



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Thursday, November 8, 2018 at 6:00p.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 October 18, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approval of Contract with Granicus for New Website and Software in an amount not to exceed \$12,900.*
 - *Approval of Contract for Consultant Services for GIS Department with Bruce Harris & Associates in an amount not to exceed \$3,000.*
 - *Discussion and Recommendation of Distribution of Medical Loss Ratio Premium Rebate Check received from UHC in the amount of \$34,217.*
 - *Discussion on Motor Vehicle Record Checks for potential Employees who might drive County Vehicles*
 - *Discussion and Approval of the County Employee Wellness Program effective January 1, 2020, with mandatory physical/health screening to be completed by November 30, 2019*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. 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
HISTORIC COURTHOUSE
109 W. Ridge Street, 3rd floor Court Room; Yorkville
Thursday, October 18, 2018**

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 6:33p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Judy Gilmour		6:39p.m.	
Matthew Prochaska	Here		
John Purcell		6:42p.m.	

Others in Attendance: Jill Ferko, Scott Koeppel

APPROVAL OF AGENDA – Motion made by Member Prochaska, second by Member Flowers to approve the agenda. With three members voting aye, the agenda was approved by a 3-0 vote.

APPROVAL OF MINUTES – Motion made by Member Prochaska, second by Member Flowers to approve the October 4, 2018 minutes. With three members voting aye, the minutes were approved by a 3-0 vote.

UPDATE ON EMPLOYEE HEALTHCARE BENEFIT OPTIONS – Mike Wojcik from *The Horton Group* reported that the quote from United Healthcare would be a 15.6 percent increase over last year's rate, and that the Blue Cross Blue Shield (BCBS) quote would be flat. Mr. Wojcik and Beth Ishmael reviewed the proposed plans and costs from Blue Cross Blue Shield (Healthcare), EyeMed (Vision), and MetLife (Dental, Basic and Voluntary Life). There was discussion on the BVA concierge service offered through BCBS for plan participants, the one-time transition credit given to the County, the different types of dental plans and the cost for additional Orthodontia coverage to the plan. The committee asked The Horton Group to provide different dental plan options with/without \$50 and \$100 deductibles, and with/without increased coverage for Orthodontia Services, for review and further discussion at the October 25, 2018 Special County Board meeting.

There was committee consensus to forward the 2019 BCBSIL healthcare plan options, the EyeMed Vision plan option, the MetLife Basic & Voluntary Life plan options, and the MetLife Dental Plan options to the October 25, 2018 Special County Board meeting for discussion and approval.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – Treasurer Jill Ferko asked for clarification of the Wellness Program specifically on the requirement of having a physical completed prior to November 30, 2018 to

participate in 2019. Ms. Ferko also asked how the Wellness Program requirement would apply to a newly hired employee after the enrollment period, or for a current employee not previously on the Health Insurance plan, but now choosing to participate on the County plans this year. Discussion on the timeframe for submitting verification of a physical, and guidelines for the Treasurer's Office. Current employees were notified numerous times throughout the current year about the November 30, 2018 deadline for compliance and participation in the Wellness Program and any discount to premiums that might apply. **There was consensus that a new employee would be advised that they would have 90-days to comply with the Wellness Program physical requirement.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- ***Approval of revised Deputy County Administrator Job Description*** – Mr. Koeppel reviewed the proposed changes to the Deputy County Administrator job description, and explained his reasoning for changes in the Administrative Services Department, and his desire to hire a Risk Management Compliance Coordinator instead of a new Economic Development Special Projects Coordinator. Mr. Koeppel explained that he and the Deputy County Administrator would share the Economic Development Coordinator responsibilities in the Administrative Services Department. Member Prochaska made a motion to forward the advised job description to the County Board for approval, second by Member Flowers. Discussion on the new position, the Economic Development position and the additional responsibilities for other staff members, and any salary changes for the Deputy County Administrator. **Member Purcell made a motion to Call to Question, and the motion failed with no second.**

Member Cullick called for a Roll Call vote for the original motion.

Roll Call: Member Prochaska – yes, Member Gilmour – yes, Member Flowers – yes, Member Purcell – no, Member Cullick – yes. **With Members Prochaska, Gilmour, Flowers and Cullick voting yes, and Member Purcell voting no, the motion to forward the revised Deputy County Administrator Job Description to the November 7, 2018 County Board meeting for County Board approval, carried by a vote of 4-1.**

- ***Approval of Risk Management Compliance Coordinator Job Description*** - Mr. Koeppel explained that with the loss of the Economic Development Coordinator, he would like to reorganize the department, and hire a replacement with different responsibilities. Mr. Koeppel felt that the EDC Coordinator position was not as crucial to the function of the department as someone that might assume the Risk Management, Workers Compensation and Compliance responsibilities, as well as serve as a back-up for FOIA requests, front office, meeting recording, meeting minutes, agendas, and voucher input. Mr. Koeppel distributed the proposed job description to committee members. Discussion on the position, proposed salary range, qualifications, and office reorganization. Member Flowers made a motion to forward the Risk Management Compliance Coordinator job description to the County Board for approval at the November 7, 2018 meeting, second by Member Gilmour. **With Members Cullick, Prochaska, Flowers and Gilmour**

voting yes, and Member Purcell voting no, the motion carried by a vote of 4-1 to forward the Risk Management Compliance Coordinator job description to the County Board for approval at the November 7, 2018 County Board meeting.

- **Discussion and Review of Resolution Establishing Hiring Freeze – There was consensus by the committee that no action would be taken on this proposed resolution.**

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

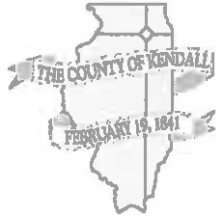
ACTION ITEMS FOR COUNTY BOARD

*Approval of revised Deputy County Administrator Job Description
Approval of Risk Management Compliance Coordinator Job Description
Approval of Blue Cross Blue Shield 2019 Health Insurance Plan
Approval of MetLife 2019 Basic and Voluntary Life Insurance Plan
Approval of EyeMed 2019 Vision Plan
Approval of MetLife 2019 Dental Insurance Plan Option 1
Approval of MetLife 2019 Dental Insurance Plan Option 2
Approval of MetLife 2019 Dental Insurance Plan Option 3
Approval of MetLife 2019 Dental Insurance Plan Option 4*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. With five members voting aye, the meeting was adjourned at 8:54p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary



Kendall County
Department of Technology Services
811 W John St. Rm 229
Yorkville, Illinois 60560

Memo

To: Chair Lynn Cullick, Human Resources and Administration Committee

From: Matthew Kinsey, Technology Services Director

Date: November 2, 2018

Re: Vision by Granicus Website and Agenda services

Statement:

The purpose of this memo is to inform the Committee that we have received monetary commitment from the Sheriff's Department, Forest Preserve, Administration Office, and County Clerk Office to facilitate the purchase of website services from Vision by Granicus. This purchase will also contain the Agenda Software module, which will facilitate a more efficient workflow in submitting agenda items. Below I have outlined the initial purchase contributions by each department. Total cost for this product is \$12,900.00 and will take at least 3 months to facilitate a restructure of the website.

Fiscal Year 2018

Sheriff's Office- \$6,000.00

Technology Services- \$2,500.00

County Clerk-\$1,000.00

Administrative Office- \$1,000.00

Fiscal Year 2019

Forest Preserve- \$5,000

The above amount's will facilitate the total cost of this project and the 2nd year maintenance will not be due until fiscal year 2020. The maintenance cost will be budgeted by the Technology Services department through the entirety of contractual commitment.

Recommendations:

Technology Services recommends that the County move forward with this project. This recommendation is based on a multitude of factors. A demonstration was provided by the vendor and a lot of interest was shown in the functionality of their product by attending departments. This included form registration, individual department calendars, payment options built into the website, agenda software, and alternate homepages which can highlight major event's such as election. The website also follows ADA compliance that is covered in 504 of the Rehabilitation Act and the Illinois Information Technology Accessibility Act (IITAA).

Valarie McClain

From: David Guritz
Sent: Wednesday, October 17, 2018 9:52 AM
To: Matthew Kinsey
Cc: Judy Gilmour
Subject: Website Development

Matt:

I meet with Judy early next week to go over our preliminary budget.

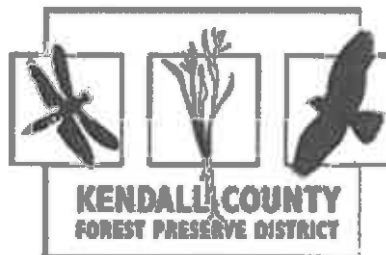
I anticipate there will not be any issue with scheduling \$5,000 in our FY19 capital fund budget to support this important, cost-saving project.

We look forward to the added website utility & working with Tech. Services to assist with the development of the new site.

Regards,

Dave

Dave Guritz
Director
Kendall County Forest Preserve District
(630) 553-4131
dguritz@co.kendall.il.us



Subscribe to the [Stepping Stones eNewsletter](#) today!

Valarie McClain

From: Tracy Page
Sent: Wednesday, October 17, 2018 1:30 PM
To: Matthew Kinsey; Gina Hauge
Cc: Dwight Baird; Michael Peters
Subject: Web Page

Good Afternoon,

The Sheriff's Office will contribute \$6,000 to the overall initial purchase price for the new improved website services.

You can take the \$6,000 from line 01020096215 (contractual services)

This money is only budgeted in this current 2018 fiscal year

If you need any further information please let me know

Thank you and have a great day

Tracy Page
Business/HR Manager
Executive Assistant to the Sheriff
Kendall County Sheriff's Office
630-553-7500 x1115

Section 3

Project Costs



Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from September 27, 2018.

YEAR 1 INVESTMENT

govAccess

Website Design and Implementation ~ Pioneer

\$12,900

Year 1
investment

Website Research, design + development

- A homepage wireframe from our design library
- Custom mobile homepage
- Fully responsive design
- Custom Mobile Homepage or Standard Mobile Responsive Homepage
- Video Background or Standard Rotating Image carousel (switchable at any time)
- Programming/CMS Implementation
- Meetings Manager - Allows you to create meeting agendas and log minutes for your official government meetings. Includes setting up and implementing Meetings Manager on your website.
- Two (2) Branded Subsites

Professional Consulting Services + Training

- Migrate up to 450 webpages
- One (1) day of remote Web-based Training

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from September 27, 2018.

ANNUAL REOCCURRING

govAccess

Maintenance, Hosting, & Licensing Fee**

\$4,000
Annual
reoccurring*

- Ongoing Software Updates
- Unlimited Technical Support (6 am – 6 pm PT, Monday – Friday)
- Training Webinars and On-Demand Video Library
- Best Practice Webinars and Resources
- Annual health check with research-based recommendations for website optimization
- Hosting with 99.9% uptime
- DDoS Mitigation
- Disaster Recovery with 90 min failover (RTO) and 15 min data replication (RPO)
- Data Security

ANNUAL PAYMENT PLAN

1st Year \$10,900

4th Year \$4,410

FREE
Guaranteed
Redesign***

2nd Year \$4,000

5th Year \$4,630

3rd Year \$4,200

Optional Payment Options Available: Granicus recognizes you have a budget to work within. To accommodate your preference we offer different payment options, including distributing costs differently over multiple budget years.

**Payment cycle begins at the start of year two (2) or at the launch date of the new website (whichever comes first) and is based on a standard 5 year contract term.*

***Annual hosting, maintenance and software license are subject to a cumulative annual 5% technology fee beginning in the second year of reoccurring billing.*

****Guaranteed basic redesign after your contract term, no additional out-of-pocket expense.*

Contract To Provide GIS Consulting Services

Between:
Kendall County, Illinois
And
Bruce Harris & Associates, Inc.



Bruce Harris
& Associates, Inc.

**21 North River St.
Batavia, IL 60510
630.761.0951**

CONTRACT

THIS CONTRACT entered into this _____ day of _____ 2018, between Bruce Harris & Associates, Inc., hereinafter called "Contractor", party of the first part, and Kendall County, hereinafter called "Kendall County", party of the second part, WITNESSETH:

THAT WHEREAS, the Contractor is in the business of providing Geographic Information Systems and related services for various governmental agencies in the United States, and

WHEREAS, Kendall County is desirous of having the Contractor provide GIS Consulting services to Kendall County of Kendall.

NOW, THEREFORE, in consideration of the covenants and conditions of the Contract, IT IS AGREED between the parties as follows:

SCOPE OF SERVICES

PURPOSE

The purpose of this agreement is to provide Kendall County with offsite GIS consulting services. Bruce Harris & Associates, Inc. has expertise and experience in providing GIS to local governments. Our staff will be made available to Kendall County to provide GIS services.

SERVICE TYPES

Bruce Harris & Associates, Inc. (BHA) staff will provide services designed to support and expand the current GIS and/or implement a new GIS. BHA's Project Manager will allocate staff resources in accordance with the expertise level required to complete a given task. The following personnel shall be made available to Kendall County:

Project Manager - A Project Manager will be assigned and will be responsible for collecting and organizing tasks as well as assigning BHA's resources. The BHA project manager will also be responsible for progress reporting.

GIS Consultant - a GIS Consultant has expertise in the following areas:

- ArcGIS for Server (ArcSDE) Administration
- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- ArcGIS Online Setup, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard
- GIS Data Conversion and Data Creation
- Map Production and Cartography
- GIS Integration with CAMA/Assessment Databases
- Parcel Fabric

GIS Data Technician - BHA's GIS Data Technician has expertise in the following areas:

- GIS Data Conversion and Data Creation
- Map Production and Cartography
- Parcel Map Creation and Maintenance
- Parcel Fabric Maintenance

GIS Web Developer - BHA's GIS Web Developer has expertise in the following areas:

- GIS website design, creation, configuration, and management
- Esri's JavaScript API
- ArcGIS Online Web App Builder Development

GIS Programmer - BHA's GIS Programmer has expertise in the following areas:

- ArcObjects Programming
- Python Scripting
- ArcGIS for Server (ArcSDE) Administration

SCOPE OF SERVICES

- ArcGIS for Server Map Services Creation and Maintenance
- Geodatabase Design and Configuration
- ArcGIS Online Set-up, Configuration and Map/App Creation including Collector for ArcGIS and Operations Dashboard

The BHA team has expertise available to Kendall County in the following areas:

1. Parcel Editing and Support
2. Farmland Calculations and Support
3. GIS Integration with Assessment/CAMA Databases
4. ArcGIS for Server (ArcSDE) Database Administration, Maintenance and Support
5. ArcGIS for Server (Map Services) Administration, Maintenance and Support
6. ArcGIS Online Administration
7. GIS Website Creation, Administration, Maintenance and Support
8. Training and Technical Support for GIS Users

PROGRESS REPORTING

A project progress report will be provided and made available as a Google Doc to the BHA and Kendall County's project team. This will be updated on a monthly basis. All tasks and subtasks will be listed. Kendall County will be notified that progress on a task has been completed and is ready for review. Kendall County will indicate they have reviewed the progress and ask for clarification if needed. The progress reporting is not meant to replace regular project status meetings, but is meant to ensure incremental progress is made, all requests and revisions are well documented, and the project stays on track and within the projected time line.

SYSTEM USER ACCEPTANCE TESTING (UAT)

For any GIS Development work, Kendall County will go through a single user acceptance testing (UAT) cycle for each application review once the final application has been installed. BHA will provide Kendall County with a template which contains all of the functional requirements developed for the application. Kendall County will have four weeks to complete their review and provide feedback. Once Kendall County performs their user acceptance testing and tests the application they may enter their feedback into the document in the form of a bug/fix or completed as expected. A bug/fix is defined as:

- Bug/Fix – A bug/fix occurs when the application functionality is not behaving as expected or as per the requirements identified and an error message is displayed.

BHA will honor all bug/fix items to application functionality. Poor data quality or errors in data content/values and quality does not constitute a bug/fix.

Fixes will be completed in bulk. Kendall County will be notified when revisions are posted. After the first revision the task will enter a final review period of four weeks.

SCOPE OF SERVICES

During the user acceptance testing phase, Kendall County may use this document to capture other feedback; the feedback will be categorized as change, add or enhancement. These categories are defined as follows:

- Change – Constitutes a minor change that does not impact or modify the existing application functionality in place.
- Add – Constitutes an add to and within an existing function in the application.
- Enhancement – An enhancement is a new function that is not listed in the application requirements defined in the beginning of the project.

Changes, adds and enhancements will be completed through a change management process including cost estimates provided by BHA. Requests will be measured against the contract language to determine whether they are in scope.

PROJECT TEAM RESPONSIBILITIES

Bruce Harris & Associates Responsibilities:

- Allocate staff resources as needed.
- Provide all hardware and software required for offsite work.

Kendall County Responsibilities:

- Provide all necessary system access privileges required to complete this project by the date requested by BHA.
- Provide onsite hardware and software to support applications.
- Provide the necessary support staff from Kendall County to assist BHA.

OVERALL PROJECT ASSUMPTIONS

Communication

- All status reports will be delivered to the Kendall County Project Sponsor/Lead according to the agreed upon schedule.

Integrations and Release/Version Levels

- Kendall County will be responsible for providing BHA with a list of desktop computer hardware and software associated with the project including model and release level and patches for evaluation.
- Kendall County must inform BHA of any planned upgrades so BHA can determine if the upgrade would have an impact on the project.

BHA may request upgrades to any desktop hardware or software to meet the solution requirements.

ADDITIONAL PROVISIONS

1. It is agreed that services shall be billed at the following rates:

Service Rates (Offsite):

- Project Manager - \$130/hour
- GIS Consultant - \$135/hour
- GIS Data Technician - \$110/hour
- GIS Web Developer - \$160/hour
- GIS Programmer - \$160/hour

Rates for Onsite Work (Choose One):

Local Travel Required (No overnight stays required: \$30/hr additional hourly rate)

Regional Travel Required (Overnight stays required: \$50/hr additional hourly rate)

National Travel Required (Air travel required: \$70/hr additional hourly rate with two day minimum. The \$70/hr additional rate includes travel time and all travel expenses)

2. It is further agreed that BHA shall submit an estimate of hours to Kendall County for authorization prior to proceeding with any work.
3. It is agreed between both parties that Kendall County and BHA can amend this Contract to include additional services as mutually agreed upon.

TERM OF CONTRACT

This contract shall be in force from the date of execution and may be revised periodically subject to renegotiation concerning the services provided and the amount of the services, should the services differ from those outlined in the contract. Any and all revisions to the contract must be in writing and signed by both parties.

This Contract, as heretofore described, made and entered on this _____ day of _____, 2018.

BRUCE HARRIS & ASSOCIATES, INC.
Contractor

KENDALL COUNTY BOARD
Yorkville, Illinois

By: _____
Bruce C. Harris, President

By: _____
Scott Gryder, Chairman Kendall County Board

Bruce Harris personally appeared before me as an officer and agent of said corporation this _____ day of _____, 2018.

Notary Public

Bruce Harris



& Associates, Inc.

"Modernizing Your Mapping Solutions"

**BRUCE HARRIS & ASSOCIATES, INC.
21 N RIVER ST.
BATAVIA, IL 60510
(630) 761-0951
INFO@BRUCEHARRIS.COM**

Valarie McClain

From: Samantha Shock <Samantha.Shock@alliant.com>
Sent: Monday, October 29, 2018 9:08 AM
To: Valarie McClain; Dane Mall
Subject: RE: Kendall County Motor Vehicle Record request

Good Morning Valarie,

Our motor vehicle record vendors expressly prohibit the sharing of an MVR to a third party. As an insurance broker, we are only allowed to pull an MVR for insurance purposes and we will only notify you if your employee is eligible to be insured, or not insured; that being said, Mr. Hess's MVR came back clear so if you would like to add him as a driver the carrier would be ok with adding him.

Please let me know if you have any questions or need anything further.

Thank you,

Samantha Shock, CISR, AINS
Account Manager
Alliant Americas

353 North Clark Street
Chicago, IL 60654

D 312 837 4403
F 312 595 7163
E Samantha.Shock@alliant.com
W alliant.com



CA License No. 0803093
Mesrow Insurance Services, Inc., an Alliant-owned company

From: Valarie McClain [mailto:vmcclain@co.kendall.il.us]
Sent: Friday, October 26, 2018 3:01 PM
To: Samantha Shock <Samantha.Shock@alliant.com>; Dane Mall <Dane.Mall@alliant.com>
Subject: RE: Kendall County Motor Vehicle Record request

This message has originated outside the organization.

Annual Wellness Plan Dates & Requirements

- ✚ The Kendall County Wellness Program takes effect January 1, 2020*.
- ✚ To be eligible for health care savings, an employee will need to:
 - Submit evidence of a current annual wellness screening/physical by December 1, 2019 to the Kendall County Treasurer's Office.
 - The current annual wellness screening/physical must be dated between December 2018 and November 2019.
 - If the employee's spouse is on the County's family health insurance plan then the employee's spouse must also submit an annual wellness screening.
 - Employees' children do not need to submit annual wellness screenings.
 - Please contact the Kendall County Treasurer's Office with any questions.

HMO & HSA Premium Information

- ✚ Employees electing to participate in the wellness program and electing the HMO Plan or the HSA Plan would continue to pay:
 - **Single Plan – 10%** of the total health premium cost.
 - **Family Plan - 50%** of difference between the total family premium less 90% of the total single premium.
- ✚ Employees electing not to participate in the wellness program and electing the HMO Plan or the H S A Plan would pay increased premiums in the amounts of:
 - **Single Plan – 20%** of the total health premium cost.
 - **Family Plan - 50%** of the difference between the total family premium less 80% of the total single premium.

*NOTE: 2019 Health Insurance Premium costs will not be available until November 2018

Physician Verification of Annual Physical - 2020 Benefit Year

Employee – Spouse (please circle one)

1. County of Kendall is committed to the health and well-being of our employees. As part of our employee wellness initiatives, all employees and spouses are encouraged to complete an annual physical with their physician. To qualify for the 2020 wellness program employee premium obligation please have this form filled out and returned by 11-30-2019.

Steps for Completion

1. If you have already submitted a wellness exam form in 2019 the wellness program incentive will continue to the annual anniversary date of your exam. If you have not had an exam so far this year, please contact your physician to schedule your annual physical.
2. Schedule an annual physical with your Physician.
Note: Under Health Care Reform guidelines, preventive care is covered in full by your health plan on an annual basis. If you discuss additional health concerns that go beyond the scope of preventive care, please be aware this visit will be billed and paid as diagnostic. As the patient, you will be responsible for these fees and any follow up deemed appropriate by your physician.
3. Take this form to your appointment. Prior to leaving your appointment, have your physician sign this form.
4. Sign the form and return to Kendall County Treasurer's Office [email: benefits@co.kendall.il.us](mailto:benefits@co.kendall.il.us) Fax 630-553-4117; Address: 111 W Fox St, Yorkville.

Employee Acknowledgement:

I understand in order to be eligible for the wellness program incentive 2020; this form must be signed by myself and my physician and submitted to the Kendall County Treasurer's Office. I also understand that no protected health information, including these results, needs to be shared with County of Kendall for this incentive.

Employee Name (printed)

Spouse Name (optional)

Employee or Spouse Signature

Date

Physician Verification:

I confirm that the above patient completed a preventive exam on _____(mm/dd/yyyy). If applicable, the patient was also made aware that additional costs may be associated with their visit (if services rendered are outside of preventive scope). PLEASE DO NOT SHARE ACTUAL RESULTS ON THIS FORM AS IT WILL BE RETURNED DIRECTLY TO PATIENT'S EMPLOYER.

Physician Name (printed)

Physician's Office Name (printed)

Physician Signature

Date

Physician Address

Employees are not required to provide any detailed protected health information.