

# COUNTY OF KENDALL, ILLINOIS

## Admin & HR Committee

County Office Building

County Board Rooms 209-210

Yorkville IL 60560



Thursday, March 3, 2016 ~ 9:00a.m.

### MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Lynn Cullick (Chair), Judy Gilmour, Dan Koukol, John Purcell, John A. Shaw (Vice Chair)
3. **Approval of Agenda**
4. **Approval of Minutes from February 23, 2016 Meeting**
5. **Presentation on GIS Aerial Photography Bids**
6. **Monthly Reports**
  - a. **CBIZ Update**
  - b. **County Administrator**
  - c. **Department Heads and Elected Officials**
7. **New Business**
  - *Employee Handbook*
8. **Old Business**
  - *Organization Charts Discussion*
9. **Action Items for County Board**
10. **Public Comment**
10. **Executive Session**
11. **Adjournment**

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**County Office Building**  
**County Board Rooms 209-210**  
**111 W. Fox Street, Yorkville IL**  
**Meeting Minutes**  
**Tuesday, February 23, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Member Gilmour (Chair Pro-Tem) at 5:40p.m.

**ROLL CALL**

Committee Members Present: John Purcell - present, Dan Koukol – here, Judy Gilmour – here

*Lynn Cullick arrived at 5:44p.m.*

Committee Members Absent: John A. Shaw

Others present: Scott Koeppel, Paul LaLonde, Jeff Wilkins

**APPROVAL OF AGENDA:** Member Koukol made a motion to approve the agenda as presented, second by Member Purcell. **With all in agreement, the motion carried.**

**APPROVAL OF MINUTES:** Member Koukol made a motion to approve the February 4, 2016 meeting minutes, second by Member Purcell. **With all in agreement, the motion passed.**

**MONTHLY REPORTS**

- a. **County Administration** – Paul LaLonde, Voluntary Action Center provided an update on the Kendall Area Transit program, and reported that ridership has decreased, which is based solely on the State of Illinois crisis. Mr. LaLonde said they restricted service in early December 2015 in response to the uncertainties of the State fiscal situation. Prior to that, they were on track to continue increasing ridership, and he said that demand is higher than ever. Mr. LaLonde also said that should funding come from the State of Illinois, the VAC is prepared to jump right back into full swing.

Member Purcell asked if LaLonde could provide a summary of the Kendall Area Transit Fiscal 2015 and year-to-date 2016 Fiscal budget to the committee at the next meeting.

Mr. LaLonde said that he was recently appointed as the Assistant Executive Director of the Voluntary Action Center, and therefore they are beginning the search for a replacement Kendall Area Transit Director. The committee asked that the position be posted on the County website to encourage Kendall County citizens to apply. Mr. LaLonde will provide the information to Technology Services Director Scott Koeppel to post on the County website.

Mr. LaLonde reported that the Federal Government has enacted the FAST Act 5-year long-term transportation funding bill signed in December 2015, which includes Federal FTA 5310 funding for senior and disabled citizens through the RTA and 5311 funds for rural money through IDOT. Mr. LaLonde stated that all counties in the country will receive a 2.9 percent increase in those formulas. And, although Kendall County is relatively small, he hopes the County will receive 3 percent more, as well as some long-term stability.

Mr. LaLonde briefed the committee on the VAC Advisory Committee that was established approximately one year ago, and said the committee advises the VAC Board specifically regarding Kendall County. Members meet quarterly, and consist of personnel from the Administration Office, the Health Department, Waubensee, and other stakeholders.

- b. Department Heads and Elected Officials** – Scott Koeppel, Technology Services Director, said that Don Clayton and Andy Nicoletti will update the committee on the GIS Aerial bids and pricing at the March 3, 2016 Admin HR meeting.

Mr. Koeppel has been working with the Circuit Clerk with the purchase of a new I Series IBM Server for the web-base software, and their current server cannot handle the new software. They will also assist in the installation of the software to reduce vendor costs.

Mr. Koeppel reported they continue to assist the County Clerk with technology preparations for the upcoming elections and the new requirement of onsite registration. They've also assisted with set-up of the new printers that will be used with the longer ballots.

Mr. Koeppel reported that Technology met with representatives from Tyler Technologies (formerly New World) System for the Sheriff's Office records management system upgrade and some local Police Chiefs because they are unhappy with the timeline. We paid for the first half of the upgrade last September, but as of now the completion calendar says Tyler Technologies will start in June and finish the upgrade in August 2016. Mr. Koeppel is working toward some type compensation via potentially free training due to the fact that the upgrade cannot be completely as planned.

Mr. Koeppel also updated the committee on the meetings regarding the Jail and Courthouse security projects, and along with Jim Smiley, met with the architects last week. Mr. Koeppel said the project is at the 30 percentage point, and they are on track for the budget. The project would include new wiring between the buildings and inside the jail and courthouse. Discussion on existing fiber optic wiring already in the Jail building,

Member Gilmour thanked Scott and Technology for helping the 708 Mental Health Board with their website. Mr. Koeppel said that Gina Hauge in Technology Services completed the 708 Mental Health Board website that will be linked to the Health Department website. Technology also assisted them with putting the 708 Mental Health Board application online for easier access and completion.

Mr. Koeppel said they continue to research time-keeping options for tracking exempt and non-exempt employee hours for various departments and offices.

## OLD BUSINESS

- *Resolution Approving Policy for Managing Email Archive* – Scott Koeppel reported that he contacted the State Archive office, regarding emails and the convenience copies. They informed Mr. Koeppel that we do not have to request to destroy convenience copies of emails, but can destroy them at any time. Mr. Koeppel said that the state advises that the County should have a policy in place so that employees are aware of what they need to do with emails, the difference between emails that need to be retained, and those that can be destroyed.

Mr. Koeppel stated that the archiver was originally purchased to serve as a back-up in the case of a disaster where email is completely lost. It would allow the recovery of emails that had been backed up as convenience copies.

- *Organization Charts Discussion* – Item not discussed

## NEW BUSINESS

- *Employee Handbook* – Item not discussed

**EXECUTIVE SESSION** – Member Cullick made a motion to enter into executive session for the purpose collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, (5ILCS 120/2 (2), second by Member Gilmour.

**Roll Call:** Member Gilmour - yes, Member Koukol - yes, Member Purcell - yes, Member Cullick - yes  
**With all in agreement, the committee entered into Executive Session at 6:48p.m.**

Others Present: Jeff Wilkins

Member Koukol made a motion to reconvene in Open Session, second by Member Gilmour. **With all in agreement the committee reconvened into Open Session at 7:08p.m.**

**ITEMS FOR COMMITTEE OF THE WHOLE** – *Proposed Organizational Chart Changes concerning County Administrator and department heads*

**ACTION ITEMS FOR COUNTY BOARD** - None

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Member Gilmour moved to adjourn the meeting at 7:10p.m., Member Purcell seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary

<u>Company</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Sensor</u>	<u>Resolution</u>	<u>Altitude</u>	<u>Control Points</u>	<u>Copyright/Ownership</u>	<u>Price</u>
Ayres Associates	5201 Terrace Dr	Madison	WI	53718	Z/I Intergraph DMC II	5.5 in	5868 ft	Existing from previous	County	\$31,560
Surdex Corporation	520 Spirit of St Louis Blvd	Chesterfield	MO	63005	Leica ADS100	6 in	6150 ft	Approx 12	Surdex (from 2013 RFP)	\$34,950
Sidwell Company	2750 Foxfield Rd	St Charles	IL	60174	Z/I Intergraph DMC II 140	5.70 in	6078 ft	20 plus 10 chk pts	Existing Royalty Agrmt	\$38,590

**MONTHLY MEDICAL INSURANCE REPORT**  
**February 29, 2016**

	Non-Union	Union	Total Enrolled				Annual Cost Plan per EE	Others
			Feb-15	Mar-15	Feb-16	Mar-16		
HMO Employee	29	20	54	55	55	55	\$9,230.38	6
HMO Family	12	24	46	46	42	42	\$23,075.38	6
PPO Employee	3	14	58	57	17	17	\$12,134.63	0
PPO Family	0	9	36	37	12	12	\$29,065.22	3
H.S.A. - Emp	47	17	33	35	72	73	\$9,526.48 *	9
H.S.A. - Fam	36	37	53	51	79	79	\$22,063.20 *	6
<b>Total Enrolled</b>	<b>127</b>	<b>121</b>	<b>280</b>	<b>281</b>	<b>277</b>	<b>278</b>		<b>30</b>
<b>Total Eligible</b>	<b>149</b>	<b>146</b>						
Dental EE								41
Dental Family								26
<b>Total Enrolled</b>								<b>67</b>

**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

**FY 16 MONTHLY MEDICAL INSURANCE INVOICES**

	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	\$ 347,954	\$ 339,151	\$ 344,322										\$ 1,031,427
Lincoln Life Dental Premium	22,476	23,220	24,192										\$ 69,889
Lincoln Life Premium	726	732	725										\$ 2,183
Health Savings Account	336,000	-											\$ 336,000
<b>TOTALS</b>	<b>\$ 707,157</b>	<b>\$ 363,103</b>	<b>\$ 369,239</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,439,498</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	\$ 315,655	\$ 322,904	\$ 323,368	\$ 321,771	\$ 328,759	\$ 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	17,750	\$ 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>\$ 359,492</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) \$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	\$ 3,962,531
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	22,886	\$ 279,577
Lincoln Life Premium	637	826	785	778	743	743	750	750	745	750	750	7,430	\$ 15,687
Health Savings Account	15,875	15,875	15,875	15,750	15,750	16,500	16,375	15,875	15,250	15,250	15,250	13,875	\$ 187,500
<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>

**FY 13 MONTHLY MEDICAL INSURANCE INVOICES**

	12/31/2012	1/31/2013	2/28/2013	3/31/2013	4/30/2013	5/31/2013	6/30/2013	7/31/2013	8/31/2013	9/30/2013	10/31/2013	11/30/2013	Totals
BlueCross Medical Premium	\$ 388,429	\$ 323,668	\$ 348,602	\$ 339,854	\$ 342,421	\$ 343,576	\$ 341,555	\$ 340,995	\$ 333,428	\$ 334,508	\$ 338,081	\$ 339,583	\$ 4,114,699
Lincoln Dental Premium	21,939	23,232	21,747	22,168	22,133	23,625	22,498	22,874	22,863	22,818	22,555	*	\$ 248,451
Met Life Dental Premium	*	*	*	*	*	*	*	*	*	*	*	22,428	\$ 22,428
Lincoln Life Premium	708	714	733	717	737	739	734	727	747	753	726	731	\$ 8,766
Health Savings Account	11,625	11,625	13,500	12,500	12,875	12,625	12,875	12,625	12,625	13,125	12,875	12,875	\$ 151,750
<b>TOTALS</b>	<b>\$ 422,701</b>	<b>\$ 359,238</b>	<b>\$ 384,582</b>	<b>\$ 375,239</b>	<b>\$ 378,166</b>	<b>\$ 380,565</b>	<b>\$ 377,662</b>	<b>\$ 377,220</b>	<b>\$ 369,662</b>	<b>\$ 371,204</b>	<b>\$ 374,237</b>	<b>\$ 375,617</b>	<b>\$ 4,546,094</b>

Benefits Paid as of 02/29/16





Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Missed > 3 Days Work	Returned to Work	Modified Duty
WC	06/30/12	Forest Preserve	injured back and shoulder	\$59,145.90	Y	N	
WC	02/04/13	Sheriff's	hurt / strain groin	\$234,808.88	Y	Term	
WC	05/10/14	Sheriff's	injured multiple body parts	\$110,790.85	Y	Y	
WC	08/15/14	Sheriff's	strain back	** \$133,456.54	Y	Y	
WC	08/31/14	Sheriff's	contusion	\$13,644.28	Y	Y	
WC	05/05/15	Animal Control	contusion	\$96.23	N	Term	
WC	05/05/15	Facilities	Strain/Sprain arm	\$39,852.84	N	N	
WC	10/26/15	Sheriff's	contusion / hand	\$189.51	Y	Y	
WC	12/08/15	State's Attorney	contusion head	\$10.00	N	Y	
WC	12/10/15	HHS	contusion hand	\$390.55	N	Y	
WC	12/11/15	Sheriff's	contusion hand	\$10.00	N	Y	
WC	12/14/15	Forest Preserve	Strain adbominal	\$5.00	N	Y	Y
WC	12/23/15	Forest Preserve	contusion knee	\$0.00	N	Y	Y
WC	12/27/15	Sheriff's	contusion elbow	\$0.00	N	Y	
WC	12/28/15	Sheriff's	contusion hand	\$154.51	N	Y	
WC	01/01/16	Sheriff's	Hypothermia	\$1,096.45	N	Y	
WC	02/11/16	HHS	contusion	\$0.00	N	Y	
WC	02/16/16	Sheriff's	Scratch	\$0.00	N	Y	
				<u>\$593,651.54</u>			

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Paid by KC	Coverage Type
Liability	08/25/11	Sheriff's	police brutality	\$27,566.47	\$22,566.47	Police Professional Liability
Liability	01/02/14	VAC	wrongful termination	\$0.00	\$0.00	Errors & Omissions
Liability	02/21/14	Sheriff's	police excessive force	\$6,857.14	\$3,477.67	Police Professional Liability
Liability	05/20/14	Sheriff's	discrimination	\$78,378.66	\$25,000.00	Errors & Omissions
Liability	01/06/15	Circuit Clerk	work discrimination	\$7,579.50	\$7,579.50	Errors & Omissions
Liability	08/27/15	Circuit Clerk	work discrimination	\$2,390.50	\$0.00	Errors & Omissions
Liability	09/28/15	Circuit Clerk	work discrimination	\$9.45	\$0.00	Errors & Omissions
Liability	10/19/15	Circuit Clerk	work discrimination	<u>\$9.45</u>	<u>\$0.00</u>	Errors & Omissions
				\$122,791.17	\$58,623.64	

As of 03/01/16

\*\* Closed out