



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Thursday, November 29, 2018 at 6:15p.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 November 8, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion of 2019 Employee Wellness Program*
- 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
County Office Building
111 W. Fox Street, Room 210; Yorkville
Thursday, November 8, 2018**

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 6:00p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Lynn Cullick	Here		
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Matthew Prochaska	Here		
John Purcell		6:04p.m.	

Others in Attendance: Meagan Briganti, Gina Hauge, Bob Jones, Matt Kinsey, Scott Koeppel, Tracy Page

APPROVAL OF AGENDA – Motion made by Member Gilmour, second by Member Prochaska to approve the agenda. With four members voting aye, the agenda was approved by a 4-0 vote.

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Flowers to approve the October 18, 2018 minutes. With four members voting aye, the minutes were approved by a 4-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – Bob Jones reported a good turnout for the Benefit Fair with 167 employees attending, and good response to the physical/screening requirement for a reduction in the 2019 Health Insurance premium with 172 (62 percent) of employees completing enrollment.

Mr. Jones is working with Horton Group and Met Life to get all of the data entered in time for the new plan years.

Mr. Jones also stated he had a call from a union member regarding the dental insurance deductible, and the plan not being substantially similar to previous plans. Mr. Jones referred the employee to his union representative. Ms. Cullick stated that she did not think the dental insurance is covered in the union contracts, but that she agreed the member should contact their union representative.

Administration Department – Mr. Koeppel informed the committee that he was informed by The Horton Group that as of January 1, 2017, BCBSIL removed CVS Pharmacy from

their pharmacy plan. Horton will be sending a flyer informing employees of this change, and Mr. Jones will send email notices to employees as well.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Approval of Contract with Granicus for New Website and Software in an amount not to exceed \$12,900.* – IT Director Kinsey briefed the committee on the proposed contract and services that will be provided to the County for a new website and software, and the monetary commitment that will be provided by the Sheriff's Office, County Clerk's Office, Administration Department, Technology Department, due to their interest in the replacement of software that can be used for scheduling reservations, updating social media, an agenda component, creating and maintaining calendar events, and a more user-friendly website. Motion by Member Gilmour, second by Member Flowers. **With Members Gilmour, Flowers, Prochaska and Cullick voting aye, and Member Purcell voting no, the motion passed by a vote of 4-1.**
- *Approval of Contract for Consultant Services for GIS Department with Bruce Harris & Associates in an amount not to exceed \$3,000.* – Mr. Kinsey stated that the WIPFLI audit indicated several security gaps, and that this contract will identify solutions and results for improving the GIS website security. Mr. Kinsey stated that once started, this work would take one-month or less to complete and implement. Member Flowers made a motion to forward the item to the County Board for approval, second by Member Purcell. **With Members Gilmour, Flowers, Purcell and Cullick voting aye, and Member Prochaska abstaining, the motion passed by a vote of 4-0.**
- *Discussion and Recommendation of Distribution of Medical Loss Ratio Premium Rebate Check received from UHC in the amount of \$34,217.* – Mr. Jones briefed the committee on recommendations from The Horton Group on how to distribute the rebate check between employees and the County. Discussion on the date for implementation, notification of employees affected, and how the check will be distributed. Member Flowers made a motion to authorize the Treasurer's Office to distribute the check evenly to all affected employees, second by Member Gilmour. **With five members voting aye, the motion carried.**
- *Discussion on Motor Vehicle Record Checks for potential Employees who might drive County Vehicles* – Mr. Koeppel briefed the committee on a change in the reporting from new Insurance Broker, Alliant Mesirow. **There was consensus by the committee to proceed with Alliant's reporting of an employee simply being eligible or ineligible for insurance.**
- *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* –Member Prochaska made a motion to forward the item to the

County Board for Approval, second by Member Flowers. Mr. Koeppel reported there were several slight updates to the program. **With five members present voting aye, the motion carried by a vote of 5-0.**

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

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.

Approval of the County Employee Wellness Program effective January 1, 2020, with mandatory physical/health screening to be completed by November 30, 2019

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Flowers. **With five members voting aye, the meeting was adjourned at 6:47p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

October 31, 2018

W.C. Claims Expense (12/1/17 - 11/30/18)				
	2015-16 Policy	2016-17 Policy	2017-18 Policy	Total Claims
December	\$ 1,988	\$ 34,437		\$ 36,422
January	4,264	16,500		20,764
February	2,972	40,308	135	43,415
March	6,250	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	355	112,033	1,179	113,567
August	543	60,747	1,604	62,893
September	215	21,816	2,775	24,806
October	70	25,289	1,228	26,587
November				-
Total Claims Expense	\$ 62,031	\$ 372,034	\$ 13,000	\$ 447,064

PEDA Payments (Included In Total Claims Expense)

PEDA Reimbursements YTD \$ 105,244

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 >\$250k	0	0	0
No. of claims >\$100k & <\$250k	0	2	0
No. of claims <\$100k	40	44	17
Total claims paid	40	46	17

W.C. Claims

	2015-16 Policy	2016-17 Policy	2017-18 Policy
W.C. Claims paid prior year	\$ 245,368	\$ 181,042	\$ -
W.C. Claims paid current year	62,031	372,034	13,000
Total claims paid	\$ 307,399	\$ 553,076	\$ 13,000

Workers' Comp. Claims	Policy Year			
	2015-16	2016-17	2017-18	
	Prior Year Total	Prior Year Total	DEC - SEP	OCT
Administration	1			
Animal Control	6	1	3	
Circuit Clerk	1	1	1	
Coroner				
County Clerk	1	2		
Facilities				
Forest Preserve	3	2		
Health Dept.	3	2	1	
Highway	1	2	1	
Judiciary				
PBZ				
Probation	1			
Public Defender				
Sheriff - Corrections	5	18	1	
Sheriff - Patrol	16	16	8	1
State's Attorney	2	2		
Technology				
VAC				
Totals	40	46	15	1

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

October 31, 2018

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

**Illinois Counties Risk Management Trust
Claims Analysis
10/1/2018**

Workers Compensation

FY18 - Current Year's Total Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1.	12/12/2017	Corrections	open	1,883	Y	Y
2	1/14/2018	Animal Control	closed	126	N	terminated
3	1/18/2018	Sheriff	closed	3,493	N	Y
4	1/23/2018	Sheriff	closed	-	N	Y
5	4/7/2018	Animal Control	closed	302	N	terminated
6	4/27/2018	Health Dept.	closed	-	N	Y
7	5/2/2018	Sheriff	open	2,800	N	Y
8	5/9/2018	Animal Control	closed	475	N	Y
9	5/15/2018	Circuit Clerk	open	-	N	Y
10	6/26/2018	Highway Dept.	closed	735	N	Y
11	7/4/2018	Sheriff	closed	-	N	Y
12	7/13/2018	Sheriff	closed	-	N	Y
13	8/3/2018	Sheriff	open	1,957	N	Y
14	9/6/2018	Sheriff	open	-	N	Y
15	9/11/2018	Sheriff	closed	-	N	Y

Total FY18 Claims Paid To Date \$ 11,771

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	182,451	Y	Terminated
				182,451		
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	closed 09/1/18	60,380	N	Y
4	4/12/2016	Sheriff	open	91,396	Y	Y
5	9/13/2016	Sheriff	open	98,230	Y	Y
				250,005		
2016-17 Policy						
6	1/1/2017	Corrections	closed 6/1/18	64,817	Y	Y
7	2/28/2017	Corrections	open	27,291	Y	Y
8	10/26/2017	Corrections	open	144,827	Y	Y
9	4/6/2017	Corrections	closed 10/1/18	1,331	Y	Y
10	11/28/2017	Corrections	closed 7/1/18	3,270	Y	Y
11	9/26/2017	Corrections	closed 4/1/18	242	N	Y
12	4/3/2017	Health Dept.	closed 9/1/18	31,927	N	Y
13	4/19/2017	Sheriff	open	85,989	Y	Y
14	11/21/2017	Sheriff	open	91,951	Y	Y
15	4/18/2017	Sheriff	closed 5/1/18	6,587	N	Y
16	9/8/2017	Sheriff	closed 4/1/18	107	N	Y
				458,339		

Total Prior Year's Active Claims \$ 1,123,441

**Illinois Counties Risk Management Trust
Claims Analysis
10/1/2018**

Property & Casualty

FY18 - Auto PC

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

Total FY18 Auto Claims \$ -

Prior Years' - Auto PC

Incident Date	Department/Office	Status	Paid	Coverage Type	
2016-17 Policy					
1	12/4/2016	Sheriff	closed	1,150	Auto PD - Collision
2	12/16/2016	Sheriff	closed	3,211	Auto PD - Collision
3	9/21/2017	Sheriff	closed		Auto PD - Collision
4	8/2/2017	Sheriff	closed		Auto PD - Comprehensive
5	8/3/2017	Sheriff	closed	-	Auto PD - Comprehensive

Total Prior Year's Auto Claims \$ 4,361

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	\$ 535,463	Errors & Omissions
2	6/7/2014	Sheriff	open	14,277	Law Enforcement Liability
				549,740	
2014-15 Policy					
3	1/6/2015	Circuit Clerk	closed 9/1/18	13,163	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
				35,115	
2015-16 Policy					
6	8/9/2016	Sheriff	open	-	Law Enforcement Liability
7	11/4/2016	Sheriff	open	6,443	Law Enforcement Liability
				6,443	
2016-17 Policy					
8	2/24/2017	Administration	closed	10	General Liability
9	3/7/2017	Courthouse	closed	-	General Liability
10	9/19/2017	Courthouse	closed	-	General Liability
11	11/21/2017	Courthouse	closed	-	General Liability
12	11/27/2017	Courthouse	closed	-	General Liability
13	9/23/2014	Various	open	8,560	General Liability
14	5/28/2017	County Office Bldg	open	-	General Liability
15	9/20/2017	Highway	closed	-	General Liability
16	11/28/2017	Forest Preserve	closed	-	General Liability
				8,569	

Total Prior Year's General Liability Claims \$ 599,867

MONTHLY MEDICAL INSURANCE REPORT
November 30 2018

	Non-Union		Total Enrolled				Annual Plan Cost
	Union	Union	Nov-17	Dec-17	Nov-18	Dec-18	
HMO Employee	26	12	51	52	38	39	\$8,859.48
HMO Family	10	12	33	33	22	21	\$21,041.64
PPO Employee	0	6	6	6	6	6	\$14,299.44
PPO Family	0	0	3	3	0	0	\$35,747.76
H.S.A. - Emp	73	41	97	96	114	114	\$10,754.04 *
H.S.A. - Fam	52	50	103	102	102	101	\$24,978.60 *
Total Enrolled	161	121	293	292	282	281	
Total Eligible	206	137					

Dental EE	164
Dental Family	183

Total Enrolled 347

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) * 94.72 % 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	358882	347181	369285	366182	362562	372862	363407	358936	358725	\$4,366,866
UHC Dental Premium	0	54544	26965	27327	27145	27734	27607	27412	27691	27858	26978	27495	\$328,756
UHC Life Premium	0	0	1679	559	584	581	588	0	1133	580	560	563	\$6,748
Health Savings Account	495000	10500	3625	0	0	0	4125	625	1250	760	375	750	\$517,000
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	83	0	83	165	83	0	165	0	0	0	0	0	\$578
FSA Admin Fee	170	0	168	376	168	0	393	0	0	0	168	84	\$1,568
TOTALS	\$495,252	\$807,854	\$398,792	\$367,109	\$375,160	\$367,569	\$399,040	\$390,599	\$402,935	\$392,575	\$387,017	\$387,617	\$5,211,509

0102-027-6547

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)*88.84% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	350000	366848	346172	347688	346995	355552	357994	358354	355837	353212	365533	355453	\$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	792	840	616	725	672	734	723	727	718	716	732	728	\$8,721
Health Savings Account	443900	1750	4376	0	0	1750	0	3625	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	\$909
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	\$5,047,067

0102-027-6547

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$6,063,813)* 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	\$4,099,996
Lincoln Life Dental Premium	23478	24220	24192	23782	23921	23806	23560	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	\$715,906	\$364,251	\$369,367	\$372,256	\$367,347	\$379,436	\$368,765	\$367,516	\$357,833	\$359,458	\$362,211	\$365,318	\$4,747,584

FY 15 MONTHLY MEDICAL INSURANCE INVOICES

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

	12/31/2014	1/31/2015	2/28/2015	3/31/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	Totals
BlueCross Medical Premium	\$ 315,655	\$ 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	22,089	22,293	\$ 268,164
Lincoln Life Premium	718	730	743	742	759	747	737	732	728	730	736	728	\$ 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	\$ 209,500
TOTALS	\$ 355,029	\$ 363,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,994	\$ 369,492	\$ 362,970	\$ 369,599	\$ 363,444	\$ 364,566	\$ 364,414	\$ 4,339,641

MONTHLY BENEFITS SUMMARY REPORT
November 30 2018

Retirees/COBRA (12/1/17 - 11/30/18) (42 Retirees / 3 COBRA)			
Vision	Family	7	1,030.56
Vision	Single	7	511.26
Medical	Family	2	36,186.70
Medical	Single	11	67,175.34
Dental	Family	31	14,718.81
Dental	Single	12	13,334.67
TOTAL		70	132,937.34

UNEMPLOYMENT CHARGES 2018	
1st Quarter	\$4,412
2nd Quarter	\$4,592
3rd Quarter	\$3,206
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			1	
Animal Contr			1	1
Circuit Clerk	2		3	1
Coroner				
County Clerk	1			
Facilities				
Forest Pres				
Health Dept.	7		10	
HWY				
KenCom	3		1	
PBZ				
Probation	1		2	
Public Defender	2	1	1	
Sheriff	4		8	
State's Att	2			
Technology	2		1	
VAC	1		1	
Totals	25	1	29	2

BENEFITWALLET HSA 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
06/30/18	4,125
07/31/18	625
08/31/18	1,250
09/30/18	750
10/31/18	375
11/30/18	750
Total	\$ 517,000

KENDALL COUNTY

Resolution No. _____

RESOLUTION ESTABLISHING REQUIREMENTS FOR CONTINUED IMRF PARTICIPATION BY CURRENT COUNTY BOARD MEMBERS PURSUANT TO PUBLIC ACT 099-0900

WHEREAS, Kendall County is a unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois; and

WHEREAS, the Public Act 099-0900 became effective August 26, 2016 and changed IMRF participation requirements for County Board members; and

WHEREAS, Public Act 099-0900 makes any person, first so elected to the County Board after August 26, 2016, ineligible for participation in IMRF; and

WHEREAS, in order to continue IMRF participation of current County Board members pursuant to Public Act 099-0900, the Kendall County Board shall approve and file a resolution with IMRF no more than 90 days after each general election in which a current participating member of the County Board is elected; and

WHEREAS, in order to continue IMRF participation of current County Board members pursuant to Public Act 099-0900, current County Board members must submit monthly time sheets to the County Treasurer documenting the time spent on official government business as an elected member of the County Board; and

WHEREAS, IMRF requires submittal of detailed time-tracking reports from participating County Board members in order to continue participation in IMRF.

BE IT RESOLVED, by the County Board of Kendall County, as follows:

SECTION 1. The County Board of Kendall County approves the continued IMRF participation of County Board members first so elected prior to August 26, 2016.

SECTION 2. To continue IMRF participation, County Board members must work at least 600 hours annually on official government business as defined by IMRF.

SECTION 3. To continue IMRF participation, County Board members must submit monthly time sheets in electric or paper format to the County Treasurer documenting time spent on official government business as an elected member of the County Board as required by IMRF. The County Treasurer shall maintain the submitted timesheets for five years.

SECTION 4. A participating County Board member who fails to submit time sheets or fails to conduct 600 hours of official government business annually as defined by IMRF shall not be eligible to continue participation in IMRF.

SECTION 5. To continue participation in IMRF, each County member understands their responsibility to become familiar and comply with all reporting requirements imposed by IMRF.

SECTION 6. The County Clerk is directed to file this resolution with IMRF no more than 90 days after the November 6, 2018 general election and provide an executed copy to the County Treasurer.

Approved and adopted by the County Board of Kendall County, Illinois on this 4th day of December, 2018.

Scott R Gryder, Chairman
County Board

Attest:

Debbie Gillette
County Clerk