



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Wednesday, December 19, 2018 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Judy Gilmour, Scott Gryder, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from November 29, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion of Employee Handbook Update*
 - *Discussion of 2020 Wellness Program*
 - *Health Insurance Enrollment Update*
 - *Discussion of Management Internship in Administration*
- 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 29, 2018

CALL TO ORDER - Committee Vice Chair Judy Gilmour called the meeting to order at 6:15p.m.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Lynn Cullick		6:19p.m.	
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Matthew Prochaska	Here		
John Purcell	Yes		

Others in Attendance: Bob Jones, Scott Koeppel

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Flowers 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 Prochaska, second by Member Flowers to approve the November 8, 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 briefed the committee on the monthly reports. After reviewing data through the end of the fiscal year, Mr. Jones stated there was a savings of \$290,000 in medical premiums compared to last year, and that more employees are selecting the HAS plan instead of the HMO plan this year. Mr. Jones also reported that he completed and submitted to The Horton Group, the Blue Cross Blue Shield IL (BCBSIL) census on November 28, 2018. Mr. Jones reported he completed the EyeMed census and submitted it on November 29, 2018, and that he is waiting on the MetLife census files from The Horton Group, and will complete those in the next week.

Finally, Mr. Jones reported the distribution of the United Healthcare Medical Loss Ratio Premium Rebates would occur on December 28, 2018. Participating and eligible employees will receive notification with their rebate amount, prior to the last pay period in December 2018.

Administration Department – Mr. Koeppel distributed the draft Resolution Establishing Requirements for Continues IMRF Participation by Current County Board Members

Pursuant to Public Act 099-0900. Mr. Koepfel stated that the resolution would be on the December 4, 2018 County Board agenda for approval.

Mr. Koepfel asked for direction from the committee after receiving a legal opinion regarding whether a Lobbying Service would be considered a professional service. The State's Attorney's Office said the decision would be a judgment call by the County Board on whether they wanted to do a bid or not. After discussion, the committee agreed that a draft of a Priority Listing of Projects, needs to be prepared for the County's State Legislators, for discussion at the December Committee of the Whole or Highway Committee meetings. **There was consensus by the committee that the County Administrator should then receive bids, contact bidders, and then determine the top three bids for Hearings, County Board review and interviewing in January 2019.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

Discussion of 2019 Employee Wellness Program - Mr. Jones was happy to report that he has received all by 26 benefit enrollment forms from employees or their spouses thus far. Mr. Jones has sent numerous emails to employees emphasizing the deadline date of November 16, 2018 for submission, but with 26 forms still outstanding, he has extended the final deadline to November 30, 2018 to make every effort to assist employees with enrollment, and to ensure that the census are returned to The Horton Group in a timely fashion. Mr. Jones stated that employees should receive their insurance cards prior to January 1, 2019 when the new plans take effect.

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD - None

ADJOURNMENT – Member Cullick made a motion to adjourn the meeting, second by Member Prochaska. With Members Prochaska, Gilmour and Cullick voting aye, and Members Purcell and Flowers voting no, the meeting was adjourned at 7:01p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

LABOR & GRIEVANCE COMMITTEE

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

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 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.

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