

**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR/COMMITTEE OF THE WHOLE**

**County Office Building  
County Board Rooms 210**

**Tuesday, April 25, 2017 ~ 5:30p.m.**



**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Judy Gilmour, Bob Davidson, Matthew Prochaska, John Purcell, Lynn Cullick, Scott Gryder, Matt Kellogg, Tony Giles, Audra Hendrix, Elizabeth Flowers
- 3. Approval of Agenda**
- 4. Approval of Minutes from April 3, 2017 Meeting**
- 5. Wine Sergi Update – Rich Ryan**
- 6. CBIZ Update – Jim Pajauskas**
- 7. Department Head and Elected Official Reports**
- 8. Committee Business**
  - *Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority under Section 5310 of the Federal Transit Act*
  - *HR Audit Review and Discussion*
  - *Approve County Administrator Job Description*
  - *Employee Handbook Update*
- 9. Public Comment**
- 10. Executive Session**
- 11. Items for Committee of the Whole**
- 12. Action Items for County Board**
- 13. Adjournment**

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Monday, April 3, 2017**

**CALL TO ORDER**

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:30p.m.

**ROLL CALL**

| <b>Attendee Name</b> | <b>Status</b> | <b>Arrived</b> |
|----------------------|---------------|----------------|
| Judy Gilmour         | Present       |                |
| Matthew Prochaska    | ABSENT        |                |
| Lynn Cullick         | Present       |                |
| Bob Davidson         | Present       |                |
| John Purcell         | Present       |                |

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

Others Present: Jeff Wilkins

**APPROVAL OF AGENDA**

Motion: Member Gilmour  
Second: Member Purcell  
RESULT: **Approved with a Unanimous Voice Vote**

**APPROVAL OF MINUTES – March 28, 2017**

Motion: Member Gilmour  
Second: Member Purcell  
RESULT: **Approved with a Unanimous Voice Vote**

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

**COMMITTEE BUSINESS**

- *Review of County Administrator Job Description* – Lynn Cullick, Scott Gryder and Jeff Wilkins will meet this week to review the County Administrator Job Description before bringing it back to the Committee. Mr. Wilkins stated that the Administrative Services, Planning, Building and Zoning and Facilities Management Job Descriptions will come to the Admin HR committee for review before going to the County Board for approval. The job descriptions for Technology and GIS have already been completed.
- *Employee Handbook Revisions/Update* - Jeff Wilkins reported that they have not yet received the reviewed copy from the State's Attorney's Office.

- Committee Chair Cullick asked the committee for input on when and how often the committee should meet each month. There was consensus by the committee that the committee should not meet if there is no business to discuss.

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

**ACTION ITEMS FOR COUNTY BOARD - None**

**PUBLIC COMMENT – None**

**EXECUTIVE SESSION – Not needed**

**ADJOURNMENT**

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| <p>Motion: Member Gilmour<br/>Second: Member Purcell<br/><b>RESULT: Approved with a Unanimous Voice Vote</b></p> |
|------------------------------------------------------------------------------------------------------------------|

This meeting was adjourned at 6:05p.m.

Respectfully Submitted,

Valarie McClain  
Recording Secretary

**MONTHLY MEDICAL INSURANCE REPORT**  
**March 31, 2017**

|                       | Non-Union  | Union      | <u>Total Enrolled</u> |               |               |               | Annual Cost Plan per EE | Others    |
|-----------------------|------------|------------|-----------------------|---------------|---------------|---------------|-------------------------|-----------|
|                       |            |            | <u>Mar-16</u>         | <u>Apr-16</u> | <u>Mar-17</u> | <u>Apr-17</u> |                         |           |
| HMO Employee          | 35         | 14         | 55                    | 56            | 50            | 49            | \$8,909.28              | 7         |
| HMO Family            | 16         | 15         | 42                    | 42            | 31            | 31            | \$22,272.60             | 7         |
| PPO Employee          | 0          | 4          | 17                    | 17            | 5             | 4             | \$12,087.00             | 0         |
| PPO Family            | 0          | 3          | 12                    | 12            | 3             | 3             | \$30,216.72             | 1         |
| H.S.A. - Emp          | 66         | 32         | 73                    | 73            | 99            | 98            | \$10,180.32 *           | 13        |
| H.S.A. - Fam          | 50         | 52         | 79                    | 80            | 102           | 102           | \$23,616.00 *           | 7         |
| <b>Total Enrolled</b> | <b>167</b> | <b>120</b> | <b>278</b>            | <b>280</b>    | <b>290</b>    | <b>287</b>    |                         | <b>35</b> |
| <b>Total Eligible</b> | <b>206</b> | <b>137</b> |                       |               |               |               |                         |           |
| Dental EE             |            |            |                       |               |               |               |                         | 49        |
| Dental Family         |            |            |                       |               |               |               |                         | 25        |
| <b>Total Enrolled</b> |            |            |                       |               | <b>349</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)\* 38% 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           |            |            |            |            |            |            |            |            | \$1,410,688         |
| Lincoln Life Dental Premium | 25384            | 25884            | 27025            | 24382            |            |            |            |            |            |            |            |            | \$102,685           |
| Lincoln Life Premium        | 792              | 840              | 616              | 725              |            |            |            |            |            |            |            |            | \$2,972             |
| Health Savings Account      | 443800           | 1750             | 4375             | 0                |            |            |            |            |            |            |            |            | \$449,925           |
| HRA Admin Fee               | 0                | 83               | 83               | 83               |            |            |            |            |            |            |            |            | \$248               |
| FSA Admin Fee               | 156              | 162              | 162              | 162              |            |            |            |            |            |            |            |            | \$642               |
| <b>TOTALS</b>               | <b>\$820,131</b> | <b>\$385,566</b> | <b>\$378,432</b> | <b>\$373,030</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,967,159*</b> |

**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           | 335258           | 338151           | 341065           | \$4,099,996         |
| Lincoln Life Dental Premium | 23476            | 24220            | 24192            | 23782            | 23821            | 23806            | 23500            | 23721            | 23049            | 23330            | 23196            | 23365            | \$263,618           |
| 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>\$364,251</b> | <b>\$368,387</b> | <b>\$372,256</b> | <b>\$367,347</b> | <b>\$379,435</b> | <b>\$368,785</b> | <b>\$367,516</b> | <b>\$357,833</b> | <b>\$359,458</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 | \$ 315,855        | \$ 322,904        | \$ 323,388        | \$ 321,771        | \$ 328,759        | \$ 329,521        | \$ 318,862        | \$ 322,074        | \$ 319,795        | \$ 313,546        | \$ 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            | 22,089            | 22,293            | \$ 266,164          |
| 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            | 18,000            | 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>\$ 359,599</b> | <b>\$ 353,444</b> | <b>\$ 354,566</b> | <b>\$ 364,414</b> | <b>\$ 4,339,641</b> |

**FY 14 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$4,680,373) \$26,077 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        | \$ 333,582        | \$ 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            | 23,695            | 23,582            | 23,332            | 22,979            | 23,766            | 23,240            | 23,262            | 23,251            | 22,811            | 23,069            | 22,886            | \$ 279,577          |
| Lincoln Life Premium      | 637               | 828               | 785               | 778               | 743               | 743               | 750               | 750               | 745               | 750               | 750               | 7,430             | \$ 15,887           |
| 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          |
| <b>TOTALS</b>             | <b>\$ 374,246</b> | <b>\$ 378,120</b> | <b>\$ 373,825</b> | <b>\$ 363,355</b> | <b>\$ 373,673</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> |

Benefits Paid as of 03/31/17

| Open Claim Type | Incident Date | Department       | Cause / Incident                    | Paid           | Missed > 3 Days Work | Returned to Work |
|-----------------|---------------|------------------|-------------------------------------|----------------|----------------------|------------------|
| WC              | 06/30/12      | Forest Preserve  | injured back and shoulder           | \$123,944.52   | Y                    | Term             |
| WC              | 05/10/14      | Sheriff's        | injured multiple body parts         | \$116,322.85   | Y                    | Y                |
| WC              | 02/01/15      | Facilities       | shoulder / repetitive motion        | \$66,309.38    | Y                    | Y                |
| WC              | 05/05/15      | Facilities       | Strain/Sprain arm                   | \$104,652.61   | Y                    | Term             |
| WC              | 08/21/15      | Sheriff's        | exposure to fluids                  | *** \$2,616.42 | N                    | Y                |
| WC              | 02/17/16      | State's Attorney | slipped in parking lot              | \$75.00        | N                    | Y                |
| WC              | 03/25/16      | Sheriff's        | struck by person / injured shoulder | \$6,318.34     | N                    | Y                |
| WC              | 04/10/16      | Forest Preserve  | slip / contusion ankle              | \$10,193.60    | Y                    | Y                |
| WC              | 04/12/16      | Sheriff's        | contusion toe                       | \$64,988.58    | Y                    | N                |
| WC              | 08/10/16      | Circuit Clerk    | strain                              | \$0.00         | N                    | Term             |
| WC              | 09/13/16      | Sheriff's        | training / strain                   | \$32,181.95    | Y                    | N                |
| WC              | 11/03/16      | Sheriff's        | muscle strain                       | ** \$1,419.55  | Y                    | Y                |
| WC              | 11/15/16      | Sheriff's        | laceration                          | \$1,454.25     | N                    | Y                |
| WC              | 11/15/16      | Sheriff's        | laceration                          | \$1,387.54     | N                    | Y                |
| WC              | 11/28/16      | HWY              | laceration                          | ** \$886.35    | N                    | Y                |
| WC              | 12/08/16      | State's Attorney | stuck by door                       | *** \$144.25   | N                    | Y                |
| WC              | 12/08/16      | Sheriff's        | contusion                           | ** \$20.50     | N                    | Y                |
| WC              | 12/17/16      | Sheriff's        | stuck by needle                     | \$776.36       | N                    | Y                |
| WC              | 12/12/16      | HHS              | slipped in parking lot              | ** \$0.00      | N                    | Y                |
| WC              | 01/01/17      | Sheriff's        | contusion                           | \$8,234.48     | Y                    | N                |
| WC              | 01/02/17      | Sheriff's        | exposure to bodily fluids           | \$452.22       | N                    | Y                |
| WC              | 01/02/17      | Sheriff's        | contusion                           | \$1,721.88     | N                    | Y                |
| WC              | 01/07/17      | Sheriff's        | struck back contusion               | \$0.00         | N                    | Y                |
| WC              | 01/08/17      | Sheriff's        | exposure to bodily fluids           | \$923.04       | N                    | Y                |
| WC              | 01/08/17      | Sheriff's        | exposure to bodily fluids           | \$685.43       | N                    | Y                |
| WC              | 01/19/17      | Sheriff's        | contusion                           | \$0.00         | N                    | Y                |
| WC              | 01/30/17      | HWY              | eyes - contact with foreign matter  | \$86.76        | N                    | Y                |
| WC              | 02/21/17      | Sheriff's        | head struck                         | \$0.00         | Y                    | Y                |
| WC              | 02/23/17      | HWY              | contusion                           | \$0.00         | N                    | Y                |
| WC              | 02/28/17      | Sheriff's        | Fracture                            | \$2,340.53     | Y                    | Y                |
| WC              | 03/04/17      | Animal Control   | Bit by animal                       | \$0.00         | N                    | Y                |
| WC              | 03/16/17      | Sheriff's        | contusion                           | \$0.00         | N                    | Y                |
| WC              | 03/23/17      | Sheriff's        | contusion                           | \$0.00         | N                    | Y                |
| WC              | 03/24/17      | County Clerk     | contusion                           | <u>\$0.00</u>  | N                    | Y                |
|                 |               |                  |                                     | \$548,136.39   |                      |                  |

| Open Claim Type | Incident Date | Department     | Cause / Incident          | Paid          | Paid by KC    | Coverage Type             |
|-----------------|---------------|----------------|---------------------------|---------------|---------------|---------------------------|
| Liability       | 01/02/14      | VAC            | wrongful termination      | \$0.00        | \$0.00        | Errors & Omissions        |
| Liability       | 05/15/14      | Sheriff's      | discrimination            | \$253,545.66  | \$25,000.00   | Errors & Omissions        |
| Liability       | 06/07/14      | Sheriff's      | excessive force           | \$9,035.24    | \$6,282.85    | Law Enforcement Liability |
| Liability       | 01/06/15      | Circuit Clerk  | work discrimination       | \$12,926.30   | \$12,797.30   | Errors & Omissions        |
| Liability       | 09/12/15      | HWY            | improper signage fatality | \$5,421.19    | \$5,421.19    | General Liability         |
| Liability       | 09/28/15      | Circuit Clerk  | work discrimination       | \$9.70        | \$0.00        | Errors & Omissions        |
| Liability       | 06/15/16      | Sheriff's      | assault                   | \$3,835.20    | \$3,835.20    | Law Enforcement Liability |
| Liability       | 02/24/17      | Admin Services | visitor fall              | <u>\$0.00</u> | <u>\$0.00</u> | General Liability         |
|                 |               |                |                           | \$284,773.29  | \$53,336.54   |                           |

\* Denied  
\*\* Closed Out  
\*\*\* Re-Opened  
As of 03/31/17

**County of Kendall, Illinois**  
**Resolution 17 – \_\_\_\_\_**

**RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM  
THE REGIONAL TRANSPORTATION AUTHORITY UNDER SECTION 5310 OF THE  
FEDERAL TRANSIT ACT**

WHEREAS, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FY2016 and FY2017 Section 5310 program for Northeastern Illinois; and

WHEREAS, the Authority has the power to expend funds for use in connection with FY2016 and FY2017 Section 5310 projects, and

WHEREAS, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

WHEREAS, approval for said funds will impose certain financial obligations upon the recipient.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:**

Section 1. That KENDALL COUNTY finds that the Kendall Area Transit project is consistent with official plans for developing the community.

Section 2. That an application be made to the Regional Transit Authority for a financial assistance grant under Section 5310 for Federal Fiscal Year 2015, for the purpose of off-setting a portion of the Public Transportation Program operating expenses and deficits of KENDALL COUNTY.

Section 3. That the County Administrator is hereby authorized and directed to execute and file an application on behalf of KENDALL COUNTY with the Regional Transportation Authority for a Federal Fiscal Year 2015 Section 5310 grant for Kendall Area Transit.

Section 4. That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information as may be required by the Regional Transportation Authority may require in connection with this Federal Fiscal Year 2016 and 2017 Section 5310 grant application.

Section 5. That the Kendall County Board certifies Kendall County will provide the required local match.

Section 6. That the County Administrator of KENDALL COUNTY is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for Federal Fiscal Year 2015.

PRESENTED and ADOPTED by the County Board, this 2nd day of May 2017.

Approved:

Attest:

\_\_\_\_\_  
Scott R. Gryder, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder





**To:** All Kendall County Board Members

**Cc:** Jeff Wilkins, Kendall County Administrator  
Andrez Beltran, PCOM, Kendall County  
Ellen Rogers, Executive Director, VAC

**From:** Mike Neuenkirchen, Program Director, KAT

**Date:** April 25, 2017

**RE:** RTA 5310 Application FFY 2017

**Purpose**

Kendall Area Transit (KAT), in conjunction with Kendall County Administration, is preparing an application to secure up to \$300,000.00 in federal assistance administered through the Regional Transit Administration (RTA). These funds would be disbursed over a two-year period. As part of the process, the RTA requires the board pass a resolution that authorizes the submittal of an application for the project.

This grant, under the Federal Transit Administration’s 5310 program, offers transit operators in the RTA region the ability to receive reimbursement for the costs involved in providing transportation for seniors and individuals who are disabled.

**Overview**

The KAT program, through its operator the Voluntary Action Center (VAC), has grown significantly over the last six years. KAT service has expanded since its beginning to capture more of Kendall County as well as designated areas outside of the County. KAT provides transportation for medical appointments, employment, and shopping trips, among others. Currently, KAT utilizes multiple sources of funding, including Federal 5311 Non-Urbanized assistance, Illinois Downstate Operating Assistance Program (DOAP) dollars, and local match dollars from local government contributions and service contracts with human service agencies. By securing additional RTA 5310 funding, KAT will be able to use local match dollars more efficiently, potentially expanding the KAT program to provide transportation to more individuals.

**Kendall Area Transit Program**

KAT operated by the VAC, is a demand-response transit program that started in 2010. KAT began with seven staff members providing approximately 9.5 daily rides. Today, KAT has 23 staff members providing approximately 110 daily rides over 12 different daily routes. KAT provides transportation to the general public within Kendall County; approximately 70% are either senior or disabled individuals.

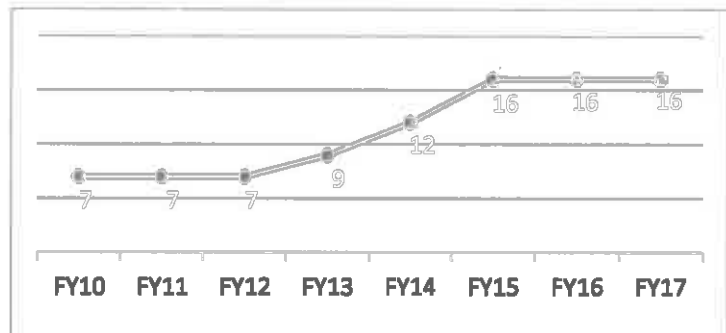


Figure 1: Number of Vehicles



**Service**

As seen in Figure 1 and Figure 2, KAT has also grown over the years in number of vehicles owned and miles driven. Additionally, as seen in Figure 3, ridership has grown significantly over the last eight years. In State FY16 KAT provided 25,434 rides. Of these rides, 12,543 were for employment purposes, and 8,022 for medical reasons. Overall, 9,000 seniors were served by KAT in SFY16. Please note senior designation and trip purposes are not mutually exclusive.

Due to the elimination of the Oswego Park-N-Ride, the number of trips since SFY14 has decreased. In addition, in SFY16 KAT estimates the budget insecurity has caused trips to level off, as KAT had to reduce hours of service. Recent months have shown growing demand for KAT. **2017 Quarter 3 ridership increased 12% over prior year and March 2017 paratransit ridership has approached record levels. While KAT continues to take a cautious approach in expanding ridership, we have been meeting new demand through increased routing efficiencies.**

**Common Destinations**

As seen in Figure 4, KAT provides transportation for a variety of reasons including education, employment, and medical. KAT frequents various types of destinations within Kendall County and beyond, including medical facilities such as Rush Copley, Dreyer Medical Clinics, and local dialysis clinics as well senior centers, rehabilitation agencies, shopping centers, libraries, and major employers are also common destinations frequented by KAT.

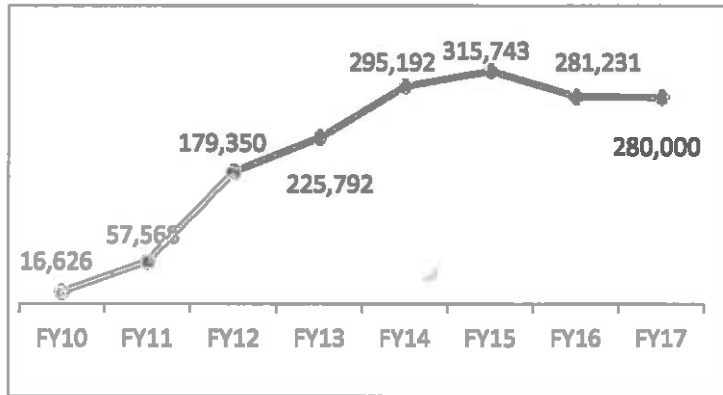


Figure 2: KAT Service-Miles Driven

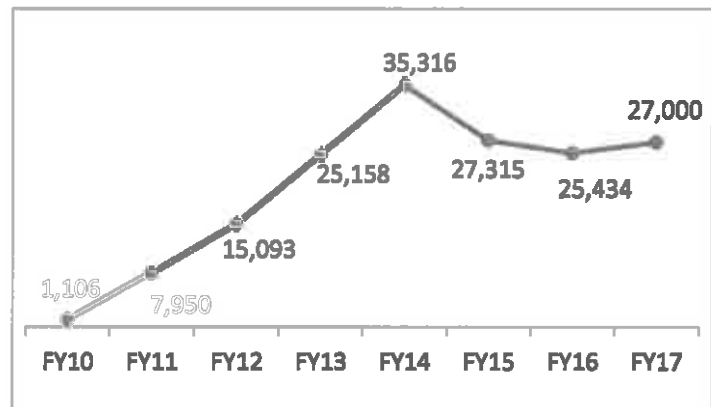


Figure 3: KAT Ridership

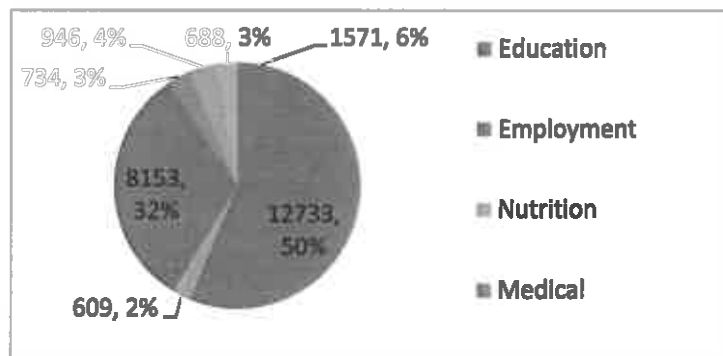


Figure 4: Usage of Translt Services



### Appropriation

Currently, KAT receives funds from a number of sources, which break down in the following way:

- Federal (5310 and 5311) which cover 50% of applicable costs
- Illinois State DOAP covers 65% of remaining costs after federal funding is applied
- Local Match obtained from Kendall County, as well as municipalities and other service contracts in the area, covers any remaining cost

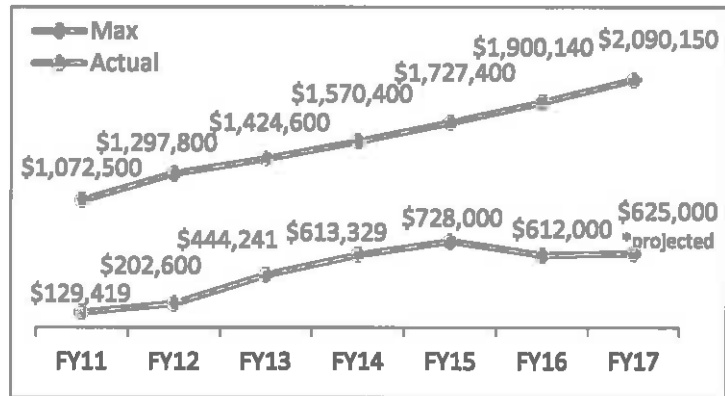


Figure 5: Maximum IL DOAP Appropriation vs. Actual DOAP Reimbursement

VAC is instrumental in securing these local match contributions. As seen in Figure 5, in SFY2017, the maximum appropriated amount was \$2.09 million; projected actual appropriation is \$625,000. For SFY2018, the maximum amount will be \$2.24 million; projected budgeted appropriation is around \$883,000 dollars; projected actual appropriation is around \$700,000. This small increase is due to no new significant local match revenues.

In addition to Kendall County's allocation for DOAP, every year Section 5311 Non-Metro fund is awarded to the County from the Federal Government through IDOT. This has remained flat at \$55,578 throughout KAT's operations. These funds match 50% for qualifying trips. However, they are eligible to be used as local match for DOAP, and thus are able to leverage additional funds.

**The potential \$150,000.00 in 5310 funds through the RTA will allow KAT to be able to capture more than double that amount in state matching dollars. This increase in funding will allow KAT to expand services. These expansions could include an increase in the area served by KAT, as well as an increase in service hours to include longer evening and weekend hours.**

### Conclusion

As always, the Voluntary Action Center is dedicated to providing the best possible service to its riders. VAC will continue to work with Kendall County to ensure the highest quality product is available.

For more information on the KAT program, please contact Mike Neuenkirchen, Program Director, at [mneuenkirchen@co.kendall.il.us](mailto:mneuenkirchen@co.kendall.il.us) or by phone, at 630-882-6962.

## Kendall County Job Description

**TITLE:** County Administrator  
**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Kendall County Board  
**FLSA STATUS:** Exempt  
**APPROVED:** May 2, 2017

### I. Position Summary:

The County Administrator manages and provides oversight of Kendall County department heads and serves as the department head who is primarily responsible for the management of all matters pertaining to the Kendall County Administrative Services office. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of Kendall County ("County"). The Kendall County Board Chairperson ("Chairperson") and the Kendall County Board ("County Board") provide administrative direction to the County Administrator.

### II. Essential Duties and Responsibilities:

- A.** Primary duty is to manage the Kendall County Administrative Services Office in accordance with the County's organizational policies, goals and budget parameters.
- B.** At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department head is unable to fulfill his/her essential job duties and, on an interim basis, performs all of the essential job duties set forth in the applicable department head's job description.
- C.** Customarily and regularly directs the work of at least two or more full-time employees.
- D.** Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
- Interviewing, selecting and training all employees in the Administrative Services Office;
  - Setting and adjusting employees' hours of work;
  - Setting and adjusting employees' rates of pay (within pre-approved budget parameters);
  - Maintaining production and operations records for use in supervision and control of the Administrative Services Office;
  - Conducting regular performance evaluations of all employees in the Administrative Services Office;
  - Appraising employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Handling both internal and external complaints and grievances related to the Administrative Services Office;
  - Disciplining employees;
  - Apportioning the work among employees assigned to Administrative Services Office;
  - Providing for the safety and security of the employees and County property;
  - Makes all final decisions regarding the hiring, firing, advancement, promotion, job descriptions, and any other changes of status for all employees in the Administrative Services Office.
- E.** Customarily and regularly supervises and supports assigned County department heads by performing management duties including, but not limited to, the following:

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- Interviewing and providing recommendation for final department head candidate(s) for assigned County Departments, which recommendations are given particular weight by the County Board;
  - Setting and adjusting department heads' rates of pay (within pre-approved budget parameters);
  - Conducting regular performance evaluations of assigned County department heads;
  - Appraising department heads' productivity and efficiency;
  - Handling both internal and external complaints and grievances related to assigned County department heads;
  - Recommending discipline for assigned department heads to County Board;
  - Approving updates and revisions to job descriptions for employees under the supervision of assigned County department heads.
- F. Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:
- Preparation and submittal of the annual Countywide budget;
  - Monitors and authorizes expenditures for assigned departments and programs;
  - Oversees and administers all insurance benefit programs offered by the County including, but not limited to the County's Employee Health, Accident, Dental, and Life Insurance Programs;
  - Oversees and administers the County's risk management by performing duties including, but not limited risk management planning, risk management policy development and administration, and safety and liability insurance activities;
  - Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage;
  - Supervises staff responsible for the administration of the County's Revolving Loan Fund and other economic development activities;
  - Supports the County's Emergency Management Systems in preparedness response and recovery efforts;
  - Preserve the confidentiality and security of confidential information including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administrative Services, the Kendall County Board and its committees;
  - As assigned, monitor contracts and agreements for compliance;
  - Supervises staff responsible for the efficient operation of the mailing facility of the Kendall County Office Building;
  - Supervises staff responsible for grant administration for Kendall Area Transit operations.
- G. Acts as the Chairperson's and the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
- Provide administrative support and research assistance to the County Board;
  - Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours;
  - Supervise staff responsible for preparation of County Board committee agendas and minutes;
  - Work with all department heads and the Budget Committee to assure that the annual

## Kendall County Job Description

- budget is properly and timely presented to the County Board for adoption;
- Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board;
- Coordinate the auditor selection process, as directed by the County Board;
- Coordinate with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
- Oversee and communicate the status of pertinent issues and projects to the Chairperson and the County Board;
- Coordinate research and acts as lead for special projects as assigned by the Board Chairperson and/or County Board;
- Furnish the Chairperson and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups;
- Prepare and issue news releases to media.

H. Provides administrative support to the Kendall County Liquor Commissioner in processing license applications, renewals, and ordinance revisions.

I. Serves as a primary contact and representative for collective bargaining issues.

J. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, HIPAA, and the Illinois Local Records Act.

K. Complies with all applicable policies and procedures regarding or relating to assigned job duties.

L. Maintains availability outside work hours to respond to emergencies.

M. Maintains regular attendance and punctuality.

N. Travel to and from meetings, training, conferences, and other County office locations to perform job duties;

O. Performs other duties, as required or assigned.

### III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### A. LANGUAGE SKILLS:

- Ability to research, read, and interpret documents and simple instructions;
- Ability to prepare documents, reports, and correspondence;
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings;
- Requires good knowledge of the English language, spelling and grammar;
- Strong oral and written presentation skills;

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### **B. MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs;

### **C. REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
- Ability to deal with problems involving several concrete variables in standardized situations;

### **D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:**

While performing the duties of this job, the employee is frequently required to:

- Strong organization skills;
- Excellent prioritization skills and the ability to meet deadlines;
- The ability to display a positive, cooperative, professional and team orientated attitude;
- The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and retirees;
- The ability to follow guidance and work independently until project completion;
- Proficient knowledge of MS Word, Excel, Outlook, PowerPoint;
- Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems;
- Requires skill in operating a personal computer, facsimile machine, copier;
- Comply with all county policies and procedures, and adhere to set standards;
- Must be a team player committed to working in a quality environment.

### **E. EDUCATION AND EXPERIENCE:**

- A minimum of a Bachelor's Degree and Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields is required.
- A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is required.

### **F. CERTIFICATES, LICENSES, REGISTRATIONS:**

- Current and valid Driver's License is required;
- Any and all other certificates and registrations as required for the specific duties performed.

## **IV. Physical Demands:**

While performing the duties of this job, the employee must be able to:

- Frequently sit for hours at a desk or in meetings;
- Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
- Use hands and fingers to finger, handle, type, write, and feel;
- Reach, push and pull with one and/or both hands and arms;
- Talk and hear in person and via use of telephone;
- Vision abilities include close and distance vision, and ability to view computer monitors and screens;
- Occasionally walk to other County office locations;

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### V. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties;
- The noise level in the work environment is usually quiet to moderately quiet;
- Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public;
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

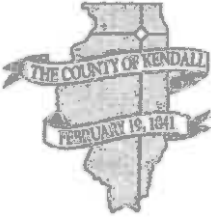
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

**cc: personnel file, employee**

\_\_\_\_\_  
**Date**





**Kendall County  
Office of Administrative Services**

111 West Fox Street  
Yorkville, Illinois 60560

April 25, 2017

**Subject: HR functions and Board priorities**

Since 2010 we have made an extreme effort to provide essential functions with limited staff and resources in Administrative Services and PBZ. Compared to 2007, the two departments have 4 less full time positions and the 2017 operating budgets are \$243,000 less than 2007.

Most of the remaining full time positions in the two departments have unique essential functions across a broad scope of work and are not routine day to day. The result is limited opportunity to train personnel to back-up the essential functions for each unique position.

Also since 2010, I was actively involved in 14 employment transitions of staff that did not have redundancy in title or essential function. Each transition reduces the efficiency and effectiveness of the remaining staff. With the current level of resources, we fulfill basic requirements, but reaching a level of excellence in any area is very difficult.

The HR coordinator is a very busy position with broad, non-routine essential functions.

Benefits enrollment – health, dental, vision, life, HSA, FSA, COBRA, retiree payments

Risk management – workers comps claims, property claims, liability claims, and inventory (property and equipment), resolve billing issues

HR- ensure County complies with all applicable federal and state employment and labor laws and regulations, OSHA reporting, process FMLA leave, employer postings, hiring process, background checks – references/ criminal/ motor vehicle, time sheet verification, time off requests, paid time accruals, maintain Employee's Benefits Intranet web page, wellness program, month and annual reports, monitor revisions to state and federal regulations and propose corresponding policy revisions, employee recognition programs, employee compensation range analysis, manage employee assistance program, preserve HIPPA compliance, provide information for FOIA requests, SHRM or PHR certification

Liquor License – processing renewals and new licenses and files

Currently, as in the past, the Treasurer's Office expressed interest in consolidating benefit enrollment with the payroll function they currently manage.

Payroll currently is involved with payroll deductions related to all benefit enrollment. They also coordinate such employee enrollment in benefits as IMRF, 457 deferred compensation, supplemental life, AFLAC and Legal Shield.

The transferred responsibilities would be - benefit enrollment, changes, and billing for health, dental, vision, life, HSA, FSA, COBRA, retirees. The Treasurer expressed she planned to use her current staff to assume the responsibility. In addition to herself, 3 other staff are available to cross-train. Given the budget reductions experienced by Administrative Services over the last 7 years and broad responsibilities remaining, it seems highly unlikely and inefficient for us to train 4 staff.

After transferring benefit enrollment responsibilities, sizable HR and risk management essential functions remain – see below. I would like to make sure that any position created will not only meet these responsibilities, but will also be available to help us meet priorities set by the Board. Prior to me creating a position, I would like the Board to complete the attached to help allow tactical efforts toward priorities. With limited resources available, I want to make sure we are efficient in working toward priorities.

Risk management – workers comps claims, property claims, liability claims, and inventory (property and equipment), resolve billing issues

HR- ensure County complies with all applicable federal and state employment and labor laws and regulations, OSHA reporting, process FMLA leave, employer postings, hiring process, background checks – references/ criminal/ motor vehicle, time sheet verification, time off requests, paid time accruals, maintain Employee's Benefits intranet web page, wellness program, month and annual reports, monitor revisions to state and federal regulations and propose corresponding policy revisions, employee recognition programs, employee compensation range analysis, manage employee assistance program, preserve HIPPA compliance, provide information for FOIA requests, SHRM or PHR certification

**Topic**

**Priority  
(Y/N)**

**Support More Resources  
(Y/N)**

**Legislative Agendas**

**Neighborhood Development**

**Technology Infrastructure**

**Intergovernmental Cooperation**

**Community Leadership**

**Public Relations**

**Social Media Presence**

**Transparency**

**Regional Initiatives**