



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Room 210**  
**Tuesday, August 14, 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 31, 2018**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion of Employee Performance Reviews*
  - *Discussion of 4 Tier Employee Health Insurance Option*
  - *Discussion and Recommendation for Property, Casualty and Liability Insurance Broker RFQ*
- 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**  
**Tuesday, July 31, 2018**

**CALL TO ORDER** - The meeting was called to order by Committee Vice Chair Judy Gilmour at 5:35p.m.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Lynn Cullick		5:39p.m.	7:10p.m.
Elizabeth Flowers	present		
Judy Gilmour	here		
Matthew Prochaska	here		
John Purcell		5:39p.m.	

**STAFF PRESENT:** Bob Jones, Matt Kinsey, 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.

**APPROVAL OF MINUTES** – Member Flowers made a motion to approve the minutes from July 2, 2018, second by Member Prochaska. With three members voting aye, the motion carried.

**THE HORTON ROUP UPDATE** – Mike Wojcik, Senior Vice President and Beth Ishmael, Client Executive, briefed the committee on data analysis Horton has conducted on the County health benefits with United Healthcare, including benefit utilization, the number of participating employees, spouses dependents, and retirees, plan cost analysis, current plan designs, and other options, current wellness program statistics, and additional incentives for the wellness program, preventative care analysis, claim costs and history, and proposed strategies for renewal and plan designs.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Treasurer's Office* – Written monthly reports provided.

*Administrative Services Department* - Written monthly reports provided.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Approval of Advisory Referendum regarding opposition to Vehicle Mileage Tax for the General Election on November 6, 2018* – Member Prochaska reviewed the proposed language for the advisory referendum with the committee. Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Purcell. With five members voting aye, the motion carried by a vote of 5-0.

- *Approval of Advisory Referendum regarding opposition to Statewide Property Tax for the General Election on November 6, 2018* – Member Prochaska reviewed the proposed document with the committee. Discussion on the possible need to clarify the language for voters, and the addition of an apostrophe in the word States. Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Purcell. **With five members voting aye, the motion carried by a vote of 5-0.**
- *Discussion and Approval of Website, FOIA & Download of GIS Data Policy* – Item tabled to a future meeting
- *Discussion of GIS Coordinator Position* – Mr. Kinsey informed the committee that the GIS Coordinator position was vacated on July 20, 2018. Discussion on the proposed salary range, the knowledge required, the necessity of filling the position, the collaboration of this position with elected officials and department heads throughout the County in providing data, and the educational and experience required for the position. **There was consensus by the committee to approve the salary range of \$68,000 - &72,000, and to authorize the advertising of the position for replacement due to the vacancy.**
- *Update on GovQA Software* – Written reports provided. Item tabled to a future meeting

**PUBLIC COMMENT** - None

**QUESTIONS FROM THE MEDIA** – None

**CHAIRMANS REPORT** – No report

**REVIEW BOARD ACTION ITEMS**

- *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*

**EXECUTIVE SESSION** – Not needed

**ADJOURNMENT** – Member Flowers made a motion to adjourn the meeting, second by Member Prochaska. **With four members voting aye, the meeting was adjourned at 7:45p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**MONTHLY MEDICAL INSURANCE REPORT**  
July 31 2018

	Non-Union		<u>Total Enrolled</u>				Annual Plan Cost
	Union	Union	<u>Jul-17</u>	<u>Aug-17</u>	<u>Jul-18</u>	<u>Aug-18</u>	
HMO Employee	24	10	50	50	36	34	\$8,859.48
HMO Family	10	11	31	31	23	21	\$21,041.64
PPO Employee	0	6	4	5	6	6	\$14,299.44
PPO Family	0	0	4	4	0	0	\$35,747.76
H.S.A. - Emp	74	41	98	98	111	115	\$10,754.04*
H.S.A. - Fam	54	51	102	102	108	105	\$24,978.60*
<b>Total Enrolled</b>	<b>162</b>	<b>119</b>	<b>289</b>	<b>290</b>	<b>284</b>	<b>281</b>	
<b>Total Eligible</b>	<b>206</b>	<b>137</b>					
			<b>Dental EE</b>		<b>162</b>		
			<b>Dental Family</b>		<b>185</b>		
			<b>Total Enrolled</b>		<b>347</b>		

**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) \* 86.18 % 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	742610	366253	358662	347181	359265	366182	362562					\$2,902,935
UHC Dental Premium	0	54344	26965	27327	27145	27734	27607	27412					\$218,733
UHC Life Premium	0	0	1679	599	564	561	568	0					\$3,930
Health Savings Account	495000	10500	3625	0	0	0	4125	625					\$513,875
Insurance Refunds	0	0	0	0	0	0	0	0					\$0
HRA Admin Fee	83	0	83	165	83	0	165	0					\$578
FSA Admin Fee	170	0	188	376	188	0	393	0					\$1,314
<b>TOTALS</b>	<b>\$495,252</b>	<b>\$807,854</b>	<b>\$396,792</b>	<b>\$387,109</b>	<b>\$375,160</b>	<b>\$387,559</b>	<b>\$399,040</b>	<b>\$390,599</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,841,365 *</b>

0102-027-6547

**FY 17 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,106,257)\*96.84% 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	346172	347668	346995	355552	357994	358354	355637	353212	365533	358453	\$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	816	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	1750	4375	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
<b>TOTALS</b>	<b>\$820,558</b>	<b>\$395,405</b>	<b>\$383,793</b>	<b>\$373,029</b>	<b>\$374,090</b>	<b>\$384,840</b>	<b>\$394,639</b>	<b>\$388,900</b>	<b>\$385,625</b>	<b>\$380,581</b>	<b>\$392,412</b>	<b>\$383,285</b>	<b>\$5,047,057 *</b>

0102-027-6547

**FY 16 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,063,813)\* 93.6% 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	333821	335268	338151	341085	\$4,099,998
Lincoln Life Dental Premium	23476	24220	24192	23782	23921	23806	23560	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
<b>TOTALS</b>	<b>\$715,805</b>	<b>\$384,251</b>	<b>\$388,387</b>	<b>\$372,258</b>	<b>\$367,347</b>	<b>\$379,435</b>	<b>\$366,765</b>	<b>\$367,516</b>	<b>\$357,833</b>	<b>\$358,458</b>	<b>\$362,211</b>	<b>\$385,318</b>	<b>\$4,747,584 *</b>

**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	\$ 313,548	\$ 313,232	\$ 323,642	\$ 3,853,148
Met Life Dental Premium	22,281	22,179	22,235	22,772	22,897	22,601	22,372	22,315	22,077	22,043	22,099	22,293	\$ 268,164
Lincoln Life Premium	718	730	743	742	759	747	737	732	726	730	736	729	\$ 8,829
Health Savings Account	16,375	17,375	17,000	17,000	16,000	18,125	17,500	17,750	17,000	17,125	18,500	17,750	\$ 209,500
<b>TOTALS</b>	<b>\$ 355,029</b>	<b>\$ 363,188</b>	<b>\$ 363,345</b>	<b>\$ 362,285</b>	<b>\$ 370,415</b>	<b>\$ 370,994</b>	<b>\$ 359,482</b>	<b>\$ 362,870</b>	<b>\$ 359,598</b>	<b>\$ 353,444</b>	<b>\$ 354,586</b>	<b>\$ 364,414</b>	<b>\$ 4,339,641</b>

## MONTHLY BENEFITS SUMMARY REPORT

July 31 2018

Retirees/COBRA (12/1/17 - 11/30/18) (42 Retirees / 3 COBRA)			
Vision	Family	7	620.26
Vision	Single	7	366.06
Medical	Family	2	23,658.17
Medical	Single	11	42,981.74
Dental	Family	30	8,258.05
Dental	Single	12	7,212.33
<b>TOTAL</b>		<b>69</b>	<b>83,116.61</b>

UNEMPLOYMENT CHARGES 2018	
1st Quarter	\$4,412
2nd Quarter	\$4,592
3rd Quarter	
4th Quarter	
<b>TOTAL</b>	

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	
Coroner				
County Clerk	1			
Facilities				
Forest Pres				
Health Dept.	4	1	8	
HWY				
KenCom	2		1	
PBZ				
Probation	1		2	
Public Defender	1		1	
Sheriff	3	1	3	
State's Att	2			
Technology	1		1	1
VAC	1		1	
<b>Totals</b>	<b>18</b>	<b>2</b>	<b>19</b>	<b>1</b>

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
06/30/18	4,125
07/31/18	625
08/31/18	
09/30/18	
10/31/18	
11/30/18	
<b>Total</b>	<b>\$ 513,875</b>

## Rate details

	Renewal with current benefit	Enhancement option 1	Enhancement option 2
<b>Description</b>	<ul style="list-style-type: none"> <li>• 24 month frame frequency</li> <li>• \$130 frame allowance</li> <li>• \$130 contact allowance</li> </ul>	Enhance the frame frequency to 12 months	Enhance the frame and contact allowance to \$150
<b>Monthly rates</b>	\$6.26 \$11.90 \$12.53 \$18.42	\$7.14 \$13.57 \$14.28 \$21.00	\$6.89 \$13.09 \$13.78 \$20.26
<b>Monthly difference from current rates</b>	\$0	\$0.88 \$1.67 \$1.75 \$2.58	\$0.63 \$1.19 \$1.25 \$1.84

\*Enhancement rates are estimates only. Options are provided as a la carte and can be added together.

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**KENDALL COUNTY DEPARTMENTAL FORM  
EMPLOYEE GOALS & PERFORMANCE REVIEW**

Employee:		Evaluator/Supervisor:	
Department:		Title:	
Hire Date:	Date of Review:	Date of Last Review:	
Evaluation (check one): <input type="checkbox"/> Annual <input type="checkbox"/> Probationary    Performance Period: _____ to _____			



**Review Achievement of Goals for Previous Performance Period \_\_\_\_\_ to \_\_\_\_\_**

<b>1.</b>
<b>Comments:</b>
<b>2.</b>
<b>Comments:</b>
<b>3.</b>
<b>Comments:</b>
<b>4.</b>
<b>Comments:</b>

**Supervisor and employee list any special accomplishments or recognition achieved by the employee during the performance period under review:**

**CORE TO SUCCESS:**

(completed by supervisor)

Rating Key: EE = Exceeds Expectations ME = Meets Expectations NI = Needs Improvement U= Unacceptable

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**JOB KNOWLEDGE** (Possesses clear understanding of the responsibilities and tasks he/she must perform)

**Comments:**

**JOB PRODUCTIVITY** (Demonstrates commitment to efficiently and effectively complete projects/ tasks to meet deadlines, seeks extra assignments and able to complete on a timely basis)

**Comments:**

**ORGANIZATION** (Keeps office neat and files organized, timely attends to job duties and limits idle time)

**Comments:**

**FLEXIBILITY** (Open to suggestions and new ideas and freely adapts to changes in procedures and work duties)

**Comments:**

**COOPERATION** (Provides courteous response to citizens, co-workers, supervisors; provides assistance whenever possible; avoids speaking, writing or actions that could be seen as disrespectful of people in their absence; recognizes and shows respect for the strengths and contributions of others)

**Comments:**

**ATTENDANCE** (Arrives for work on time, limits breaks and lunch times appropriately)

**Comments:**

**PROFESSIONALISM** (Dresses appropriately, displays professional appearance and demeanor, uses proper grammar, refrains from profanity)

**Comments:**

**SUPERVISION / DIRECTION** (Gives appropriate supervision to subordinate employees; follows direction and constructive direction from supervisor)

**Comments:**

**Core to Success Rating Guidelines:**

- (1) Exceeds Expectations (EE):** Performance consistently far exceeds expectations in all competencies, and the quality of work was overall superior. Annual goals were completed earlier than anticipated. Made an exceptional or unique contribution in support of department or County objectives. This rating should be reserved for employees with strong, commendable performance. Concrete examples of these results must be given to issue this rating. This rating should be used sparingly and reserved for truly extraordinary performance throughout the performance cycle.
- (2) Meets Expectations (ME):** Performance consistently meets expectations in all or almost all competencies, and the quality of work overall met expectations. All or almost all goals were met. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. The rating conveys solid, effective performance.
- (3) Needs Improvement (NI):** Performance is adequate in most competencies, but needs improvement in one or more significant competencies that are critical to the position, and/ or one or more of the most critical goals were not met. Work product requires improvement in one or more areas to meet the County's expectations. This rating conveys that performance is below expectations in one or more areas and must be improved.
- (4) Unacceptable (U):** Performance was frequently below in all or almost all competencies, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in all or almost all competencies. A performance improvement plan must be outlined, including timelines and monitored to measure progress.

**REMEDIATION REQUIRED:**

(supervisor list any issues employee must remediate, suggested remediation, and date for additional review)

**ADDITIONAL NOTES:**

**Develop Goals for Next Performance Period \_\_\_\_\_ to \_\_\_\_\_**

**(Collaborative discussion between supervisor and employee)**

<b>1.</b>
<b>Comments:</b>
<b>2.</b>
<b>Comments:</b>
<b>3.</b>
<b>Comments:</b>
<b>4.</b>
<b>Comments:</b>

**Suggested Training and Development:**

(supervisor and employee list any training or personal development activities employee should consider prior to next review)

**Evaluator's comments:**

**Employee's comments:**

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**I have read this evaluation and had the opportunity to review it with my supervisor, and have been given a copy of this evaluation. My signature does not necessarily denote my agreement with the conclusions of the evaluator.**

Employee:

Date:

Supervisor:

Date:

Department Head:

Date:

Received by Human Resources:

Date:

# Contribution Exhibit

## Kendall County

### Proposed Strategy 1/1/18 EE & ER Contribution vs. 1/1/18 EE & ER Contribution (Illustrative 4 Tier)

	1/1/2018 Rates			
	EE	EE + SP	EE + C	Family
HMO 500	\$738.29	\$1,763.47	\$1,763.47	\$1,753.47
H.S.A.	\$771.17	\$1,831.55	\$1,831.55	\$1,831.55
Months	12			

	Illustrative Proposed 4 Tier Rates (from UHC)				AV Calc
	EE	EE + SP	EE + C	Family	
HMO 500	\$711.78	\$1,518.10	\$1,309.89	\$2,014.35	88.4%
H.S.A.	\$714.03	\$1,520.89	\$1,313.83	\$2,020.72	88.5%

Current HMO 500 Participation	Renewal HMO 500	1/1/2018 Contributions			1/1/2018 Proposed Contributions			Total 1/1/2018 Contributions		Total 1/1/2018 Proposed Contributions		
		ER	EE	% of Total	ER	EE	% of Total	ER	EE	ER	EE	
32	32	EE \$864.47	\$73.82	10.00%	\$840.61	\$71.17	10.00%	\$265,158.48	\$28,348.88	\$245,994.50	\$27,329.02	
4	4	ES \$1,208.98	\$844.51	31.05%	\$1,045.30	\$470.80	31.05%	\$68,030.08	\$28,138.48	\$50,174.48	\$22,598.34	
4	4	EC \$1,208.98	\$544.51	31.05%	\$902.98	\$408.70	31.05%	\$68,030.08	\$28,138.48	\$43,343.44	\$19,521.88	
13	13	Family \$1,208.98	\$544.51	31.05%	\$1,388.83	\$625.52	31.05%	\$188,597.78	\$84,943.58	\$216,857.20	\$97,581.40	
<b>H.S.A.</b>	<b>H.S.A.</b>											
Participation		ER	EE	% of Total	ER	EE	% of Total	ER	EE	ER	EE	
101	101	EE \$884.08	\$77.11	10.00%	\$842.83	\$71.40	10.00%	\$841,200.72	\$93,457.32	\$778,871.78	\$86,532.58	
17	17	ES \$1,262.80	\$588.75	31.05%	\$1,048.81	\$472.28	31.05%	\$257,811.20	\$116,025.00	\$213,918.24	\$88,345.32	
10	10	EC \$1,262.80	\$588.75	31.05%	\$905.85	\$407.98	31.05%	\$161,536.00	\$68,250.00	\$108,701.67	\$48,957.93	
91	91	Family \$1,262.80	\$588.75	31.05%	\$1,383.23	\$627.49	31.05%	\$1,378,977.80	\$621,076.00	\$1,521,404.07	\$685,222.17	
<b>Total Employees</b>	<b>272</b>											
								<b>Premium Only</b>	<b>\$3,188,139.82</b>	<b>\$1,064,970.72</b>	<b>\$3,179,083.35</b>	<b>\$1,084,088.45</b>
								<b>ER%/EE%</b>	<b>74.98%</b>	<b>25.02%</b>	<b>74.57%</b>	<b>25.43%</b>
								<b>Grand Total</b>	<b>\$4,253,510.84</b>	<b>\$4,283,151.80</b>	<b>0.23%</b>	<b>Change in Total Cost</b>

Affordability Test	
Employee only - Renewal Monthly Contribution	\$71.17
Annual Contribution	\$854.03
Annual Salary at 9.58% of contribution	\$8,933