



COUNTY OF KENDALL, ILLINOIS
COMMITTEE OF THE WHOLE
COUNTY OFFICE BUILDING
County Board Rooms 209-210

Thursday, June 16, 2016 at 4:00 PM

AGENDA

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call:** John Purcell, Jeff Wehri, John Shaw (Board Chair), Scott Gryder (Board Vice Chair), Lynn Cullick, Bob Davidson, Elizabeth Flowers, Judy Gilmour, Dan Koukol, Matthew Prochaska
- 3. Items of Business**
 - *Discussion on 2017 Holiday Schedule*
 - *From Admin HR Committee:*
 - ❖ *Discussion of Policy for Managing Email Archive*
 - ❖ *Discussion of Health Insurance Plan Design Options*
- 4. Public Comment**
- 5. Questions from the Media**
- 6. Chairman's Report**
- 7. Review Board Action Items**
- 8. Executive Session**
- 9. Adjournment**

COUNTY OF KENDALL, ILLINOIS
SPECIAL COMMITTEE OF THE WHOLE
Meeting Minutes
Thursday, June 2, 2016 at 4:30p.m.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by County Board Chair John A. Shaw at 4:30p.m.

ROLL CALL

Present: Judy Gilmour - here, Dan Koukol - here, Matthew Prochaska - here, Bob Davidson - yes, John A. Shaw - here, Elizabeth Flowers – present. With six members present, a quorum was established to conduct business.

Member Purcell entered the meeting at 4:35p.m.

Member Gryder entered the meeting at 4:51p.m.

Board Members Absent: Lynn Cullick, Jeff Wehrli

Elected Officials Present: Sheriff Dwight Baird, Judge Timothy McCann, Eric Weis

Other County Employees present: Leslie Johnson, Scott Koeppel, Deputy Commander Joe Gillespie, Undersheriff Harold Martin, Renetta Michelson, Jim Smiley, Jeff Wilkins

ITEMS OF BUSINESS

- ❖ *Discuss Final Scope and Project Budget for Security Upgrades for the Courthouse and Public Safety Center* – Member Davidson reported that Facilities Management, Sheriff's Office and Technology staff have worked closely with Dewberry regarding the design services for the Public Safety Center and Courthouse Security system. Mike Moreland, Project Manager and Craig Clary, Project Designer from Dewberry provided an overview of the system project, the existing equipment, the newer technology and cable management projected, the integration of the system and connection between the Courthouse and the Public Safety system, the control system layouts and locations, and the projected timeline for project completion.

Judge Timothy McCann and Sheriff Dwight Baird conveyed their support of the project and stressed the need to have a new system installed for better information collaboration and security in both buildings.

Sheriff Baird stated that this is a needed item, not a wanted item, and complimented his staff on keeping the current 25-year old system operational. Sheriff Baird commended the Board on being prepared for the new system and already setting aside funding for the expenditure.

Judge McCann informed the committee of some of the positive effects of the new system, including video visitation, which means that there will be less visitors physically coming for visitation at the jail, less time screening the visitors and inmates following physical visitation, pre-trial service officers will have the ability to meet with inmates prior to bond call from their desks by computer instead of going to the jail, attorneys will be able to conduct visitation by computer with inmates rather than visit them in the jail. This new system and the video abilities will also allow communication between the jail and the courthouse, and with other jails and possibly the federal corrections system.

After discussion about the project recommendations, budget, timeline, 10% contingency, overhead and profit, alternate bids, how the project will be completed with the least amount of interruption to daily jail operation, the placement of the cameras and how the new cameras efficiency and accuracy will allow for better monitoring of the courthouse and public safety system, and increase the security of both buildings, and the 100% projected project cost, Chairman Shaw asked for a roll call consensus to forward this item to the County Board.

Roll Call: Member Davidson – yes, Member Flowers – yes, Member Gilmour – yes, Member Koukol – yes, Member Purcell – yes, Member Gryder – yes, Member Shaw – yes, Member Prochaska – yes. **There was consensus by the committee that the item should be voted on at the Special County Board meeting on June 2, 2016.**

- ❖ *Approval of Resolution to establish the compensation, mileage reimbursement and health benefits for County Board members elected to a term beginning December 1, 2016 and ending November 30, 2020* – Chairman Shaw asked the clerk to read an email regarding this issue from Board Member Jeff Wehrli, who was not in attendance. Discussion followed on proposed changes outlined in the resolution, the current per diem system, and the concerns of the Treasurer about submission of vouchers in a timely and efficient manner.

Chairman Shaw conducted a voice vote of consensus to forward the proposed resolution to the County Board.

Roll Call:

Member Purcell – is fine with staying with the per diem system or going to the proposed salary system.

Member Davidson – would prefer to remain on the current per diem system.

Member Flowers would like to stay on the current per diem system.

Member Gilmour said she feels that the per diem method is more fair because it pays people for the meetings they attend, and that it makes sense to pay all ten board members the same (a bifurcated system), she said that going to the salary system will cost the taxpayers additional money.

Member Koukol said that although going to the salary proposal would make things easier for those in the Treasurer's office, he said that there needs to be more value placed on what is expected of, demanded of and done by those serving as Board members. He hopes that this board and the next board will continue this discussion in the future.

Member Gryder said that there were a lot of excellent points made all around, but he feels that meetings could be consolidated, but he would like to have further clarification before making any decisions, he is definitely opposed to any health benefits for County Board members. Member Gryder said that he would support keeping the status quo at this time, but the Board needs to continue having this discussion. Member Gryder would not support the resolution at this time.

Member Prochaska agreed with Member Koukol about the timeliness of this discussion, and agreed that with a flat salary system, committees could be consolidated, and that he agreed with Member Wehrli's statement that there should be an adjustment for members not attending a set percent of county meetings.

There was not consensus by the committee to consider the resolution at the County board meeting.

PUBLIC COMMENT – Todd Milliron, Yorkville said that the 180-day timeline only applies to the compensation of county board members, and that the other issues mentioned in the resolution, and any items in the Board Rules of Order could be discussed and changed later.

Lee Hoffer, Oswego said that he feels the board deserves compensation that will bring in good, qualified people to the board. Mr. Hoffer said that the per diem system has been used successfully by practically every government organization throughout the United States. Mr. Hoffer also said that Board members that don't attend meetings should not be compensated.

Mr. Hoffer said that the proposed salary system would not work for the county, and that the taxpayers will get the best use of their dollars spent by using the per diem system.

Mr. Hoffer also said that the Treasurer's office personnel are paid to take care of the documents, and that if someone doesn't submit a voucher properly that the Treasurer shouldn't pay them.

QUESTIONS FROM THE MEDIA - None

CHAIRMAN'S REPORT - None

REVIEW BOARD ACTION ITEMS

- *Discuss Final Scope and Project Budget for Security Upgrades for the Courthouse and Public Safety Center*
- *Approval of Resolution to establish the compensation, mileage reimbursement and health benefits for County Board members elected to a term beginning December 1, 2016 and ending November 30, 2020*

EXECUTIVE SESSION – Not Needed

ADJOURNMENT – Member Davidson moved to adjourn the meeting at 5:44p.m., Member Gryder seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT

GENERAL ORDER 16- 8

FILED
JUN 14 2016
Maureen A. Josh
Clerk of the Circuit Court
DeKalb County, Illinois

IN THE MATTER OF THE ADOPTION OF)
THE COURT CALENDAR FOR THE YEAR)
2017:)

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 2017:

<u>HOLIDAY</u>	<u>OBSERVED</u>
New Year's Day	Monday, January 2, 2017
Martin Luther King, Jr. Day	Monday, January 16, 2017
Lincoln's Birthday (Observed)	Monday, February 13, 2017
Washington's Birthday (Observed)	Monday, February 20, 2017
Spring Holiday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day (Observed)	Monday, October 9, 2017
Veterans' Day (Observed)	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day Following Thanksgiving Day	Friday, November 24, 2017
Christmas Day	Monday, December 25, 2017

Dated this 13 day of June, 2016


Robbin J. Stuckert, Chief Judge

IN THE CIRCUIT COURT FOR THE TWENTY-THIRD
JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER 16-2

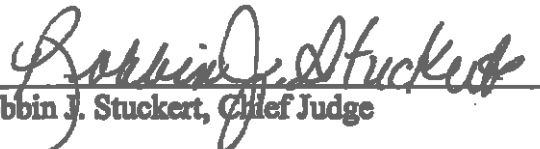
IN THE MATTER OF THE SCHEDULING)
OF PTR HEARINGS FOR CRS MATTERS)
IN DEKALB COUNTY, ILLINOIS)

FILED
JUN 14 2016
Maureen A. Josh
Clerk of the Circuit Court
DeKalb County, Illinois

Effective July 1, 2016 PTR hearings for CRS matters shall be set on the following schedule:

Judge Waller – Courtroom 100 – 3rd Tuesday afternoon of each month;
Judge Doherty – Courtroom 100 – 2nd Friday afternoon of each month;
Judge Montgomery – Courtroom 210 – 4th Friday afternoon of each month

Entered: 6-13-16


Robbin J. Stuckert, Chief Judge

KENDALL COUNTY, ILLINOIS

Resolution No. _____

RESOLUTION APPROVING AMENDED TECHNOLOGY POLICY

WHEREAS, Kendall County, Illinois (“County”) is a unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois; and

WHEREAS, the County Board of Kendall County (“County Board”) recognizes that Kendall County employees and County Board members send and receive emails through Kendall County’s email server; and

WHEREAS, the County Board further recognizes that a convenience copy of said emails are also retained in the County’s journal copy email archive (“archive”), which is managed by the Kendall County Technology Services Department; and

WHEREAS, the County currently has a Technology Policy, which is contained in Chapter VII of the County’s Employee Handbook but said policy does not currently address the emails stored in the archive; and

WHEREAS, the Illinois Local Records Commission recently confirmed emails retained in the County’s archive are “convenience copies” that are not subject to the retention requirements of the Illinois Local Records Act; and

WHEREAS, as the records contained in the archive are not subject to the retention requirements set forth in the Illinois Local Records Act, the County Board seeks to amend the County’s Technology Policy to include provisions governing the management and retention requirements for the emails contained in the archive; and

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Kendall County, as follows:

Section 1. The recitals set forth above are hereby incorporated by reference.

Section 2. The County’s current Technology Policy contained in Chapter VII of the County’s Employee Handbook is hereby amended and replaced with the Technology Policy (“Amended Technology Policy”), effective immediately. The Amended Technology Policy is attached hereto as **Exhibit A**.

Section 3. The County Administrator or his designee shall provide a copy of the Amended Technology Policy to all County Department Heads and Elected Officials within seven (7) calendar days after approval of this Resolution.

Section 4. Within seven (7) calendar days after receipt of the Amended Technology Policy, the County Department Heads shall provide a copy of the Amended Technology Policy to each and every employee in their respective departments and shall obtain a signed acknowledgment of receipt of the Amended Technology Policy from each employee for placement in the employee's personnel file.

Section 5. Further amendments to the Technology Policy may occur at anytime with a majority vote of the Kendall County Board.

Section 6. This Resolution shall be in full force and effect as of the _____ day of March, 2016.

Approved and adopted by the County Board of Kendall County, Illinois on this _____ day of March, 2016.

John A. Shaw, Chairman
County Board

Attest:

Debbie Gillette
County Clerk

EXHIBIT A

CHAPTER VIII TECHNOLOGY POLICY

Section 8.1 ORDER:

Information technology (IT) resources are assets of Kendall County and must be used for authorized business. IT resources include, but are not limited to, electronic computer equipment, software, Internet access, email accounts, and the information which is stored, processed, or transmitted from, to or through that equipment. County (IT) resources must be protected from accidental or unauthorized access, use, disclosure, modification, or destruction by employees, contractors, or any individual whether on County or non-County provided equipment.

Section 8.2 OVERVIEW:

The County reserves the right to, among other actions, access, audit, block, delete, disclose, intercept, monitor, publish, recover, restrict, restore, review, screen, or trace any information at any time without notice.

Section 8.3 SECURITY:

Each user is authorized to access only information which is required to do his/her job. Unauthorized access to information is strictly prohibited. All users must safeguard County information and treat electronic documents/communications with the same level of care, both in production and storage, as is accorded documents and communications that are in print form. Access to (IT) resources will be immediately deactivated when a County employee terminates employment or rights are withdrawn for any other reason.

Section 8.4 ENFORCEMENT:

Use of any County (IT) resource will be audited and monitored. It is each user's responsibility to understand and comply with the set forth Policy. Noncompliance with this Policy may be cause for disciplinary action as well as monetary charges being assessed where appropriate. If it is determined that an employee has misused (IT) resources, the employee will be subject to appropriate disciplinary action for misuse of County property, up to and including discharge.

Section 8.5 DEFINITIONS:

Users – The term *users* refers to all employees, independent contractors, consultants, temporary workers and other persons or entities who use County Information Technology resources.

Information Technology (IT) Resources – The term *information technology resources* refers to the County's entire computer network. Specifically, *information technology resources* includes, but is not limited to: individual workstations, file servers, communication servers, application servers, mail servers, fax servers, Web servers, laptops, software, data files and network cables, whether connected to the network or not.

Section 8.6 GUIDELINES:

A. No Expectation of Privacy

1. *No expectation of privacy.* The computers and computer accounts are given to users to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on any technology resource. The computer system belongs to the County and may be used only for job-related purposes.
2. *Waiver of privacy rights.* Users expressly waive any right of privacy or expectation of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel selected at the sole discretion of the County to access and review materials users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that the County may use human or automated means to monitor use of its computer resource.

B. Prohibited Activities

1. *Inappropriate or unlawful material.* Material that is fraudulent, sexually explicit, profane, obscene, defamatory; that is intended to harass, embarrass or intimidate; or that is unlawful or otherwise determined by the County to be inappropriate shall not be sent by e-mail or other form of electronic communication (such as bulletin board systems, news groups, chat groups) or displayed on or stored in County computers. Users encountering or receiving this kind of material should immediately report the incident to their department head/elected official.
2. *Misuse of software.* All software must be approved by the Technology Director prior to installation on any County workstations or servers. Users may not do any of the following: (A) Copy software for use on their home computers; (B) provide copies of software to any independent contractors of the County or to any firm or individual, unless specifically authorized through an official County contract or agreement; (c) install software on any of the County workstations or servers; (d) download any software from the Internet or other online service to any of the County workstations or servers; (e) modify, revise, transform, recast, or adapt any software; or (f) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law should immediately report the incident to their Department Head/Elected Official.
3. *Prohibited uses.* Without prior written permission from the Technology Director, County computer resources may not be used for dissemination or storage of personal advertisements, solicitations, promotions, destructive programs (i.e., viruses or self replicating code), or any other unauthorized use.
4. *Communication of confidential information.* Sending, transmitting or otherwise disseminating without authorization proprietary County data or other information identified as confidential is strictly prohibited.

C. Passwords

1. *Responsibility for passwords.* Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.
2. *Passwords do not imply privacy.* Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in the material they create or receive on the computer system.

3. ***Password management.*** Passwords should have a minimum length of six (6) characters. These measures will require that all system users use unique and confidential passwords before using workstations on the network. Passwords shall be changed on a regularly scheduled basis, changes scheduled for every 90 days.

D. Security

1. ***Accessing other computers and networks.*** A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
2. ***Computer Security.*** Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of County computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the County's network without authorization and preventing introduction and spread of viruses.
3. ***Exception process.*** The County has a set standard, for network security, that disallows individual connections to the County network. It is understood that individual departments and agencies use proprietary software that require access to the County network. In those instances, the department/agency will be required to obtain authorization from the Director of Technology and appropriate network security permissions to allow access will be approved. The same process will apply for any department/agency requesting a waiver from any part of the Kendall County network security policy.

E. Viruses

1. ***Virus detection.*** Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he/she does not introduce viruses into the County's network. To that end, all material received magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to the County must be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that home computers and laptops might contain viruses. All data transferred from these computers to the County's network must be scanned for viruses.
2. ***Accessing the Internet.*** To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to the County's network must do so through an approved firewall.

F. Miscellaneous

1. ***Confidential Information.*** When sending confidential information to shared devices (e.g., printers, facsimile machines, etc.) users must exercise reasonable judgment to maintain confidentiality at the destination.
2. ***Compliance with Applicable Laws and Licenses.*** In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal and international laws governing intellectual property and online activities.
3. ***Other Policies Applicable.*** In their use of computer resources, users must observe and comply with all other county policies and guidelines.

Section 8.7 JOURNAL COPY EMAIL ARCHIVE MANAGEMENT, RETENTION AND DISPOSAL

A. RETENTION AND DISPOSAL REQUIREMENTS

1. A duplicate copy of all emails sent and received via the County's email server will be stored on the County's journal copy email archive (hereinafter referred to as "archived emails"). The archived emails are convenience copies, which are not subject to the record retention requirements of the Illinois Local Records Act.
2. Archived emails shall be retained in their electronic form in the County's journal copy email archive for a period of at least seven (7) years from the date any email sent or received.
3. The seven (7) year retention period requirement set forth in Section 8.7(A)(2) above may be modified or waived upon entry of a court order or pursuant to applicable state or federal law.
4. Upon the completion of the required retention period, the Kendall County Technology Services Department shall permanently delete or purge the archived emails from the County's journal copy email archive. Because the archived emails are convenience copies, which are not subject to the Illinois Local Records Act, the Illinois Local Records Commission's prior approval for disposal of the archived emails is not necessary.

B. PRESERVATION NOTICE

1. The County acknowledges there may be situations that arise that require the Kendall County Technology Services Department to retain certain archived emails beyond the required retention period set forth in Section 8.7(A) above (e.g., pending litigation and/or a pending law enforcement investigation). It is the applicable County department head and/or elected official's responsibility to notify the Kendall County Technology Services Department when certain archived emails must be preserved beyond the required seven (7) retention period. The County department head and/or elected official shall provide such notice in writing to the Kendall County Technology Services Department on the Preservation Notice Form, which is attached as Exhibit 1.
2. Upon receipt of the Preservation Notice Form, the Kendall County Technology Services Department shall take all steps reasonably necessary to preserve and retain the applicable archived emails. The Kendall County Technology Services Department shall then preserve and retain the archived emails until the County department head or elected officials confirms, in writing, that the preservation hold is concluded and the archived emails may be destroyed.

C. ACCESS TO ARCHIVED EMAILS

While the archived emails are retained in the journal copy email archive, the Kendall County Technology Services Department may provide access to archived emails as follows:

1. Access may be provided to the individual employee or elected official who sent or received the archived email, provided the individual has submitted their request in writing to the Technology Services Department.
2. Access may be provided to a County department head and/or elected official or their designee for archived emails sent or received by employees supervised by the requesting County department head/elected official. The County department head and/or elected official requesting access to a subordinate employee's archived emails must make a written request to the Kendall County Technology Services Department by completing the "Technology Services Internal Request for Archived Email" form, which is attached as Exhibit 2.
3. Access may be provided to the County Board Chairman or their designee for archived emails sent or received by a County department head and/or employees supervised by a County department head.
4. To the extent permitted by law, access may be provided to any third party pursuant to a validly issued subpoena and/or court order.

Section 8.8 RESPONSIBILITIES:

A. Administrative Responsibilities

The County Administrator and Technology Director are responsible for the implementation of this policy. Department Heads and Elected Officials are responsible for compliance by their employees.

1. *Department Head/Elected Official Responsibilities.* Department Heads/Elected Officials are responsible for:
 - a. Ensuring that all users have access only to data needed to perform their job responsibilities;
 - b. Ensuring that all users understand their obligation to protect technology resources implementing required security practices;
 - c. Reporting noncompliance; and
 - d. Initiating corrective action.
2. *Technology Services responsibilities.* The Technology Director and support staff must be zealous in their efforts to maintain user confidence in privacy, availability, reliability, and productivity. Computer files may be accessed to verify compliance with County policies. On suspicion that a security breach has occurred, the findings are to be reported to the Technology Director to determine if the breach is significant enough to warrant further investigation. Technology Services staff is responsible to the users for the integrity of the information environment they support. Although Technology Services staff must have, at times, access to a users private domain to provide support, they must not use that privilege for any other purpose. Any support person who uses his/her privileges for purposes other than support, divulges confidential information gained from such support, or fails to comply with the principles set forth in this security policy is subject to disciplinary action, up to and including discharge. Compliance with this policy will be monitored by Technology Services and violations will be reported in a discreet and professional manner when it appears the user has intentionally violated this policy or any other related policy. The incidents will be fully documented and reported to the County

Administrator. A back-up of users and shared directories will be performed on a regular basis with all directories located on shared file servers, not individual drives, backed up on an appropriate schedule. Controls must be in place to confirm that obligations under software license agreements are being met for all software on workstations and network servers.

B. User Responsibilities

All employees are responsible for compliance with this order.

1. **Restricted access to (IT) resources.** Access to (IT) resources must be protected by unique user accounts restricted by password or other controls. Passwords shall be confidential and protected by individual users to prevent unauthorized use and release of information.
2. **Dissemination of Data.** Dissemination of confidential data acquired when performing job responsibilities, in any form (printed, electronically, verbal, etc.) is strictly forbidden unless prior written permission has been granted, and such dissemination is not in conflict with any other County policy.
3. **Computer Software.** All software and data files developed on County Owned or controlled (IT) resources are for official business. Employees must adhere to all terms and conditions for licensing agreements governing distribution and use of software. Violation of software license agreements and copyright laws may subject the offender to criminal prosecution and civil damages. No software will be run on County computers that has not been reviewed and approved by Technology Services. This review process ensures that the software is compatible (if required) with other existing software and is free from any computer viruses. This includes software available commercially or circulated public domain software.
4. **Backup Responsibilities.** Any user who uses county systems not on the County network or proprietary computer systems is responsible for backing up data and software of those systems. Users who store files on the Local Area Network (LAN) drives are protected due to a nightly LAN backup. If, however, an employee stores user files on the hard drive (C) or on the desktop, the employee is responsible for the file backup.
5. **Responsible Care.** All users shall maintain a clean work area and guard against potential damage to hardware or destruction of data through spillage, carelessness, etc. All equipment relocation shall be coordinated in advance through Technology Services and performed by Technology Services. A user must return any County hardware or software which is in his/her possession prior to leaving County employment.
6. **Use of the Internet.** The Internet is a tool to be used in helping employees meet the requirements of their job (i.e., those who need information from a reliable Internet source to perform research duties or interface with organizations that use the Internet for conducting business with the County). Users must refrain from requesting information which is inappropriate in the workplace. Examples of inappropriate use of resources include, but are not limited to, any traffic that violates state and/or federal laws, the distribution of non-business related advertising, and propagation of computer worms and/or viruses, distribution of chain letters, attempts to make unauthorized entry into another network. Technology Services provides level of internet access that is assigned to employees by the responsible authority of the office/department. Internet use is monitored and reported to supervisors if requested.
7. **Electronic Mail.** County employees are to use the County's e-mail system primarily for County business communications and are responsible to guard against e-mail abuse. Examples of abuse are chain letters, selling or purchasing of personal items.

8. **Accountability.** Anyone observing what appears to be a breach of security where County information could be compromised, modified, stolen, lost or destroyed must report the incident to the Technology Director or County Administrator.
9. **Computer Hardware:** No hardware will be added to the County computers or network that has not been reviewed and approved by Technology Services. This review process ensures that the hardware is compatible with existing hardware standards. The purchaser will assume ongoing maintenance and support responsibility for peripheral devices (printers, scanners, phones with email functions, etc.) purchased without Technology Services approval. The purchaser will also be responsible for purchasing any consumables that this equipment requires.

CHAPTER VIII, EXHIBIT 1

Kendall County Technology Services Preservation Notice

Effective immediately, please preserve until further written notice all of the following:

A brief description of the records to be preserved:
Dates:
To (if known):
From (if known):
Subject (if known):
Keywords:
Attachment Name (if known):
Reason for preservation:
Duration of preservation requirement (if known):
Other:

_____ Date Requested
Elected or Appointed Department Head

_____ Date Delivered
Technology Services

CHAPTER VIII, EXHIBIT 2

Kendall County Technology Services

Internal Request for Archived Emails

Please list dates, keywords, and/or email addresses below.

Dates:
To:
From:
Subject:
Keywords:
Attachment Name:
Other:

Appointed Department Heads and Elected Officials shall only have access to emails sent or received by employees supervised by the Appointed Department Head or Elected Official while said emails are retained in the journal copy archive.

X _____
Elected or Appointed Department Head

Date Requested

X _____
Technology Services

Date Delivered

County of Kendall (Illustrating the Current Contribution Structure)

*This spreadsheet is for comparison purposes only. Refer to your contract for actual benefits.

	HMO, Blue Advantage (Participating Provider)	Blue Print PPO (In/Out of Network)	Blue Edge HSA Plan (In/Out of Network)	Blue Choice Select PPO (In/Out of Network)	PPO 1000 (In/Out of Network)
Individual Deductible	\$0	\$500/1,000	\$1,500	\$500/2,000	\$6,000/12,000
Family Deductible	\$0	\$1,500/3,000	\$3,000	\$1,500/6,000	\$13,200/26,400
Coinsurance	100%	90/70%	100/80%	90/60%	100/60%
Out-Of-Pocket (Inc. Ded.)	\$1,500	\$1,000/3,000	\$3,000	\$1,000/4,000	\$6,600/19,800
Family OOP (Inc. Ded.)	\$3,000	\$3,000/9,000	\$6,000	\$3,000/12,000	\$13,200/39,600
Physicians Services (In Network)	\$20 PCP / \$40 Specialist	\$20 Copay	100/80% After Deductible	\$20 Copay	Deductible Then Coinsurance
Emergency Room	\$150 Copay	\$150 Copay	90% After Deductible	\$150 Copay	Deductible Then Coinsurance
Inpatient Hospital Services	\$100 Copay per admission	Deductible Then Coinsurance	100/80% After Deductible	Deductible Then Coinsurance	Deductible Then Coinsurance
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Preventative Care	Yes*	Yes*	Covered at 100% In Network	Yes*	Yes*
Rx Copay	\$10/40/60	\$10/40/60	80% After Deductible	\$10/40/60	\$10/40/60
Network	Blue Advantage HMO	PPO	PPO	PPO	PPO
	BCBS Monthly Cost			BCBS Monthly Cost	
EE:	\$769.20	\$1,011.22	\$668.87	\$915.15	\$811.00
Family:	\$1,922.95	\$2,422.10	\$1,588.60	\$2,192.00	\$1,942.52
	ER Monthly Cost			ER Monthly Cost	
EE:	\$692.28	\$910.10	\$726.98	\$823.64	\$729.90
Family:	\$1,307.62	\$1,666.10	\$1,345.29	\$1,507.82	\$1,336.21
	EE Monthly Cost			EE Monthly Cost	
EE:	\$76.92	\$101.12	\$66.89	\$91.52	\$81.10
Family:	\$615.34	\$756.00	\$493.31	\$684.38	\$606.33
* Includes \$125 month single and \$250 month Family H.S.A.					
CBIZ has made every effort to supply you with an accurate and comprehensive proposal, however, we will not be bound by any typographical errors or omissions contained herein.					

MONTHLY MEDICAL INSURANCE REPORT
May 31, 2016

	Non-Union	Union	<u>Total Enrolled</u>				Annual Cost Plan per EE	Others
			<u>May-15</u>	<u>Jun-15</u>	<u>May-16</u>	<u>Jun-16</u>		
HMO Employee	30	21	55	55	58	57	\$9,230.38	6
HMO Family	13	21	46	46	41	41	\$23,075.38	7
PPO Employee	3	14	55	54	18	18	\$12,134.63	1
PPO Family	0	9	37	37	12	12	\$29,065.22	3
H.S.A. - Emp	46	18	37	35	72	74	\$9,526.48*	10
H.S.A. - Fam	36	36	52	54	80	79	\$22,063.20*	7
Total Enrolled	128	119	282	281	281	281		34
Total Eligible	175	144						
Dental EE								41
Dental Family								28
Total Enrolled								69

NOTES:

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