- E. Other Skills, Knowledge and Abilities:**
1. Strong organization and multi-tasking skills.
  2. Excellent prioritization skills and the ability to meet deadlines.
  3. The ability to display a positive, cooperative, professional and team orientated attitude.
  4. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
  5. The ability to follow guidance and work independently until project completion.
  6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
  7. Proficiency with Human Resource Information Systems (HRIS) and benefits administration systems is preferred.
  8. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
  9. Skills in operating a personal computer, facsimile machine, copier, and typewriter.
- F. Education and Experience:**
1. A high school diploma or GED is required, and a minimum of an Associate's Degree is preferred. (Preferred areas of study/experience are human resources, public administration, business or other related field of study is preferred.)
  2. At least three (3) years of prior work experience in employee benefits administration is required. A minimum of five (5) years of prior work experience in employee benefits administration is preferred.
  3. Knowledge of applicable federal and state laws related to employee benefits administration, including the Family and Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and other applicable regulations.
  4. Prior work experience with public sector employees and/or union work environments is preferred.

## Kendall County Job Description

### IV. Physical Demands:

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

- A. Frequently sit for long periods of time at a desk or in meetings.
- B. Frequently work with computers and look at computer screens and other electronic devices.
- C. Occasionally lift and/or move up to 40 pounds.
- D. Frequently lift and/or move up to 10 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Reach, push, and pull with hands and arms.
- G. Talk and hear in person and via use of telephone.
- H. Specific vision abilities include close and distance vision, as well as depth perception.
- I. Travel independently to other County properties and other locations throughout Kendall County and the Chicago region to perform assigned job duties.

### 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:

- A. Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B. The noise level in the work environment is usually quiet to moderately quiet.
- C. Employee may be exposed to stressful and difficult situations and material while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- D. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.
- E. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**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**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**



Kendall County Organizational Chart  
(DRAFT for Approval 3/18/2026)







