



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Rooms 210**  
**Wednesday, January 17, 2018 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Elizabeth Flowers, Matthew Prochaska, John Purcell
- 3. Approval of Agenda**
- 4. Approval of Minutes from January 4, 2018**
- 5. Wine Sergi Update/Year-end Summary**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
  - *Health Insurance Broker RFQ*
  - *Job Description Review*
  - *Review of Employee Handbook Revisions*
- 9. Executive Session**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. Adjournment**

*If special accommodations 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*

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Thursday, January 4, 2018**

**CALL TO ORDER** - Committee Vice Chair Judy Gilmour called the meeting to order at 5:30p.m.

**ROLL CALL**

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick		6:00p.m.	
Elizabeth Flowers	Present		
John Purcell		5:37p.m.	

**With three members present a quorum was established to conduct committee business.**

*Member Purcell arrived at 5:37p.m. and Member Cullick arrived at 6:00p.m.*

Staff Present: Bob Jones, Scott Koeppel, Becki Rudolph

**APPROVAL OF AGENDA**

Motion: Member Prochaska  
 Second: Member Flowers  
**RESULT: The agenda was approved by a 3- 0 Voice Vote**

**APPROVAL OF MINUTES – December 4, 2017**

Motion: Member Flowers  
 Second: Member Prochaska  
**RESULT: Approved with a 3-0 Voice Vote**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Bob Jones, Treasurer/Collector's Office* – Mr. Jones briefed the committee that he received 20 plus insurance requests for changes after the deadline for submission proposed by the Treasurer's Office. Mr. Jones stated that since the benefits were approved so late in the year, requests for changes after the deadline made it very difficult to submit and could possibly have caused problems for those individuals that failed to comply on time.

Mr. Jones asked the committee if there is a County policy about receiving payments for Insurance from non-payroll employees, retirees, and others on time, is there a deadline for

submission of payment, etc., because some payments have been received weeks or even months late. **Scott Koeppel will research for a policy and report back to the committee at a future meeting.**

## COMMITTEE BUSINESS

- *Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement* – Mike Neuenkirchen, Kendall Area Transit informed the committee about this federal portion of the grant agreement that was approved by the Board last month.

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Flowers. **With four members voting aye, the motion passed.**

- *Approval of Technology Services Director Job Description* – Mr. Koeppel reviewed the updated Technology Services Director job description with the committee, and mentioned that the previous suggestions made by the State's Attorney's Office had been omitted, but were added, as well as additions from Mr. Koeppel. Mr. Koeppel highlighted the changes from the previous job description and this proposed job description.

Member Purcell made a motion to forward the item to the County Board for approval, second by Member Prochaska. **With four members voting aye, the motion carried.**

- *Discussion of Technology Services Director Position Posting* – Mr. Koeppel reviewed the proposed changes with the committee, and asked the committee for permission to post the position after the County Board approves the Job Description at the January 16, 2018 County Board meeting. **There was consensus to post the position after January 16, 2018.**

Discussion on a proposed salary range of \$88,000 to \$92,000, the posting timeframe of 30-days online, two rounds of interviews - the first with the County Administrator and the County Deputy Administrator, and then secondly including the Admin HR Committee Chair. **This item will be included on the January 11, 2018 Finance Committee agenda.**

- *Discussion of Letter to Employees about Health Insurance Network Change* – Member Cullick reminded the committee that the idea of transparency and open communication with employees was important to all of them, and that a letter explaining the network change, how the changes will take place, employee responsibilities including in-network facilities, hospitals, and physicians, as well as employee prescription responsibilities, and other issues that might be of concern such as the Wellness Program. Mr. Jones provided informational sheets that were distributed by email to all County employees along with enrollment forms in

November 2017. There was consensus by the committee that it was not necessary to send a letter to employees or take any further action at this time.

- *Review of Employee Handbook Revisions* – Mr. Koepfel reported that the current employee handbook states that an employee is qualified for IMRF if you work 600 hours, which will need to be changed since the Board approved increasing the hours to 1000. There was consensus by the committee to change the handbook to reflect this new information.

#### **ACTION ITEMS FOR JANUARY 16, 2018 COUNTY BOARD AGENDA**

*Approval of Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement*

*Approval of Technology Services Director Job Description*

**ITEMS FOR THE JANUARY 11, 2018 COMMITTEE OF THE WHOLE – None**

**PUBLIC COMMENT – None**

**EXECUTIVE SESSION – Not needed**

#### **MEETING ADJOURNMENT**

<p>Motion: Member Flowers Second: Member Prochaska RESULT: <b>Approved with a Unanimous Voice Vote</b></p>
--

This meeting was adjourned at 6:55p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**County of Kendall, Illinois  
Admin and HR Committee  
January 17, 2018**

**Property, Liability, Workers Compensation and Excess Liability  
2017 Program Activity Recap  
Submitted by Wine Sergi Insurance**

Jan	Insurance Policies are received from underwriter- reviewed and sent to County
	Consulted on Insurability of driver following an Incident
Feb	Site visit with insurance carrier to KCHD and review of Annual Risk Assessment
	Reintroduced Carrier Online Learning Portal to Sheriff's Dept. Discussed doing same with all County Depts.
Mar	Completed WC Claim Review- discussed claim trends, mitigation of exposure to retention and risk transfer
Apr	Cyber Liability Application completed and sent to insurers for quotations
May	Consulted with Law Enforcement on protocol for transgender exposure at correctional facilities- ICRMT Loss Control
Jun	KCFPD- consulted on preferred catering exposures at the FP and appropriate risk transfer to caterer via additional Insured certificates
	Cyber application questions from underwriters were resolved- awaited final quotes
	Property and Casualty Applications updated- driver lists- equipment schedules requested
	Supplemental applications are completed for each insurer
	Completed final review of claim reserves prior to submitting to insurance companies
Jul	Village of Millbrook IGA conf. call with Millbrook's Insurance Carrier and fielded questions on limits required
	Cyber liability proposal updated and presented
Aug	Cyber coverage approved and bound with AXIS/ Lloyds comprehensive coverage
	Review HD- coverage for Dental Clinics
	KCHD Volunteer Handbook sent to ICRMT legal representatives for compliance review
	Coverage Binder sent Cyber Liability to 12-1-18
Sep	Review IGA- Millbrook Limits of Liab. provided
	Continue to update underwriters on questions posed on County exposures, autos, EE counts, budget estimates
	Presented RFQ – our brokerage service to Admin/HR
Oct	Presented – Professional Insurance Brokerage Services
	Committee authorized WS to Bid Property/Casualty Insurance
Nov	Bids Received
	Presented all insurance proposals received and summary to Admin & HR
	All coverage authorized to be Incepted with ICRMT eff. 12/1/17 Coverage Bound
Dec	Updated Certificates of Insurance- policies ordered from insurers
Dec/Jan	Consulting with Sheriff on specialized vehicles in conj. w various law enf. agencies

# Kendall County – Service Team

---

## **Wine Sergi Insurance** an Aclisure Agency Partner

**KEITH VERISARIO**  
*President*

### ACCOUNT EXECUTIVES

**RICH RYAN**  
*Senior Vice President-Public Entity*  
richr@winesergi.com  
630.485.5833

**DON DEWITTE**  
*Public Entity Business Dev.*  
dond@winesergi.com  
630.513.6600

### CLIENT SERVICE

**JARA REED**  
*Client Service Manager*  
jarar@winesergi.com  
630.485.5858

**KIM WILLIAMS**  
*Client Service Manager*  
kimberlyw@winesergi.com  
630.485.5829

**JULIE KNIGHTON**  
*Assistant Client Service*  
jullek@winesergi.com  
630.485.5916

### CLAIMS ADVOCACY & ADMINISTRATION

**BILL WOJCIK**  
*Claim Manager*  
billw@winesergi.com  
630.485.5874

**CARRIE DRUMHELLER**  
*Claims Assistant*  
carried@winesergi.com  
630.485.5842

## **Program Highlights**

- Property and Casualty Policy is Non-Auditable
- Terrorism Coverage Included
- The ICRMT Trust Agreement contains a Resolution by the Executive Board making the program Non-Assessable
- Specialized Law Enforcement Risk Management Services
- Open Door Legal Consultation
- Tailored Risk Management Services
- Professional Property Appraisals
- Online Claims Reporting
- Crisis Management Assistance
- Enhanced Case Management

## **Who is an Insured**

- An individual while appointed as a director or executive officer
- A volunteer, unpaid worker, leased or temporary worker
- A board member, commissioner, trustee, or council person
- An employee or staff member
- An elected or appointed official or a member of your governing body, board, commission, council or agency of yours
- A partnership or Joint Venture, including a mutual assistance pact, joint powers agreement or similar agreement
- Your Medical Directors in conjunction with the medical facilities covered under this Policy, but only with respect to their administrative duties on your behalf.

## **CLAIMS ADVOCACY**

---

**As the County's insurance agent, we are your claims advocate on individual property, casualty and workers compensation claims. Our director of claims, coordinates any issues on claims the County reports to the insurer and works to make sure the adjusters assigned know of any special handling requirements.**

**We are the County's link to the insurance program staff of 39 adjusters (which includes 21 seasoned claim professionals). Our leadership team boasts well over 25 years' average experience. Our claim staff specialize in being the liaison for Kendall County's deductible and SIR/ self-insured retention insurance structure.**

### **SERVICES COORDINATED**

- **Dedicated service adjuster approach, which promotes service continuity and trust**
- **On line claim reporting and investigation tool through In-Sight with loss experience access**
- **On line claim review and claim report generation**
- **24-hour contact on every new claim submission**
- **Clients are updated on all critical events and participate in all major claims decisions**
- **Quarterly claim file reviews**
- **Data analytics to quickly identify potential high cost claims**
- **Tailor made service plans**
- **Nurse Case Management**



# RISK MANAGEMENT & LOSS CONTROL SERVICES

---

After the County approves the insurance program, Wine Sergi coordinates the Risk Management Services for Kendall County ongoing during the policy term. The insurer provides the County with many resources and expertise in public entity risk management. The staff has field-based experts in clinical medicine, physical therapy, and advanced degree safety experts. At various intervals or as needed by the County, risk consultants are brought in to work with local law enforcement and emergency medical services.

The RMS consultants work with each entity to facilitate risk mitigation efforts through policy, training and engineering controls. These controls are delivered onsite and through online training options. Consultants provide policy and training solutions for all lines of coverage with focus on industry and client loss trends and emerging risks.

## SERVICES INCLUDED

- Use of Force Training
- Jail Policies and Procedures Audits
- Policy and Procedure Implementation
- Auto/Driving Exposure Evaluation
- Employment Practices Strategies, Education, and Training
- Safety Committee Development
- Hiring and Management Strategies
- Law Enforcement Seminars
- Firefighter/EMS Training
- Regulatory Compliances
- Essential Functions Testing Policy
- Employee Drug Testing Policy
- Background Check Policy
- Supervisors/Leadership Development
- Loss Analysis and Trending
- Slip and Fall Prevention Program
- Supervisory/Personnel Safety Training
- Accident Investigation Training
- Hazard Communication Training
- Blood Borne Pathogens Training

# Kendall County Government UnitedHealthcare December 2017 vs January 2018

\*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits.

	<b>Inforce</b> HMO Navigate #14	<b>Renewal</b> HMO Navigate #15	<b>Inforce</b> Choice Plus Trul. PPO #9	<b>Renewal</b> Choice Plus Trul. PPO #9	<b>Inforce</b> Choice Plus HSA Plan #8	<b>Renewal</b> CORE HSA Plan #4
	(Participating Provider)	(In/Out of Network)	(In/Out of Network)	(In/Out of Network)	(In/Out of Network)	(In/Out of Network)
Individual Deductible	\$0	\$500	\$500/1,000	\$500/1,000	\$1,500	\$1,500/\$3,000
Family Deductible	\$0	\$1,000	\$1,500/3,000	\$1,500/3,000	\$3,000	\$3,000/\$6,000
Coinsurance	100%	100%	90/70%	90/70%	100/80%	100/80%
Out-Of-Pocket (Inc. Ded.)	\$1,500	\$2,000	\$1,000/3,000	\$1,000/3,000	\$3,000	\$3,000
Family OOP (Inc. Ded.)	\$3,000	\$4,000	\$3,000/9,000	\$3,000/9,000	\$6,000	\$6,000
Physicians Services (In Network)	\$20 Copay	\$20 Copay	\$20 Copay	\$20 Copay	100/80% after Deductible	100/80% after Deductible
Specialists Services	\$40 Copay	\$40 Copay	\$40 Copay	\$40 Copay	100/80% after Deductible	100/80% after Deductible
Emergency Room	\$150 Copay	\$300 Copay	Deductible then Coinsurance	Deductible then Coinsurance	100/80% after Deductible	100/80% after Deductible
Inpatient Hospital Services	\$100 Copay Per Admin	Deductible then Coinsurance	Deductible then Coinsurance	Deductible then Coinsurance	100/80% after Deductible	100/80% after Deductible
Outpatient Services	No Copay	No Copay	Deductible then Coinsurance	Deductible then Coinsurance	100/80% after Deductible	100/80% after Deductible
Preventative Care	Covered at 100% In-network	Covered at 100% In-network	Covered at 100% In-network	Covered at 100% In-network	Covered at 100% In-network	Covered at 100% In-network
Rx Copay	\$10/40/60	\$10/40/60	\$10/40/60	\$10/40/60	After Deductible, \$10/35/60 until \$1,500 single or \$3,000 family	After Deductible, \$10/35/60 until \$1,500 single or \$3,000 family
RX Out of Pocket Max	Included with Medical	Included with Medical	Included with Medical	Included with Medical	Included with Medical	Included with Medical
Network	HMO Navigate	HMO Navigate	Choice Plus	Choice Plus	Choice Plus	CORE

EE:	53	\$742.44	36	\$738.29	6	\$1,007.25	6	\$1,191.62	96	\$723.36	109	\$771.17
Family:	33	\$1,856.06	23	\$1,753.47	3	\$2,518.06	0	\$2,978.98	102	\$1,718.00	117	\$1,831.55
<b>Total Monthly</b>	<b>86</b>	<b>\$100,599.30</b>	<b>59</b>	<b>\$96,993.88</b>	<b>9</b>	<b>\$13,597.68</b>	<b>6</b>	<b>\$16,086.66</b>	<b>198</b>	<b>\$244,678.56</b>	<b>226</b>	<b>\$260,850.42</b>
<b>Annual Total</b>		<b>\$1,207,191.60</b>		<b>\$1,163,926.56</b>		<b>\$163,172.16</b>		<b>\$193,039.92</b>		<b>\$2,936,142.72</b>		<b>\$3,130,205.04</b>

	<u>2017</u>	<u>2018</u>	<u>2017 vs 2018</u>		<u>Renewal 2018</u>
<b>Total Monthly</b>	<b>293</b>	<b>291</b>			<b>\$358,875.54</b>
<b>Annual HSA Contribution</b>					<b>\$450,000.00</b>
<b>Total Annually</b>					<b>\$4,756,506.48</b>

<b>Annual Difference</b>					<b>\$245,165.04</b>
<b>Percent Difference</b>					<b>5.15%</b>

UHC has made every effort to supply you with an accurate and comprehensive proposal. However, we will not be bound by any typographical errors or omissions contained herein.

## MONTHLY MEDICAL INSURANCE REPORT

December 31, 2017

	Non-Union    Union		<u>Total Enrolled</u>				Annual Plan Cost
			<u>Dec-16</u>	<u>Jan-17</u>	<u>Dec-17</u>	<u>Jan-18</u>	
HMO Employee	35	16	59	50	52		\$8,859.48
HMO Family	16	17	38	31	33		\$21,041.64
PPO Employee	0	6	18	5	6		\$14,299.44
PPO Family	0	3	12	3	3		\$35,747.76
H.S.A. - Emp	61	35	78	99	96		\$10,754.04 *
H.S.A. - Fam	50	52	76	102	102		\$24,978.60 *
<b>Total Enrolled</b>	<b>162</b>	<b>129</b>	<b>281</b>	<b>290</b>	<b>292</b>	<b>0</b>	
<b>Total Eligible</b>	<b>206</b>	<b>137</b>					
Dental EE							
Dental Family							
<b>Total Enrolled                    <u>0</u></b>							

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution

**FY 18 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,502,000)\*.09% of Budget

	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	Totals
UHC Medical Premium	0												\$0
UHC Dental Premium	0												\$0
UHC Life Premium	0												\$0
Health Savings Account	495000												\$495,000
Insurance Refunds	0												\$0
HRA Admin Fee	83												\$83
FSA Admin Fee	170												\$170
<b>TOTALS</b>	<b>\$495,252</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$495,252</b>

0102-027-6547

**FY 17 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,106,257)\*98.84% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	350000	366848	346172	347688	346995	355552	357994	358354	355637	353212	365533	356453	\$4,260,420
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0	0	0	0	\$5,200
Lincoln Life Dental Premium	25384	25884	27025	24392	26197	25786	25670	25842	25579	25825	25894	25804	\$308,783
Lincoln Life Premium	792	840	616	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	1750	4375	0	0	1750	0	3625	2000	875	0	250	\$458,425
Insurance Refunds	271	0	0	0	142	584	0	0	1439	0	0	0	\$2,448
HRA Admin Fee	0	83	83	83	83	83	83	83	83	83	83	83	\$809
FSA Admin Fee	311	0	323	162	0	339	170	170	170	170	170	170	\$2,153
<b>TOTALS</b>	<b>\$820,568</b>	<b>\$395,405</b>	<b>\$383,793</b>	<b>\$373,029</b>	<b>\$374,090</b>	<b>\$384,840</b>	<b>\$384,639</b>	<b>\$388,800</b>	<b>\$385,625</b>	<b>\$380,581</b>	<b>\$382,412</b>	<b>\$383,286</b>	<b>\$5,047,057</b>

0102-027-6547

**FY 16 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,063,813)\* 93.8% of Budget

	12/31/2015	1/31/2016	2/28/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	Totals
BlueCross Medical Premium	347954	339151	344322	347599	342557	344748	342333	342917	333821	335258	338151	341085	\$4,099,998
Lincoln Life Dental Premium	23476	24220	24192	23782	23921	23808	23580	23721	23049	23330	23196	23365	\$283,818
Lincoln Life Premium	728	732	725	727	721	725	716	723	708	714	708	713	\$8,637
Health Savings Account	343500	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
FSA Admin Fee	148	148	148	148	148	158	158	158	158	158	158	158	\$1,834
<b>TOTALS</b>	<b>\$715,805</b>	<b>\$384,251</b>	<b>\$389,367</b>	<b>\$372,256</b>	<b>\$367,347</b>	<b>\$379,435</b>	<b>\$386,763</b>	<b>\$367,516</b>	<b>\$357,833</b>	<b>\$358,458</b>	<b>\$362,211</b>	<b>\$385,318</b>	<b>\$4,747,584</b>

TOTALS

**FY 15 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$4,747,400) 91.4% of Budget

	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	Totals
BlueCross Medical Premium	\$ 315,655	\$ 322,904	\$ 323,368	\$ 321,771	\$ 328,759	\$ 329,521	\$ 318,882	\$ 322,074	\$ 319,795	\$ 313,546	\$ 313,232	\$ 323,842	\$ 3,853,148
Met Life Dental Premium	22,261	22,179	22,235	22,772	22,897	22,601	22,372	22,315	22,077	22,043	22,099	22,283	\$ 268,184
Lincoln Life Premium	718	730	743	742	759	747	737	732	726	730	736	729	\$ 8,829
Health Savings Account	16,375	17,375	17,000	17,000	18,000	18,125	17,500	17,750	17,000	17,125	18,500	17,750	\$ 208,500
<b>TOTALS</b>	<b>\$ 355,029</b>	<b>\$ 363,188</b>	<b>\$ 363,345</b>	<b>\$ 362,285</b>	<b>\$ 370,418</b>	<b>\$ 370,984</b>	<b>\$ 359,492</b>	<b>\$ 362,870</b>	<b>\$ 359,599</b>	<b>\$ 353,444</b>	<b>\$ 364,566</b>	<b>\$ 364,414</b>	<b>\$ 4,339,641</b>

TOTALS

**MONTHLY BENEFITS SUMMARY REPORT**  
December 31, 2017

<b>Retirees/COBRA (12/1/17 - 11/30/18) (42 Retirees / 2 COBRA)</b>			
Vision	Family	8	\$216.26
Vision	Single	5	\$93.90
Medical	Family	2	\$1,753.47
Medical	Single	10	\$4,528.38
Dental	Family	30	\$2,672.64
Dental	Single	12	\$1,341.96
<b>TOTAL</b>		<b>67</b>	<b>\$10,606.61</b>

<b>UNEMPLOYMENT CHARGES 2018</b>	
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	
<b>TOTAL</b>	

<b>Full Time New Hires/Terminations (12/1/17 - 11/30/18)</b>				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration				
Animal Contr				
Circuit Clerk				
Coroner				
County Clerk				
Facilities				
Forest Pres				
Health Dept.			3	3
HWY				
KenCom				
PBZ				
Probation				
Public Defender				
Sheriff			1	1
State's Att				
Technology				
VAC				
<b>Totals</b>				

<b>BENEFITWALLET HSA FUNDING</b>	
Date	Deposit
12/31/17	495,000
01/31/18	
02/28/18	
03/31/18	
04/30/18	
05/31/18	
06/30/18	
07/31/18	
08/31/18	
09/30/18	
10/31/18	
11/30/18	
<b>Total</b>	<b>\$ 495,000</b>

## MONTHLY ADMINISTRATION / HR SUMMARY REPORT

December 30, 2017

Workers' Comp. Claims:		Dec 1 2017 - Nov 30 2018	
	Prior Year Total	Dec	
Administration			
Animal Control	1		
Circuit Clerk	1		
Coroner			
County Clerk	2		
Facilities			
Forest Preserve	1		
Health Dept.	3		
HWY	2		
Judiciary			
PBZ			
Probation			
Public Defender			
Sheriff - CORR	17	1	
Sheriff - Patrol	13	1	
State's Attorney		1	
Technology			
VAC			
<b>Totals</b>	<b>40</b>	<b>3</b>	<b>0</b>

W.C. Claims Expense	
Dec 1 2017 - Nov 30 2018	
December	\$ 36,422
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
Total Claims Expense	36,422
PEDA Reimbursements YTD	(7,402)
<b>Net Claims Expense</b>	<b>\$ 29,020</b>

FY18 W/C Premium \$171,411

Property Claims (12/1/17 - 11/30/18)			
Dept	Description	Insurance	Amount
		<b>Total</b>	<b>\$ -</b>

**Illinois Counties Risk Management Trust  
Claims Analysis  
1/1/2018**

**Workers Compensation**

**FY18 - Current Year's Total Claims**

Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
		<b>open</b>			

Total FY18 Claims Paid To Date \$ -

**Workers Compensation**

**Prior Years' Active Claims**

Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
6/30/2012	Forest Preserve	<b>re-opened</b>	148,924	Y	Terminated
5/10/2014	Sheriff	<b>re-opened</b>	232,645	Y	Y
8/15/2014	Sheriff	<b>closed</b>	134,657	N	Y
11/15/2016	Sheriff	<b>open</b>	8,708	N	Y
4/12/2016	Sheriff	<b>open</b>	89,435	Y	N
9/13/2016	Sheriff	<b>open</b>	92,255	Y	N
4/6/2017	Circuit Clerk	<b>closed</b>	18,246	Y	Y
1/1/2017	Corrections	<b>open</b>	56,735	Y	N
2/28/2017	Corrections	<b>open</b>	20,835	Y	Y
6/26/2017	Corrections	<b>closed</b>	6,442	Y	N
1/1/2017	Corrections	<b>open</b>	5	Y	N
11/28/2017	Corrections	<b>open</b>		Y	Y
9/16/2017	Corrections	<b>closed</b>	2,906	N	Y
9/26/2017	Corrections	<b>open</b>	125	N	Y
10/17/2017	Courthouse	<b>open</b>	407	N	Y
4/3/2017	Health Dept.	<b>re-opened</b>	4,924	N	Y
4/19/2017	Sheriff	<b>open</b>	66,249	Y	N
7/14/2017	Sheriff	<b>open</b>	4,380	N	Y
11/21/2017	Sheriff	<b>open</b>		Y	N
4/18/2017	Sheriff	<b>open</b>	6,419	N	Y
9/8/2017	Sheriff	<b>open</b>	100	N	Y
9/12/2017	Sheriff	<b>re-opened</b>	329	N	Y

Total Prior Year's Active Claims \$ 894,728

**Illinois Counties Risk Management Trust  
Claims Analysis  
1/1/2018**

**Property & Casualty**

**FY18 - Auto PC**

	Incident Date	Department/Office	Status	Paid	Coverage Type
1			open		

Total FY18 Auto Claims \$ -

**Prior Years' - Auto PC**

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	12/16/2016	Sheriff	closed	3,211	Auto PD - Collision
2	9/21/2017	Sheriff	open	1,107	Auto PD - Collision

Total Prior Year's Auto Claims \$ 6,857

**FY18 - General Liability**

	Incident Date	Department/Office	Status	Paid	Coverage Type
1			open		

Total FY18 General Liability Claims \$ -

**FY18 - General Liability**

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	5/15/2014	Sheriff	open	\$ 431,075	Errors & Omissions
2	6/7/2014	Sheriff	open	13,954	Law Enforcement Liability
3	1/6/2015	Circuit Clerk	open	13,034	Errors & Omissions
4	9/28/2015	Circuit Clerk	open	10	Errors & Omissions
5	9/12/2015	Highway	open	20,215	General Liability
6	6/15/2016	Sheriff	closed	18,914	Law Enforcement Liability
7	2/24/2017	Admin Services	open	10	General Liability
8	9/23/2014	Various	open	6,848	General Liability
9	9/19/2017	Courthouse	closed	-	General Liability

Total Prior Year's General Liability Claims \$ 504,060





**Village of Tinley Park, Illinois**  
**REQUEST FOR QUALIFICATIONS**

***Insurance Brokerage Services***

**2017 – RFQ - 007**

This Request for Qualifications (“RFQ”) is for the purpose of evaluating the qualifications of a qualified firm to provide Insurance Brokerage services. The Village may, but is not required to, enter into a professional working relationship with a qualified firm as a result of this RFQ.

**GENERAL REQUIREMENTS:** Proposers are to submit ten (10) packets. Submit **one (1) original plus nine complete copies** of the proposals. Three to five firms may be notified that they have been selected for further evaluation.

**SUBMISSION LOCATION:** The Village Of Tinley Park  
16250 South Oak Park Avenue  
Tinley Park, IL 60477

**SUBMISSION DATE:** Tuesday June 6th, 2017 by 5:00 p.m.  
Responses received after the time specified will not be opened.

**CONTACT QUESTIONS:** Submit questions via email to: The Village of Tinley Park, attention Hannah Lipman, Administrative Intern, at [hlipman@tinleypark.org](mailto:hlipman@tinleypark.org) or via phone (708)444-5000. Questions are required no less than three (3) business days prior to the RFQ opening date. **Absolutely no informal communication shall occur regarding this RFQ, including requests for information or speculation between Proposers or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer that the Village is aware of and may be answered by addendum.**

**CONTENTS:** The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References

## GENERAL TERMS AND CONDITIONS

1. **Negotiations:**  
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ. Nothing in this RFQ is intended as a contract or as any kind of promise or commitment to enter into an agreement.
2. **Confidentiality:**  
RFQs and responses thereto are subject to the Illinois Freedom of Information Act ("FOIA").
3. **Reserved Rights:**  
The Village of Tinley Park reserves the right, at any time and for any reason, to cancel this RFQ or any portion thereof, to reject any or all RFQs. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**  
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.
5. **Award:**  
Award, if any, will be based on the highest ranked responsive, responsible bidder. Award, if any, will be based on the evaluation criteria set forth herein.
6. **Discussion of RFQ:**  
The Village of Tinley Park may conduct discussions with any proposer who submits a response to this RFQ. During the course of such discussions, the Village shall not disclose any information derived from one proposer to any other proposer.
7. **Time and Effort:**  
Time is of the essence. The broker shall be able to devote sufficient resources to the Village of Tinley Park.
8. **Responsibility and Default:**  
The proposer shall be required to assume responsibility for all items listed in this RFQ. The successful proposer shall be considered the sole point of contact for purposes of any service agreement entered into by the Village.
9. **Interpretations or Correction of Request for Qualifications:**  
Proposer shall promptly notify the Village of Tinley Park of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ. Interpretation, correction and changes to the RFQ will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
10. **Addenda:**  
Addenda are written instruments issued by the Village prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such proposer has received and understands fully the contents of the addenda.
11. **Taxes:**  
The Village of Tinley Park is exempt from paying Illinois State taxes.
12. **Non-Discrimination:**  
Proposer shall comply with the Illinois Human Rights Act, 778ILCS 5/1-101 et seq. as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 780 (Appendix A), which is

incorporated herein by reference.

13. **Insurance: *Please submit certificate with your proposal***

The proposer must obtain insurance issued by a company or companies qualified to do business in the State of Illinois and provide the Village with evidence of credible insurance. Insurance in the following types and amounts is necessary:

- Professional Liability to include, but not be limited to, coverage for Errors and Omissions to respond to claims for loss therefrom:
  - General Aggregate Limit \$1,000,000
  - Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, the Village of Tinley Park shall:

- Be named as additional insured by endorsement as their interest may appear;
- Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of any working relationship and thereafter with certificates evidencing renewals or replacement of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

14. **Change in Status:**

The proposer shall notify the Village of Tinley Park immediately of any changes in its status resulting from any of the following: (a) proposer is acquired by another party; (b) proposer becomes insolvent; (c) proposer, voluntarily or by operation of law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate any professional working relationship with the vendor immediately on written notice based on any such change in status.

15. **Precedence:**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Village of Tinley Park Request for Qualifications; and the Proposers Response to RFQ.

16. **Submittal and Evaluation Factors:**

The most promising responses as determined by the Village of Tinley Park will be evaluated in detail. Additional information may be sought from Firm(s). Firms may be asked to present and explain their proposals. The key person to be assigned to this project must be present at this interview. The Village reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the Village. The Village reserves the right to reject any or all proposals and is not and shall not be bound to select one or more Proposer to provide services to the Village.

The Village also reserves the right to exercise its discretion and be the sole judge of all proposals.

The following will serve as the basic criteria for the possible selection of the consultant.

1. Understanding of the work required as evidenced by the proposal and the ability of the Broker to commence work in a timely manner. Completeness of proposal will be critical.
2. The qualifications of the company;
3. The scope of the services offered;
4. Ability to work with and relationship with and access to major health insurance carriers;
5. Completeness and responsiveness to the requirements of the RFQ;
6. Experience, qualifications and competency in providing insurance agency /Brokerage and consulting services to municipalities in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the Village;
8. Experience in evaluating operations and making recommendations that are feasible;
9. Understanding of the project's objectives and scope as evidenced by the quality of the proposal submitted;

10. Good service and good value shall weigh heavily in the selection process.
11. Firm compensation assessment.

## **PROJECT OVERVIEW**

1. **Intent:**  
The Village of Tinley Park may enter into a service agreement with a qualified firm to provide Health Insurance Brokerage services for the Village of Tinley Park.
2. **Background:**  
The Village of Tinley Park (population of approximately 60,000) employs over 400 employees (approximately 200 full time and 200 part time). Full time employees are eligible for Village insurance programs, which include health, dental and life insurance programs. The Village has also implemented a wellness program it wishes to enhance.
3. **Project Scope of Services:**  
The purpose of this Request for Qualifications ("RFQ") is to select a Firm qualified to represent the insurance interests of the Village. As this is an Agent/Broker RFQ, insurance/risk management consultants and carriers will not be considered. The selected Firm is expected to provide qualified and expert professional services, including but not limited to:
  - a. Periodic review (no less than annual) of the Village's health insurance programs, specific coverage(s), loss data, and risk management measures; and making recommendations to the Village with respect to the need for ancillary insurance services, additional coverage and modifications, updating or upgrading of existing coverage (s).
  - b. Annual recommendations concerning changes in terms, conditions and limits of coverage; based on best industry practices.
  - c. Upon approval by the Village, annual marketing of Village's health insurance program, including, a negotiation of carrier contract extension or change (s). This service will include comprehensive assistance and guidance in completing the insurance application process in a timely fashion.
  - d. Solicitation of proposals from qualified insurance carriers on an annual or as needed basis who are experienced and familiar with Illinois municipalities.
  - e. Development of bid specifications to be submitted to the municipal marketplace for which proposals are sought.
  - f. Evaluation of proposals submitted by insurance carriers relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative solvency.
  - g. Detailed report of solicited policy renewal options available to the Village.
  - h. Examination and approval of issued policies and bonds for conformance with the Village's specifications and the carrier's proposal.
  - i. Provision of an annual stewardship report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.
  - j. Assistance to the Village in drafting insurance specifications for contracts and agreements as requested.
  - k. Advice to the Village on new developments in the field of insurance.
  - l. The selected broker/consultant will be expected to work in partnership with the Village staff to perform the following services:
    - Provide recommendation for the proposed benefit components, specifically in the area of design, funding, cost and administration.
    - Conduct renewal negotiations with the carrier(s) and vendors and prepare a complete and detailed accounting of all claim costs, provider access fees, administrative expenses, risk charges, etc.
    - Provide general problem solving throughout the plan year.
    - Any other duties critical to the proper formation of a health insurance plan and its optimal operation and participation.
  - m. Advice and assistance in enhancing the Village's wellness program.

4. **Submission Requirements:**

**Section 1.0 – Executive Summary**

Provide a brief summary which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best brokerage choice for the Village of Tinley Park. Please state your firm's business organization type (sole proprietor, partnership, corporation, etc.).

**Section 2.0 – Relevant Experience**

Provide a detailed description for other clients you currently serve. Emphasis should be placed on work completed within the last five years by the specific personnel being proposed to work on this project.

**Section 3.0 – Project Design and Management Team**

Provide an organization chart graphically illustrating how your firm would staff and structure your proposed team for brokerage services.

**Section 4.0 – Firm Differentiation**

This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

**Team Leadership**

- Who on your team will provide consistent day-to-day service to the Village of Tinley Park?
- What are your expectations for performance of this individual with regard to providing the Village of Tinley Park with high quality insurance brokerage services?
- List and rank ten (10) key attributes or abilities this firm possesses that the Village of Tinley Park is seeking.

**Budget**

How does your firm maximize and maintain the lowest possible insurance quotes for your clients? Cite examples of specific things that you have done with your other clients to meet this objective.

**Section 5.0 – References**

Provide three (3) company references and three (3) references for the proposed primary insurance broker



# KENDALL COUNTY ADMINISTRATIVE SERVICES DEPARTMENT

## *Memorandum*

**To:** Lynn Cullick, Administration/Human Resources Chair, Admin/HR Committee Members  
**CC:** Scott Koepfel, County Administrator  
**From:** Andrez Beltran, Economic Development and Special Projects Coordinator  
**Subject:** Job Description Approval Status  
**Date:** 1/17/18

In 2016, the Administration/Human Resources (Admin/HR) Committee discussed updating all the job descriptions for those employees under the County Administrator and corresponding departments. On June 28, 2016, the Admin/HR Committee sent all the job descriptions to the State's Attorney's Office (SAO) for review. Below are the status of the job descriptions; they have been categorized by those approved by the Board since January 1, 2014, those that have been reviewed by the SAO, and those that have not. Please note: if the job description was approved by the County Board prior to June 28, 2016, it will be listed twice.

<b>COUNTY BOARD APPROVED</b>	
Administrative Services Department	
County Administrator	7/18/2017
Economic Development and Special Project Coordinator	12/2/2014
Deputy County Administrator	7/18/2017
Planning Building and Zoning	
Senior Planner	9/15/2015
Technology	
Director	1/16/2018
Tech Analyst	3/21/2017
System Admin	11/29/2016
Computer Support	11/29/2016
GIS	
GIS Coordinator	9/20/2016
Senior Cadastral/GIS System Spec.	9/20/2016
GIS Analyst	9/20/2016
Facilities	
Animal Control	
Director	5/6/2014
Kennel Manager/AC Officer	6/7/2016
AC Part Time assistant	12/1/2015

<b>STATE'S ATTORNEY OFFICE REVIEWED</b>	
Administrative Services Department	
Economic Development and Special Project Coordinator	1/10/2017



# KENDALL COUNTY ADMINISTRATIVE SERVICES DEPARTMENT

Administrative Assistant	1/10/2017
HR Coordinator	2/1/2017
<b>Planning Building and Zoning</b>	
Code Official	9/12/2016
Part Time Office Assistant	9/7/2016
<b>Technology</b>	
<b>GIS</b>	
<b>Facilities</b>	
<b>Animal Control</b>	
Animal Control Kennel Technician	7/22/2016

<b>ADMIN/HR REVIEWED</b>	
<b>Planning Building and Zoning</b>	
Senior Planner	6/28/2016
Code Official	6/28/2016
Part Time Office Assistant	6/28/2016
<b>Technology</b>	
<b>GIS</b>	
<b>Facilities</b>	
Director*	6/28/2016
Office Assistant*	6/28/2016
Maintenance II*	6/28/2016
Maintenance I*	6/28/2016
<b>Animal Control</b>	
Director	6/28/2016
Kennel Manager/AC Officer	6/28/2016
Animal Control Kennel Technician	6/28/2016
AC Part Time assistant	6/28/2016

\*Please note that those marked with an asterisk were asked by the SAO to be reviewed by the County Administrator for standardization with previous job descriptions.

## Kendall County Job Description

**TITLE:** Network Administrator  
**DEPARTMENT:** Technology Services  
**SUPERVISED BY:** Director of Technology  
**FLSA STATUS:** Exempt  
**APPROVED:** In Process

### I. Position Summary:

The administrator of a large, complex, multi-segment, wired and wireless network physical infrastructure, including security hardware, routers, switches and disaster recovery sites and internet connections;; establishes network standards, including naming conventions and address protocols; serves as project leader and manages network upgrades and conversions; participates with the technology services team to evaluate and recommend network and systems hardware and software; develops and recommends cabling and connectivity standards, uses and levels.

### II. Essential Duties and Responsibilities:

- A. Application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, and system functional specifications including, but not limited to:
  - a. Analyzing data to identify and resolve reasons for communications bottlenecks. Recommends upgrades, patches, and new applications and equipment to facilitate and protect data, software and hardware.
  - b. Analyzing network capacity and growth requirements and recommends network upgrades.
  - c. Ensuring the security of the enterprise network.
  - d. Maintaining WAN connections to outside vendors, LEAs, and other organizations
- B. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs based on and related to user or system design specifications including, but not limited to:
  - a. Designs, develops, installs, integrates and maintains the network infrastructure. incorporating multiple technologies, protocols and vendor products and systems.
  - b. Developing and maintaining all systems, applications, security and network configurations, including setting up, testing, and upgrading operating software.
  - c. Developing and recommending network contingency and disaster recovery plans..
  - d. Researching new technology, and implementing or recommending implementation.
  - e. Develop specifications for network hardware, software and cabling upgrades and enhancements.
- C. Responsible for maintenance and security of the enterprise e-mail system.
- D. Responsible to ensure staff is able to perform critical activities in his/her absence.
- E. Utilizes a variety of software and tools, monitors, analyzes and manages network traffic and capacity utilization to achieve optimal performance and availability.
- F. Performs other duties, as required or assigned.
- G. Complies with all applicable County ordinances, policies and procedures regarding or relating to assigned job duties.
- H. Maintains regular attendance and punctuality.
- I. Travels to and from meetings, training, conferences, and other County office locations to perform job duties.
- J. Recommend network, security, hardware, and software need to Technology Services Director during budget process; recommendations are given particular weight by decision makers.



## Kendall County Job Description

### 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. 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, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
4. Requires excellent-knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

##### 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 percent and to draw and interpret bar graphs.
3. Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

##### C. REASONING ABILITY:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

##### D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:

1. Strong organization skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint, Questica Budget Software.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skill in operating a personal computer, facsimile machine, and copiers.
10. Ability to comply with all County policies and procedures, and adhere to set standards.

## Kendall County Job Description

**E. Education and Experience:**

1. Bachelor's Degree or equivalent work experience.
2. 5 years or more experience in the Networking field.

**F. CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Any and all other certificates and registrations as required for the specific duties performed.

**IV. Physical Demands:**

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

1. Frequently sit for hours at a desk and/or in meetings.
2. Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
3. Use hands and fingers to finger, handle, type, write, and feel;
4. Reach, push and pull with one and/or both hands and arms;
5. Talk and hear in person and via use of telephone;
6. Vision abilities include close and distance vision, and ability to view computer monitors and screens;
7. Travel independently to other County office buildings and other locations, to perform 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:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
4. 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