



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Wednesday, February 21, 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 17, 2018**
- 5. Wine Sergi Update**
- 6. CBIZ Update**
- 7. Department Head and Elected Official Reports**
- 8. Public Comment**
- 9. Committee Business**
 - *Review March Committee Meeting dates*
 - *Discussion and Approval of Winning GIS Aerial Mission Proposal*
 - *Authorize Legal Review of Aerial Mission Contract*
 - *Review of Employee Handbook Revisions*
 - *Health Insurance Broker RFQ*
 - *Job Description Review*
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
- 13. 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
Wednesday, January 17, 2018

CALL TO ORDER - Committee Vice Chair Judy Gilmour called the meeting to order at 5:33p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick		5:45p.m.	
Elizabeth Flowers	ABSENT		
John Purcell	Present		

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

Staff Present: Scott Koepfel

APPROVAL OF AGENDA

Motion: Member Prochaska
 Second: Member Purcell
RESULT: The agenda was approved by a 3-0 voice vote

APPROVAL OF MINUTES – January 4, 2018

Motion: Member Purcell
 Second: Member Gilmour
RESULT: The minutes were approved by a 3-0 voice vote

WINE SERGI UPDATE/YEAR-END SUMMARY – Rich Ryan reviewed the highlights of the Property, Liability, Workers Compensation, and Excess Liability 2017 Program Activity Recap. Mr. Ryan also reported that he has met with Sheriff Baird regarding insuring specialized vehicles that will be shared with other Kendall County law enforcement agencies. Mr. Ryan stated that HIDTA will purchase the vehicles, and that the County would only be liable for insurance when the vehicles were parked and not being utilized, as well as when Kendall County Sheriff's personnel utilized the vehicles. Discussion on liability, ownership, funding and maintenance responsibilities. Mr. Ryan stated that the KC State's Attorney's Office and the ICRMT attorneys have reviewed the agreement between the Kendall County Sheriff and HIDTA.

CBIZ UPDATE – Jim Pajauskas provided a comparison of enrollment from December 2017 versus January 2018. Discussion on the HMO, PPO and HSA plans, and the enrollment changes for each one. Mr. Pajauskas stated that there is actually a \$245,165.04 or 5.15 percent increase for this year. Mr. Pajauskas will have the year-end summary at the March 2018 meeting.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS - None

COMMITTEE BUSINESS

- *Health Insurance Broker RFQ* – There was consensus that the Committee members would review the draft RFQ from Tinley Park, and then create an RFQ specific to Kendall County and it's needs/desires in a Health Insurance Broker at the February 5, 2018 meeting.
- *Job Description Review* – Mr. Koeppel briefly reviewed a memorandum that identified all of the Administrative Services department employee job descriptions, when they were reviewed by the State's Attorney's Office, and those that have not yet been reviewed by the committee or the State's Attorney's Office. Mr. Koeppel will bring job descriptions to the committee for review and approval once the State's Attorney's Office has completed their review of changed or updated job descriptions.

Mr. Koeppel presented the updated Technology Network Administrator Job Description for review and approval by the committee. Member Prochaska made a motion to forward the job description to the County Board for approval, second by Member Gilmour. **With four members voting aye, the motion carried.**

- *Review of Employee Handbook Revisions* – Discussion on the need to update the employee handbook with the new IMRF qualification hours. Mr. Koeppel will have the handbook updated on the County Employee website immediately. Mr. Koeppel will continue to bring handbook revisions to the committee as they are completed and reviewed by the State's Attorney's Office.

ACTION ITEMS FOR FEBRUARY 6, 2018 COUNTY BOARD AGENDA

- *Approval of a 2-year AT & T Fiber Internet Agreement*
- *Approval of the Network Administrator Job Description*

ITEMS FOR THE FEBRUARY 15, 2018 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

EXECUTIVE SESSION – None

MEETING ADJOURNMENT

Motion: Member Purcell
Second: Member Gilmour
RESULT: Approved with a Unanimous Voice Vote
The meeting was adjourned at 7:12p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

MONTHLY MEDICAL INSURANCE REPORT
 January 31, 2018

	Non-Union		Total Enrolled				Annual Plan Cost
	Union	Union	Jan-17	Feb-17	Jan-18	Feb-18	
HMO Employee	27	10	50	50	37	37	\$8,859.48
HMO Family	11	11	31	31	22	22	\$21,041.64
PPO Employee	0	6	5	5	6	6	\$14,299.44
PPO Family	0	0	3	3	0	0	\$35,747.76
H.S.A. - Emp	70	41	99	99	111	111	\$10,754.04*
H.S.A. - Fam	56	58	102	102	114	114	\$24,978.60*
Total Enrolled	164	126	290	290	290	290	
Total Eligible	206	137					
				Dental EE		163	
				Dental Family		182	
				Total Enrolled		345	

NOTES:

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

MONTHLY BENEFITS SUMMARY REPORT

January 31, 2018

Retirees/COBRA (12/1/17 - 11/30/18) (42 Retirees / 2 COBRA)			
Vision	Family	8	\$300.24
Vision	Single	5	\$112.68
Medical	Family	2	\$3,506.94
Medical	Single	10	\$8,318.47
Dental	Family	30	\$3,048.48
Dental	Single	12	\$1,677.45
TOTAL		67	\$16,964.26

UNEMPLOYMENT CHARGES 2018	
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	
TOTAL	

Full Time New Hires/Terminations (12/1/17 -11/30/18)				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration				
Animal Contr				
Circuit Clerk				
Coroner				
County Clerk				
Facilities				
Forest Pres				
Health Dept.			5	2
HWY				
KenCom	2	2		
PBZ				
Probation			1	1
Public Defender				
Sheriff				
State's Att	1	1		
Technology				
VAC				
Totals				

BENEFITWALLET HSA FUNDING	
Date	Deposit
12/31/17	495,000
01/31/18	10,500
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	
Total	\$ 505,500

FY 18 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,502,000)*23.68 % 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	742810											\$742,810
UHC Dental Premium	0	54544											\$54,544
UHC Life Premium	0	0											\$0
Health Savings Account	495000	10500											\$505,500
Insurance Refunds	0	0											\$0
HRA Admin Fee	83	0											\$83
FSA Admin Fee	170	0											\$170
TOTALS	\$495,262	\$807,854	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,303,106

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	368000	366848	346172	347668	346995	355552	357984	356354	355637	353212	365633	356453	\$4,280,420
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0	0	0	0	\$5,200
Lincoln Life Dental Premium	25384	25884	27025	24382	26197	26788	25670	25842	28679	25525	25894	25604	\$308,783
Lincoln Life Premium	782	840	816	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	\$2,446
HRA Admin Fee	0	83	83	83	83	83	83	83	83	83	83	83	\$909
FSA Admin Fee	311	0	323	182	0	339	170	170	170	170	170	170	\$2,153
TOTALS	\$820,558	\$395,405	\$383,783	\$373,029	\$374,090	\$384,840	\$384,639	\$388,800	\$385,625	\$380,581	\$392,412	\$383,285	\$5,047,067

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	333921	335258	338151	341085	\$4,099,998
Lincoln Life Dental Premium	23476	24220	24182	23782	23821	23806	23580	23721	23049	23330	23196	23365	\$283,618
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	156	156	156	156	156	156	156	\$1,834
TOTALS	\$715,805	\$384,251	\$389,387	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$359,458	\$362,211	\$365,318	\$4,747,584

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	\$ 315,855	\$ 322,904	\$ 323,368	\$ 321,771	\$ 328,759	\$ 329,521	\$ 318,882	\$ 322,074	\$ 319,795	\$ 313,546	\$ 313,232	\$ 323,642	\$ 3,853,148
Met Life Dental Premium	22,281	22,179	22,235	22,772	22,897	22,601	22,372	22,315	22,077	22,043	22,099	22,293	\$ 268,184
Lincoln Life Premium	718	730	743	742	769	747	737	732	726	730	736	729	\$ 8,829
Health Savings Account	16,375	17,375	17,000	17,000	18,000	18,125	17,800	17,750	17,000	17,125	18,500	17,750	\$ 209,600
TOTALS	\$ 355,029	\$ 363,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,994	\$ 369,492	\$ 362,870	\$ 359,599	\$ 363,444	\$ 354,566	\$ 364,414	\$ 4,339,641

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

January 31, 2018

W.C. Claims Expense (12/1/17 - 11/30/18)				
	2015-16 Policy	2016-17 Policy	2017-18 Policy	Total Claims
December	\$ 1,986	\$ 34,437		\$ 36,422
January	4,264	16,500		20,764
February				-
March				-
April				-
May				-
June				-
July				-
August				-
September				-
October				-
November				-
Total Claims Expense	6,250	50,936	-	57,186
PEDA Reimbursements YTD		(8,702)		(8,702)
Net Claims Expense	\$ 6,250	\$ 42,234	\$ -	\$ 48,484

W/C Premium	\$ 131,080	\$ 139,096	\$ 171,411
Self Insured Amount	\$ 250,000	\$ 250,000	\$ 250,000
W.C. Claims paid prior year	\$ 246,337	\$ 189,997	
W.C. Claims paid current year	6,250	50,936	-
less PEDAs paid current year		(8,702)	-
Total claims paid	\$ 252,587	\$ 232,231	\$ -

No. of claims <\$250K	40	46
No. of claims >\$250k	0	0

Workers' Comp. Claims	2015-16 Policy	2016-17 Policy	2017-18 Policy	
	Prior Year Total	Prior Year Total	Dec	Jan
Administration	1			
Animal Control	6	1		
Circuit Clerk	1	1		
Coroner				
County Clerk	1	2		
Facilities				
Forest Preserve	3	2		
Health Dept.	3	2		
Highway	1	2		
Judiciary				
PBZ				
Probation	1			
Public Defender				
Sheriff - CORR	5	18		
Sheriff - Patrol	16	16		
State's Attorney	2	2		
Technology				
VAC				
Totals	40	46	0	0

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

January 31, 2018

Property Claims (12/1/17 - 11/30/18)

Department	Description	Insurance	2016-17 Policy	2017-18 Policy	Total Claims
Sheriff	Ford Transit	subrogation	1,108		1,108
Sheriff	2012 Chevy Impala				-
					-
					-
					-
					-
		Total	\$ 1,108	\$ -	\$ 1,108

**Illinois Counties Risk Management Trust
Claims Analysis
2/1/2018**

Workers Compensation

FY18 - Current Year's Total Claims

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

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
<u>2011-12 Policy</u>					
1 6/30/2012	Forest Preserve	re-opened	<u>148,924</u>	Y	Terminated
			148,924		
<u>2013-14 Policy</u>					
2 5/10/2014	Sheriff	re-opened	<u>232,645</u>	Y	Y
			232,645		
<u>2015-16 Policy</u>					
3 11/15/2016	Sheriff	open	12,048	N	Y
4 4/12/2016	Sheriff	open	89,540	Y	Y
5 9/13/2016	Sheriff	open	<u>93,075</u>	Y	Y
			194,662		
<u>2016-17 Policy</u>					
6 1/1/2017	Corrections	open	64,508	Y	Y
7 2/28/2017	Corrections	open	21,392	Y	Y
8 1/1/2017	Corrections	open	298	Y	Y
9 11/28/2017	Corrections	open	254	Y	Y
10 9/26/2017	Corrections	open	133	N	Y
11 4/3/2017	Health Dept.	re-opened	5,799	N	Y
12 4/19/2017	Sheriff	open	70,655	Y	N
13 7/14/2017	Sheriff	open	5,809	N	Y
14 11/21/2017	Sheriff	open	330	Y	N
15 4/18/2017	Sheriff	open	6,504	N	Y
16 9/8/2017	Sheriff	open	<u>107</u>	N	Y
			175,790		

Total Prior Year's Active Claims \$ 752,022

**Illinois Counties Risk Management Trust
Claims Analysis
2/1/2018**

Property & Casualty

FY18 - Auto PC

Incident Date	Department/Office	Status	Paid	Coverage Type
		open		

Total FY18 Auto Claims \$ -

Prior Years' - Auto PC

Incident Date	Department/Office	Status	Paid	Coverage Type
		open		Auto PD - Collision

Total Prior Year's Auto Claims \$ -

FY18 - General Liability

Incident Date	Department/Office	Status	Paid	Coverage Type
		open		

Total FY18 General Liability Claims \$ -

FY18 - General Liability

Incident Date	Department/Office	Status	Paid	Coverage Type
2013-14 Policy				
1 5/15/2014	Sheriff	open	\$ 431,075	Errors & Omissions
2 6/7/2014	Sheriff	open	<u>14,191</u>	Law Enforcement Liability
			445,266	
2014-15 Policy				
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	<u>20,215</u>	General Liability
			33,258	
2016-17 Policy				
6 9/23/2014	Various	open	<u>6,848</u>	General Liability
			6,848	

Total Prior Year's General Liability Claims \$ 485,372



MEMORANDUM

To: Scott Koepfel, Andrez Beltran
From: Mike Neuenkirchen, KAT Program Director
Cc: Ellen Rogers, VAC Executive Director
Subject: Village of Montgomery Request for KAT Service
Date: February 7, 2018

This memo is to provide Kendall County administration an update regarding the potential addition of a new contributing community to the KAT program.

Village of Montgomery staff contacted me in January regarding the viability of participating in KAT. At this time the Voluntary Action Center, as pass-through operator of the KAT program, is working on a local matching contribution agreement with the Village of Montgomery. Tentatively, I am scheduled to speak in front of the village board on the matter in March.

The KAT staff and I are pleased that this process with VoM is moving forward. I will keep you informed of progress as need arises.

In the mean time, if you have any questions, do not hesitate to contact me.

<u>Company</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Sensor</u>	<u>Resolution</u>	<u>Altitude</u>	<u>Control Points</u>	<u>Copyright/Ownership</u>	<u>Price</u>	<u>Notes</u>
Kucera International	38133 Western Parkway	Willoughby	OH	44094	Leica ADS100	6"	6,200	20		\$32,500	
Sidwell Company	2750 Foxfield Rd	St Charles	IL	60174	DMCII 140/DMC 230	14.5 cm	6,079	12		\$38,590	
Surdex Corporation	520 Splirt of St Louis Blvd	Chesterfield	MO	63005	Leica ADS100	6"	6,250	10/20		\$33,925	55% side lap - Building lean
Surdex Corporation	520 Splirt of St Louis Blvd	Chesterfield	MO	63005	Leica ADS100	6"	6,250	10/20		\$29,500	30% side lap - Building lean
Ayres Associates	5201 Terrace Dr	Madison	WI	53718	Z/I Imaging DMC II	14 cm	5,868	??		\$31,725	

KENDALL COUNTY EMPLOYEE HANDBOOK



PART I – DRAFT June 7, 2017

TABLE OF CONTENTS

CHAPTER 1

[FILL IN WHEN COMPLETED]

**Acknowledgement of Receipt
Of
Employee Handbook & Employment At-Will**

I hereby acknowledge that I have received a copy of the Kendall County Employee Handbook. I will read and abide by the policies and procedures set forth in the Employee Handbook.

I UNDERSTAND THAT MY EMPLOYMENT WITH KENDALL COUNTY IS EMPLOYMENT "AT-WILL", WHICH MEANS THAT MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE. I FURTHER UNDERSTAND THAT NOTHING IN THE EMPLOYEE HANDBOOK IS INTENDED TO AND/OR DOES CREATE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED.

Signature of Employee

Date

This acknowledgment form is to be signed and returned to the employee's immediate supervisor. The signed acknowledgment form will be held in the employee's personnel file.

CHAPTER 1

INTRODUCTORY MATERIALS

Section 1.1 Introduction

Kendall County, Illinois and its elected offices rely upon their dedicated employees to provide the highest level of service to the citizens of Kendall County.

This Employee Handbook contains many of the policies for your employer, Kendall County, Illinois (hereinafter referred to as "Employer" or "County"). However, it is a reference guide only. It is impossible to address every issue that may occur at work in this Employee Handbook. If an issue is not addressed in this Employee Handbook, please bring this issue to the attention of your immediate supervisor or your department head. We will do our best to resolve any questions or concerns.

To the extent that any policies contained within this Employee Handbook conflict with an applicable collective bargaining agreement, the policies in the collective bargaining agreement will control. Also, to the extent that any policies contained within this Employee Handbook conflict with any applicable state or federal law or regulation, the applicable law or regulation will prevail.

Section 1.2 At-Will Employment

THIS EMPLOYEE HANDBOOK AND THE INDIVIDUAL POLICIES CONTAINED HEREIN DO NOT CREATE ANY CONTRACTUAL RIGHTS. UNLESS YOUR EMPLOYMENT IS GOVERNED BY A SEPARATE COLLECTIVE BARGAINING AGREEMENT OR DULY EXECUTED CONTRACT STATING OTHERWISE, YOU ARE AN AT-WILL EMPLOYEE. THAT MEANS THAT THE EMPLOYMENT RELATIONSHIP IS FOR NO DEFINITE OR DETERMINABLE PERIOD OF TIME, AND REGARDLESS OF SALARY, POSITION OR RATE OF PAY MAY BE TERMINATED BY EITHER YOUR EMPLOYER OR BY YOU, THE EMPLOYEE, AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK IS MEANT TO ALTER THAT RELATIONSHIP IN ANY MANNER.

Furthermore, no manager, supervisor, or representative of the Employer has the authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above.

Any agreement that contradicts your at-will status must be approved by a majority vote of the Kendall County Board and will not be enforceable unless it is in writing and signed by

you and by the Kendall County Board Chairperson. The agreement must specifically state that the at-will relationship between you and the Employer has changed and a new standard is to be applied.

Additionally, this Employee Handbook cannot address every circumstance that may occur while you are performing your duties. It cannot list every act you are permitted or not permitted to do while employed or answer every question you may have. Therefore, consult your immediate supervisor or your department head if you have a question that this Employee Handbook does not address. If something is not addressed in this Employee Handbook, the Employer will act in its discretion and in accordance with the law.

The Employer reserves the right to modify, supplement, or rescind any provision of this Employee Handbook without notice. Please note that only a majority vote of the Kendall County Board can approve changes to this Employee Handbook and that those changes must be in writing and signed by the Chairperson of the Kendall County Board.

Section 1.3 How to Use This Handbook

You should use this Employee Handbook as a guide regarding the Employer's policies. If you have any questions regarding the policies, please direct your questions to your immediate supervisor and/or your department head.

Section 1.4 Worker Classifications

All employees contribute different skills and experience to the workplace. Duties and work schedules may vary by employee.

The Employer reserves the right to change this Employee Handbook, including the employee classifications listed below, in its discretion and without notice.

Please also note that none of the classifications changes the at-will relationship the Employer has with its employees.

The classifications are:

- A. FULL-TIME EMPLOYEES:** A full-time employee shall be one who is employed full time on a minimum of thirty-four (34) hours per week basis for continuous service and who has completed a minimum of six (6) months of continuous work or service, interrupted only by

Commented [11]: Please confirm what you want for full-time status? It can be the same for health insurance and all other aspects of employment (e.g., accrual of time off, etc.) or different.

absence with official permission. For employees hired prior to December 21, 1993, thirty (30) hours per week shall be utilized to determine full-time status.

- B. **PROBATIONARY EMPLOYEES:** Employees who have been employed on a full-time or part-time year-round basis for a period of less than six (6) months and who will become full-time employees at the successful conclusion of six (6) consecutive months of employment. Successful completion of the probationary period will not alter the employee's at-will employment status.
- C. **PART-TIME EMPLOYEES:** Any employee who is employed on a less than thirty-four (34) hours per week basis for continuous service and who has completed a minimum of six (6) months of continuous work or service, interrupted only by absence with official permission. For employees hired prior to December 21, 1993, less than thirty (30) hours per week shall be utilized to determine part-time status. Part-time employees are not eligible for employee health and dental coverage. Sick/personal days are earned proportionate to the anticipated number of hours worked per month.
- D. **STUDENT LEARNERS/INTERNS:** A student learner/intern is a student in high school, college or a post-graduate school who may or may not receive course credit for participating in school-approved work study programs. A student learner/intern may or may not be paid for the work performed for the Employer. Student learners/interns are not eligible for employee health and dental coverage.
- E. **EXEMPT EMPLOYEES:** These employees hold positions that fall within certain exempt categories as defined by the Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law. Exempt employees are paid on a salaried basis, and they are not eligible for overtime pay.
- F. **NON-EXEMPT EMPLOYEES:** These employees hold positions that do not fall into the exempt categories as defined by the FLSA and the Illinois Minimum Wage Law. Non-exempt employees may be paid on an hourly or salaried basis. Non-exempt employees are paid a wage based on the amount of time spent working, and they are eligible to receive overtime pay in accordance with state and federal wage laws.
- G. **INDEPENDENT CONTRACTORS:** Independent contractors are outside vendors who are not employees of the Employer. Independent contractors are not eligible for any benefits offered to employees.

Commented [12]: Do you want to maintain a probationary period? If so, for how long? There is no legal requirement for a probationary period. The only way a probationary period will really serve any function is if there is actually an evaluation at the end of the probationary period. If you don't take any steps to check on status of their work at end of probationary period, what is the purpose for this probationary period then?

Commented [13]: Please confirm if you want to allow part-time employees to accrue any benefits (e.g., sick time, vacation time, etc.)

Commented [14]: Does the County utilize (A) contract employees or (B) volunteers? If so, those categories should be included in this list, too

Commented [15]: Does the county still use any independent contractors? If so, do they have independent contractor agreements? The only example I can think of is Mike Hoffman in PRZ.

Section 1.5 Wage and Salary Policy

A. Non-Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States receive at least the federal minimum wage for all hours worked and receive overtime pay, or alternatively for public employees, compensatory time off, at the rate of one and one-half hours for each hour worked over forty (40) in a workweek. Note that law enforcement and fire protection employees may be entitled to overtime on the basis of a different workweek. Employees who are subject to minimum wage and overtime laws are called "non-exempt." If you are eligible for overtime pay or compensatory time off (including pay due under our personnel policies or pursuant to a collective bargaining agreement), you must maintain a record of the total hours you work each day. These hours must be accurately recorded using our time-keeping system. You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start early, finish late, work during a meal break, or perform any extra work unless you are authorized to do so in advance, and the time is reported on your time-keeping record. You are required to verify that the reported hours worked are complete and accurate and that you have not worked any "off-the-clock" or unrecorded time. Your recorded hours worked must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures and meal breaks. At the end of each workweek, you should submit your completed time record for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked.

B. Exempt Employees

Section 13(a)(1) of the FLSA, however, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. Job titles do not determine exempt status. In order for an employee to qualify as "exempt" from minimum wage and overtime, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations. If you are classified as an exempt, salaried employee, you will receive a salary, which is intended to compensate you for all hours that you may work for the Employer. This salary will be set at the time of hire or whenever you become classified as an exempt employee. Your salary may be subject to review and modification from time to time, such as during salary review time.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which

they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Deductions from an exempt employee's pay are permissible under the following circumstances:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deductions is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees or for military pay;
- Or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- In the initial or terminal week of employment in the event you work less than a full week;
- For penalties imposed in good faith for infractions of safety rules of major significance;
- For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

An exempt employee's salary may also be reduced for certain types of deductions such as his or her portion of health, dental or life insurance premiums, state, federal or local taxes, social security, IMRF, or contributions to a 401(k) plan.

Please note that you will be required to use accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. However, an exempt employee's salary will not be reduced for partial day absences if he or she does not have accrued paid time off.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any member of management, elected or appointed official from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Employer does not allow improper salary deductions that violate the FLSA.

C. Accurate Time-Keeping

It is a violation of this policy for any employee to falsify a time-keeping record or to alter another employee's time-keeping record. It is a violation of the Employer's policy for another employee, manager, elected or appointed official to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time-keeping record to over- or under-report hours worked. If any employee, manager, elected or appointed official instructs you to violate this policy, do not do so. You are to report it immediately

Commented [16]: These are the deductions that are permitted by law. Does the County want all of these to apply for their exempt employees?

Commented [17]: Please confirm if you want to require staff to use their accrued time off for full or partial day absences. If so, it needs to be a consistent application of this policy. In other words, you can't let some elect unpaid vs. others being required to use it.

to your supervisor, your department head/elected official, the Kendall County Treasurer, or to the Kendall County Board Chairperson.

Commented [18]: Please confirm these are the people you want to receive such complaints.

D. Reporting Errors or Improper Deductions

We make every effort to ensure that all of our employees are paid correctly. Occasionally, however, an inadvertent error can occur. Please review your paystub every pay period. If you find an error, please call it to our attention immediately by reporting it to your immediate supervisor, your department head/elected official or to the Kendall County Treasurer.

If you believe that an improper deduction has been made from your wages, you should immediately report this to your direct supervisor, your department head/elected official or to the Kendall County Treasurer.

Reports of errors or improper deductions will be promptly investigated. If it is determined that an error or improper deduction has occurred, it will be promptly corrected and you will be promptly reimbursed for any improper deduction made.

No employee will be retaliated against for reporting violations of this policy or for cooperating in an investigation of a reported violation.

DRAFT



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 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