



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Room 210**  
**Wednesday, November 1, 2017 at 5:30p.m.**

**SPECIAL 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. CBIZ Update**
- 5. Wine Sergi Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
  - *Approval of new one-year contract with Proven IT for toner purchase and printer repair to be paid from account #0102-033-6587*
  - *Recommend lowest responsible bid for Employee Health Insurance*
  - *Recommend lowest responsible bid for Employee Dental Insurance*
  - *Recommend lowest responsible bid for Employee Life Insurance*
  - *Recommend lowest responsible bid for Property Insurance*
  - *Recommend lowest responsible bid for Liability Insurance*
  - *Recommend lowest responsible bid for Workers Compensation Insurance*
- 9. Executive Session**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. 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 18, 2017 at 5:30p.m.**

**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	Present		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	Present		
John Purcell		5:34p.m.	

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

Others Present: Bob Jones, Scott Koepfel

**APPROVAL OF AGENDA**

Motion: Member Flowers  
 Second: Member Prochaska  
**RESULT: Approved with a 4-0 Voice Vote**

**APPROVAL OF MINUTES – October 4, 2017**

Motion: Member Prochaska  
 Second: Member Flowers  
**RESULT: Approved with a 4-0 Voice Vote**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – No reports**

**COMMITTEE BUSINESS**

- *Authorize Wine Sergi to publish bid on behalf of Kendall County for Liability and Workers Compensation Insurance* – Rich Ryan updated the committee on the Wine Sergi Insurance Service team, Special Training, Expertise and Education to assist the County. Mr. Ryan also reviewed the services that Wine Sergi is able to offer to the County. Discussion on process, qualifications desired, and timeline for completion.

Member Gilmour made a motion to Authorize Wine Sergi to publish bid on behalf of Kendall County for Liability and Workers Compensation Insurance, second by Member Flowers. **With five members present in agreement, the motion passed by a vote of 5-0.**

- *Authorize CBIZ to publish bid on behalf of Kendall County for Health Insurance – Discussion on parameters, qualifications, desired plans and design, timeline for completion, and adding Dental and Life Insurance to the bid publication.*

Member Purcell made a motion to Authorize CBIZ to publish bid on behalf of Kendall County for Health, Dental and Life Insurance with a bid deadline of October 31, 2017, second by Member Flowers. **With five members present voting aye, the motion carried with a 5-0 vote.**

- *Discussion and Recommendation to the County Board of the Employee Wellness Program – Discussion on the benefits of an Employee Wellness Program, requiring a mandatory physical for employees and spouses/partners enrolled in a County health plan, the physical/health screening deadline of November 1, 2018 for employees to qualify for a reduction on their portion of the premium, and the beginning date of the program.*

Member Cullick made a motion to forward to the County Board for approval the Employee Wellness Program, second by Member Gilmour. **With five members present voting aye, the motion carried with a vote of 5-0.**

- *Discussion on Insurance Broker RFQ Process – item tabled to the next meeting*
- *Review of Employee Handbook Revisions – item tabled to a future meeting*

#### **ITEMS FOR COMMITTEE OF THE WHOLE - None**

#### **ACTION ITEMS FOR NOVEMBER 7, 2017 COUNTY BOARD AGENDA**

- *Approval of the County Employee Wellness Program effective January 1, 2019, with a mandatory physical/health screening completed by November 1, 2018*

#### **PUBLIC COMMENT – None**

#### **EXECUTIVE SESSION – Not needed**

#### **MEETING ADJOURNMENT**

<p>Motion: Member Flowers Second: Member Prochaska RESULT: <b>Approved with a Unanimous Voice Vote</b></p>
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This meeting was adjourned at 7:38p.m.

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary



**PROVEN PRINT PROGRAM AGREEMENT**  
[www.simplyproven.com](http://www.simplyproven.com)

18450 Crossing Dr, Suite D, Tinley Park, IL 60487 708-614-1770 fax 708-614-1760

<b>Full Legal Name of Customer</b> Kendall County Offices			<b>Street Address of Customer</b> 811 West John Street		
<b>City</b> Yorkville	<b>State</b> IL	<b>Zip</b> 60560	<b>Phone</b> 630-553-8880	<b>Fax</b>	
<b>Contact Name</b> Gina Hauge			<b>Email Address</b> ghauge@co.kendall.il.us		
<b>Billing Address(if Different)</b>			<b>City</b>	<b>State</b>	<b>Zip</b>

Printer Details	Serial #	Beginning Meters
<b>**See Attached Spreadsheet for Serial Numbers and Models**</b>	-	-
<b>**Tech for Toner Program**</b>		
<b>**Customer will purchase all toners for the machines listed on the attached spreadsheet.</b>		
<b>**All service, parts, labor, and supplies are included.</b>		

Agreement Terms	Agreement Payment Amount	Security Deposit
12 months	Payments	\$0.00

Customer Acceptance			
Customer Name	Signature	Title	Date
Federal Tax ID	Name		

Guaranty			
The undersigned ("Customer") agrees personally to guarantee that the customer will make all payments and meet all obligations required under this agreement and any supplements full and promptly. By signing this guaranty you authorize us to obtain credit bureau reports for credit and collection purposes.			
<b>Name:</b>		<b>Signature:</b>	
			<b>Date:</b>

Proven Acceptance			
Date	Signature	Name	Title

**Items Usage Report by Accounts  
Yearly Analysis**

**Time Period: January 1, 2017 to September 22, 2017**

Account #	Account	Item #	Description	Unit	2017 Total Quantity	Current Sell
156099	KENDALL COUNTY TECHNOLOGY	WHDQ5950AC	TONER F/CLJ4700, BK	EA	13	154.33
		WHDCE505AC	TONER,F/HP P2035/55,COMP,BK	EA	24	56.44
		WHDCE390XC	TONER,HP LJ M4555H,90X,COMP,BK	EA	9	136.51
		WHDQ5951AC	TONER F/CLJ4700, CYN	EA	8	151.95
		WHDQ5953AC	TONER, F/CL4700, MA	EA	8	151.95
		HEWCF287A	TONER,HP 87A LJ CART,BK	EA	4	279.72
		WHDC8543XC	TONER,LJ,9000,HICAP,HP,COM	EA	7	145.75
		WHDQ5952AC	TONER F/CLJ4700, YW	EA	7	151.95
		WHDCE251AC	TONER,F/HP CP3525/35,COMP,CYN	EA	6	133.1
		WHDQ5942XC	TONER,LJ,4250/4350,HICAP,HP	EA	8	86.52
		WHDCE403AC	TONER,HP 507A,MG COMPAT	EA	5	129.85
		WHDCE400XC	TONER,HP 507X,HY,BK COMPAT	EA	4	140.45
		WHDCE401AC	TONER,HP 507A CYAN COMPAT	EA	4	129.85
		WHDQ7551XC	TONER,LJ,P3005,3005D/DN HIGH	EA	6	86.66
		WHDCE402AC	TONER,HP 507A,YL COMPAT	EA	0	129.85
		WHDCE252AC	TONER,F/HP CP3525/35,COMP,YW	EA	3	133.1
		WHDCE253AC	TONER,F/HP CP3525/35,COMP,MA	EA	3	122.86
		WHDQ6470AC	TONER,F/CLJ3600,BK,COM	EA	3	112.94
		WHDCF226XC	TONER,HP26X HY LG,BK,COMPAT	EA	2	158.26
		WHDCF280XC	TONER,COMP,F/M40/MFPM425,HY,BK	EA	3	93.75
		WHDCE250XC	TONER,HP 3525,HY BK COMPAT	EA	2	133.35
		OKI44318604	TONER,F/C711 SERIES,BK	EA	2	122.76
		HEWCF226X	TONER,HP 26X HYIELD LJ,BK	EA	1	204.89

**Items Usage Report by Accounts**  
**Yearly Analysis**  
**Time Period: January 1, 2017 to September 22, 2017**

Account #	Account	Item #	Description	Unit	2017 Total Quantity	Current Sell
		WHDCE411AC	TONER,LJ 305A,CY,COMP	EA	2	89.53
		WHDCE412AC	TONER,LJ 305A,COMP,YW	EA	2	89.53
		WHDCE413AC	TONER,LJ 305A,COMP,MA	EA	2	89.53
		WHDCE280AC	TONER,COMP,F/M40/MFPM425,BLK	EA	2	84.19
		WHDCC364XC	TONER,F/HP4015N,HY,COMP,BK	EA	1	125.68
		WHDCE400AC	TONER,HP 507A,BK COMPAT	EA	1	124.66
		WHDQ7582AC	TONER,F/CLJ3800YW	EA	1	114.92
		WHDCE226AC	TONER,HP 26A COMP,BLK	EA	1	107.63
		WHDCE410XC	TONER,LJ 305A XL,COMP,BK	EA	1	99.22
		WHDCE255XC	TONER,F/HP P3015,HY,COMP,BK	EA	1	104.68
		WHDCE4127XC	TONER,HEW 4000 4000N/T/TN COM	EA	2	46.11
		HEWCE254A	TONER,F/HP COLLECTION	EA	4	22.45
		WHDQ5942AC	TONER,LJ,4250/4350,HP,COM	EA	1	76.92
		WHDQ2612AC	TONER,LJ,1012/1022/3020,HP	EA	2	35.65
		WHDCE285AC	TONER,F/HP P1102,BK,COMPATIBLE	EA	1	49.57
		WHDCEFREIGHT61	FREIGHT	EA	11	
		WHDCE281AC	TONER,CF281A COMP,CTG81AP	EA	-1	153.49
<b>156099 Total</b>					<b>169</b>	

**Grand Total** **169**

*Thank You For Your Business!*