



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Monday, December 18, 2017 at 5:00p.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 December 4, 2017**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Discussion of a County Credit Card Policy and inclusion in the Employee Handbook*
 - *Approval of Administrative Services Credit Card with a credit limit of \$2500.*
 - *Approval of Resolution to Adopt the Annual 1,000 Hour Standard for IMRF Participation*
 - *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, December 4, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 5:46p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers	ABSENT		
John Purcell	Present		

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

Staff Present: Scott Koeppel, Becki Rudolph

APPROVAL OF AGENDA

Motion: Member Prochaska made a motion to approve an amended agenda with moving the Department Head and Elected Official Reports to under the first item of Business.

Second: Member Gilmour

RESULT: With Members Cullick, Gilmour and Prochaska voting aye, and Member Purcell voting no, the agenda was approved by a 3-1 Voice Vote

APPROVAL OF MINUTES – November 15, 2017

Motion: Member Prochaska

Second: Member Gilmour

RESULT: Approved with a 4-0 Voice Vote

COMMITTEE BUSINESS

- *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement* – KAT Director Mike Neuenkirchen briefed the committee on the grant agreement and the resolution for approval. Member Prochaska made a motion to forward the resolution to the County Board for approval, second by Member Cullick. **With four members present voting aye, the motion carried.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Scott Koepfel, Administration and Technology – Mr. Koepfel briefed the committee on the proposed Wellness Program, and stated that the Treasurer’s Office would send the information to the employees in early December. Discussion on the Wellness Program, the timeframe, the required Employee and participating Spouse Annual Physical by December 1, 2018, the premium reduction for all employees participating in the Wellness Program, and the start date for the program of January 1, 2019.

- *Discussion about Employee Recognition Ceremony in January 2018* – Discussion on the annual awards ceremony to be held during the January 16, 2018 meeting. Awards will be presented to employees that have worked for the County for 10, 15, 20, 25, 30, 35, and 40 years. Each employee with a work anniversary of five years will receive a Certificate of Appreciation.
- *Discussion on new Kendall County Sexual Harassment Policy* – Discussion on the new County Sexual Harassment Policy and the changes made. Member Prochaska made a motion to forward the approval of the policy to the County Board, second by Member Gilmour. **With four members present voting aye, the motion carried.**
- *Approval of the Ordinance Adopting the Amended Kendall County Policy Against Unlawful Discrimination, Harassment, and Sexual Misconduct* – Discussion on the amendments made to the current ordinance. Member Purcell made a motion to forward the amended ordinance to the County Board for approval, second by Member Prochaska. **With four members present voting aye, the motion carried.**
- *Discussion of Request for Qualifications (RFQ) or Bid for Insurance Brokerage and Risk Management Consultant Services* – Member Cullick asked the committee to review the information provided and to bring any suggestions, criteria and questions to the next meeting for discussion.
- *Review of Employee Handbook Revisions* – **Item tabled to the January 2, 2018 meeting**

ACTION ITEMS FOR DECEMBER 19, 2017 COUNTY BOARD AGENDA

- *Approval of Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement*
- *Approval of the new Kendall County Sexual Harassment Policy*
- *Approval of the Ordinance Adopting the Amended Kendall County Policy Against Unlawful Discrimination, Harassment, and Sexual Misconduct*

ITEMS FOR THE DECEMBER 14, 2017 COMMITTEE OF THE WHOLE – None

PUBLIC COMMENT – None

MEETING CHANGES – Member Cullick cancelled the December 20, 2017 meeting, and rescheduled the meeting for Wednesday, December 13, 2017 at 4:00p.m.

EXECUTIVE SESSION – Member Prochaska made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (SILCS 120-2c/1), second by Member Purcell.

Roll Call: Member Purcell – yes, Member Gilmour – yes, Member Cullick – yes, Member Prochaska – yes. With four members present voting aye, the committee entered into Executive Session at 7:05p.m.

MEETING ADJOURNMENT

<p>Motion: Member Prochaska Second: Member Gilmour RESULT: Approved with a Unanimous Voice Vote</p>
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This meeting was adjourned at 7:26p.m.

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

Scott Koepfel

From: Eric Weis
Sent: Tuesday, December 12, 2017 3:58 PM
To: Donald L. Clayton
Cc: Eric Weis; Ryan Phelps; Scott Koepfel
Subject: Trial Assistance

Don – on behalf of myself and office, I wanted to thank you for your assistance in providing the GIS map for our felony jury trial yesterday. With your assistance, we were able to use the map to obtain a guilty conviction. You have always been of assistance when we have needed these exhibits. Thank you again.

Eric C. Weis
State's Attorney
Kendall County, Illinois
807 W. John St.
Yorkville, IL 60560

Phone: (630) 553-4157
Fax: (630) 553-4204

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MONTHLY ADMINISTRATION / HR SUMMARY REPORT

November 30, 2017

Workers' Comp. Claims:		Dec 1, 2016 - Nov 30, 2017	
	Prior Year Total	Dec - Oct	Nov
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	16	1
Sheriff - Patrol	16	13	
State's Attorney	2		
Technology			
VAC			
Totals	40	39	1

W.C. Claims Expense	
Dec 1, 2016 - Nov 30, 2017	
December	\$ 36,439
January	18,765
February	65,675
March	26,739
April	62,104
May	13,000
June	52,860
July	49,720
August	22,362
September	46,788
October	5,317
November	23,418
Total Claims Expense	423,166
PEDA Reimbursements YTD	(93,707)
Net Claims Expense	\$ 329,460

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
Sheriff	2014 Translt - repair	subrogate	1,201
		Total	\$ 3,387

* Salvage amount paid

Illinois Counties Risk Management Trust
Claims Analysis
12/1/2017

Workers Compensation

FY17 - Current Year's Total Claims

	Incident Date	Department/Office	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	18,246	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	56,628	Y	N
6	2/21/2017	Corrections	closed	2,704	Y	Y
7	2/28/2017	Corrections	open	20,364	Y	Y
8	6/26/2017	Corrections	open	6,442	Y	N
9	1/1/2017	Corrections	open		Y	N
10	11/28/2017	Corrections	open		N	Y
11	12/22/2016	Corrections	closed	1,272	N	Y
12	1/2/2017	Corrections	closed	641	N	Y
13	1/2/2017	Corrections	closed	3,137	N	Y
14	1/8/2017	Corrections	closed	923	N	Y
15	1/8/2017	Corrections	closed	867	N	Y
16	3/23/2017	Corrections	closed	336	N	Y
17	4/6/2017	Corrections	closed	5	N	Y
18	4/6/2017	Corrections	closed	684	N	Y
19	4/10/2017	Corrections	closed	650	N	Y
20	4/19/2017	Corrections	closed	-	N	Y
21	9/16/2017	Corrections	open	2,834	N	Y
22	9/26/2017	Corrections	open	-	N	Y
23	5/23/2017	Corrections	closed	1,922	N	Y
24	10/17/2017	Courthouse	open		N	Y
25	12/12/2016	Health Dept.	closed		N	Y
26	4/3/2017	Health Dept.	re-opened	4,924	N	Y
27	1/30/2017	Highway	closed	87	N	Y
28	2/23/2017	Highway	closed	-	N	Y
29	8/3/2017	Forest Preserve	closed		N	Y
30	8/9/2017	Forest Preserve	closed		N	Y
31	4/19/2017	Sheriff	open	33,597	Y	Y
32	7/14/2017	Sheriff	open	4,365	N	Y
33	11/21/2017	Sheriff	open		Y	N
34	5/10/2017	Sheriff	closed	-	N	Y
35	12/8/2016	Sheriff	closed	21	N	Y
36	12/17/2016	Sheriff	closed	921	N	Y
37	1/7/2017	Sheriff	closed	-	N	Y
38	1/19/2017	Sheriff	closed	-	N	Y
39	3/16/2017	Sheriff	closed	2,871	N	Y
40	4/18/2017	Sheriff	open	6,354	N	Y
41	5/9/2017	Sheriff	closed	2,582	N	Y
42	5/10/2017	Sheriff	closed	1,433	N	Y
43	5/16/2017	Sheriff	closed	5,516	N	Y
44	9/8/2017	Sheriff	open	-	N	Y
45	9/12/2017	Sheriff	re-opened	-	N	Y
46	6/27/2017	State's Attorney	closed		N	Y

Total FY17 Claims Paid To Date \$ 181,295

**Illinois Counties Risk Management Trust
Claims Analysis
12/1/2017**

\$

Workers Compensation

Prior Years' Active Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1	9/22/2011	Sheriff	closed	\$ 252,509	N	Y
2	6/30/2012	Forest Preserve	re-opened	143,604	Y	Terminated
3	5/10/2014	Sheriff	open	232,645	Y	Y
4	8/15/2014	Sheriff	re-opened	134,657	N	Y
5	2/1/2015	Facilities	closed	144,699	Y	Y
6	5/5/2015	Facilities	closed	221,237	Y	Terminated
7	2/17/2016	State's Attorney	closed	2,727	N	Y
8	4/10/2016	Forest Preserve	closed	12,476	Y	Y
9	11/15/2016	Sheriff	open	7,849	N	Y
10	4/12/2016	Sheriff	open	89,382	Y	N
11	9/13/2016	Sheriff	open	91,181	Y	N
12	11/15/2016	Sheriff	closed	6,032	N	Y

Total Prior Year's Active Claims \$ 1,338,999

Property & Casualty

FY17 - Current Year's Total Claims

	Incident Date	Department/Office	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
5	9/21/2017	Sheriff	open	1,201	Auto PD - Collision

Total FY17 Auto Claims \$ 3,387

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	2/24/2017	Admin Services	open	\$ 10	General Liability
2	9/23/2014	Various	open	3,700	General Liability
3	9/19/2017	Courthouse	open	-	General Liability

Total FY17 Casualty Claims \$ 3,710

Prior Years' Open Claims

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	5/15/2014	Sheriff	open	\$ 298,923	Errors & Omissions
2	6/7/2014	Sheriff	open	13,954	Law Enforcement Liability
3	1/6/2015	Circuit Clerk	open	13,012	Errors & Omissions
4	9/28/2015	Circuit Clerk	open	10	Errors & Omissions
5	9/12/2015	Highway	open	6,871	General Liability
6	6/15/2016	Sheriff	open	18,914	Law Enforcement Liability

Total Prior Years' P&C Claims \$ 351,684



**RESOLUTION TO ADOPT THE ANNUAL 1,000 HOUR STANDARD
FOR IMRF PARTICIPATION**

IMRF Form 6.68 (Rev. 8/11)

(Can be used only by non-school employers. Cannot be used by school districts or educational cooperatives.)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, Section 7-137 of the Illinois Pension Code provides that effective August 12, 2011, non-school employers in the Illinois Municipal Retirement Fund may elect to exclude from participation in the Fund persons in positions normally requiring performance of duty for less than 1,000 hours per year; and

WHEREAS, the exclusion may be applicable only to persons first employed in positions under the Fund after the adoption of this resolution; and

WHEREAS, _____ is authorized by Section 7-137
NAME OF BOARD, COUNCIL, ETC.

of the Illinois Pension Code to adopt such exclusion and it is desirable that it do so;

BE IT RESOLVED that the _____ of _____
NAME OF BOARD, COUNCIL, ETC. EMPLOYER NAME

does hereby elect to exclude from participation in the Illinois Municipal Retirement Fund all officials and employees in positions normally requiring performance of duty for less than 1,000 hours per year;

BE IT FURTHER RESOLVED that this exclusion shall apply only to officials and employees who first occupy offices or positions under the Fund after adoption of this resolution;

BE IT FURTHER RESOLVED that the _____ is authorized and
CLERK OR SECRETARY OF THE BOARD

directed to file a duly certified copy of this resolution with the Illinois Municipal Retirement Fund.

CERTIFICATION

I, _____, the _____
NAME CLERK OR SECRETARY OF THE BOARD

of the _____ of the County of _____,
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of

a resolution duly adopted by its _____ at a meeting duly convened
NAME OF BOARD, COUNCIL, ETC.

and held on the _____ day of _____, 20 _____.

SEAL

CLERK OR SECRETARY OF THE BOARD

MONTHLY MEDICAL INSURANCE REPORT

November 30, 2017

	Non-Union Union		<u>Total Enrolled</u>				Annual Cost Plan per EE	Others
			<u>Nov-16</u>	<u>Dec-16</u>	<u>Nov-17</u>	<u>Dec-17</u>		
HMO Employee	35	16	57	59	51	52	\$8,909.28	10
HMO Family	16	17	40	38	33	33	\$22,272.60	4
PPO Employee	0	6	17	18	6	6	\$12,087.00	0
PPO Family	0	3	12	12	3	3	\$30,216.72	1
H.S.A. - Emp	61	35	77	78	97	96	\$10,180.32 *	12
H.S.A. - Fam	50	52	75	76	103	102	\$23,616.00 *	7
Total Enrolled	162	129	278	281	293	292		34
Total Eligible	206	137						
				Dental EE		166		
				Dental Family		182		
				Total Enrolled		348		
							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)*98.84% 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	368354	359637	353212	365533	366453	\$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	24382	26197	25788	25670	25842	25579	25525	25894	25604	\$308,783
Lincoln Life Premium	782	840	616	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	1430	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
TOTALS	\$820,558	\$395,405	\$383,793	\$373,029	\$374,090	\$384,840	\$384,639	\$368,800	\$395,625	\$380,581	\$392,412	\$383,285	\$5,047,057

0102-027-6647

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	347589	342557	344748	342333	342917	333921	335258	338151	341085	\$4,098,996
Lincoln Life Dental Premium	23476	24220	24192	23762	23921	23808	23560	23721	23049	23330	23196	23365	\$283,618
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	156	156	156	156	156	\$1,834
TOTALS	\$715,805	\$364,251	\$369,387	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$359,458	\$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	\$ 323,042	\$ 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	750	747	737	732	726	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	\$ 362,285	\$ 370,415	\$ 370,984	\$ 359,492	\$ 362,870	\$ 359,599	\$ 353,444	\$ 354,566	\$ 364,414	\$ 4,338,641

FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$235,877 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	\$ 327,851	\$ 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	23,098	22,898	\$ 279,577
Lincoln Life Premium	637	826	785	778	743	743	750	750	745	750	750	7,430	\$ 15,687
Health Savings Account	15,875	15,875	15,875	15,750	15,750	16,500	16,375	15,875	15,250	15,250	15,250	13,875	\$ 187,500
TOTALS	\$ 374,246	\$ 378,120	\$ 373,825	\$ 363,355	\$ 373,873	\$ 375,384	\$ 368,016	\$ 364,925	\$ 363,733	\$ 369,558	\$ 363,611	\$ 376,850	\$ 4,445,296

MONTHLY BENEFITS SUMMARY REPORT
November 30, 2017

Retirees/COBRA (12/1/16 - 11/30/17) (42 Retirees / 2 COBRA)			
Vision	Family	6	\$751.56
Vision	Single	5	\$338.04
Medical	Family	2	\$37,596.55
Medical	Single	11	\$65,672.21
Dental	Family	30	\$11,105.06
Dental	Single	12	\$11,853.15
TOTAL		66	\$127,316.57

UNEMPLOYMENT CHARGES 2017	
1st Quarter	\$8,471
2nd Quarter	\$9,714
3rd Quarter	\$9,714
4th Quarter	
TOTAL	\$27,899

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		2	
County Clerk			1	
Facilities				
Forest Pres				
Health Dept.	3		2	
HWY	1		2	
KenCom	1		3	1
PBZ	1			
Probation	2		1	
Public Defender				
Sheriff	7	2	5	
State's Att	2		6	1
Technology	1			
VAC				
Totals	23	2	26	2

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	250
Total	\$ 488,425