



**COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE**

**County Office Building
County Board Room 210
Tuesday, July 31, 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 July 2, 2018**
- 5. The Horton Group Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Approval of Advisory Referendum regarding opposition to Vehicle Mileage Tax for the General Election on November 6, 2018*
 - *Approval of Advisory Referendum regarding opposition to Statewide Property Tax for the General Election on November 6, 2018*
 - *Discussion and Approval of Website, FOIA & Download of GIS Data Policy*
 - *Discussion of GIS Coordinator Position*
 - *Update on GovQA Software*
- 9. Executive Session**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. Adjournment**

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

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING
Monday, July 2, 2018

CALL TO ORDER - The meeting was called to order by Committee Chair Lynn Cullick at 5:43 p.m.

ROLL CALL

| Attendee | Status | Arrived | Left Meeting |
|-------------------|---------|---------|--------------|
| Lynn Cullick | Here | | |
| Elizabeth Flowers | Present | | |
| Judy Gilmour | Here | | |
| Matthew Prochaska | ABSENT | | |
| John Purcell | ABSENT | | |

APPROVAL OF AGENDA – Motion made by Member Flowers, second by Member Gilmour to approve the agenda. With three members voting aye, the agenda was approved.

APPROVAL OF MINUTES – Member Flowers, second by Member Gilmour to approve the June 20, 2018 minutes. With three members voting aye, the minutes were approved.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration Department – Mr. Koepfel updated the Committee that the County is complying with the recent Janus Supreme Court decision. In addition, Horton group took over as the broker for Health Insurance on July 1st.

Technology Department – Mr. Kinsey stated that on the Cybersecurity audit the County had an overall good showing. There was some areas to address, however.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

➤ *Approval of 2019 County Holiday Schedule*

The Committee stated that the Holiday schedule for next year needs to be adopted. The schedule was from the 23rd Judicial Circuit Court. It does not apply to the Forest Preserve.

Member Gilmour made the motion to move send it to the County Board. Member Flowers seconded. With three members voting aye, the motion was approved.

- *Select three dates for Employee Appreciation Events (September/October)*
The Committee discussed possible dates for the Employee Appreciation events. The 2nd Board meeting in September or October was proposed for the event to be held at the County Office Building. Other events will be held on the other campus as well. The Committee directed staff to come up with dates that work well.
- *Approval for Request to Bid for SAN 2018 Proposal*
Mr. Kinsey stated that he wanted approval to put out the bid for the SAN system. It was in the budget for \$45,000. No final action is being taken, as the bids will come back to Admin/HR Committee and Board for selection and approval.

Member Gilmour made the motion to approval, and Chair Cullick seconded. **With three members voting aye, the motion was approved.**

- *Discussion and Recommendations regarding FOIA requests for GIS Parcel Data Shapefiles*
Mr. Koeppel stated that after additional research he found a policy was passed by the Board in September 2014 outlining that data should be placed on the website, but there was some points that were unclear. Mr. Koeppel suggested creating a policy dictating what goes on the website. He was in favor as much layers as possible. Mr. Kinsey added that other counties do put their information up on their website.

Member flowers motioned for this topic to be placed on the next Committee of the Whole agenda. Member Gilmour seconded. **With three members voting aye, the motion was approved.**

- *Review and Recommendations for update to Kendall County Non-Capital Furniture/Equipment Disposal Policy*
Mr. Koeppel stated that he had found a policy, but was uncertain if it had ever come through Committee or passed by the Board. He stated he would like staff input and to bring it back to the Committee. The Committee agreed that staff should draft a policy and bring it back to Committee for review.

EXECUTIVE SESSION

At 6:22 pm, Member Gilmour made a motion to enter Executive for Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Member flowers seconded. Roll call vote – Gilmour- aye, Flowers – aye, Cullick – Aye. **With three members voting aye, the meeting moved into closed session.**

At 6:39 pm, the Committee left executive session and resumed the open meeting.

ITEMS FOR COMMITTEE OF THE WHOLE

Discussion and Recommendations regarding FOIA requests for GIS Parcel Data Shapefiles

ACTION ITEMS FOR COUNTY BOARD

Approval of 2019 County Holiday Schedule

ADJOURNMENT – Member Flowers made a motion to adjourn the meeting, second by Member Gilmour. With three members voting aye, the meeting was adjourned at 6:42p.m.

Respectfully Submitted,

Andrez Beltran
Economic Development and Special Projects Coordinator

The County of Kendall 2018 Discovery, Analysis & Planning Year Review July 31, 2018

Market Overview

Healthcare Challenges Facing Employer Sponsored Plans

Healthcare remains in flux as new administrative policy, regulation, technology and trends reshape the market. The cost of Health Insurance will be impacted in the process. Also impacting cost will be large scale mergers and many new disrupters coming into the market.

Amazon, Berkshire Hathaway and JP Morgan Chase recently named their CEO, tasked with developing an independent health plan for their employer collective of over one million employees. It is not yet clear if a plan will actually be developed, but their efforts are expected to disrupt the traditional healthcare system. Association Health Plans are also gaining interest through the revised definition provided by the Department of Labor. They are currently limited to small employers under 50 lives.

Many market disrupters are entering different facets of healthcare including Amazon, entering mail-order pharmacy with the recent acquisition of Online Pharmacy PillPack. Apple is also entering healthcare through telehealth and electronic health records while many other technology companies are testing the waters.

The Affordable Care Act (ACA) remains in discussion, especially with upcoming elections and is again being held as a pawn in the game of politics. Recent changes included postponing the Cadillac Tax until 2022 and postponing the 2019 HIT tax for fully insured plans. Untouched in the process, employees are able to still to use pre-tax dollars to pay their contribution toward employer sponsored health plans through cafeteria plans. With all the proposed bills in Washington, we expect to see several enhancements to HSAs within the next year.

As of now, our core challenge remains high Medical and Pharmacy trends averaging 6% and 8%, respectively. Pharmacy continues to be challenged with Specialty drugs, which costs an average of \$5,000 per script per month. The President's new pharmacy proposal carves a path for savings in the Medicare and Medicaid areas affecting Government spending. We expect to see some spill-over to commercial markets with added transparency, faster to market biosimilar drugs and generics, control of rebates and cost sharing of R&D with other countries and more competition. This effect will take time.

Market innovations and disrupters will continue to enter the market and change Healthcare. It is already moving to greater consumerism. Next change in the process is for Physicians and Hospitals to shift from "Pay for Volume" to "Pay for Value" and in some cases, they will take on risk. Within the next year, we will see multi-tiered networks designed to incent members to use these innovative and high quality driven providers.

Mike Wojcik
Senior Vice President
The Horton Group

The County of Kendall 2018 Discovery, Analysis & Planning Year Review July 31, 2018

Data drives decisions. Through our review of plan data we developed analytics and compared benchmarks to help determine a multi-year strategy to optimize plan affordability and value. We concentrate on reviewing three key areas that impact premiums: Risk, Demographics and Trend.

Executive Health Care Analysis

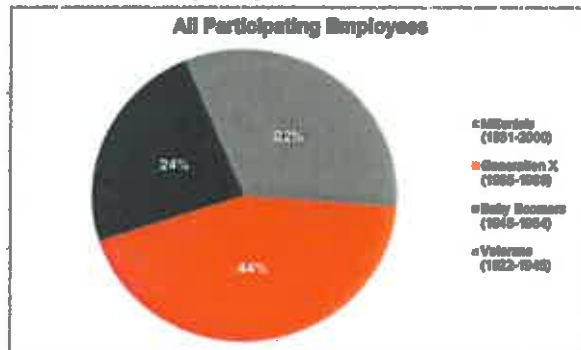
Plan Year 1.1.2017 – 12.31.2017; 1.1.2018 – 6.30.2018

Plan Enrollment – (Demographics)

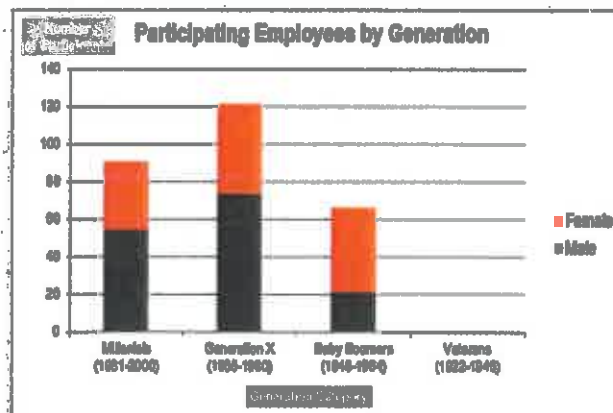
- The average Employee age is 45 and Member age is 32.
- There are 287 total enrolled Employees and 656 enrolled Members
- The average Family size is 2.20, which is 7.4% higher than UHC normative of 2.13.
- There are 126 spouses on the plan.

Generational make-up of Plan Participants:

- 32% (91) Millennial, average age 32.
- 44% (122) Generation X, average age 46.
- 24% (66) Baby Boomer, average age 60.



- Gender Make-up: 53% Male (148) and 47% Female (131).



The County of Kendall 2018 Discovery, Analysis & Planning Year Review July 31, 2018

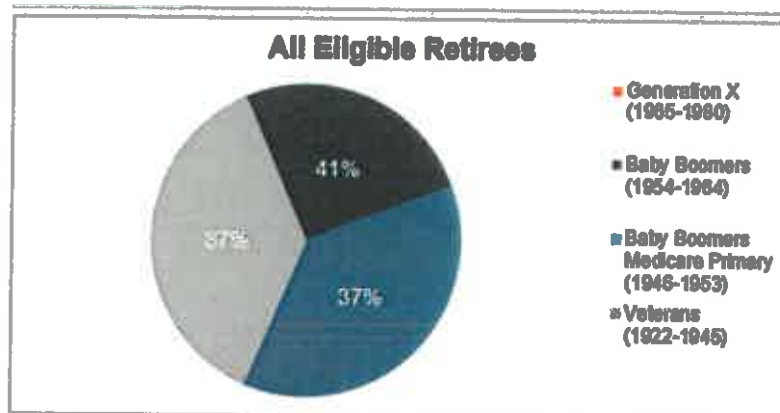
Plan Enrollment – Retirees (Risk)

- Generational Makeup of Participating Retirees
- 100% (8) Baby Boomer, average age 61



- Generational Makeup of Eligible Retirees

- 41% (11) Baby Boomer, average age 61
- 37% (16) Baby Boomer, Medicare Primary, average age 69
- 37% (16) Veterans/Silent Generations, average age 85



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Health Benefit Provisions 2018 Plan Year (Trend)

- The 2018 plan for The County of Kendall is fully insured and Administered by United Health Care.
- The 2018 plan has a \$125,000 pooling point to protect against large medical and prescription claims.
- The 2018 plan year program consisted of three plan options:
 - Navigate HMO \$500 deductible, 89%- Platinum, Actuarial Value for ACA
 - Core HDHP/HSA \$1,500 deductible, 80%- Gold, Actuarial Value for ACA
 - Choice Plus PPO, \$500 deductible, 87% - Gold, Actuarial Value for ACA

Additional Benefits Offered:

- Dental – \$0 deductible, 100/80/50, \$2,000 Annual, \$750 Lifetime Ortho, United Health Care
- Employee Life & AD&D – \$10,000 life and AD&D, United Health Care

The County of Kendall 2018 Discovery, Analysis & Planning Year Review July 31, 2018

Benefit Cost Share 2018 (Risk)

- Premium Cost Share is based on two tiers in 2018: Employee and Family.
 - HMO Participation = 53, 32 Single/ 21 Family
 - HSA Participation = 219. 101 Single, 118 Family
 - PPO Participation = 7. 6 Single, 1 Family
- Cost to the County is projected to be
- There is no cost differential for Wellness participation.
- There is no Spouse surcharge or carve-out.

| County of Kendal vs. Healthcare vs. Mercer Cost Share Benchmarks | | | | |
|--|-----------------------|-----|------------------------|-----|
| | Average Employee Cost | | Average Dependent Cost | |
| County of Kendall | Navigate HMO | 10% | Navigate HMO | 31% |
| | HSA | 10% | HSA | 31% |
| | Choice Plus PPO | 10% | Choice Plus PPO | 32% |
| Horton Municipal Block | HMO | 15% | HMO | 17% |
| | HSA | 10% | HSA | 16% |
| | PPO | 15% | PPO | 22% |
| Midwest | HMO | 24% | HMO | 29% |
| | HSA | 19% | HSA | 25% |
| | PPO | 24% | PPO | 29% |
| Government | HMO | 19% | HMO | 19% |
| | HSA | 10% | HSA | 16% |
| | PPO | 17% | PPO | 26% |
| Large Employers 1,000 – 4,999 | HMO | 23% | HMO | 32% |
| | HSA | 19% | HSA | 24% |
| | PPO | 24% | PPO | 31% |

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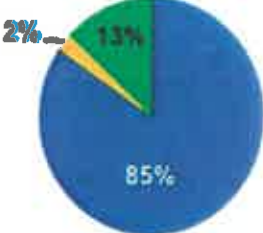

Plan Performance 2018 Year-to-Date (YTD): (Risk)

- Annualized Plan Costs increased 7.6% over 2017 plan year: \$4,462,337 vs. \$4,158,834. (+\$303,703).
- *Note: plan spend equals net paid claims (which excludes claims beyond the specific retention cap) plus fixed costs.*
- The plan is running hot:
 - Catastrophic Claims for rolling 12 months Paid July 1, 2107 through June 20, 2018 was \$199.56 Per Member Per Month (PMPM) vs. \$138.22 PMPM Normative (+44.4%).
 - Non-Catastrophic Claims ran at \$222.47 vs. a norm of \$192.92 (+15.3%).
 - Total Medical Net Paid Claims ran at \$422.04 PMPM vs. \$331.15 Normative (+27.4%).
- Per Capita comparisons follow:
 - 2018 YTD Employee Premium Per Capita = \$15,154 vs. \$14,733 in 2017(+2.9%).
 - 2018 YTD Member Premium Per Capita = \$6,673 vs. \$6,440 in 2017 (+4.0%).
 - 2018 Employee Claims Per Capita vs. Premium = \$15,494 vs. \$15,154.
 - 2018 Member Claims Per Capita vs. Premium = \$6,823 vs. \$6,673.
 - 2018 Kaiser State/Local Government Employee Benchmark = \$12,926.
 - 2018 Kaiser All –Industry Employee Benchmark = \$12,791.
 - 2017 Mercer Healthcare Employee Benchmark = \$13,657.

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Key Performance Indicators:

NOTE: Exhibit illustrates Gross Claims (which includes claims beyond the specific retention cap) and omits fixed costs.

| Place of Service | Paid Claims 2018 YTD Annualized | % of Claims 2018 | Paid Claims Plan Year 2017 | % of Claims 2017 |
|------------------|--|------------------|---|------------------|
| Professional | \$4,158,425 | 84% | \$4,456,577 | 85% |
| HMO Capitation | \$127,800 | 3% | \$123,559 | 2% |
| Pharmacy | \$633,274 | 13% | \$688,042 | 13% |
| Total | \$4,919,498 | 100% | \$5,268,178 | 100% |
| |  | |  | |

- 2018 YTD In-Network Claim Utilization is running at 94.3% vs. 97.0% in 2017.
- 2018 YTD Discounts averaged 61.4% vs. 60.8% in 2017.
 - Both Categories are Best-in-Class

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Key Performance Indicators:

Pharmacy

| Pharmacy 2018 YTD Annualized PMPM | Pharmacy Normative Benchmark | Pharmacy 2017 PMPM | Pharmacy Normative Benchmark |
|-----------------------------------|------------------------------|--------------------|------------------------------|
| \$81.55 | \$80.50 | \$85.74 | \$36.83 |
| Scripts PMPM | Scripts PMPM | Scripts PMPM | Scripts PMPM |
| 7,804 | \$5,931 | 7,840 | 4,676 |

- 2018 Pharmacy Spend is 1.3% above the Normative Benchmark.
- 2018 Generic Utilization is 87%.
- 2017 Pharmacy Spend was 132% above Normative Benchmark.
- 2017 Generic Utilization was 88%.
- Specialty Drugs are a growing category of Pharmacy Spend. Conditions associated with 2018 Specialty Spend include: Rheumatoid Arthritis, and Fertility & Pregnancy.

Preventive Care visits for 2018 YTD – Utilization ran higher than Normative Benchmark

- 59 out of 294 employees (20%)
- 25 of 136 spouses (18%)
- 77 of 232 dependents (33%)

Preventive Care visits for 2017 – Utilization ran higher than Normative Benchmark

- 110 out of 293 employees (38%)
- 51 of 137 spouses (37%)
- 166 of 238 dependents (70%)

Emergency Room visits over 2 for 2018 YTD:

- 24 members had two or more emergency room visits totaling 60 with charges of \$15,510. Many had 3 and 4 visits. Not all were acute.
- Total Emergency Room spend for the year was \$36,823.

Emergency Room visits over 2 for 2017 Total:

- 51 members had two or more emergency room visits totaling 142 with charges of \$44,619. The highest user had 7 visits, followed by several with 6, 5 and 4. Not all were acute.
- Total Emergency Room spend for the year was \$72,177.

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Conditions and Services in View:

| Health Conditions | 2018 Visits Per 1,000 | Benchmark Per 1,000 | 2017 Visits Per 1,000 | Benchmark Per 1000 | Cost Per Visit 2018 | Benchmark Cost Per Visit 2018 |
|------------------------------|------------------------------|----------------------------|------------------------------|---------------------------|----------------------------|--------------------------------------|
| Arthritis | 44 | 31 | 39 | 31 | \$598 | \$4,385 |
| Asthma/COPD | 46 | 9 | 25 | 9 | \$136 | \$465 |
| Cancer | 22 | 14 | 9 | 15 | \$22,748 | \$22,182 |
| Diabetes | 62 | 37 | 49 | 37 | \$558 | \$1,167 |
| Depression | 58 | 28 | 41 | 29 | \$473 | \$1,131 |
| Heart Disease | 82 | 40 | 57 | 41 | \$1,517 | \$1,124 |
| Low Back Pain | 64 | 43 | 46 | 44 | \$495 | \$1,286 |
| Obesity | 4 | 8 | 13 | 9 | \$59 | \$1,865 |
| Office Visits | 2,354 | 2,425 | 2,273 | 2,452 | \$61 | 488 |
| Chiropractic Visits | 492 | 447 | 706 | 452 | \$15 | \$21 |
| Emergency Room Visits | 272 | 146 | 233 | 148 | \$270 | \$943 |
| Physical Therapy | 194 | 343 | 265 | 345 | \$3 | \$16 |
| Radiology Service | 564 | 1,124 | 623 | 1,135 | \$145 | \$305 |
| Inpatient Behavioral | 6 | 3 | 6 | 3 | \$3,056 | \$8,013 |
| Outpatient Behavioral | 804 | 554 | 793 | 558 | \$42 | \$110 |
| | | | | | | |

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ACA Requirements Still Remain:

- Non Grandfathered plans still include Essential Health Benefits.
- Unlimited Lifetime Maximums.
- Guaranteed Issue and No Pre-Existing Condition Clause.
- The ACA Individual Mandate penalty for 2018 is \$695 or 2.5% of adjusted gross income, whichever was greater. The penalty reduces to \$0 in 2019
- The Cadillac Tax was recently postponed until 2022. Without plan or member participation changes, the 2018 rates trended at 7.5 would pierce the Cadillac Tax threshold in 2022 in the amount of \$77,753 and rise to \$603,927 by 2026. At 8.5% it would be \$109,759 and \$843,922 respectively.
- Recent modifications in the law called for a postponement and the HIT tax (fully insured plans only) for the 2019 plan year.
- PCORI Tax is still due July 31, 2018. Fully insured plans are paid by the carrier (included in premium).
- Large Employer reporting is still required, as well as 30 hour full time requirement.
- Affordability Testing and Plan Offering is also required. The Affordable Care Act (ACA) requires employers offer plans meeting at least the 60% Actuarial Value or face possible penalty if a member waives coverage and selects coverage through the exchange and receives a subsidy.

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Health Plan Projected renewal for 2019:

- Our underwriter's renewal projection for 2019 is 38.8%.
- UHC is suggesting somewhere between 25% and 30%. (Note: this was an estimate).
- There are 7 large claimants impacting this renewal over the past two years.
- \$1,603,971 in 2017.
- \$956,877 in 2018.

Health Plan Recommendations for 2019:

- Aggressively market all alternative carrier options to negotiate the renewal and for consideration if no movement.
- Review HSA options for greater consumerism
- Review Rx Formulary
- Review Emergency Room Benefits and Alternatives to curb unnecessary use.
- Review Best Practice Life Benefits and Reductions.
- Review Supplemental Benefit Options
- Review Eligibility Management
 - Four-Tier Rate Structure
 - Spousal Surcharge
 - Spousal Carve Out
 - Pre-65 Retiree Opt-Out Incentive Program

MONTHLY MEDICAL INSURANCE REPORT

June 30 2018

| | Non-Union Union | | <u>Total Enrolled</u> | | | | Annual Plan Cost |
|-----------------------|--------------------|------------|-----------------------|---------------|---------------|---------------|------------------|
| | | | <u>Jun-17</u> | <u>Jul-17</u> | <u>Jun-18</u> | <u>Jul-18</u> | |
| HMO Employee | 26 | 10 | 50 | 50 | 35 | 36 | \$8,859.48 |
| HMO Family | 12 | 11 | 30 | 31 | 23 | 23 | \$21,041.64 |
| PPO Employee | 0 | 6 | 4 | 4 | 6 | 6 | \$14,299.44 |
| PPO Family | 0 | 0 | 3 | 4 | 0 | 0 | \$35,747.76 |
| H.S.A. - Emp | 70 | 41 | 99 | 98 | 110 | 111 | \$10,754.04 * |
| H.S.A. - Fam | 54 | 54 | 102 | 102 | 109 | 108 | \$24,978.60 * |
| Total Enrolled | 162 | 122 | 288 | 289 | 283 | 284 | |
| Total Eligible | 206 | 137 | | | | | |

| | |
|-----------------------|-------------------|
| Dental EE | 162 |
| Dental Family | 185 |
| Total Enrolled | <u>347</u> |

NOTES:

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

FY 18 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,502,000) * 59.08 % 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 | 366253 | 359682 | 347181 | 359265 | 366182 | | | | | | \$2,540,373 |
| UHC Dental Premium | 0 | 54844 | 26965 | 27327 | 27145 | 27734 | 27607 | | | | | | \$191,321 |
| UHC Life Premium | 0 | 0 | 1679 | 559 | 564 | 561 | 568 | | | | | | \$3,839 |
| Health Savings Account | 495000 | 10500 | 3825 | 0 | 0 | 0 | 4125 | | | | | | \$513,250 |
| Insurance Refunds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | \$0 |
| HRA Admin Fee | 83 | 0 | 83 | 165 | 83 | 0 | 165 | | | | | | \$578 |
| FSA Admin Fee | 170 | 0 | 188 | 376 | 188 | 0 | 393 | | | | | | \$1,314 |
| TOTALS | \$495,252 | \$807,854 | \$398,792 | \$387,109 | \$375,160 | \$367,599 | \$388,040 | \$0 | \$0 | \$0 | \$0 | \$0 | \$3,250,768 |

0102-027-6547

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

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

| | 12/31/2016 | 1/31/2017 | 2/28/2017 | 3/31/2017 | 4/30/2017 | 5/31/2017 | 6/30/2017 | 7/31/2017 | 8/31/2017 | 9/30/2017 | 10/31/2017 | 11/30/2017 | Totals |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| UHC Medical Premium | 350000 | 368848 | 348172 | 347668 | 346995 | 355552 | 357994 | 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 | 25884 | 27025 | 24392 | 26197 | 25788 | 25670 | 25842 | 25579 | 25525 | 25894 | 25604 | \$308,783 |
| Lincoln Life Premium | 792 | 840 | 616 | 725 | 672 | 734 | 723 | 727 | 718 | 716 | 732 | 728 | \$8,721 |
| Health Savings Account | 443900 | 1750 | 4375 | 0 | 0 | 1750 | 0 | 3825 | 2000 | 875 | 0 | 250 | \$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 | 182 | 0 | 339 | 170 | 170 | 170 | 170 | 170 | 170 | \$2,153 |
| TOTALS | \$820,558 | \$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 |

0102-027-6547

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 | \$4,098,986 |
| Lincoln Life Dental Premium | 23476 | 24220 | 24192 | 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 | \$715,305 | \$364,251 | \$369,367 | \$372,256 | \$367,347 | \$379,435 | \$368,785 | \$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 | 22,801 | 22,372 | 22,315 | 22,077 | 22,043 | 22,099 | 22,293 | \$ 268,184 |
| Lincoln Life Premium | 718 | 730 | 743 | 742 | 759 | 747 | 737 | 732 | 726 | 730 | 736 | 729 | \$ 8,829 |
| Health Savings Account | 16,375 | 17,375 | 17,000 | 17,000 | 18,000 | 18,125 | 17,500 | 17,750 | 17,000 | 17,125 | 18,500 | 17,750 | \$ 208,500 |
| TOTALS | \$ 355,029 | \$ 363,188 | \$ 363,345 | \$ 362,285 | \$ 370,415 | \$ 370,984 | \$ 359,492 | \$ 362,870 | \$ 359,599 | \$ 353,444 | \$ 354,566 | \$ 364,414 | \$ 4,339,641 |

MONTHLY BENEFITS SUMMARY REPORT

June 30 2018

| Retirees/COBRA (12/1/17 - 11/30/18) (42 Retirees / 2 COBRA) | | | |
|---|--------|-----------|------------------|
| Vision | Family | 7 | 589.94 |
| Vision | Single | 7 | 386.06 |
| Medical | Family | 2 | 21,904.70 |
| Medical | Single | 11 | 40,755.11 |
| Dental | Family | 30 | 8,174.53 |
| Dental | Single | 12 | 6,905.15 |
| TOTAL | | 69 | 78,715.49 |

| UNEMPLOYMENT CHARGES 2018 | |
|---------------------------|---------|
| 1st Quarter | \$4,412 |
| 2nd Quarter | \$4,592 |
| 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 | 2 | 2 | 2 | |
| Coroner | | | | |
| County Clerk | 1 | | | |
| Facilities | | | | |
| Forest Pres | | | | |
| Health Dept. | 3 | | 8 | 2 |
| HWY | | | | |
| KenCom | 2 | | 1 | 1 |
| PBZ | | | | |
| Probation | 1 | | 2 | 1 |
| Public Defender | 1 | 1 | 1 | |
| Sheriff | 2 | 2 | 3 | |
| State's Att | 2 | | | |
| Technology | 1 | | | |
| VAC | 1 | | 1 | |
| Totals | 16 | 5 | 18 | 4 |

| BENEFITWALLET H&A FUNDING | |
|---------------------------|-------------------|
| Date | Deposit |
| 12/31/17 | 495,000 |
| 01/31/18 | 10,500 |
| 02/28/18 | 3,625 |
| 03/31/18 | 0 |
| 04/30/18 | 0 |
| 05/31/18 | 0 |
| 08/30/18 | 4,125 |
| 07/31/18 | |
| 08/31/18 | |
| 09/30/18 | |
| 10/31/18 | |
| 11/30/18 | |
| Total | \$ 513,250 |

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

June 30, 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 | 8,250 | 9,454 | 97 | 15,800 |
| April | 39,333 | 11,905 | 3,679 | 54,918 |
| May | 4,953 | 6,298 | 137 | 11,388 |
| June | 1,090 | 33,248 | 2,166 | 36,504 |
| July | | | | - |
| August | | | | - |
| September | | | | - |
| October | | | | - |
| November | | | | - |
| Total Claims Expense | \$ 60,848 | \$ 152,148 | \$ 6,214 | \$ 219,210 |

PEDA Payments (Included in Total Claims Expense)

PEDA Reimbursements YTD \$ 54,320

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

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

No. of claims <\$250k 40 46 2

No. of claims >\$250k 0 0 0

| | 2015-16 Policy | 2016-17 Policy | 2017-18 Policy |
|-------------------------------|---------------------------|---------------------------|---------------------------|
| W.C. Claims | | | |
| W.C. Claims paid prior year | \$ 248,138 | \$ 181,352 | \$ - |
| W.C. Claims paid current year | 60,848 | 152,148 | 6,214 |
| Total claims paid | \$ 306,986 | \$ 333,501 | \$ 6,214 |

| Workers' Comp. Claims | Policy Year | | | |
|------------------------------|-----------------------------|-----------------------------|------------------|------------|
| | 2015-16 | 2016-17 | 2017-18 | |
| | Prior Year Total | Prior Year Total | DEC - May | JUN |
| Administration | 1 | | | |
| Animal Control | 6 | 1 | | 3 |
| 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 - Corrections | 5 | 18 | 1 | |
| Sheriff - Patrol | 16 | 16 | 1 | 1 |
| State's Attorney | 2 | 2 | | |
| Technology | | | | |
| VAC | | | | |
| Totals | 40 | 46 | 2 | 4 |

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

June 30, 2018

| Property Claims (12/1/17 - 11/30/18) | | | Policy Year | | |
|--------------------------------------|-------------------|--------------|-----------------|-------------|-----------------|
| Department | Description | Insurance | 2016-17 | 2017-18 | Total Claims |
| Sheriff | 2012 Chevy Impala | | 1,150 | | 1,150 |
| Sheriff | 2013 Chevy Impala | | 3,211 | | 3,211 |
| Sheriff | 2014 Ford Transit | subrogation | - | | - |
| | | | | | - |
| | | Total | \$ 4,361 | \$ - | \$ 4,361 |

**Illinois Counties Risk Management Trust
Claims Analysis
7/1/2018**

Workers Compensation

FY18 - Current Year's Total Claims

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

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 |
|-----------------------|-------------------|---------------|---------|----------------------|------------------|
| 2011-12 Policy | | | | | |
| 1 6/30/2012 | Forest Preserve | re-opened | 173,508 | Y | Terminated |
| | | | 173,508 | | |
| 2013-14 Policy | | | | | |
| 2 5/10/2014 | Sheriff | closed 5/1/18 | 232,645 | Y | Y |
| | | | 232,645 | | |
| 2015-16 Policy | | | | | |
| 3 11/15/2016 | Sheriff | open | 60,380 | N | Y |
| 4 4/12/2016 | Sheriff | open | 90,993 | Y | Y |
| 5 9/13/2016 | Sheriff | open | 97,520 | Y | Y |
| | | | 248,893 | | |
| 2016-17 Policy | | | | | |
| 6 1/1/2017 | Corrections | closed 5/1/18 | 64,817 | Y | Y |
| 7 2/28/2017 | Corrections | open | 27,291 | Y | Y |
| 8 10/26/2017 | Corrections | open | 29,861 | Y | Y |
| 9 11/28/2017 | Corrections | closed 7/1/18 | 3,270 | Y | Y |
| 10 9/26/2017 | Corrections | closed 4/1/18 | 242 | N | Y |
| 11 4/3/2017 | Health Dept. | re-opened | 7,239 | N | Y |
| 12 4/19/2017 | Sheriff | open | 83,780 | Y | Y |
| 13 11/21/2017 | Sheriff | open | 40,984 | Y | N |
| 14 4/18/2017 | Sheriff | closed 5/1/18 | 6,587 | N | Y |
| 15 9/8/2017 | Sheriff | closed 4/1/18 | 107 | N | Y |
| | | | 264,178 | | |

Total Prior Year's Active Claims \$ 919,224

**Illinois Counties Risk Management Trust
Claims Analysis
7/1/2018**

Property & Casualty

FY18 - Auto PC

| Incident Date | Department/Office | Status | Paid | Coverage Type |
|---------------|-------------------|--------|------|---------------|
| 1 | | | | |

Total FY18 Auto Claims \$ -

Prior Years' - Auto PC

| Incident Date | Department/Office | Status | Paid | Coverage Type |
|---------------|-------------------|--------|------|---------------------|
| 1 | | | | Auto PD - Collision |

Total Prior Year's Auto Claims \$ -

FY18 - General Liability

| Incident Date | Department/Office | Status | Paid | Coverage Type |
|---------------|-------------------|--------|------|---------------|
| 1 | | | | |

Total FY18 General Liability Claims \$ -

Prior Years'- General Liability

| Incident Date | Department/Office | Status | Paid | Coverage Type | |
|-----------------------|-------------------|---------------|---------------|---------------|---------------------------|
| 2013-14 Policy | | | | | |
| 1 | 5/15/2014 | Sheriff | open | \$ 434,297 | Errors & Omissions |
| 2 | 6/7/2014 | Sheriff | open | 14,234 | Law Enforcement Liability |
| | | | | 448,531 | |
| 2014-15 Policy | | | | | |
| 3 | 1/6/2015 | Circuit Clerk | open | 13,141 | Errors & Omissions |
| 4 | 9/28/2015 | Circuit Clerk | open | 10 | Errors & Omissions |
| 5 | 9/12/2015 | Highway | closed 4/1/18 | 21,942 | General Liability |
| | | | | 35,093 | |
| 2015-16 Policy | | | | | |
| 6 | 11/4/2016 | Sheriff | open | - | Law Enforcement Liability |
| | | | | - | |
| 2016-17 Policy | | | | | |
| 7 | 9/23/2014 | Various | open | 7,725 | General Liability |
| | | | | 7,725 | |

Total Prior Year's General Liability Claims \$ 491,350

**SUBMISSION OF AN ADVISORY QUESTION OF PUBLIC POLICY
TO THE ELECTORS OF KENDALL COUNTY**

WHEREAS, Section 5-1005.5 of the Counties Code, 55 ILCS 5/5-1005.5, provides that a County Board, by a vote of a majority of its members, may authorize an advisory question of public policy to be placed on the ballot at the next regularly scheduled election in the County; and

WHEREAS, Section 28-2(c) of the Election Code, 10 ILCS 5/28-2 (c), provides that resolutions of a unit of local government which initiate the submission of public questions pursuant to law must be adopted not less than 79 days before a regularly scheduled election to be eligible for submission on the ballot at such election; and

WHEREAS, the next regularly scheduled election in Kendall County is the General Election to be held on November 6, 2018.

NOW, THEREFORE, BE IT RESOLVED by the County of Kendall, a unit of local government, by and through the Kendall County Board, as follows:

SECTION ONE:

The following advisory question of public policy shall be submitted to the qualified electors of the County of Kendall at the General Election on November 6, 2018:

| | |
|---|-----------------------|
| SHOULD KENDALL COUNTY OPPOSE THE CREATION OF A VEHICLE MILEAGE TAX AS PROPOSED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING ON ALL MOTORISTS ON A PER MILE BASIS? | YES _____ NO _____ |
|---|-----------------------|

SECTION TWO:

That this advisory question of public policy, as fully set forth in Section One of this Resolution, is authorized and shall be submitted to the qualified electors of Kendall County at the General Election to be held on November 6, 2018, in accordance with all applicable provisions of Illinois law.

SECTION THREE:

That the County Clerk is hereby directed to certify said advisory question of public policy to the election authority in Kendall County, the Kendall County Clerk, in accordance with the Illinois Election Code on or before August 22, 2018.

SECTION FOUR:

That the ballot to be used at the November 6, 2018 General Election, for the advisory question of public policy shall be in substantially the same form as set forth in Section One herein, with such alterations, changes, insertions and deletions as are required by Article 24A of the Illinois Election Code, if an electronic, mechanical, or electric voting system is used in said election.

SECTION FIVE:

That this Resolution shall be in full force and effect from and after passage and approval pursuant to law.

Enacted and approved this ____ day of _____, 2018 at Yorkville, Illinois.

**SUBMISSION OF AN ADVISORY QUESTION OF PUBLIC POLICY
TO THE ELECTORS OF KENDALL COUNTY**

WHEREAS, Section 5-1005.5 of the Counties Code, 55 ILCS 5/5-1005.5, provides that a County Board, by a vote of a majority of its members, may authorize an advisory question of public policy to be placed on the ballot at the next regularly scheduled election in the County; and

WHEREAS, Section 28-2(c) of the Election Code, 10 ILCS 5/28-2 (c), provides that resolutions of a unit of local government which initiate the submission of public questions pursuant to law must be adopted not less than 79 days before a regularly scheduled election to be eligible for submission on the ballot at such election; and

WHEREAS, the next regularly scheduled election in Kendall County is the General Election to be held on November 6, 2018.

NOW, THEREFORE, BE IT RESOLVED by the County of Kendall, a unit of local government, by and through the Kendall County Board, as follows:

SECTION ONE:

The following advisory question of public policy shall be submitted to the qualified electors of the County of Kendall at the General Election on November 6, 2018:

| | |
|--|-------------------------------|
| <p>SHOULD KENDALL COUNTY OPPOSE THE CHICAGO FEDERAL RESERVE'S PROPOSAL FOR THE CREATION OF A STATEWIDE 1% PROPERTY TAX TO FUND THE STATES PENSION PROGRAMS?</p> | <p>YES _____ NO _____</p> |
|--|-------------------------------|

SECTION TWO:

That this advisory question of public policy, as fully set forth in Section One of this Resolution, is authorized and shall be submitted to the qualified electors of Kendall County at the General Election to be held on November 6, 2018, in accordance with all applicable provisions of Illinois law.

SECTION THREE:

That the County Clerk is hereby directed to certify said advisory question of public policy to the election authority in Kendall County, the Kendall County Clerk, in accordance with the Illinois Election Code on or before August 22, 2018.

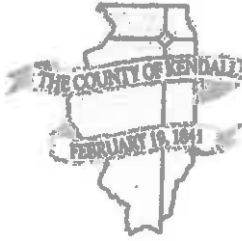
SECTION FOUR:

That the ballot to be used at the November 6, 2018 General Election, for the advisory question of public policy shall be in substantially the same form as set forth in Section One herein, with such alterations, changes, insertions and deletions as are required by Article 24A of the Illinois Election Code, if an electronic, mechanical, or electric voting system is used in said election.

SECTION FIVE:

That this Resolution shall be in full force and effect from and after passage and approval pursuant to law.

Enacted and approved this ____ day of _____, 2018 at Yorkville, Illinois.



Kendall County Policy & Procedure

Date adopted

WEBSITE, FOIA, & DOWNLOAD OF GIS DATA

Introduction

On September 16, 2014, the Kendall County Board voted unanimously to make all GIS Data Layers available for download on the Official Kendall County Website. The Kendall County Board is dedicated to being at the forefront of government transparency. This policy outlines the procedure for providing GIS Data Layers to the public.

Details

On an annual basis, no later than July 1, Kendall County GIS will post updated GIS Data Layer files to the Official Kendall County Website. All data in the GIS Viewer will be available for download. The data will be provided in ESRI shapefile format.

When a FOIA request is filed requesting GIS Data, Kendall County FOIA Officers will answer in accordance with 5 ILCS 140/8.5. Kendall County FOIA Officers will notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.

Referenced Statute(s)

5 ILCS 140/8.5 (2018) Sec. 8.5. Records maintained online.

(a) Notwithstanding any provision of this Act to the contrary, a public body is not required to copy a public record that is published on the public body's website. The public body shall notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.

(b) If the person requesting the public record is unable to reasonably access the record online after being directed to the website pursuant to subsection (a) of this Section, the requester may re-submit his or her request for the record stating his or her inability to reasonably access the record online, and the public body shall make the requested record available for inspection or copying as provided in Section 3 of this Act.

Kendall County Job Description

TITLE: GIS Coordinator
DEPARTMENT: Geographic Information Systems (GIS)
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: 09/20/2016

I. Position Summary:

The GIS Coordinator customarily plans, directs and coordinates the field and office activities of the Kendall County Geographic Information Systems (GIS) Department.

II. Essential Duties and Responsibilities:

A. Primary duties are to supervise, manage and direct the operation and maintenance of the Kendall County GIS Department including, but not limited to the following duties:

1. Responsible for the overall management of Enterprise GIS, ensuring the orderly and technically sound development and operation of the system and that the needs of the stakeholders and users of the Enterprise GIS are adequately met.
2. Assists Technology Services Director with development and management of GIS program budget.
3. Procures project management of consultants, vendors, and staff supporting the GIS department.
4. Directs the definition and the technical review of database(s) and application designs.
5. Manages the technical development and quality assurance of the Enterprise GIS database and coordinates the creation or revisions of existing maps and charts as relative to county and intergovernmental projects.
6. Responsible for problem resolution, software and hardware contract maintenance.
7. Compiles data required for land record map preparation or revision, including aerial photographs, survey notes, records, reports, and original maps to ensure completeness and accuracy.
8. Develops and oversees all public relations for the GIS Department including but not limited to development, administration and maintenance of the GIS Department's website to ensure information is current and accurate.
9. Recommends changes to GIS software, CAD software, hardware, network and database organizations in order to maximize efficiencies for better service to GIS users, which recommendations are given significant weight by the final decision-makers.
10. Serves as the GIS Department's liaison with Kendall County's elected officials, department heads and local community leaders.
11. Issues work orders for necessary maintenance within the GIS Department.

B. Customarily and regularly directs the work of at least two (2) or more full-time employees (or their equivalent) working in the Kendall County GIS Department.

C. Customarily and regularly performs supervisory/management duties at the Kendall County GIS Department including, but not limited to the following:

1. Interviews, selects and trains GIS Department staff.
2. Sets and adjusts employees' hours of work.
3. Provides recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker.

Kendall County Job Description

4. Prepares and maintains production and operations records for use in supervision and control of the GIS Department's services.
5. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status.
6. Handles employee complaints and grievances.
7. Provides recommendations regarding personnel policies and procedures applicable to GIS Department staff, which recommendations are given significant weight by the final decision-maker.
8. Provides recommendations regarding the hiring, firing and discipline of GIS Department staff, which recommendations are given significant weight by the final decision-maker.
9. Apportions the work among GIS Department employees.
10. Plans, organizes, and supervises the activities of GIS Department staff.
11. Develops and implements training program for GIS Department staff.

D. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

A. Skills, Knowledge and Abilities:

- Knowledgeable of GIS software and technology, and familiar with a variety of the field's concepts, practices, and procedures.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Relies on extensive experience and judgment to plan and accomplish goals; a wide degree of creativity and latitude is expected.
- Ability to build teamwork, organizes, prioritize, and perform multiple tasks in a timely manner.
- Ability, skill and knowledge necessary to effectively supervise and manage the GIS Department.
- Ability to deal tactfully and courteously with the public.
- Ability to analyze a variety of complex working procedures.

B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Complies with all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.
- Proven time management skills.
- Maintains confidential records including but not limited to personnel records, budget and long term strategy planning records, etc.
- Proficient in MS Products including office SQL, and Window Server.

C. Education and Experience:

Kendall County Job Description

- This position requires a minimum of either a Bachelor's Degree from an accredited institution or ten (10) or more years of increasingly responsible experience in the design, development, implementation, and administration of a geographical information system.
- Experience in database administration and implementation related to ArcGIS and enterprise databases is required.
- Proven understanding of land records, legal descriptions, surveys, tract and parcel maps is required.
- Working knowledge of GIS and cartographic standards is required.

IV. 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;
- 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 and to GIS-related business meetings and conferences.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Occasionally work outside as required to perform work related tasks.
- 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

Department Request Tracking - 2018

| Department | Jan | Feb | Mar | Q1 | Apr | May | Jun | Q2 | Jul | Aug | Sep | Q3 | Oct | Nov | Dec | Q4 | Total |
|---|-----|-----|-----|----|-----|-----------|-----------|------------|------------|-----|-----|------------|-----|-----|-----|----|------------|
| Assessment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Coroner's Office | 0 | 0 | 0 | 0 | 0 | 3 | 6 | 9 | 4 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 13 |
| County Administrative Services | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 3 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 5 |
| County Clerk & Recorder | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 3 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 4 |
| Health Department-Environmental Health Services | 0 | 0 | 0 | 0 | 0 | 7 | 3 | 10 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 11 |
| Planning, Building and Zoning | 0 | 0 | 0 | 0 | 0 | 3 | 5 | 8 | 8 | 0 | 0 | 8 | 0 | 0 | 0 | 0 | 16 |
| Sheriff's Office | 0 | 0 | 0 | 0 | 0 | 43 | 42 | 85 | 80 | 0 | 0 | 80 | 0 | 0 | 0 | 0 | 165 |
| Site Administrator | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| State's Attorney's Office | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 3 | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 5 |
| Treasurer's Office | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 3 |
| Total: | | | | | | 62 | 59 | 121 | 105 | | | 105 | | | | | 226 |

Deflection Details Displayed

| ID | Summary | Deflection Type | Item Type | Views |
|--------------------------------|--|-----------------|---------------|-------|
| A000157-040318 | Where can I get local police department reports? | Advanced | Answer | 39 |
| A000156-040318 | Where can a get local police department reports? | Inline | Answer | 37 |
| A000121-030518 | What kinds of fees, if any, are associated with a FOIA request? | Advanced | Answer | 31 |
| A000302-052518 | Where can I find court records? | Advanced | Answer | 29 |
| A000157-040318 | Where can I get local police department reports? | Advanced | Answer | 21 |
| A000118-030518 | What is a FOIA Request? | Advanced | Answer | 18 |
| A000121-030518 | What kinds of fees, if any, are associated with a FOIA request? | Advanced | Answer | 15 |
| P000003-051718 | Police Reports | Advanced | Request | 14 |
| A000222-050418 | Where can I find Court Record/Case information? | Inline | Answer | 11 |
| P000009-051818 | Police Reports | Advanced | Request | 11 |
| A000120-030518 | Are commercial information requests treated differently? | Advanced | Answer | 10 |
| A000150-032618 | What is a public record under FOIA? | Advanced | Answer | 10 |
| A000151-032618 | When will I get an answer to my FOIA Request? | Advanced | Answer | 10 |
| A000302-052518 | Where can I find court records? | Advanced | Answer | 10 |
| P000039-053018 | Accident/Crash Reports | Advanced | Request | 10 |
| A000119-030518 | What is a request for information made for a commercial purpose? | Advanced | Answer | 9 |
| A000119-030518 | What is a request for information made for a commercial purpose? | Advanced | Answer | 9 |
| A000151-032618 | When will I get an answer to my FOIA Request? | Advanced | Answer | 9 |
| A000118-030518 | What is a FOIA Request? | Advanced | Answer | 8 |
| P000013-052118 | Other | Advanced | Request | 8 |
| | | Advanced | DirectoryItem | 7 |
| A000120-030518 | Are commercial information requests treated differently? | Advanced | Answer | 7 |
| A000156-040318 | Where can a get local police department reports? | Inline | Answer | 7 |
| P000001-051618 | Other | Advanced | Request | 7 |
| P000080-062618 | Accident/Crash Reports | Advanced | Request | 7 |
| | | Advanced | DirectoryItem | 6 |
| A000122-030518 | Where can I find information regarding financial reports? | Advanced | Answer | 6 |
| A000388-070218 | Where can I find Press Releases, Daily Booking Log, & Booking Reports? | Inline | Answer | 6 |
| P000005-051818 | Accident/Crash Reports | Advanced | Request | 6 |
| P000006-051818 | Corrections/Jail | Advanced | Request | 6 |
| P000007-051818 | Police Reports | Advanced | Request | 6 |
| P000012-052118 | Accident/Crash Reports | Advanced | Request | 6 |
| P000022-052418 | Police Reports | Advanced | Request | 6 |
| P000076-062518 | Accident/Crash Reports | Advanced | Request | 6 |

| ID | Summary | Deflection Type | Item Type | Views |
|--------------------------------|---|-----------------|-----------|-------|
| A000122-030518 | Where can I find information regarding financial reports? | Advanced | Answer | 5 |
| P000004-051718 | Police Reports | Advanced | Request | 5 |
| P000010-052018 | Police Reports | Advanced | Request | 5 |
| P000014-052218 | Accident/Crash Reports | Advanced | Request | 5 |
| A000125-030618 | What kinds of fees, if any, are associated with a FOIA request? | Inline | Answer | 4 |
| A000146-032218 | 911 Audio | Inline | Answer | 4 |
| A000150-032618 | What is a public record under FOIA? | Advanced | Answer | 4 |
| A000153-040218 | Where can I find Organizational Charts? | Advanced | Answer | 4 |
| A000155-040218 | Where can find county ordinances? | Advanced | Answer | 4 |
| P000016-052218 | Police Reports | Advanced | Request | 4 |
| P000019-052318 | Other | Advanced | Request | 4 |
| P000043-053118 | Accident/Crash Reports | Advanced | Request | 4 |
| P000045-060218 | Accident/Crash Reports | Advanced | Request | 4 |
| P000046-060418 | Police Reports | Advanced | Request | 4 |
| P000051-060518 | Accident/Crash Reports | Advanced | Request | 4 |
| P000052-060718 | Police Reports | Advanced | Request | 4 |
| P000063-061818 | Police Reports | Advanced | Request | 4 |
| P000068-062018 | Accident/Crash Reports | Advanced | Request | 4 |
| P000081-062618 | Accident/Crash Reports | Advanced | Request | 4 |
| P000085-062918 | Accident/Crash Reports | Advanced | Request | 4 |
| P000089-070318 | Accident/Crash Reports | Advanced | Request | 4 |
| A000161-040518 | Where can I find Property Characteristics? | Inline | Answer | 3 |
| A000225-050718 | Where can I get Deed, Mortgage, Plat, Tax Lien, Information? | Inline | Answer | 3 |
| P000023-052418 | Police Reports | Advanced | Request | 3 |
| P000024-052418 | Police Reports | Advanced | Request | 3 |
| P000030-052918 | Accident/Crash Reports | Advanced | Request | 3 |
| P000032-052918 | Police Reports | Advanced | Request | 3 |
| P000037-052918 | Accident/Crash Reports | Advanced | Request | 3 |
| P000060-061318 | Police Reports | Advanced | Request | 3 |
| P000086-070218 | Police Reports | Advanced | Request | 3 |
| P000108-071018 | Corrections/Jail | Advanced | Request | 3 |
| P000116-071218 | Corrections/Jail | Advanced | Request | 3 |
| P000122-071718 | Corrections/Jail | Advanced | Request | 3 |
| P000127-071818 | Corrections/Jail | Advanced | Request | 3 |
| A000209-050318 | Where can I find downloadable GIS Shape Files? | Advanced | Answer | 2 |
| A000228-050718 | Where can I find downloadable GIS Shape Files? | Inline | Answer | 2 |
| P000002-051618 | Police Reports | Advanced | Request | 2 |

| ID | Summary | Deflection Type | Item Type | Views |
|--------------------------------|---|-----------------|----------------|-------|
| P000018-052318 | Police Reports | Advanced | Request | 2 |
| P000020-052318 | Other | Advanced | Request | 2 |
| P000025-052418 | Accident/Crash Reports | Advanced | Request | 2 |
| P000031-052918 | Police Reports | Advanced | Request | 2 |
| P000044-060118 | Police Reports | Advanced | Request | 2 |
| P000050-060518 | Accident/Crash Reports | Advanced | Request | 2 |
| P000077-062518 | Police Reports | Advanced | Request | 2 |
| P000078-062518 | Accident/Crash Reports | Advanced | Request | 2 |
| P000083-062818 | Accident/Crash Reports | Advanced | Request | 2 |
| P000093-070618 | Corrections/Jail | Advanced | Request | 2 |
| P000094-070618 | Corrections/Jail | Advanced | Request | 2 |
| P000096-070618 | Accident/Crash Reports | Advanced | Request | 2 |
| P000098-070918 | Police Reports | Advanced | Request | 2 |
| P000099-070918 | Corrections/Jail | Advanced | Request | 2 |
| P000100-070918 | Accident/Crash Reports | Advanced | Request | 2 |
| P000103-070918 | Police Reports | Advanced | Request | 2 |
| P000109-071018 | Police Reports | Advanced | Request | 2 |
| P000112-071118 | Corrections/Jail | Advanced | Request | 2 |
| P000115-071218 | Police Reports | Advanced | Request | 2 |
| P000120-071318 | Other | Advanced | Request | 2 |
| P000123-071718 | Police Reports | Advanced | Request | 2 |
| P000133-071918 | Corrections/Jail | Advanced | Request | 2 |
| P000136-072018 | Police Reports | Advanced | Request | 2 |
| | | Advanced | Directory/Item | 1 |
| A000125-030618 | What kinds of fees, if any, are associated with a FOIA request? | Inline | Answer | 1 |
| A000135-030918 | Where can I find salary and benefit information? | Advanced | Answer | 1 |
| A000142-032118 | Where can I find information regarding salaries? | Inline | Answer | 1 |
| A000144-032118 | Where can I find information regarding union contracts? | Inline | Answer | 1 |
| A000146-032218 | 911 Audio | Inline | Answer | 1 |
| A000147-032218 | Emergency Management | Inline | Answer | 1 |
| A000153-040218 | Where can I find Organizational Charts? | Advanced | Answer | 1 |
| A000154-040218 | Where can find county ordinances? | Inline | Answer | 1 |
| A000155-040218 | Where can find county ordinances? | Advanced | Answer | 1 |
| A000162-040518 | Where can I find Property Tax Information? | Inline | Answer | 1 |
| A000209-050318 | Where can I find downloadable GIS Shape Files? | Advanced | Answer | 1 |
| A000222-050418 | Where can I find Court Record/Case Information? | Inline | Answer | 1 |
| P000008-051818 | Police Reports | Advanced | Request | 1 |

| ID | Summary | Deflection Type | Item Type | Views |
|--------------------------------|------------------------|-----------------|-----------|-------|
| P000011-052118 | Police Reports | Advanced | Request | 1 |
| P000015-052218 | Police Reports | Advanced | Request | 1 |
| P000021-052318 | Police Reports | Advanced | Request | 1 |
| P000026-052418 | Police Reports | Advanced | Request | 1 |
| P000033-052918 | Accident/Crash Reports | Advanced | Request | 1 |
| P000036-052918 | Police Reports | Advanced | Request | 1 |
| P000038-052918 | Police Reports | Advanced | Request | 1 |
| P000041-053018 | Police Reports | Advanced | Request | 1 |
| P000042-053118 | Police Reports | Advanced | Request | 1 |
| P000053-060718 | Accident/Crash Reports | Advanced | Request | 1 |
| P000058-061218 | Accident/Crash Reports | Advanced | Request | 1 |
| P000061-061418 | Accident/Crash Reports | Advanced | Request | 1 |
| P000062-061518 | Police Reports | Advanced | Request | 1 |
| P000065-061818 | Police Reports | Advanced | Request | 1 |
| P000067-062018 | Accident/Crash Reports | Advanced | Request | 1 |
| P000069-062018 | Accident/Crash Reports | Advanced | Request | 1 |
| P000073-062118 | Other | Advanced | Request | 1 |
| P000074-062218 | Accident/Crash Reports | Advanced | Request | 1 |
| P000075-062218 | Police Reports | Advanced | Request | 1 |
| P000079-062518 | Accident/Crash Reports | Advanced | Request | 1 |
| P000084-062818 | Accident/Crash Reports | Advanced | Request | 1 |
| P000087-070218 | Accident/Crash Reports | Advanced | Request | 1 |
| P000088-070218 | Corrections/Jail | Advanced | Request | 1 |
| P000091-070618 | Corrections/Jail | Advanced | Request | 1 |
| P000092-070618 | Corrections/Jail | Advanced | Request | 1 |
| P000102-070918 | Corrections/Jail | Advanced | Request | 1 |
| P000104-070918 | Accident/Crash Reports | Advanced | Request | 1 |
| P000105-071018 | Corrections/Jail | Advanced | Request | 1 |
| P000106-071018 | Other | Advanced | Request | 1 |
| P000118-071218 | Police Reports | Advanced | Request | 1 |
| P000132-071918 | Police Reports | Advanced | Request | 1 |
| P000144-072318 | Accident/Crash Reports | Advanced | Request | 1 |
| P000145-072318 | Accident/Crash Reports | Advanced | Request | 1 |
| P000149-072318 | Accident/Crash Reports | Advanced | Request | 1 |
| P000156-072618 | Accident/Crash Reports | Advanced | Request | 1 |
| P000159-072618 | Police Reports | Advanced | Request | 1 |