



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Tuesday, March 27, 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 March 5, 2018**
- 5. Wine Sergi Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Approval of Resolution Authorizing Application for Public Transportation Financial Assistance Under Section 5311 of the Federal Transit Act of 1991, as Amended (49 U.S.C § 5311) for State Fiscal Year 2019*
 - *Announce Public Hearing for April 17, 2018 at County Board meeting to obtain public comment and consider economic, social, and environmental effects of the application for Public Transportation Financial Assistance under Section 5311 of the Federal Transit Act of 1991, as amended (49 U.S.C. §5311)*
 - *Discussion and Approval of Part-Time Office Assistant (Building) Job Description*
 - *Discussion and Approval of Part-Time Office Assistant (Zoning) Job Description*
 - *Discussion and Approval of Property, Liability, and Workers Compensation Insurance Broker RFQ*
 - *Discussion of Property, Liability, and Workers Compensation Insurance Broker RFQ Calendar*
 - *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 Department 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, March 8, 2018

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:33p.m.

ROLL CALL

Board Member	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers		6:35p.m.	
John Purcell	ABSENT		

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

Staff Present: Andrez Beltran, Bob Jones, Becki Rudolph

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – February 21, 2018

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Bob Jones, Treasurer/Collector's Office – Mr. Jones shared information on upcoming informational sessions with Nationwide on March 22, 2018 at the Health Department and at the County Office building for County employees interested in their deferred compensation program.

Mr. Jones updated the committee on the progress of the employee benefit responsibilities, and stated that CBIZ personnel have been invaluable in their assistance with problems or issues that County employees have experienced with health benefits.

Mr. Jones also asked for clarification on some of the Human Resources policies, procedures and responsibilities that have not been assigned or directed to the Treasurer's

Office or Administration Department, and are possibly “falling through the cracks” because employees are unaware of who to contact for assistance, or who has assumed responsibility. **Member Cullick asked Mr. Jones to document the items that are in question and discuss with County Administrator Koepfel.**

COMMITTEE BUSINESS

- *Approval of Resolution Extending the Agreement with Voluntary Action Center of DeKalb to run the Kendall Area Transit program* – Andrez Beltran explained that this is a routine agreement between the County and the Voluntary Action Center, and would extend the current contract for an additional three years. Motion by Member Prochaska to forward the item to the County Board for approval, second by Member Gilmour. **With three members voting aye, the motion carried.**
- *Discussion and Approval of RFQ for Health Insurance Broker* – The committee reviewed the changes that were proposed at the last committee meeting, and only had on slight change. Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Gilmour. **With three members voting aye, the motion carried.**
- *Review of Employee Handbook Revisions* – The committee reviewed and discussed the suggested changes offered by the State’s Attorney’s Office for the first three chapters of the employee handbook. The committee’s suggested changes will be incorporated into the document and presented for final review at a committee meeting in April.

ACTION ITEMS FOR MARCH 21, 2018 COUNTY BOARD AGENDA

Approval of Resolution Extending the Agreement with Voluntary Action Center of DeKalb to run the Kendall Area Transit program

Approval of RFQ for Health Insurance Broker

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

PUBLIC COMMENT – None

EXECUTIVE SESSION – Member Prochaska made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2, second by Member Gilmour.

ROLL CALL: Member Prochaska – yes, Member Flowers - yes, Member Gilmour - yes, Member Cullick - yes

With four members voting aye, the committee entered into Executive Session at 7:26p.m. The committee reconvened in Open Session at 7:34p.m.

MEETING ADJOURNMENT

Motion: Member Prochaska
Second: Member Flowers
RESULT: Approved with a Unanimous Voice Vote

This meeting was adjourned at 7:37p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

MONTHLY MEDICAL INSURANCE REPORT

February 28, 2018

	Non-Union Union		<u>Total Enrolled</u>				Annual Plan Cost
			<u>Feb-17</u>	<u>Mar-18</u>	<u>Feb-18</u>	<u>Mar-18</u>	
HMO Employee	27	10	50	49	37	37	\$8,859.48
HMO Family	11	11	31	31	22	22	\$21,041.64
PPO Employee	0	6	5	4	6	6	\$14,299.44
PPO Family	0	0	3	3	0	0	\$35,747.76
H.S.A. - Emp	70	41	99	98	111	111	\$10,754.04*
H.S.A. - Fam	56	58	102	102	114	114	\$24,978.60*
Total Enrolled	164	126	290	287	290	290	
Total Eligible	206	137					
			Dental EE		163		
			Dental Family		182		
			Total Enrolled		<u>345</u>		

NOTES:

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

MONTHLY BENEFITS SUMMARY REPORT
February 28, 2018

Retirees/COBRA (12/1/17 - 11/30/18) (42 Retirees / 2 COBRA)			
Vision	Family	9	\$366.26
Vision	Single	5	\$112.68
Medical	Family	2	\$6,803.34
Medical	Single	10	\$11,337.39
Dental	Family	30	\$3,257.28
Dental	Single	12	\$2,208.29
TOTAL		68	\$24,085.24

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.	2	2	5	
HWY				
KenCom	2			
PBZ				
Probation	1	1	1	
Public Defender				
Sheriff				
State's Att	2	1		
Technology				
VAC				1
Totals				1

BENEFITWALLET HSA FUNDING	
Date	Deposit
12/31/17	495,000
01/31/18	10,500
02/28/18	3,625
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	\$ 509,125

FY 18 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,502,000)*30.93 % 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	368253										\$1,108,063
UHC Dental Premium	0	54544	26965										\$81,508
UHC Life Premium	0	0	1679										\$1,679
Health Savings Account	495000	10500	3625										\$509,125
Insurance Refunds	0	0	0										\$0
HRA Admin Fee	83	0	83										\$165
FSA Admin Fee	170	0	188										\$358
TOTALS	\$495,252	\$807,854	\$388,792	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,701,898

0102-027-6647

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	380000	366848	346172	347668	348995	355552	357984	358354	355637	353212	365533	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	26884	27025	24392	26197	25788	25670	25842	25579	25525	25894	25604	\$308,783
Lincoln Life Premium	782	840	616	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	1750	4375	0	0	1780	0	3825	2000	875	0	280	\$458,425
Insurance Refunds	271	0	0	0	142	594	0	0	1439	0	0	0	\$2,446
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
TOTALS	\$820,568	\$395,405	\$383,793	\$373,029	\$374,090	\$384,840	\$384,639	\$388,800	\$385,625	\$380,581	\$392,412	\$383,285	\$5,047,057

0102-027-6647

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	23478	24228	24192	23782	23821	23808	23860	23721	23049	23330	23196	23365	\$283,618
Lincoln Life Premium	726	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	\$388,387	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$358,458	\$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	\$ 315,655	\$ 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	\$ 268,164
Lincoln Life Premium	718	730	743	742	759	747	737	732	728	730	736	729	\$ 8,829
Health Savings Account	16,375	17,375	17,900	17,000	18,000	18,125	17,500	17,750	17,000	17,125	18,500	17,750	\$ 209,500
TOTALS	\$ 356,029	\$ 363,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,994	\$ 359,492	\$ 362,870	\$ 359,598	\$ 363,444	\$ 354,586	\$ 364,414	\$ 4,339,641

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

February 28, 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	2,972	40,308	135	43,415
March				-
April				-
May				-
June				-
July				-
August				-
September				-
October				-
November				-
Total Claims Expense	\$ 9,222	\$ 91,244	\$ 135	\$ 100,601

PEDA Payments (Incl. in total claims)

PEDA Reimbursements YTD \$ 8,702

W.C. Annual Premium

W.C. Premium \$ 131,080 \$ 139,096 \$ 171,411

Self Insured Retention (SIR)

Self Insured Amount \$ 250,000 \$ 250,000 \$ 250,000

W.C. Claims

	2015-16 Policy	2016-17 Policy	2017-18 Policy
W.C. Claims paid prior year	\$ 246,337	\$ 181,295	
W.C. Claims paid current year	9,222	91,244	135
Total claims paid	\$ 255,559	\$ 272,538	\$ 135

No. of claims >\$100k & <\$250k 0 0

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	Feb
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		1
Sheriff - Patrol	16	16		
State's Attorney	2	2		
Technology				
VAC				
Totals	40	46	0	1

**Illinois Counties Risk Management Trust
Claims Analysis
3/1/2018**

Workers Compensation

FY18 - Current Year's Total Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1			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>154,339</u>	Y	Terminated
				154,339		
	<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	14,771	N	Y
4	4/12/2016	Sheriff	open	89,540	Y	Y
5	9/13/2016	Sheriff	open	<u>93,164</u>	Y	Y
				197,475		
	<u>2016-17 Policy</u>					
6	1/1/2017	Corrections	open	64,651	Y	Y
7	2/28/2017	Corrections	open	24,798	Y	Y
8	1/1/2017	Corrections	open	657	Y	Y
9	11/28/2017	Corrections	open	771	Y	Y
10	9/26/2017	Corrections	open	235	N	Y
11	4/3/2017	Health Dept.	re-opened	5,804	N	Y
12	4/19/2017	Sheriff	open	82,718	Y	Y
13	7/14/2017	Sheriff	closed	7,496	N	Y
14	11/21/2017	Sheriff	open	19,572	Y	N
15	4/18/2017	Sheriff	open	6,516	N	Y
16	9/8/2017	Sheriff	open	<u>107</u>	N	Y
				213,325		

Total Prior Year's Active Claims \$ 797,784

**Illinois Counties Risk Management Trust
Claims Analysis
3/1/2018**

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
		closed		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	13,120	Errors & Omissions
4 9/28/2015	Circuit Clerk	open	10	Errors & Omissions
5 9/12/2015	Highway	open	<u>21,942</u>	General Liability
			35,072	
2016-17 Policy				
6 9/23/2014	Various	open	<u>6,848</u>	General Liability
			6,848	

Total Prior Year's General Liability Claims \$ 487,186

County of Kendall, Illinois
Resolution 18 – _____

RESOLUTION AUTHORIZING APPLICATION FOR PUBLIC TRANSPORTATION FINANCIAL ASSISTANCE UNDER SECTION 5311 OF THE FEDERAL TRANSIT ACT OF 1991, AS AMENDED (49 U.S.C § 5311) FOR STATE FISCAL YEAR 2019

WHEREAS, the provision of public transit service is essential to the people of Illinois; and

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

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

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

WHEREAS, a public hearing was held on April 17, 2018 to obtain public comment on the environmental and economic impacts of the application for public transportation financial assistance.

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

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2019, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of KENDALL COUNTY.

Section 3. That while participating in said operating assistance program KENDALL COUNTY will provide required local matching funds.

Section 4. That the Kendall County Board Chairman of KENDALL COUNTY is hereby authorized to provide Applicants Certificate of Intent, Restriction on Lobbying Certification, Affirmation of Applicant, and the State’s Attorney is authorized to provide Affirmation of the Applicant’s Attorney for Federal Transit Administration Certifications and Assurances.

Section 5. That the Kendall County Board acknowledges the Acceptance of Special Warranty, and understands as a condition of receipt of funds under 49 U.S.C. § 5311 funds, that 49 U.S.C. § 5333(b) requires fair and equitable arrangements must be made to protect the interests of employees affected by such assistance.

Section 6. That the County Administrator of KENDALL COUNTY is hereby authorized and directed to execute and file on behalf of KENDALL COUNTY such application.

Section 7. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 8. That the County Administrator of KENDALL COUNTY is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2019.

PRESENTED and ADOPTED by the County Board, this 17th day of April 2018.

Approved:

Attest:

Scott R. Gryder, County Board Chairman

Debbie Gillette, County Clerk and Recorder

Kendall County Job Description

TITLE: Part-Time Office Assistant (Building)
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: PBZ Senior Planner
FLSA STATUS: Non Exempt
APPROVED: April 4, 2018

I. Position Summary:

Provides administrative and clerical support to the Planning, Building and Zoning Department. Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections by the Planning, Building and Zoning Department.

II. Essential Duties and Responsibilities:

- A. Performs administrative assistant duties for the Planning, Building and Zoning Department including, but not limited to the following:
1. Acts as a counter clerk or receptionist receiving individuals or directing them to the proper location.
 2. Answers and directs telephone calls received by the Planning, Building and Zoning Department and takes telephone messages for Department staff.
 3. Receives, sorts and distributes mail in the Planning, Building and Zoning Department.
 4. Provides basic clerical and administrative support to Planning, Building and Zoning Department staff.
 5. Prepares correspondence.
 6. Performs data entry.
 7. Performs filing, faxing, and copying of documents.
 8. Responsible for inventory and ordering of supplies for the Planning, Building and Zoning Department.
 9. Provides Planning, Building, and Zoning information to the public.
- B. Maintains inventory of code books, ordinances, maps and documents for sale in the Kendall County Planning, Building and Zoning Department.
- C. Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections, including but not limited to the following duties:
1. Provides information on codes and policy and explains forms and procedures.
 2. Receives permit application requests, reviews applications for accuracy and completeness and advises applicants on status of permit applications.
 3. Explains forms and procedures and reviews applications for accuracy and completeness.
 4. Collects application fees for Planning, Building and Zoning related procedures.
 5. Intakes permit applications, assigns permit numbers and schedules inspections requests.
 6. Prepares approved permits for issuance.
 7. Tracks Planning, Building and Zoning related application review progress and advises applicants on status.
 8. Schedules inspection requests and tracks and records inspections with pass/fail.
 9. Assigns addresses to new construction and reports new addresses to other departments and agencies.
 10. Responds to inquiries by officials, staff, and the public and prepares summary reports on permits to the County Board, Census, other essential personnel or departments.
 11. Responsible for preserving and maintaining records related to issuance of building permits and inspections.

Kendall County Job Description

- D. Performs various bookkeeping and accounting functions for the Planning, Building and Zoning Department including but not limited to the following:
 - 1. Compiles accurate financial records including, but not limited to, receipt of funds, disbursements, operational costs, and budget balances.
 - 2. Ensures that accurate and prompt billings are established and payments received.
 - 3. Processes invoices and enters them into voucher system.
 - 4. Prepares monthly expenditure and budget reports for PBZ committee.
- E. Maintains regular attendance and punctuality.
- F. Serves as backup to Part-time Office Assistant (Zoning)
- G. Performs other duties and responsibilities as assigned by Supervisor.

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. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Computer knowledge of MS Word, Excel, Outlook, Project, Power Point.
- Basic understanding and reading of maps, GIS experience preferred
- Knowledge of Freedom of Information Act procedures
- Public Notary preferred

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);
- A minimum of at least one (1) year or more in construction and building field

VI. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

Kendall County Job Description

VII. Primary and Secondary Work Station:

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:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

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

cc: personnel file, employee

Date

Kendall County Job Description

TITLE: Part-Time Office Assistant (Zoning)
DEPARTMENT: Planning, Building and Zoning (PBZ)
SUPERVISED BY: PBZ Senior Planner
FLSA STATUS: Non Exempt
APPROVED: April 4, 2018

I. Position Summary:

Provides administrative and clerical support to the Planning, Building and Zoning Department. Coordinates and conducts various administrative activities related to Planning, Building and Zoning and related committees.

II. Essential Duties and Responsibilities:

- A. Performs administrative assistant duties for the Planning, Building and Zoning Department including, but not limited to the following:
1. Acts as a counter clerk or receptionist receiving individuals or directing them to the proper location.
 2. Answers and directs telephone calls received by the Planning, Building and Zoning Department and takes telephone messages for Department staff.
 3. Receives, sorts and distributes mail in the Planning, Building and Zoning Department.
 4. Provides basic clerical and administrative support to Planning, Building and Zoning Department staff.
 5. Prepares correspondence.
 6. Performs data entry.
 7. Research different Planning, Building, and Zoning topics as assigned by supervisor.
 8. Performs filing, faxing, and copying of documents.
 9. Taking and/or preparing agendas and minutes for Planning, Building and Zoning related committees.
 10. Reviews draft letters, reports, and other Planning, Building and Zoning related documents for grammatical errors and clarity.
 11. Assists with the processing of Freedom of Information Act related requests.
 12. Provides general information to the public.
- B. Coordinates and conducts various administrative activities related to issuance of building permits and scheduling of inspections, including but not limited to the following duties:
1. Provides information on applicable Planning, Building and Zoning related codes and policy to the public.
 2. Collects application fees for Planning, Building and Zoning related procedures.
 3. Tracks Planning, Building and Zoning related application review progress and advises applicants on status.
 4. Responds to inquiries by officials, staff, and the public and prepares summary reports on permits to the County Board, Census, other essential personnel or departments.
 5. Responsible for preserving and maintaining records related to issuance of building permits and inspections.
- C. Available to attend evening Planning, Building and Zoning related meetings.
- D. Must be able to provide sworn testimony accurately.
- E. Take photos and file applicable reports about alleged violations.
- F. Maintains regular attendance and punctuality.
- G. Serves as backup to Part-time Office Assistant (Building).
- H. Performs other duties and responsibilities as assigned by Supervisor.

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. Skills, Knowledge and Abilities:

- The person should have strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- The ability to listen, understand information and ideas and work effectively with departmental county personnel, local elected officials, and local economic development officials.
- Computer knowledge of MS Word, Excel, Outlook, Project, Power Point.
- Basic understanding and reading of maps, GIS experience preferred
- Knowledge of Freedom of Information Act-procedures
- Basic understanding of zoning, subdivision, storm water, and historic preservation regulations preferred.
- Public Notary preferred.

B. Work Standards and Best Practice Guidelines:

- Adheres to all work and safety policies.
- Attends training and other meetings.
- Organizes workload to respond to all requests efficiently.

C. Education and Experience:

- A minimum of a high school diploma or general education degree (GED);
- A minimum of at least one (1) year or more in construction, building, clerical, legal.
- Municipal or county planning, zoning, historic preservation, engineering or public administration field preferred.

VI. Physical Demands:

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

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

VII. Primary and Secondary Work Station:

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:

- Inside environmental conditions.
- Outside construction site conditions.
- The noise level in the work environment is usually quiet to moderately quiet.

Kendall County Job Description

- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

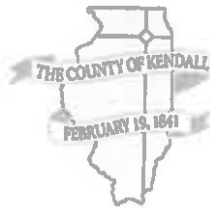
Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



Kendall County, Illinois

REQUEST FOR QUALIFICATIONS

Insurance Brokerage Services

(Property, Liability, and Workers Compensation)

April 2018

This Request for Qualifications ("RFQ") is for the purpose of evaluating the qualifications of a qualified firm to provide Insurance Brokerage services. Kendall County 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 1 original proposal and (11) Copies. Firms may be notified that they have been selected for further evaluation. Selected Proposer interviews will be scheduled on June ?? and ?? 2018. Interview attendance is required.

SUBMISSION LOCATION:

Kendall County Administration
111 W. Fox St
Yorkville, IL 60560

SUBMISSION DATE:

Date 2018 by 4:00 p.m. (TBD)
Responses received after the time specified will not be opened.

CONTACT QUESTIONS:

Submit questions via email to: Kendall County Administration, attention Scott Koeppel, County Administrator, at skoeppel@co.kendall.il.us 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 Kendall County elected official or employee. All questions will be answered with a copy of the question and answer to each Proposer that the County 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

Commented [SK1]: Several items were similar to the Health RFQ. I attempted to keep the 2 RFQs as similar as possible. The intent is for a process where the committee or COW reviews all of the proposals and then sets up interviews to determine the winning Proposer. I have changed the health items to property and liability. I highlighted with comments some of the new items that I added because of the change from health to property and liability.

Commented [SK2]: Assumes Board Approval on April 17th

Commented [SK3]: Committee needs to determine dates

GENERAL TERMS AND CONDITIONS

- 1. Negotiations:**
Kendall County 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:**
Kendall County reserves the right, at any time and for any reason, to cancel this RFQ, or any portion thereof, or to reject any or all RFQs. The County reserves the right to waive any immaterial defect in any RFQ. The County 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:**
Kendall County will not be liable for any costs incurred by respondents in replying to this RFQ.
- 5. Award:**
The Human Resources and Administration Committee of the Kendall County Board will review all of the proposals and make a recommendation to the full County Board for final approval.
- 6. Discussion of RFQ:**
Kendall County may conduct discussions with any Proposer who submits a response to this RFQ. During the course of such discussions, the County shall not disclose any information derived from one Proposer to any other Proposer.
- 7. Time and Effort:**
Time is of the essence. The Proposer shall be able to devote sufficient resources to Kendall County.
- 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 with Kendall County for purposes of this agreement.
- 9. Interpretations or Correction of Request for Qualifications:**
Proposer shall promptly notify Kendall County 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 County 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. Federal, State, and Local Laws:**
Proposer shall follow all Federal, State, and Local laws.
- 12. 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 County 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:

- o General Aggregate Limit \$1,000,000
- o Each Occurrence Limit \$ 500,000

Proposer agrees that with respect to the above required insurance, Kendall County shall:

- o Be named as additional insured by endorsement as their interest may appear;
- o Be provided notice within thirty (30) days, in writing, of cancellation or material change to said policy;
- o 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.

13. Change in Status:

The Proposer shall notify Kendall County 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) Proposer ceases to conduct its operations in normal course of business. Kendall County shall have the option to terminate any professional working relationship with the Proposer immediately on written notice based on any such change in status.

14. Precedence:

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Kendall County Request for Qualifications; and the Proposer's Response to RFQ.

15. Submittal and Evaluation Factors:

The most promising responses as determined by Kendall County will be evaluated in detail. Additional information may be sought from Proposer(s). Proposers 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 County reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated by the County. The County 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 County.

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

Criteria includes but is not limited to the following:

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 units of local government in the State of Illinois;
7. Experience of the individual and/or team that will be assigned to the County;
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. Experience with municipal insurance pools.
12. Firm compensation assessment.

Commented [SK4]: New

PROJECT OVERVIEW

1. **Intent:**
Kendall County may enter into a service agreement with a qualified firm to provide Property, Liability, and Workers Compensation Insurance Brokerage services for Kendall County.
2. **Background:**
Kendall County (population of approximately 124,000) employs over 320 employees. Kendall County is seeking Property, Liability, and Workers Compensation Insurance.
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 County. 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. Once a month (or as requested), review the County's current insurance program in person and provide reports to the Human Resources and Administration Committee or other committees as assigned by the Kendall County Board.
 - b. Annual recommendations concerning changes in terms, conditions and limits of coverage; based on best industry practices, the need for ancillary insurance services, additional coverage and modifications, updating or upgrading of existing coverage (s).
 - c. Upon approval by the County, annual marketing of County's property, liability, and workers compensation 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 units of local government in Illinois.
 - e. Development of bid specifications to be submitted to the insurance 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 County.
 - h. Examination and approval of issued policies and bonds for conformance with the County'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 County in drafting insurance specifications for contracts and agreements as requested (Example - union contracts).
 - k. Advice to the County on new developments in the field of insurance.
 - l. The selected broker/consultant will be expected to work in partnership with the County 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.
 - Promptly assist staff with the resolution claim issues.
 - Any other duties critical to the proper formation of a property, liability, and workers compensation plan and its optimal operation and participation.

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 Kendall County. 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. Provide Proposer's experience with municipal insurance pools.

Commented [SK5]: New

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 – Compensation and Term

Provide desired contract length and Proposer compensation for broker services.

Section 5.0 – 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 County of Kendall?
- What are your expectations for performance of this individual with regard to providing Kendall County with high quality insurance brokerage services?
- List and rank ten (10) key attributes or abilities this firm possesses that Kendall County 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 6.0 – References

Provide three (3) company references and three (3) references for the proposed primary insurance broker. Local government references are preferred.

Commented [SK5]: New

2018 Health Insurance Broker RFQ Calendar P-L-WC			
Date	Item	Meeting	Time
3/27/2018	Review RFQ	Committee	17:30
4/12/2018	Review RFQ	COW	16:00
4/17/2018	Approve RFQ	Full Board	9:00
4/18/2018	Start Accepting Responses	Staff	12:00
5/9/2018	End Responses	Staff	16:00
5/10/2018	Review Responses	COW	16:00
TBD	Interviews	COW	
TBD	Interviews (2)	COW	
TBD	Award Winner	Full Board	

KENDALL COUNTY'S IMRF POLICY (Adopted March 21, 2018)

**THIS POLICY REPLACES SECTIONS 5.7, 5.8 AND 6.7 OF
THE KENDALL COUNTY EMPLOYEE HANDBOOK**

Please be advised that this IMRF Policy is not intended to and does not create a contract of employment, express or implied, and this IMRF Policy does not alter your employment at-will relationship with Kendall County. This IMRF Policy supersedes and replaces Section 5.7, 5.8 and 6.7 of the Kendall County Employee Handbook effective immediately upon its passage by a majority vote of the Kendall County Board.

Section 5.7 ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) POLICY

It is the policy of Kendall County, Illinois to provide eligible employees and their qualified dependents income protection in the event of disability, retirement or death. This protection is provided through the Illinois Municipal Retirement Fund (IMRF).

Participation in IMRF is mandatory at the time of employment if the employee occupies an IMRF qualified position. All full-time and part-time employees hired before January 2, 2018 who are budgeted to work at least six hundred (600) hours per year are required to participate in and contribute to IMRF. All full-time and part-time employees hired on or after January 2, 2018 who are budgeted to work at least one thousand (1,000) hours per year are required to participate in and to contribute to IMRF.

IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. For more information about refund, disability, death and retirement benefits available through IMRF, please visit the IMRF's website at <http://www.imrf.org> or telephone IMRF's Member Services at 1-800-275-4673.

The Kendall County Treasurer is the authorized IMRF agent for Kendall County. More information regarding IMRF enrollment and IMRF benefits is available through the Kendall County Treasurer's Office.

It is the participating employee's responsibility to keep information on file related to their IMRF retirement fund (i.e., legal name, current address and beneficiary) up to date at all times. Also, it is the participating employee's responsibility to request and apply for IMRF disability benefits when it is determined by the employee's physician that the employee will be disabled for more than 30 consecutive days due to a non-work related illness or injury which prevents the employee from performing his or her assigned job duties. Such requests should be promptly directed to the Kendall County Treasurer's Office or IMRF directly. Employees who plan to retire from the system are encouraged to contact IMRF at least ninety (90) days in advance of the anticipated retirement date to secure an estimate of benefit information.

Commented [1]: Is there any start date as to when IMRF applies. I saw in the County's current policy, it referenced the date of July 1, 1984 but that was applicability to the taxability of contributions. Do we still need to include that reference somewhere in this policy?

As you can see, I've tried to keep this policy super broad rather than including all of the details that exist in the County's current policy. Most of the details in the current policy are set by the IMRF rather than the County (e.g., percentages of contributions, eligibility dates, etc.) As IMRF could change this, the easiest route would be to simply refer them to IMRF's website and phone number as IMRF has suggested. However, if the Board prefers to keep in all of the old details, please let me know. If all of the details are kept in this policy, you will need to regularly review the policy to make sure it complies with the law and IMRF regulations.

Also, I have left out the references to the SLEP plan as the SLEP plan is only applicable to Sheriff's Office employees, correct? As Sheriff's Office has their own policies and procedures, the County's IMRF policy isn't applicable to them. If the Sheriff wants to start using the County's employee handbook, however, then you would need to include SLEP information. Thus, I would suggest you confer with Sheriff before finalizing the policy.

Receipt of Kendall County's IMRF Policy
(Revised March 21, 2018)

Your signature below affirms that you have received a copy of Kendall County's IMRF Policy (Revised March 21, 2018), which is effective immediately. By signing this acknowledgment form, you affirm that you will read and abide by the IMRF Policy (Revised March 21, 2018).

BY SIGNING BELOW, YOU ALSO UNDERSTAND THAT YOUR EMPLOYMENT WITH REMAINS EMPLOYMENT "AT-WILL", WHICH MEANS THAT YOUR EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE SUBJECT TO THE TERMS OF ANY APPLICABLE COLLECTIVE BARGAINING AGREEMENT. YOU FURTHER UNDERSTAND THAT NOTHING IN THE POLICY IS INTENDED TO AND/OR DOES CREATE A CONTRACT OF EMPLOYMENT, EXPRESS OR IMPLIED.

Signature of Employee

Date

This form is to be signed and returned to your immediate supervisor.