



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Wednesday, August 23, 2017 ~ 8:30a.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 August 7, 2017 Meeting**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Approve FY2018 GIS Aerial Flight RFP posting*
 - *Discussion on Employee Recognition*
 - *Review of Employee Handbook Revisions*
- 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
 ADMINISTRATION HUMAN RESOURCES COMMITTEE
 Meeting Minutes
 Monday, August 7, 2017**

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:32p.m.	

With four members present a quorum was established to conduct committee business.

Others Present: Jill Ferko, Scott Koeppel, Mike Neuenkirchen

APPROVAL OF AGENDA

Motion: Member Flowers
 Second: Member Prochaska
RESULT: Approved with a Unanimous Voice Vote

APPROVAL OF MINUTES – July 19, 2017

Motion: Member Prochaska
 Second: Member Flowers
RESULT: Approved with a Unanimous Voice Vote

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – County Treasurer Jill Ferko informed the committee about a non-discrimination testing for the flexible spending survey (to ensure the County is in compliance with the IRS guidelines) that was to be sent to the former HR Coordinator to be completed in January 2017, but was never submitted by Administration, was completed and submitted by her office today.

Ms. Ferko also informed the committee that this week, Mr. Jones will finalize the waiver, documentation, and payment to the employee that was overcharged on their insurance premium for several months earlier in the year.

Ms. Ferko will forward a copy of the Digital Enrollment Summary of benefits that was provided by Jim Pajauskas (CBIZ) to the Committee.

Administrative Services Office – Scott Koeppel updated the committee about the WSPY FOIA from May 2017 that was fulfilled in its entirety by the Administration FOIA Officer, but was challenged by Doug Nelson and WSPY, and sent to the Illinois Attorney General's Office for review. Leslie Johnson from the Kendall County State's Attorney's Office sent a response and all documentation to the Illinois Attorney General PAC Officer on August 3, 2017, and awaits further correspondence. Mr. Koeppel will continue to update the committee.

Mr. Koeppel updated the committee on the posting of the County Administrator Position, the various places it has been posted, as well as the costs for advertising. The posting has also been sent through the Economic Development news blast to the municipalities. All resumes and questions are being sent directly to the County Clerk.

Mr. Koeppel reported that he and Latreese Caldwell continue budget meetings with department heads under the County Board, and will finish those meetings next week.

Mr. Koeppel stated that he received documents from Rich Ryan at Wine Sergi regarding the Cyber Liability Insurance. Mr. Koeppel asked for clarification of extending the insurance out to December 1, 2018 to co-term with the County's other insurance. **There was consensus by all five committee members to extend the insurance to December 1, 2018.**

Mr. Koeppel also asked the committee for direction concerning the bill for the Tyler records management for the Sheriff's Office. Mr. Koeppel stated that KenCom did not sign the assignment agreement from the County. As of July 1, 2017, the County owed Tyler approximately \$70,000, but payment was never made, and Mr. Koeppel does not have a current invoice, because KenCom has yet to sign the agreement for the next ten-years. **There was consensus by all five members of the committee to contact Tyler, asking for a current invoice with the \$67,000 quoted in the assignment agreement already approved by the County Board.**

COMMITTEE BUSINESS

- *Approval for Kendall Area Transit to dispose of one 2009 12-passenger light-duty Paratransit Bus with 169,000 miles, and one 2009 12-passenger light-duty Paratransit Bus with 178,000 miles* – Mike Neuenkirchen provided the committee with two vehicles that are no longer needed as part of the fleet. Mr. Neuenkirchen asked the committee for approval to put both vehicles out for bid. Mr. Neuenkirchen hopes to report back to the Board in early September. **There was consensus by all five of the committee members to proceed with the bid process and disposal of the two vehicles.**

Mr. Neuenkirchen also reported that the Village of Lisbon sent a letter to Kendall Area Transit (K.A.T.) stating that they are no longer able to make any contributions to Kendall Area Transit. Mr. Neuenkirchen stated that the ridership for the Village is consistently very low. Basic service will still be available for Lisbon citizen's as needed.

- *Employee Recognition* – Discussion on options other than an annual picnic. Item to be discussed at the August 23, 2017 meeting in more detail.
- *Employee Handbook Revisions* – The committee was provided a copy of the first half of the handbook that was reviewed by ASA Leslie Johnson for review and discussion at the next meeting.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

<p>Motion: Member Prochaska Second: Member Flowers RESULT: Approved with a Unanimous Voice Vote</p>
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This meeting was adjourned at 6:25p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary

MONTHLY MEDICAL INSURANCE REPORT
July 31, 2017

	Non-Union	Union	Total Enrolled				Annual Cost Plan per EE	Others
			Jul-16	Aug-16	Jul-17	Aug-17		
HMO Employee	35	15	57	57	50	50	\$8,909.28	10
HMO Family	15	16	41	41	31	31	\$22,272.60	4
PPO Employee	0	5	17	17	4	5	\$12,087.00	0
PPO Family	0	4	12	12	4	4	\$30,216.72	1
H.S.A. - Emp	66	32	77	77	98	98	\$10,180.32 *	12
H.S.A. - Fam	50	52	78	78	102	102	\$23,616.00 *	7
Total Enrolled	166	124	282	282	289	290		34
Total Eligible	206	137						
			Dental EE	166				49
			Dental Family	186				25
			Total Enrolled	352				74

NOTES:

- 1) Premiums and headcount paid as of monthly report date
- * 2) Includes Employer HSA contribution
- 3) Others Include ROE, KEN COM, Forest Preserve, COBRA, and Retirees

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)* 68.64% 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	347668	348996	355652	367994	368364					\$2,829,584
BCBS Final Invoice	0	0	6200	0	0	0	0	0					\$5,200
Lincoln Life Dental Premium	25384	25884	27026	24382	28197	25788	25670	25842					\$206,182
Lincoln Life Premium	792	840	818	725	672	734	723	727					\$5,829
Health Savings Account	443800	1750	4375	0	0	1750	0	3625					\$466,300
Insurance Refunds	271	0	0	0	142	694	0	0					\$1,007
HRA Admin Fee	0	83	83	83	83	83	83	83					\$679
FSA Admin Fee	311	0	323	162	0	339	170	170					\$1,474
TOTALS	\$820,568	\$396,406	\$383,793	\$373,029	\$374,090	\$384,840	\$384,639	\$388,800	\$0	\$0	\$0	\$0	\$3,506,164*

0102-027-6547

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$6,063,813)* 93.8% of Budget

	12/31/2015	1/31/2016	2/29/2016	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	347964	339161	344322	347699	342567	344748	342333	342917	333921	335268	339161	341085	\$4,099,996
Lincoln Life Dental Premium	23478	24220	24192	23782	23921	23608	23660	23721	23049	23330	23186	23385	\$283,618
Lincoln Life Premium	726	732	725	727	721	725	716	723	708	714	708	713	\$8,837
Health Savings Account	343500	0	0	0	0	10000	0	0	0	0	0	0	\$363,600
FSA Admin Fee	148	148	148	148	148	166	166	166	166	166	166	166	\$1,834
TOTALS	\$716,806	\$364,261	\$369,387	\$372,268	\$367,347	\$379,435	\$366,785	\$367,616	\$367,833	\$369,468	\$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	\$ 323,842	\$ 3,863,148
Met Life Dental Premium	22,281	22,179	22,236	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	728	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	\$ 209,500
TOTALS	\$ 355,029	\$ 363,188	\$ 363,345	\$ 362,286	\$ 370,415	\$ 370,994	\$ 359,492	\$ 362,870	\$ 360,599	\$ 363,444	\$ 364,566	\$ 364,414	\$ 4,339,641

FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$26,977 under FY

	12/31/2013	1/31/2014	2/28/2014	3/31/2014	4/30/2014	5/31/2014	6/30/2014	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	Totals
BlueCross Medical Premium	\$ 333,830	\$ 337,723	\$ 333,582	\$ 323,496	\$ 334,201	\$ 334,375	\$ 327,651	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,659	\$ 3,962,531
Met Life Dental Premium	23,904	23,688	23,582	23,332	22,979	23,786	23,240	23,262	23,251	22,611	23,069	22,888	\$ 279,577
Lincoln Life Premium	837	826	785	778	743	743	750	750	745	750	750	7,430	\$ 15,587
Health Savings Account	15,875	15,875	15,875	15,750	15,750	16,500	16,375	16,875	15,250	15,250	15,250	13,875	\$ 187,500
TOTALS	\$ 374,246	\$ 378,120	\$ 373,825	\$ 363,355	\$ 373,673	\$ 375,384	\$ 368,016	\$ 364,925	\$ 363,733	\$ 369,568	\$ 363,611	\$ 376,850	\$ 4,446,296

MONTHLY BENEFITS SUMMARY REPORT
July 31, 2017

Retirees/COBRA (12/1/16 - 11/30/17) (42 Retirees / 2 COBRA)			
Vision	Family	8	\$702.10
Vision	Single	5	\$325.52
Medical	Family	2	\$26,736.35
Medical	Single	11	\$52,460.93
Dental	Family	30	\$9,687.02
Dental	Single	12	\$9,743.55
TOTAL		68	\$99,655.47

UNEMPLOYMENT CHARGES 2017	
1st Quarter	\$8,471
2nd Quarter	\$9,714
3rd Quarter	
4th Quarter	
TOTAL	\$18,185

Full Time New Hires/Terminations (12/1/16 - 11/30/17)				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration			2	
Animal Contr	1			
Circuit Clerk	2		2	
Coroner	2		1	
County Clerk				
Facilities				
Forest Pres				
Health Dept.	3		2	
HWY	1		2	
KenCom	1	1	2	1
PBZ	1			
Probation	2		1	
Public Defender				
Sheriff	4		5	2
State's Att	1		4	1
Technology	1			
VAC				
Totals	19	1	21	4

BENEFITWALLET HSA FUNDING	
Date	Deposit
12/31/16	443,800
01/31/17	1,750
02/29/17	4,375
03/31/17	0
04/30/17	0
05/31/17	1,750
06/30/17	0
07/31/17	3,625
08/31/17	0
09/30/17	0
10/31/17	0
11/30/17	0
Total	\$ 455,300

**Illinois Counties Risk Management Trust
Claims Analysis
8/1/2017**

Workers Compensation

FY17 - Current Year's Total Claims

	Incident Date	Department	Status	Paid	Missed > 3 Days Work	Returned to Work
1	12/8	Sheriff's	closed	\$ 21	N	Y
2	12/12	County Clerk	closed	442	N	Y
3	12/12	HHS	closed		N	Y
4	12/17	Sheriff's	closed	921	N	Y
5	12/22	Corrections	closed	1,272	N	Y
6	1/1	Corrections	open	41,560	Y	N
7	1/2	Corrections	closed	2,140	N	Y
8	1/2	Sheriff's	closed	641	N	Y
9	1/7	Sheriff's	closed	-	N	Y
10	1/8	Corrections	closed	923	N	Y
11	1/8	Corrections	closed	867	N	Y
12	1/19	Sheriff's	closed	-	N	Y
13	1/30	HWY	closed	87	N	Y
14	2/21	Corrections	closed	2,704	Y	Y
15	2/23	HWY	closed	-	N	Y
16	2/28	Corrections	open	12,712	Y	Y
17	3/4	Animal Control	closed	-	N	Y
18	3/16	Sheriff's	open	2,871	N	Y
19	3/23	Corrections	open	336	N	Y
20	3/24	County Clerk	open	526	N	Y
21	4/3	HHS	re-opened	25	N	Y
22	4/6	Circuit Clerk	open	13,530	Y	Y
23	4/6	Corrections	closed	5	N	Y
24	4/6	Corrections	open	684	N	Y
25	4/10	Corrections	open	460	N	Y
26	4/18	Sheriff's	open	4,162	N	Y
27	4/19	Corrections	open	-	N	Y
28	4/19	Sheriff's	open	13,449	Y	Y
29	5/9	Sheriff's	open	1,629	N	Y
30	5/10	Sheriff's	closed	-	N	Y
31	5/10	Sheriff's	open	1,433	N	Y
32	5/16	Sheriff's	open	4,331	N	Y
33	5/23	Sheriff's	open	1,716	N	Y
34	6/26	Corrections	open	2,266	Y	N
35	6/27	State's Attorney	open		N	Y

Total FY17 Claims \$ 111,711

Illinois Counties Risk Management Trust
Claims Analysis
8/1/2017

Workers Compensation

Prior Years' Open Claims

	Incident Date	Department	Status	Paid	Missed > 3 Days Work	Returned to Work
1	6/30	Forest Preserve	re-opened	\$ 132,078	Y	Terminated
2	5/10	Sheriff's	open	232,645	Y	Y
3	2/1	Facilities	re-opened	144,699	Y	Y
4	5/5	Facilities	open	221,256	Y	Terminated
5	2/17	State's Attorney	re-opened	2,658	N	Y
6	4/10	Forest Preserve	open	12,476	Y	Y
7	4/12	Sheriff's	open	80,813	Y	N
8	9/13	Sheriff's	open	60,543	Y	N
9	11/15	Sheriff's	open	2,963	N	Y
10	11/15	Sheriff's	re-opened	6,027	N	Y
Total Prior Year's Open Claims				\$ 896,159		

Property & Casualty

FY17 - Current Year's Total Claims

	Incident Date	Department	Status	Paid	Paid by KC	Coverage Type
1	12/4	Sheriff/Police	open	\$ (1,025)		Auto PD - Collision
2	12/16	Sheriff/Police	open	3,211		Auto PD - Collision
Total FY17 Auto Claims				\$ 2,186		

	Incident Date	Department	Status	Paid	Paid by KC	Coverage Type
1	2/24	Admin Services	open	\$ 10	\$ -	General Liability
Total FY17 Casualty Claims				\$ 10		

Prior Years' Open Claims

	Incident Date	Department	Status	Paid	Paid by KC	Coverage Type
1	5/15	Sheriff's	open	\$ 291,341	\$ 25,000	Errors & Omissions
2	6/7	Sheriff's	open	11,756	6,283	Law Enforcement Liability
3	1/6	Circuit Clerk	open	12,948	12,797	Errors & Omissions
4	9/12	HWY	open	6,131	5,421	General Liability
5	9/28	Circuit Clerk	open	10	-	Errors & Omissions
6	6/15	Sheriff's	open	11,414	3,835	Law Enforcement Liability
Total Prior Years' P&C Claims				\$ 333,600	\$ 53,337	