

COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 209-210
Tuesday, June 27, 2017 ~ 5:30p.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 May 23, 2017 Meeting**
- 5. CBIZ Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Approval of 2018 County Holiday Schedule*
 - *Update on IDOT Funding Issues and Kendall Area Transit – Mike Neuenkirchen*
 - *Discussion on Codification*
 - *Discussion of Transfer of Sheriff's Office Employee Worker's Compensation Responsibilities – Sheriff's Office/Administration*
 - *Deputy Administrator Job Description*
 - *Organizational Chart*
- 9. Executive Session for the purpose of Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by 5ILCS 2.06**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. Adjournment**

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Tuesday, May 23, 2017

CALL TO ORDER

Admin HR Committee Chair Lynn Cullick called the meeting to order at 5:35p.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour		5:41p.m.	
Matthew Prochaska	Present		
Lynn Cullick	Present		
Elizabeth Flowers	Present		
John Purcell		5:43p.m. & returned at 6:25p.m.	6:00p.m.

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

Others Present: Bob Jones, Scott Koeppel, Jim Pajauskas

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – May 15, 2017

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

CBIZ Update – Jim Pajauskas briefly provided a brief update on the first two months of claims with United Healthcare and stated that the County is running at approximately seventy-two percent thus far. Mr. Pajauskas reported there are no outstanding issues that his office is currently working on. Mr. Pajauskas will plan to meet with Interim Administrator Scott Koeppel and update him on the different policies, procedures, etc.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Bob Jones, Chief Deputy Treasurer, shared Treasurer Jill Ferko’s request for an increase to the Deputy Treasurer Salary line in the amount of \$25,000.00 for this fiscal year. Ms. Ferko stated that the HR position was set at \$57,095.00, and as of May 1, 2017, approximately seventy-five percent of those responsibilities were transferred to the Treasurer’s Office. Ms. Ferko would like the additional funds to pay Bob Jones, who is assuming the majority of the additional responsibilities, she would like to give Mr. Jones an additional \$650.00 per pay period stipend retro back to May 1, 2017, and the total remaining amount of

\$15,250.00 to be divided between Stannette Kraber, Ronda Thomas and other staff that might assume additional responsibilities as well.

There was consensus by the committee to forward the issue to the Finance Committee at the May 25, 2017 meeting for further discussion and action if necessary.

COMMITTEE BUSINESS

- *Approve change of 2nd meeting of the month from the 4th Tuesday to the 3rd Wednesday of each month at 5:30p.m.* – Member Prochaska made a motion to forward the item to the County Board for approval, second by Member Gilmour. The change would be effective in July 2017. **With four members voting aye, the motion carried.**
- *Discuss ADA statement for notices and agendas* – Mr. Koepfel said that there should be a statement on each meeting agenda that reads: *If special accommodations or arrangements are needed for meeting attendance, please notify the County Administration Office at 630-553-4171 a minimum of 24-hours prior to the meeting.* **Recommendation that this statement be added at the to all future meeting agendas.**
- *Review of County Administrator Job Description* – The committee reviewed the revised County Administrator position with the committee’s recommendations. The committee recommended changing the wording of Section III E to be: *Bachelors degree required, Masters degree strongly preferred.*
- *Deputy County Administrator Job Description* – Suggestions offered by Latreese Caldwell to Scott Koepfel for this position include:
 1. Reports to County Administrator
 2. Fiscal and Budget
 - a. County Budget
 - b. Administrative Services Departments
 - c. A/P and A/R for Kendall Area Transit (K.A.T.)
 - d. Bond issues
 3. Strategic and Policy Planning – Administrative Services Directors
 4. Human Resources
 - a. Federal/State Employment, labor laws, regulations
 - b. Hiring, Background Checks
 - c. Performance Reviews Liaison – Administrative Services Directors
 - d. Employee Training Liaison – Administrative Services Directors
 - e. Succession Training
 5. Risk Management/Insurance
 - a. Property/Casualty Insurance
 - b. Vehicle/Property Inventory
 - c. Background Checks for Motor Vehicles

d. Workman's Compensation

6. Project Management

- *Organizational Chart* – Item tabled to next meeting
- *Board Room Organization* – Facilities Management and Technology will continue researching and obtaining quotes for updated Board Room furniture and technology upgrades. Discussion on funding, the timing of the changes, the necessity of new furniture, and functionality.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of County Administrator as the Open Meetings Act Designee*
- *Approve change of 2nd meeting of the month from the 4th Tuesday to the 3rd Wednesday of each month at 5:30p.m*
- *Approve County Administrator as the Open Meetings Act designee*

ITEMS FOR THE MAY 25, 2017 FINANCE COMMITTEE

- *Discussion Request by Treasurer Jill Ferko for Increase to Deputy Treasurer Salary Line in the amount of \$25,000.00*

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

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 8:23p.m.

Respectfully Submitted,

Valarie McClain
Recording Secretary

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

GENERAL ORDER 17-3

IN THE MATTER OF THE ADOPTION OF)
THE COURT CALENDAR FOR THE YEAR)
2018:)

FILED
JUN 20 2017

Maureen A. Josh
Clerk of the Circuit Court
DeKalb County, Illinois

IT IS HEREBY ORDERED THAT:

The Circuit Court for the 23rd Judicial Circuit of the State of Illinois shall adjourn, and the Office of the Circuit Clerks of DeKalb and Kendall Counties shall be closed on the following legal holidays for the year 2018:

HOLIDAY

OBSERVED

New Year's Day
Martin Luther King, Jr. Day
Lincoln's Birthday
President's Day
Spring Holiday (Close at 12 p.m.)
Memorial Day
Independence Day
Labor Day
Columbus Day (Observed)
Veterans' Day (Observed)
Thanksgiving Day
Day Following Thanksgiving Day
Christmas Eve
Christmas Day

Monday, January 1, 2018
Monday, January 15, 2018
Monday, February 12, 2018
Monday, February 19, 2018
Friday, March 30, 2018
Monday, May 28, 2018
Wednesday, July 4, 2018
Monday, September 3, 2018
Monday, October 8, 2018
Monday, November 12, 2018
Thursday, November 22, 2018
Friday, November 23, 2018
Monday, December 24, 2018
Tuesday, December 25, 2018

Dated this 20th day of June, 2017


Robbin J. Stuckert, Chief Judge

Valarie McClain

From: Mike Neuenkirchen
Sent: Tuesday, June 27, 2017 11:13 AM
To: Valarie McClain
Subject: FW: Message from IDOT IPI Director Beth McCluskey Re: June 30th SFY End/SFY18 Appropriations

Hi Valerie. Below is what we discussed for inclusion in the committee packet for tonight. If you have any questions, please let me know.

Mike Neuenkirchen
Associate Director-Voluntary Action Center
Program Director-Kendall Area Transit
109 W. Ridge St.
Yorkville, Il, 60560
630-882-6970
mneuenkirchen@co.kendall.il.us

From: Scott Koepfel
Sent: Thursday, June 15, 2017 2:59 PM
To: Mike Neuenkirchen; Andrez Beltran
Subject: FW: Message from IDOT IPI Director Beth McCluskey Re: June 30th SFY End/SFY18 Appropriations

Scott Koepfel

From: Healy, Mike E. [<mailto:Mike.Healy@Illinois.gov>]
Sent: Thursday, June 15, 2017 2:35 PM
To: Jeff Wilkins <JWilkins@co.kendall.il.us>
Subject: Message from IDOT IPI Director Beth McCluskey Re: June 30th SFY End/SFY18 Appropriations



Illinois Department of Transportation

Office of Intermodal Project Implementation / Bureau of Transit
69 West Washington Street / Suite 2100 / Chicago, Illinois 60602

June 14, 2017

Jeff Wilkins
County Administrator
Kendall County
111 W Fox Street
Yorkville, IL 60560

Dear Jeff:

Your agreement(s) with the Department provide(s) that "Obligations assumed by the State shall cease immediately, without penalty or payment, should the Illinois General Assembly fail to appropriate or otherwise make available funds for the project." At this time, appropriate funding is not available for your agreement(s) after June 30, 2017, with the exception of the Downstate Operating Assistance agreement(s). As a result, the Department will not be able to pay for work performed and/or any expense incurred after June 30, 2017.

Unless the exception noted above applies, all work must cease by close of business on June 30, 2017 until further notice. You are responsible for notifying any contractors you may have working on projects covered by your agreement(s).

It is the Department's intent to authorize work to resume on the project immediately after a budget resolution and appropriations are made. The Department will notify you when work may resume. We appreciate your cooperation and are committed to successfully completing this project in a fair and efficient manner.

If you have any questions, please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth McCluskey". The signature is fluid and cursive, written in a professional style.

Beth McCluskey, Director
Office of Intermodal Project Implementation

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

Kendall County Job Description

TITLE: Deputy County Administrator
DEPARTMENT: Administrative Services
REPORTS TO: County Administrator
FLSA STATUS: Exempt
APPROVED: [INSERT DATE]

I. Position Summary:

The Deputy County Administrator reports to the County Administrator and serves in place of the County Administrator in the County Administrator's absence. The Deputy County Administrator is responsible for assisting the County Administrator with the planning, organizing, directing, and managing of Kendall County's administrative functions, policies, programs and goals. The Deputy County Administrator is also responsible for delegated areas of County operations and functions including, but not limited to budgeting and finance, worker's compensation, and risk management functions. The Deputy County Administrator works collaboratively with County departments and provides direction and support to department heads in the daily management of County operations. The Deputy County Administrator will also perform special studies and projects as directed by the County Administrator and/or Kendall County Board Chairperson.

II. Essential Duties and Responsibilities:

- A. Customarily and regularly supervises and directs the work of at least two or more full-time employees.
- B. Customarily and regularly performs management duties including, but not limited to, the following:
 1. Serves as the direct supervisor for all employees in the Administrative Services Department and performs supervisory responsibilities including, but not limited to the following:
 - a. Conducts interviews for Administrative Services Department positions.
 - b. Makes recommendations to the County Administrator with regard to discipline, hiring and firing for all employees assigned to the Administrative Services Department, which recommendations are given particular weight by the County Administrator.
 - c. Oversees training of all staff assigned to perform work in the Administrative Services Department.
 - d. Conducts regular performance evaluations for all employees in the Administrative Services Department.
 - e. Plans, assigns and directs work of all employees in the Administrative Services Department.
 - f. Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status, which recommendations are given particular weight by the final decision-makers.
 - g. Makes recommendations to the Kendall County Administrator with regard to policies and procedures applicable to the Administrative Services Department, which recommendations are given particular weight by the County Administrator.
 2. Serves as the direct supervisor for County department heads and performs supervisory responsibilities including, but not limited to the following:

Kendall County Job Description

2. Exercises independent discretion and judgment to develop organizational systems, programs, and policies for efficient performance of Administrative Services Department.
 3. Oversees the County Department's grant applications and monitors the County Department's grant funds and expenditures, as needed.
 4. Oversees and administers the County's risk management functions by performing duties including, but not limited to the following:
 - a. Performs risk management planning, policy development and administration.
 - b. Monitors insurance coverage for all County property and functions, and makes insurance coverage change recommendations to County Board.
 - c. Administers the County's Workers Compensation and Liability Insurance Programs by performing duties including, but not limited to the following:
 - i. Processes and tracks all claims.
 - ii. Responds to questions and complaints about workers' compensation benefits and liability claims.
 - iii. Resolves billing issues.
 - iv. Obtains and maintains up-to-date records of workers' compensation benefit claims and benefit information.
 - v. Maintains up-to-date records of the County's liability claims and payments.
 - vi. Acts as the County's liaison and direct contact with the County's workers' compensation and liability insurance plan providers and legal counsel.
 - vii. Prepares communications regarding or relating to the County's workers compensation and liability insurance programs.
 - viii. Communicates and works with County departments and elected offices regarding workers' compensation and liability insurance claims, issues and concerns.
- D.** Serves as the Acting County Administrator during the County Administrator's short-term absences and/or as otherwise directed by the Kendall County Board Chairperson.
- E.** Attends County Board meetings, County Board committee meetings, and any other meetings as assigned by the County Administrator and/or County Board Chairperson.
- F.** Executes those projects/activities not easily delegated to County Departments.
- G.** Prepares or supervises the preparation of special studies and reports as requested by the County Administrator or own initiative.
- H.** Provides financial support to all County Departments
- I.** Financial analysis, assist with budgeting, creation of monthly reports for Kendall County Forest Preserve.
- 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, and the Illinois Local Records Act.
- K.** Complies with all applicable County ordinances, policies and procedures regarding or

Kendall County Job Description

E. EDUCATION AND EXPERIENCE:

1. A minimum of a Bachelor's Degree in accounting or related field from an accredited college or university is required.
2. A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.
3. 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 preferred.

F. CERTIFICATES, LICENSES, REGISTRATIONS:

1. 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:

1. Frequently sit for hours at a desk and/or in meetings.
2. Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10 pounds;
3. Use hands and fingers to finger, handle, type, write, and feel;
4. Reach, push and pull with one and/or both hands and arms;
5. Talk and hear in person and via use of telephone;
6. Vision abilities include close and distance vision, and ability to view computer monitors and screens;
7. Travel independently to other County office buildings and other locations, to perform job duties.

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:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
4. 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.

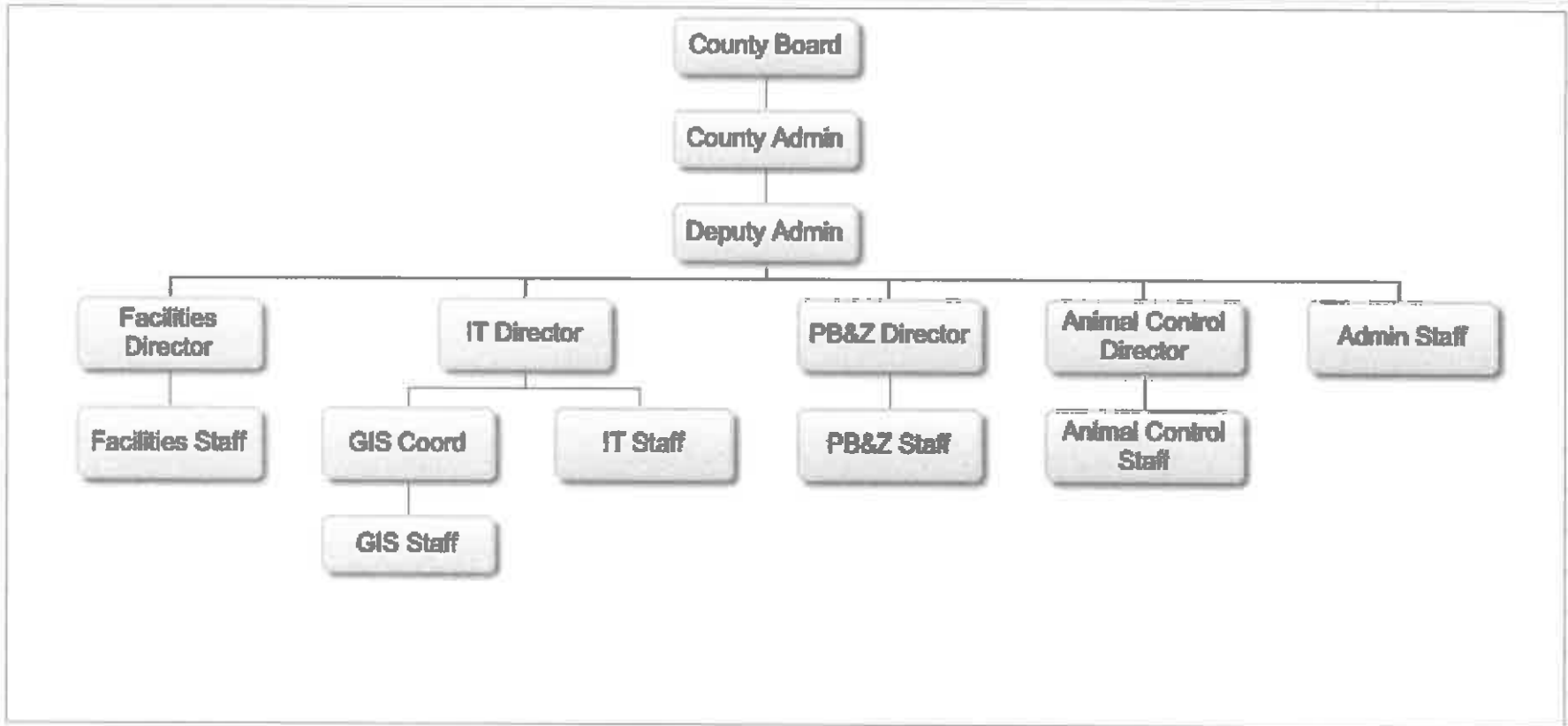
Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee



MONTHLY MEDICAL INSURANCE REPORT
May 31, 2017

	Non-Union Union		<u>Total Enrolled</u>				Annual Cost Plan per EE	Others
			<u>May-16</u>	<u>Jun-16</u>	<u>May-17</u>	<u>Jun-17</u>		
HMO Employee	35	15	58	58	50	50	\$8,909.28	10
HMO Family	15	15	41	41	29	30	\$22,272.60	4
PPO Employee	0	4	18	18	4	4	\$12,087.00	0
PPO Family	0	3	12	12	3	3	\$30,216.72	1
H.S.A. - Emp	67	32	72	72	100	99	\$10,180.32*	12
H.S.A. - Fam	50	52	80	80	102	102	\$23,816.00*	7
Total Enrolled	167	121	281	281	288	288		34
Total Eligible	206	137						
				Dental EE	168			49
				Dental Family	186			25
				Total Enrolled	352			74

NOTES:

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

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)* 53% 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	346995	355552							\$2,113,236
Lincoln Life Dental Premium	25384	26884	27025	24392	28197	25788							\$164,870
Lincoln Life Premium	792	840	616	725	724	724							\$4,420
Health Savings Account	443800	1780	4375	0	0	0							\$448,925
HRA Admin Fee	0	83	83	83	83	83							\$414
FSA Admin Fee	156	162	162	162	170	170							\$882
TOTALS	\$620,131	\$395,566	\$378,432	\$373,030	\$374,169	\$382,317	\$0	\$0	\$0	\$0	\$0	\$0	\$2,723,846

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	347689	342557	344748	342333	342917	333821	336258	338151	341085	\$4,099,996
Lincoln Life Dental Premium	23476	24220	24192	23782	23921	23806	23550	23721	23049	23330	23196	23385	\$283,518
Lincoln Life Premium	728	732	725	727	721	725	718	723	708	714	708	713	\$8,537
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	186	156	166	166	166	\$1,834
TOTALS	\$715,806	\$384,251	\$389,387	\$372,256	\$367,347	\$379,435	\$366,785	\$367,516	\$357,833	\$369,458	\$362,211	\$366,318	\$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	\$ 315,855	\$ 322,904	\$ 323,388	\$ 321,771	\$ 328,769	\$ 329,521	\$ 318,882	\$ 322,074	\$ 319,795	\$ 313,846	\$ 313,232	\$ 323,842	\$ 3,853,148
Met Life Dental Premium	22,281	22,179	22,235	22,772	22,897	22,801	22,372	22,315	22,077	22,043	22,099	22,293	\$ 268,164
Lincoln Life Premium	718	730	743	742	759	747	737	732	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	\$ 370,994	\$ 369,492	\$ 362,870	\$ 369,599	\$ 363,444	\$ 364,566	\$ 364,414	\$ 4,338,641

FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$236,077 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	\$ 333,882	\$ 323,486	\$ 334,201	\$ 334,375	\$ 327,851	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,859	\$ 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	22,611	23,069	22,898	\$ 279,577
Lincoln Life Premium	637	826	785	778	743	743	750	750	745	750	760	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
TOTALS	\$ 374,246	\$ 378,120	\$ 373,825	\$ 363,355	\$ 373,673	\$ 375,384	\$ 368,016	\$ 364,925	\$ 363,733	\$ 369,558	\$ 363,811	\$ 376,850	\$ 4,445,296

MONTHLY BENEFITS SUMMARY REPORT
May 31, 2017

Retirees/COBRA (12/1/16 - 11/30/17) (42 Retirees / 2 COBRA)			
Vision	Family	6	\$476.00
Vision	Single	6	\$294.22
Medical	Family	2	\$19,726.30
Medical	Single	8	\$34,852.25
Dental	Family	12	\$7,212.03
Dental	Single	28	\$7,638.74
TOTAL		62	\$70,189.54

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

New Hires/Terminations (12/1/16 - 11/30/17)				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration			2	1
Animal Contr	1			
Circuit Clerk	1		2	
Coroner	2		1	
County Clerk				
Facilities				
Forest Pres				
Health Dept.	3		1	
HWY	1		2	
KenCom			1	
PBZ	1			
Probation	2		1	
Public Defender				
Sheriff	3	1	3	
State's Att	1		2	
Technology	1			
VAC				
Totals	18	1	15	1

BENEFITWALLET HSA FUNDING	
Date	Deposit
12/31/16	438,300
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	0
08/31/17	0
09/30/17	0
10/31/17	0
11/30/17	0
Total	\$ 447,175