

County of Kane  
Office of County Board  
Kane County Government Center

Karen McConnaughay  
Chairman  
630-232-5930



719 Batavia Avenue  
Geneva, Illinois 60134  
Fax 630-232-9188

**DOCUMENT VET SHEET**

for

**Karen McConnaughay  
Chairman, Kane County Board**

Name of Document: Modified letter of engagement  
from Kerber, Eck + Braeckel

Submitted by: Sheila McCRAVEN

Date Submitted: 5/18/11

Examined by: SHEILA McCRAVEN  
(Print name)

Sheila D McCraven  
(Signature)

5/18/11  
(Date)

Post on Web: Yes  No  Atty. Initials \_\_\_\_\_

Comments: MODIFICATION TO ADD OTHER ACTIVITIES  
requested by Workforce Board

Chairman signed:  Yes  No 5-23-11  
(Date)

Document returned to: S. McCRAVEN



Kerber, Eck & Braeckel LLP

CPAs and  
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VIA ELECTRONIC MAIL

May 18, 2011

Sheila D. McCraven  
Executive Director  
Kane County Department of Human Resource Management  
719 Batavia Avenue  
Geneva, IL 60134

Dear Ms. McCraven:

This letter modifies our original letter of engagement dated March 15, 2011 for the purpose of expanding the consulting services Kerber, Eck & Braeckel LLP (KEB) is already providing to support the operation of Workforce Investment Act (WIA) programs in local workforce investment area (LWIA) 5. The River Valley Workforce Investment Board has requested these additional services and wishes KEB to take direction from and report directly to the Board for these services.

**Scope of Additional Services**

In summary, KEB will provide the following additional consulting services pursuant to the original letter of engagement:

1. Assessment and monitoring of the implementation of program resolutions recently approved by the Board. The scope of these services includes:
  - a. Reviewing the scope and purpose of each resolution to identify potential issues or concerns that need to be brought to the Board.
  - b. Identifying the specific individual(s) responsible for negotiating with service providers leading up to execution of contract modifications to expand services.
  - c. Monitoring the progress of negotiations and contract modifications to assure Board resolutions authorizing service expansion are implemented in accordance with Board goals and instructions.
  
2. Policy review and analysis on behalf of the Board, including both Board and KCDEE policies. The purpose of this review will be to advise the Board as to any policy changes required to support the effective operation of programs and services.

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Other Locations

Belleville, IL • Carbondale, IL • Cape Girardeau, MO • St. Louis, MO • Milwaukee, WI

3. Limited process mapping and analysis in specific areas of concern to the Board. Included may be the processes through which procurement and contracting decisions are made within KCDEE or processes through which eligibility determinations are made for individuals seeking services.
4. Technical program, compliance or other advice to the Board in specific areas of concern identified by the Board. This would include researching and providing responses to specific Board questions or providing technical, state policy or Federal regulatory clarification the Board requires to fulfill its responsibilities.
5. Development and presentation of a strategic PY11 spending plan by funding stream for presentation to the Board.

**Fees**

Fees for these services will be billed at our standard hourly rates. The applicable hourly rates for the expansion of services are:

Principal/Partner	\$275.00
Consultant	\$110.00

In addition to professional services fees, we also charge for reasonable travel expenses required to provide services.

Thank you for the opportunity to provide our consulting services to you. If you agree with the description of additional services to be provided as described in this letter, please obtain the signature necessary to indicate acceptance. If you have questions about this letter of engagement, please contact me at (217) 789-0960.

Sincerely,

KERBER, ECK & BRAECKEL LLP

*Skip Hedger*

Skip Hedger, Principal

The foregoing accurately describes our understanding of the scope of services to be performed, the fees associated with those services, and is accepted by us.

*Karen McConaughay*  
Karen McConaughay  
County Board Chairman

