



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Rooms 210
Wednesday, September 20, 2017 ~ 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers, Matthew Prochaska, John Purcell, Lynn Cullick (Chair), Judy Gilmour (Vice Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from September 7, 2017 Meeting**
- 5. CBIZ Update**
- 6. Wine Sergi Update**
- 6. Department Head and Elected Official Reports**
- 7. Public Comment**
- 8. Committee Business**
 - *Discussion of Request for Qualifications (RFQ) for Insurance Brokerage and Risk Management Consultant Services*
 - *Review of Employee Handbook Revisions*
- 9. Executive Session**
- 10. Items for Committee of the Whole**
- 11. Action Items for County Board**
- 12. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

COUNTY OF KENDALL, ILLINOIS
ADMINISTRATION HUMAN RESOURCES COMMITTEE
Meeting Minutes
Thursday, September 7, 2017

CALL TO ORDER - Committee Chair Lynn Cullick called the meeting to order at 8:33a.m.

ROLL CALL

Attendee Name	Status	Arrived	Left Meeting
Judy Gilmour	Here		
Matthew Prochaska	Here		
Lynn Cullick	Here		
Elizabeth Flowers		8:40a.m.	9:37a.m.
John Purcell		8:41a.m.	

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

Others Present: Latreese Caldwell, Gina Hauge, Bob Jones, Scott Koeppl

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – August 23, 2017

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

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Treasurer's Office – Chief Deputy Treasurer Bob Jones informed the committee that he has contacted several vendors about the Benefits Fair, the vendors need at least 30-days' notice prior to the event. Mr. Jones asked the committee for potential dates, and further direction.

Discussion of Request for Qualifications (RFQ) for Insurance Brokerage and Risk Management Consultant Services, the current insurance carriers, and the potential of seeking bids for property casualty insurance. Ms. Cullick stated that with committee consent, she recommends scheduling the benefits fair, and moving ahead with CBIZ and United Healthcare for this year, and determining a timeline for Requests for Proposals

(RFP) and Requests for Qualifications (RFQ) for next year. There was consensus by the committee to conduct the Benefits Fair during the first week of November 2017. Mr. Jones will continue to update the committee on his progress with the organization.

The committee will wait to hear from Jim Pajauskas about healthcare provider updates for 2018 at the next meeting, and have further discussion on plans for next year.

Mr. Jones also reported that the Treasurer's Office will be conducting an immediate audit of the benefits system due to numerous errors previously entered into the system. They will obtain correct contact information from the Payroll Office.

Administrative Services Office – Scott Koeppel asked the committee for direction regarding the proposed CASA Food Truck event on October 21, 2017, to be held in the Health Department parking lot. Discussion on insurance, food vendors, the event and ensuring an agreement between CASA and Kendall County is in place prior to the event date. Mr. Koeppel will work with the State's Attorney's Office on the agreement.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Approve Increase of Part-Time Employee Hours from 600 to 1000 for IMRF Eligibility* – Member Cullick stated this was discussed in committee previously, and at the Finance Committee meeting, who recommended bringing the issue back to the Admin HR Committee. Several County Departments/Offices utilize part-time employees. Ms. Cullick reported a presentation at a UCCI meeting earlier in the year, and she met briefly with the presenter who was able to answer most of her questions. Ms. Cullick said that after many years of non-compliance, the County is now in compliance and able to file on a regular 2-year basis, the form stating which elected officials qualify for IMRF.

Ms. Caldwell informed the committee that she has contacted IMRF General Counsel for further information on participation. Ms. Caldwell reviewed information provided by IMRF, including the public act that was passed for non-educational employers to increase their hourly standards, the old law and the new law, as well as a sample resolution the County would use to make the change to 1000 hours. Ms. Caldwell asked the general counsel about how a change would affect seasonal employees, and if current part-time employees would be grandfathered, and general counsel stated that any new hires after the resolution is passed would be eligible for the 1000 hours. Counsel also stated that any newly elected officials would have to meet the 1000 hours, and that newly elected County Board members are no longer eligible due to state legislature. Ms. Caldwell also expressed concern about part-time employees increasing hours and how that would affect benefit eligibility. Discussion on the implications for health benefits, management of part-time employee time records and actual hours worked, the risks involved in changing the number of hours for part-time employees, and IMRF certification requirements. The Committee asked Ms. Caldwell to obtain the information provided by the IMRF

general counsel in writing. The Committee also asked Ms. Caldwell to research if grandfathering would apply to someone hired by the County from another County or Municipality for the next meeting. The Committee also asked Bob Jones to provide the number of County employees that work between 600 and 1000 at the next meeting. There was consensus by the committee to discuss the item further at a future meeting.

- *Discussion on purchase of the FOIA Software* – Scott Koeppel gave the committee the pricing breakdown on the proposed FOIA software, and Gina Hauge provided additional information on the various components available and the ones that they would like to purchase. Discussion on a contract terms, and the Technology budget. Ms. Hauge was asked by the Committee to verify the contract terms.

Member Purcell made a motion to forward to the Finance Committee the discussion of the purchase of the annual subscription services of FOIA Software from GovQA Public Records Management System in an amount not to exceed \$10,000 per month, and determine what funds will be used, and if the purchase should be started this budget year or next budget year, and then on to the Board for approval at the September 19, 2017 meeting, second by Member Prochaska. With five members in agreement the motion passed by 5-0 vote.

- *Employee Handbook Revisions* – The committee was provided a copy of the first half of the handbook that was reviewed by ASA Leslie Johnson for review and discussion at the next meeting. There was consensus by the committee to dedicate a meeting specifically to the review of the employee handbook in the near future. Member Cullick stated that her goal was to get the update and final approval of the employee handbook completed by the end of December 2017.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

PUBLIC COMMENT – None

EXECUTIVE SESSION – Not needed

MEETING ADJOURNMENT

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

This meeting was adjourned at 10:15a.m.

Respectfully Submitted,

Valarie McClain, Administrative Assistant and Recording Secretary

MONTHLY MEDICAL INSURANCE REPORT
August 30, 2017

	Non-Union		Total Enrolled				Annual Cost Plan per EE	Others
	Union	Union	Aug-16	Sep-16	Aug-17	Sep-17		
HMO Employee	35	16	57	58	50	51	\$8,909.28	10
HMO Family	15	16	41	39	31	31	\$22,272.60	4
PPO Employee	0	6	17	17	5	6	\$12,087.00	0
PPO Family	0	3	12	12	4	3	\$30,216.72	1
H.S.A. - Emp	62	32	77	77	98	94	\$10,180.32*	12
H.S.A. - Fam	50	53	78	77	102	103	\$23,616.00*	7
Total Enrolled	162	126	282	280	290	288		34
Total Eligible	206	137						
Dental EE					166			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

MONTHLY BENEFITS SUMMARY REPORT
August 30, 2017

Retirees/COBRA (12/1/16 - 11/30/17) (42 Retirees / 2 COBRA)			
Vision	Family	6	\$702.10
Vision	Single	5	\$325.52
Medical	Family	2	\$26,736.35
Medical	Single	11	\$52,460.93
Dental	Family	30	\$9,667.02
Dental	Single	12	\$9,743.55
TOTAL		66	\$99,655.47

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

Full Time New Hires/Terminations (12/1/16 -11/30/17)				
Department	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration			2	
Animal Contr	1			
Circuit Clerk	2		2	
Coroner	2		1	
County Clerk				
Facilities				
Forest Pres				
Health Dept.	3		2	
HWY	1		2	
KenCom	1	1	2	1
PBZ	1			
Probation	2		1	
Public Defender				
Sheriff	5	1	5	2
State's Att	2	1	4	1
Technology	1			
VAC				
Totals	21	3	21	4

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	1,000
09/30/17	0
10/31/17	0
11/30/17	0
Total	\$ 458,300

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)*76.18% 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	346996	355552	357994	358354	355637				\$3,185,221
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0				\$5,200
Lincoln Life Dental Premium	25384	25864	27025	24392	28197	25788	25670	25842	25579				\$231,761
Lincoln Life Premium	792	840	618	725	672	734	723	727	718				\$6,547
Health Savings Account	443800	1750	4375	0	0	1750	0	3625	1000				\$456,300
Insurance Refunds	271	0	0	0	142	694	0	0	1439				\$2,448
HRA Admin Fee	0	83	83	83	83	83	83	83	83				\$661
FSA Admin Fee	311	0	323	162	0	339	170	170	170				\$1,644
TOTALS	\$620,558	\$395,405	\$383,793	\$373,029	\$374,090	\$384,840	\$384,639	\$388,600	\$384,825	\$0	\$0	\$0	\$3,869,780

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FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,063,813)* 93.6% 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	333821	335258	338151	341085	\$4,099,996
Lincoln Life Dental Premium	23476	24220	24192	23762	23921	23806	23560	23721	23049	23330	23196	23385	\$283,618
Lincoln Life Premium	726	732	725	727	721	725	716	723	708	714	708	713	\$6,637
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	158	158	158	156	158	156	156	\$1,834
TOTALS	\$715,805	\$384,251	\$389,367	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$358,458	\$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	\$ 323,369	\$ 321,771	\$ 328,769	\$ 329,521	\$ 318,882	\$ 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	22,099	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	17,760	\$ 209,500
TOTALS	\$ 355,029	\$ 363,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,994	\$ 359,492	\$ 362,870	\$ 359,599	\$ 353,444	\$ 354,566	\$ 364,414	\$ 4,339,641

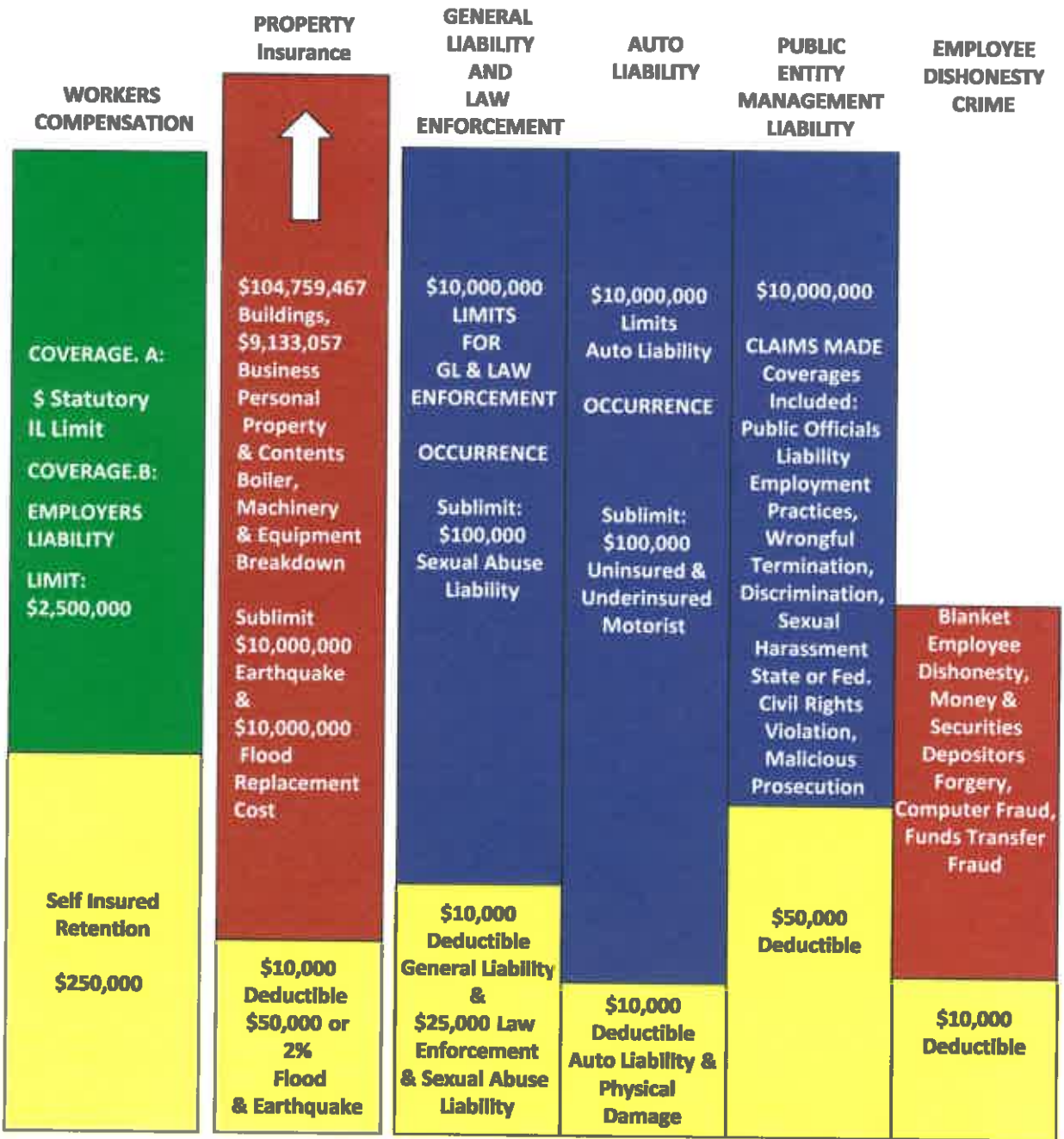
FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$235,077 under FY

	12/31/2013	1/31/2014	2/28/2014	3/31/2014	4/30/2014	5/31/2014	6/30/2014	7/31/2014	8/31/2014	9/30/2014	10/31/2014	11/30/2014	Totals
BlueCross Medical Premium	\$ 333,830	\$ 337,723	\$ 333,582	\$ 323,495	\$ 334,201	\$ 334,375	\$ 327,651	\$ 325,037	\$ 324,487	\$ 330,947	\$ 324,542	\$ 332,659	\$ 3,982,531
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	22,888	\$ 279,577
Lincoln Life Premium	637	626	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	\$ 373,673	\$ 375,384	\$ 368,016	\$ 364,925	\$ 363,733	\$ 369,558	\$ 363,611	\$ 376,850	\$ 4,445,296

Kendall County, Kendall County Forest Preserve District, Veterans Assistance Commission

*Property, Liability
and
Workers Compensation Limits
Retentions/Deductibles
Proposed ICRMT
12/1/2016 to 12/1/2017*



KEY

	WORKERS COMPENSATION
	BUILDINGS-PERSONAL PROPERTY- AUTO PHYSICAL DAMAGE, CRIME
	LIABILITY-THIRD PARTY
	RETENTION / DEDUCTIBLE

Property, Equipment, Crime, Public Official Liability, Law Enforcement, Employment Practices, Excess Liability, and Workers Compensation

Coverage, Limits and Current Deductible or Self-Insured Retention	Current Program 12-1-2016 / 2017	Budget Estimate 12-1-2017 / 2018	Budget Estimate 12-1-2017 / 2018
Property, Equipment, Computer, Crime and Boiler and Machinery			
\$107,398,562 Total Building and Contents/ \$10,000 Deductible	included	included	included
including \$10,000,000 Flood			
\$10,000,000 Earthquake			
Boiler Machinery and Inland Marine/Equipment			
Crime/Employee Dishonesty	included	included	included
Liability, Including/ Public Officials/ Law Enforcement-Limit Provided \$10,000,000 sublimit is \$100,000 for Physical and Sexual Abuse			
\$ 10,000,000* GL/POL/Law	included	included	included
Deductibles:			
\$10,000 General Liability			
\$25,000 Law Enforcement			
\$50,000 Public Official Liability			
Business Auto Liability Limit \$10,000,000	included	included	included
Deductible: \$10,000 Comprehensive & Collision	included	included	included
Excess Liability*			
Workers' Compensation & Employers Liability			
Self-Insured Retention	\$ 250,000	\$ 250,000	\$ 300,000
Property/Liability Premium	\$ 545,092	\$ 564,000	\$ 564,000
Workers' Compensation & Employers Liability	\$ 140,000	\$ 173,000	\$ 140,000
Total	\$ 684,188	\$ 737,000	\$ 704,040

Illinois Counties Risk Management Trust
Claims Analysis
9/1/2017

Workers Compensation

Prior Years' Active Claims

	Incident Date	Department	Status	Paid	Missed > 3 Days Work	Returned to Work
1	6/30/2012	Forest Preserve	re-opened	\$ 137,626	Y	Terminated
2	5/10/2014	Sheriff's	open	232,645	Y	Y
3	2/1/2015	Facilities	closed	144,699	Y	Y
4	5/5/2015	Facilities	closed	221,256	Y	Terminated
5	2/17/2016	State's Attorney	closed	2,727	N	Y
6	4/10/2016	Forest Preserve	closed	12,476	Y	Y
7	4/12/2016	Sheriff's	open	84,990	Y	N
8	9/13/2016	Sheriff's	open	75,779	Y	N
9	11/15/2016	Sheriff's	open	3,992	N	Y
10	11/15/2016	Sheriff's	closed	6,032	N	Y
Total Prior Year's Active Claims				\$ 922,223		

Property & Casualty

FY17 - Current Year's Total Claims

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

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

Prior Years' Open Claims

	Incident Date	Department	Status	Paid	Coverage Type
1	5/15/2014	Sheriff	open	\$ 291,341	Errors & Omissions
2	6/7/2014	Sheriff	open	13,763	Law Enforcement Liability
3	1/6/2015	Circuit Clerk	open	12,948	Errors & Omissions
5	9/28/2015	Circuit Clerk	open	10	Errors & Omissions
4	9/12/2015	Highway	open	6,131	General Liability
6	6/15/2016	Sheriff	open	11,414	Law Enforcement Liability
Total Prior Years' P&C Claims				\$ 335,607	

PENSIONS
(40 ILCS 5/) Illinois Pension Code.

(40 ILCS 5/Art. 7 heading)

ARTICLE 7. ILLINOIS MUNICIPAL RETIREMENT FUND

(40 ILCS 5/7-137) (from Ch. 108 1/2, par. 7-137)

Sec. 7-137. Participating and covered employees.

(e) Any participating municipality or participating instrumentality, other than a school district or special education joint agreement created under Section 10-22.31 of the School Code, may, by a resolution or ordinance duly adopted by its governing body, elect to exclude from participation and eligibility for benefits all persons who are employed after the effective date of such resolution or ordinance and who occupy an office or are employed in a position normally requiring performance of duty for less than 1000 hours per year for the participating municipality (including all instrumentalities thereof) or participating instrumentality except for persons employed in a position normally requiring performance of duty for 600 hours or more per year (i) by such participating municipality or participating instrumentality prior to the effective date of the resolution or ordinance and (ii) by a participating municipality or participating instrumentality, which had not adopted such a resolution when the person was employed, and the function served by the employee's position is assumed by another participating municipality or participating instrumentality. Notwithstanding the foregoing, a participating municipality or participating instrumentality which is formed solely to succeed to the functions of a participating municipality or participating instrumentality shall be considered to have adopted any such resolution or ordinance which may have been applicable to the employees performing such functions. The election made by the resolution or ordinance shall take effect at the time specified in the resolution or ordinance, and once effective shall be irrevocable.

(Source: P.A. 99-900, eff. 8-26-16.)