



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Rooms 210**  
**Wednesday, October 18, 2017 ~ 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Matthew Prochaska, John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair), Elizabeth Flowers
- 3. Approval of Agenda**
- 4. Approval of Minutes from October 4, 2017 Meeting**
- 5. Wine Sergi Update**
- 6. CBIZ Update**
- 7. Department Head and Elected Official Reports**
- 8. Public Comment**
- 9. Committee Business**
  - *Authorize Wine Sergi to publish bid on behalf of Kendall County for Liability and Workers Compensation Insurance*
  - *Authorize CBIZ to publish bid on behalf of Kendall County for Health Insurance*
  - *Discussion and Recommendation to the County Board of the Employee Wellness Program*
  - *Discussion on Insurance Broker RFQ Process*
  - *Review of Employee Handbook Revisions*
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
- 13. 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**  
**Wednesday, October 4, 2017 at 5:15p.m.**

**CALL TO ORDER** - Committee Chair Lynn Cullick called the meeting to order at 5:22p.m.

**ROLL CALL**

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour		5:27p.m.	
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		8:40p.m.
John Purcell		5:25p.m.	7:50p.m.

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

Others Present: Bob Jones, Scott Koeppel, Mike Neuenkirchen

**APPROVAL OF AGENDA**

Motion: Member Flowers  
 Second: Member Prochaska  
**RESULT: Approved with a 3-0 Voice Vote**

**APPROVAL OF MINUTES – September 20, 2017**

Motion: Member Prochaska  
 Second: Member Flowers  
**RESULT: Approved with a 3-0 Voice Vote**

**CBIZ Update** – Jim Pajauskas provided a brief review of the United Health Care (UHC) claims review, the prior year claims history, the financial exhibit, the dental claims review, and updated the committee on the final proposed renewal offer from UHC, the option of including the dental with the UHC package for an additional one-percent discount on the healthcare options.

Mr. Pajauskas reviewed the various proposed plan options for the 2018 renewal with the committee, and other possible options for additional cost savings, as well as Dental plan options, and Life/AD & D renewal options.

**Wine Sergi Update** – Rich Ryan updated the committee on the proposed ICRMT Property, Liability, Workers Compensation Limits, Retention, and Deductibles.

## DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

*Treasurer's Office* – Chief Deputy Treasurer Bob Jones reported that Employee Benefit Fairs have tentatively been scheduled for Wednesday, November 8, and Thursday, November 9, 2017, and will probably take place in the Public Safety Center, Historic Courthouse and Health & Human Services buildings.

*PBZ* – Scott Koeppel asked Rich Ryan to explain the levels of liability insurance that the County and the Village of Millbrook currently have, regarding the zoning inspections performed by County employee Brian Holdiman for the Village.

Mr. Koeppel stated that Millbrook has finally accepted the agreement that the County State's Attorney has drafted. Mr. Koeppel stated that Auto Insurance cannot be purchased by Millbrook for the County employee, but the County can charge the Village for the portion of Auto Insurance used for inspections within the Village. Mr. Koeppel will continue to update the committee as things progress.

## COMMITTEE BUSINESS

- *Approval of Resolution Authorizing Execution for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act* – Mike Neuenkirchen, Kendall Area Transit Director briefed the committee on the RTA Section 5310 Financial Assistance which he stated would bring in approximately \$250,000 over the last two years. Member Purcell made a motion to forward the resolution to the County Board for approval, second by Member Prochaska. **With five members voting aye, the motion carried.**
- *Approval of Bids for K.A.T. Bus #7 for \$2,000. and K.A.T. Bus #2 for \$1,200.* – Member Gilmour made a motion to forward to the County Board for approval the bidding of Kendall Area Transit buses # 7 for \$2,000., and Bus #2 for \$1,200., second by Member Flowers. **With five members voting aye, the motion carried.**

**The Admin HR Committee took a recess at 7:31p.m. to allow the Forest Preserve Operations Committee to conduct business for the scheduled 6:30p.m. meeting**

**The Admin HR Committee reconvened at 8:04p.m.**

- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services* – Member Cullick stated that this issue has been discussed numerous times and at several committees. Ms. Cullick said that the State's Attorney's Office has issued several opinions on the issue to Chairman Gryder and Vice Chair Cullick that the County is in direct violation of the law by not conducting sealed bidding for Insurance Brokerage and Risk Management Consultant Services for this year. Discussion on the key issues of conducting a sealed bid, the loss of power of negotiating for the lowest bid, renewals that have already been negotiated, defining professional services, and the lack of time to conduct a sealed bid. Further discussion on how to proceed for the current year, the

unique situation of union and non-union employees participating in the health insurance plans, and preparing for the future years of bidding for Insurance Brokerage and Risk Management Consultant Services. Member Prochaska made a motion to forward the item to the October 11, 2017 Committee of the Whole meeting, second by Member Flowers. With four members voting aye, the motion carried.

- *Review of Employee Handbook Revisions* – Item tabled to a future meeting

#### ITEMS FOR COMMITTEE OF THE WHOLE

- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services*

#### ACTION ITEMS FOR OCTOBER 17, 2017 COUNTY BOARD AGENDA

- *Approval of Resolution Authorizing Execution for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act*
- *Approval of Bids for K.A.T. Bus #7 for \$2,000. and K.A.T. Bus #2 for \$1,200.*

**PUBLIC COMMENT** – None

**EXECUTIVE SESSION** – Not needed

**Member Flowers left the meeting at 8:40p.m.**

**To ensure there was a quorum to conduct meeting business, Member Cullick appointed Board Member Audra Hendrix to fill the vacancy left by Member Flowers, second by Member Gilmour. Motion carried.**

#### MEETING ADJOURNMENT

Motion: Member Hendrix Second: Member Gilmour RESULT: <b>Approved with a Unanimous Voice Vote</b>
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This meeting was adjourned at 8:45p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**MONTHLY MEDICAL INSURANCE REPORT**  
**September 30, 2017**

	Non-Union	Union	<u>Total Enrolled</u>				Annual Cost Plan per EE	Others
			<u>Sep-16</u>	<u>Oct-16</u>	<u>Sep-17</u>	<u>Oct-17</u>		
HMO Employee	35	16	58	58	51	51	\$8,909.28	10
HMO Family	15	17	39	39	31	32	\$22,272.60	4
PPO Employee	0	6	17	17	6	6	\$12,087.00	0
PPO Family	0	3	12	12	3	3	\$30,216.72	1
H.S.A. - Emp	62	35	77	77	94	97	\$10,180.32*	12
H.S.A. - Fam	50	52	77	75	103	102	\$23,616.00*	7
<b>Total Enrolled</b>	<b>162</b>	<b>129</b>	<b>280</b>	<b>278</b>	<b>288</b>	<b>291</b>		<b>34</b>
<b>Total Eligible</b>	<b>206</b>	<b>137</b>						
Dental EE								49
Dental Family								25
<b>Total Enrolled</b>					<b>348</b>			<b>74</b>

**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)\*83.65% 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	348172	347868	346993	355552	357894	358354	355637	353212			\$3,538,433
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0	0			\$5,200
Lincoln Life Dental Premium	25384	25884	27025	24392	26197	25788	25670	25842	25579	25525			\$257,286
Lincoln Life Premium	792	840	616	725	672	734	723	727	718	716			\$7,263
Health Savings Account	443800	1750	4375	0	0	1750	0	3625	2000	875			\$458,175
Insurance Refunds	271	0	0	0	142	594	0	0	1439	0			\$2,446
HRA Admin Fee	0	83	83	83	83	83	83	83	83	83			\$744
FSA Admin Fee	311	0	323	162	0	339	170	170	170	170			\$1,814
<b>TOTALS</b>	<b>\$820,556</b>	<b>\$395,405</b>	<b>\$383,793</b>	<b>\$373,029</b>	<b>\$374,090</b>	<b>\$384,840</b>	<b>\$384,639</b>	<b>\$388,800</b>	<b>\$385,625</b>	<b>\$380,581</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,271,361</b>

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**FY 16 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,063,813)\* 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	333258	338151	341085	\$4,099,996
Lincoln Life Dental Premium	23476	24220	24192	23782	23921	23606	23560	23721	23049	23330	23196	23366	\$263,818
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	166	156	156	156	156	\$1,834
<b>TOTALS</b>	<b>\$715,805</b>	<b>\$364,251</b>	<b>\$369,387</b>	<b>\$372,256</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>\$365,318</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	\$ 313,546	\$ 313,232	\$ 323,842	\$ 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	729	\$ 8,629
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	\$ 208,500
<b>TOTALS</b>	<b>\$ 355,029</b>	<b>\$ 363,188</b>	<b>\$ 363,345</b>	<b>\$ 362,285</b>	<b>\$ 370,415</b>	<b>\$ 370,894</b>	<b>\$ 359,492</b>	<b>\$ 362,870</b>	<b>\$ 359,599</b>	<b>\$ 353,444</b>	<b>\$ 354,566</b>	<b>\$ 364,414</b>	<b>\$ 4,338,641</b>

**FY 14 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$4,680,373) \$235,077 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	\$ 333,682	\$ 323,495	\$ 334,201	\$ 334,375	\$ 327,851	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,659	\$ 3,962,531
Met Life Dental Premium	23,904	23,895	23,582	23,332	22,979	23,766	23,240	23,262	23,251	22,611	23,069	22,886	\$ 279,577
Lincoln Life Premium	637	826	785	778	743	743	750	750	745	750	750	7,430	\$ 15,867
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
<b>TOTALS</b>	<b>\$ 374,246</b>	<b>\$ 378,120</b>	<b>\$ 373,825</b>	<b>\$ 363,355</b>	<b>\$ 373,873</b>	<b>\$ 375,384</b>	<b>\$ 368,016</b>	<b>\$ 364,925</b>	<b>\$ 363,733</b>	<b>\$ 369,558</b>	<b>\$ 363,611</b>	<b>\$ 376,850</b>	<b>\$ 4,445,296</b>

## MONTHLY BENEFITS SUMMARY REPORT

September 1, 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	\$52,480.93
Dental	Family	30	\$9,687.02
Dental	Single	12	\$9,743.55
<b>TOTAL</b>		<b>68</b>	<b>\$99,655.47</b>

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

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		2	
PBZ	1			
Probation	2		1	
Public Defender				
Sheriff	7	2	5	
State's Att	2		5	1
Technology	1			
VAC				
<b>Totals</b>	<b>23</b>	<b>2</b>	<b>22</b>	<b>1</b>

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	2,000
09/30/17	875
10/31/17	0
11/30/17	0
<b>Total</b>	<b>\$ 458,175</b>

## MONTHLY ADMINISTRATION / HR SUMMARY REPORT

September 30, 2017

Workers' Comp. Claims:		Dec 1, 2016 - Sep 30, 2017	
	Prior Year Total	Dec - Aug	September
Administration	1		
Animal Control	6	1	
Circuit Clerk	1	1	
Coroner			
County Clerk	1	2	
Facilities			
Forest Preserve	3	1	
Health Dept.	3	3	
HWY	1	2	
Judiciary			
PBZ			
Probation	1		
Public Defender			
Sheriff - CORR	5	15	1
Sheriff - Patrol	16	13	
State's Attorney	2		
Technology			
VAC			
<b>Totals</b>	<b>40</b>	<b>38</b>	<b>1</b>

W.C. Claims Expense	
Dec 1, 2016 - Sep 30, 2017	
December	\$ 36,439
January	20,318
February	65,675
March	26,739
April	62,104
May	13,000
June	44,906
July	49,720
August	22,362
September	46,768
October	
November	
<b>Total Claims Expense</b>	<b>388,031</b>
<b>PEDA Reimbursements YTD</b>	<b>(82,487)</b>
<b>Net Claims Expense</b>	<b>\$ 305,543</b>

W/C Premium \$139,096

Property Claims (12/1/16 - 11/30/17)			
Dept	Description	Insurance	Amount
Sheriff	2012 Impala - loss	subrogate	-\$1,025 *
Sheriff	2013 Impala - loss	subrogate	3,211 *
Sheriff	2016 Chevy - repair	subrogate	0
Sheriff	2015 Ford - repair	subrogate	0
		<b>Total</b>	<b>\$ 2,186</b>

\* Salvage amount paid



**Illinois Counties Risk Management Trust**  
**Claims Analysis**  
**10/1/2017**

**Workers Compensation**

**FY17 - Current Year's Total Claims**

	Incident Date	Department	Status	Paid	Missed > 3 Days Work	Returned to Work
1	3/4/2017	Animal Control	closed	\$ -	N	Y
2	4/6/2017	Circuit Clerk	open	18,127	Y	Y
3	12/12/2016	County Clerk	closed	442	N	Y
4	3/24/2017	County Clerk	closed	526	N	Y
5	1/1/2017	Corrections	open	53,211	Y	N
6	2/21/2017	Corrections	closed	2,704	Y	Y
7	2/28/2017	Corrections	open	20,200	Y	Y
8	6/26/2017	Corrections	open	6,268	Y	N
9	12/22/2016	Corrections	closed	1,272	N	Y
10	1/2/2017	Corrections	closed	641	N	Y
11	1/2/2017	Corrections	closed	3,137	N	Y
12	1/8/2017	Corrections	closed	923	N	Y
13	1/8/2017	Corrections	closed	867	N	Y
14	3/23/2017	Corrections	closed	336	N	Y
15	4/6/2017	Corrections	closed	5	N	Y
16	4/6/2017	Corrections	closed	684	N	Y
17	4/10/2017	Corrections	closed	582	N	Y
18	4/19/2017	Corrections	closed	-	N	Y
19	9/16/2017	Corrections	open	-	N	Y
20	9/26/2017	Corrections	open	-	N	Y
21	5/23/2017	Corrections	open	1,922	N	Y
22	12/12/2016	Health Dept.	closed		N	Y
23	4/3/2017	Health Dept.	re-opened	3,433	N	Y
24	1/30/2017	Highway	closed	87	N	Y
25	2/23/2017	Highway	closed	-	N	Y
26	8/3/2017	Forest Preserve	open		N	Y
27	8/9/2017	Forest Preserve	open		N	Y
28	4/19/2017	Sheriff	open	29,139	Y	Y
29	5/10/2017	Sheriff	closed	-	N	Y
30	9/12/2017	Sheriff	closed		N	Y
31	12/8/2016	Sheriff	closed	21	N	Y
32	12/17/2016	Sheriff	closed	921	N	Y
33	1/7/2017	Sheriff	closed	-	N	Y
34	1/19/2017	Sheriff	closed	-	N	Y
35	3/16/2017	Sheriff	closed	2,871	N	Y
36	4/18/2017	Sheriff	open	4,673	N	Y
37	5/9/2017	Sheriff	closed	2,582	N	Y
38	5/10/2017	Sheriff	closed	1,433	N	Y
39	5/16/2017	Sheriff	closed	5,516	N	Y
40	7/14/2017	Sheriff	open	2,401	N	Y
41	9/8/2017	Sheriff	open	-	N	Y
42	6/27/2017	State's Attorney	closed		N	Y

Total FY17 Claims Paid To Date \$ 164,923

**Illinois Counties Risk Management Trust**  
**Claims Analysis**  
**10/1/2017**

**Workers Compensation**

**Prior Years' Active Claims**

	Incident Date	Department	Status	Paid	Missed > 3 Days Work	Returned to Work
1	6/30/2012	Forest Preserve	re-opened	\$ 140,333	Y	Terminated
2	5/10/2014	Sheriff's	open	232,645	Y	Y
3	2/1/2015	Facilities	closed	144,699	Y	Y
4	5/5/2015	Facilities	closed	221,256	Y	Terminated
5	2/17/2016	State's Attorney	closed	2,727	N	Y
6	4/10/2016	Forest Preserve	closed	12,476	Y	Y
7	4/12/2016	Sheriff's	open	85,416	Y	N
8	9/13/2016	Sheriff's	open	86,728	Y	N
9	11/15/2016	Sheriff's	open	4,031	N	Y
10	11/15/2016	Sheriff's	closed	6,032	N	Y
<b>Total Prior Year's Active Claims</b>				<b>\$ 936,344</b>		

**Property & Casualty**

**FY17 - Current Year's Total Claims**

	Incident Date	Department	Status	Paid	Coverage Type
1	12/4/2016	Sheriff	closed	\$ (1,025)	Auto PD - Collision
2	12/16/2016	Sheriff	open	3,211	Auto PD - Collision
3	8/2/2017	Sheriff	closed	-	Auto PD - Collision
4	8/3/2017	Sheriff	closed	-	Auto PD - Collision
<b>Total FY17 Auto Claims</b>				<b>\$ 2,186</b>	

	Incident Date	Department	Status	Paid	Coverage Type
1	2/24/2017	Admin Services	open	\$ 10	General Liability
2	9/23/2014		open	-	General Liability
<b>Total FY17 Casualty Claims</b>				<b>\$ 10</b>	

**Prior Years' Open Claims**

	Incident Date	Department	Status	Paid	Coverage Type
1	5/15/2014	Sheriff	open	\$ 298,923	Errors & Omissions
2	6/7/2014	Sheriff	open	13,763	Law Enforcement Liability
3	1/6/2015	Circuit Clerk	open	13,012	Errors & Omissions
5	9/28/2015	Circuit Clerk	open	10	Errors & Omissions
4	9/12/2015	Highway	open	6,871	General Liability
6	6/15/2016	Sheriff	open	18,914	Law Enforcement Liability
<b>Total Prior Years' P&amp;C Claims</b>				<b>\$ 351,493</b>	