



# COUNTY OF KENDALL, ILLINOIS

**Admin & HR Committee  
County Office Building  
County Board Rooms 209-210**

**Thursday, June 9, 2016 ~ 9:00a.m.**

## **MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Judy Gilmour, Dan Koukol, John Purcell, John A. Shaw (Vice Chair), and Lynn Cullick (Chair)
- 3. Approval of Agenda**
- 4. Approval of Minutes from May 24, 2016 Meeting**
- 5. Monthly Reports**
  - a. CBIZ Update**
  - b. Department Heads and Elected Officials**
  - c. County Administrator**
- 6. New Business**
- 7. Old Business**
  - *Approve Policy for Managing Email Archive*
  - *Organizational Chart Discussion*
  - *Employee Handbook Discussion*
- 8. Action Items for County Board**
- 9. Public Comment**
- 10. Executive Session**
- 11. Adjournment**

**COUNTY OF KENDALL, ILLINOIS**  
**ADMINISTRATION HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**Tuesday, May 24, 2016**

**CALL TO ORDER**

The meeting was called to order by Admin HR Committee Chair Lynn Cullick at 5:32p.m.

**ROLL CALL**

Committee Members Present: Judy Gilmour – here, Dan Koukol – here, Lynn Cullick – here

*Member Purcell entered the meeting at 5:34p.m.*

Committee Members Absent: John Shaw

Others present: Scott Koeppel, Rich Ryan, Jeff Wilkins

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

**APPROVAL OF MINUTES:** Member Koukol made a motion to approve the April 26, 2016 meeting minutes, second by Member Gilmour. With all in agreement, the motion passed.

**NEW BUSINESS**

- *Property Liability Workers Compensation Coverage* – Rich Ryan from Wine Sergi gave an overview of the county's Property, Liability and Workers Compensation Limits, Retentions and Deductibles. Mr. Ryan also provided a summary of Losses, Rating Exposures and County SIR/Deductibles for 2012-2015.
- *Recommend Revisions to Employee Handbook* – Jeff Wilkins reviewed the proposed revisions that were discussed at the last committee meeting.

Member Gilmour made a motion to forward the Recommended Revisions to the Employee Handbook to the Board for approval, second by Member Koukol. With three members present voting aye, the motion carried.

*Member Purcell left the meeting at 6:00p.m.*

- *Recommend Approval of Kendall County Prevailing Wage Ordinance* - Jeff Wilkins explained that this is routine and basically dictated by the state, and that the state Department of Labor has yet to update the wages.

Member Koukol made a motion to forward to the County Board for approval the Approval of the Kendall County Prevailing Wage Ordinance, second by Member Gilmour. With three members present voting aye, the motion carried.

**OLD BUSINESS** – Discussion on Count Board compensation and mileage. Member Koukol stated that there are elected officials in the county making well over \$100,000 that claim mileage. Member Koukol also said that as a County Board member, he has only claimed mileage for meetings, and county business.

Discussion on the County meeting structure.

**EXECUTIVE SESSION** – Not Needed

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

**ACTION ITEMS FOR COUNTY BOARD**

**For June 21 County Board Meeting:**

- *Approval of Kendall County Prevailing Wage Ordinance*
- *Approval of Recommended Revisions to Employee Handbook*
- *Approval of Kendall County Prevailing Wage Ordinance*

**PUBLIC COMMENT** – None

**ADJOURNMENT** – Member Gilmour moved to adjourn the meeting at 6:31p.m., Member Koukol seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant/Recording Secretary

# Kendall County

1/1/16 - 4/30/16 compared to 1/1/15 - 4/30/15

## HMO

1. HMO total membership is down -6.6%
2. Average age of employee **Increased** from 44.7 years to 46.3.
3. Paid medical claims for the 4 month period ending 3.31.16 compared to last year's period are down -38.8%.
4. For the recent 4 months, there is one high cost claimant of \$114,958.
5. Major Diagnostic categories changed (recent 4 months):
  - Nervous system claims were up 9.3%
  - Mental Illness claims were up 40.9%
  - Diseases of the circulatory system claims are down -92.1%
  - Respiratory system claims were down -52.8%
6. Paid pharmacy claims are down -38.4% for the 4 month period.
7. Specialty pharmacy spend for the 4 months ending 3.31.16 are down -78.8%.
8. The paid claims reports shows claims incurred through December 31st, 2015. The HMO loss ratio for all of 2015 is running at 90%. The target is 40 to 45%.

## PPO

1. PPO total membership is up 5.1%.
2. Average age of employees has **decreased** from 44.1% to 43.9%.
3. Paid medical claims for the PPO for the 4 months ending 3.31.16 are up 2.1%
4. For the recent 4 months, there are two high cost claimants totaling \$221,585.
5. PPO in-network utilization is 99.8% and Kendall is receiving an overall discount of 57.9% for the medical charges.
6. Major Diagnostic categories changed (recent 4 months)
  - Neoplasm claims are up 113%
  - Disease of the Digestive System is up 63.8%
  - Diseases of the Musculoskeletal System are down -39.5%
  - Complications from pregnancy are down -53.2%
  - Claims from nervous system are down -36.4%
7. Pharmacy spend for the recent 4 months ending 3.3.1.16 is down overall -5.6%.
8. Specialty pharmacy spend for the same period is up 13.8%.
9. The paid claims reports shows claims incurred through December 31st, 2015. The PPO loss ratio for 2015 has improved to 92.3%. The target is 80 to 85%.

The medical claims are up a very modest amount and pharmacy claims are down, which is great. (The trend factor for prescriptions is over 15%.) The HMO paid claims for the 4 month period are also down for the medical and pharmacy claims in the short sample period. This could be good news for the County. We will have a better picture with the mid-year review in the mid to end of July.

**MONTHLY MEDICAL INSURANCE REPORT**  
**May 31, 2016**

	<b>Non-Union</b>		<b>Total Enrolled</b>				<b>Annual Cost Plan per EE</b>	<b>Others</b>
	<b>Union</b>	<b>Union</b>	<b>May-15</b>	<b>Jun-15</b>	<b>May-16</b>	<b>Jun-16</b>		
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
<b>Total Enrolled</b>	<b>128</b>	<b>119</b>	<b>282</b>	<b>281</b>	<b>281</b>	<b>281</b>		<b>34</b>
<b>Total Eligible</b>	<b>175</b>	<b>144</b>						
			<b>Dental EE</b>	<b>163</b>				<b>41</b>
			<b>Dental Family</b>	<b>184</b>				<b>28</b>
			<b>Total Enrolled</b>	<b>347</b>				<b>69</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**

(BUDGETED: \$5,063,813) 50.51% 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	\$ 347,954	\$ 339,151	\$ 344,322	\$ 347,599	\$ 342,557	\$ 344,748							\$ 2,066,331
Lincoln Life Dental Premium	22,476	23,220	24,192	23,782	23,806	23,806							\$ 141,283
Lincoln Life Premium	726	732	725	727	721	725							\$ 4,355
Health Savings Account	336,000	-	-	-	-	10,000							\$ 346,000
<b>TOTALS</b>	<b>\$ 707,157</b>	<b>\$ 363,103</b>	<b>\$ 369,239</b>	<b>\$ 372,108</b>	<b>\$ 367,084</b>	<b>\$ 379,270</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,557,970</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	22,887	22,601	22,372	22,315	22,077	22,043	22,009	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>\$ 362,670</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	23,895	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>

Benefits Paid as of 05/31/16



Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Missed > 3 Days Work	Returned to Work	Current Modified Duty
WC	06/30/12	Forest Preserve	Injured back and shoulder	\$80,200.27	Y	N	
WC	02/04/13	Sheriff's	hurt / strain groin	\$247,657.88	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	*** \$134,523.34	Y	Y	
WC	08/31/14	Sheriff's	contusion	\$13,644.28	Y	Y	
WC	02/01/15	Facilities	shoulder / repetitive motion	*** \$28,398.34	Y	Y	
WC	05/05/15	Facilities	Strain/Sprain arm	\$53,792.64	Y	N	
WC	12/21/16	HHS	contusion	*** \$427.04	N	Y	
WC	12/23/15	Forest Preserve	contusion knee	** \$4,746.86	N	Y	
WC	12/27/15	Sheriff's	contusion	** \$0.00	N	Y	
WC	01/26/16	Animal Control	animal bite / arm	\$0.00	N	Y	
WC	02/11/16	HHS	contusion	\$1,164.75	N	Y	
WC	02/16/16	Sheriff's	Scratch	** \$326.53	N	Y	
WC	03/08/16	HHS	fell / contusion	\$328.32	N	Y	
WC	03/25/16	Sheriff's	struck by person / injured shoulder	\$3,046.84	N	Y	
WC	04/09/16	Animal Control	bitten by animal	\$0.00	N	Y	
WC	04/10/16	Forest Preserve	slip / contusion ankle	\$1,329.45	Y	N	
WC	04/12/16	Sheriff's	contusion toe	\$3,736.82	Y	N	
WC	04/12/16	Sheriff's	twist / toe	\$0.00	N	Y	
WC	04/14/16	Sheriff's	spit / foreign body face	\$0.00	N	Y	
WC	05/13/16	Sheriff's	strain back	\$0.00	N	Y	
WC	05/15/16	Animal Control	dog bit	\$0.00	N	Y	
WC	05/17/16	Animal Control	slip / contusion head	\$0.00	N	Y	
WC	05/23/16	Animal Control	dog bit	\$0.00	N	Y	
				\$684,114.21			

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Paid by KC	Coverage Type
Liability	08/25/11	Sheriff's	police brutality	** \$32,929.91	\$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	\$9,644.64	\$3,477.67	Police Professional Liability
Liability	05/15/14	Sheriff's	discrimination	\$99,989.87	\$25,000.00	Errors & Omissions
Liability	01/06/15	Circuit Clerk	work discrimination	\$10,241.30	\$7,579.50	Errors & Omissions
Liability	09/28/15	Circuit Clerk	work discrimination	\$9.70	\$0.00	Errors & Omissions
Liability	03/02/16	Sheriff's	due process corrections detention	\$0.00	\$0.00	Law Enforcement Liability
				\$152,815.42	\$58,623.64	

\* New claim added to report

\*\* Closed Out

\*\*\* Re-Opened

As of 06/01/16



# 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.

## **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.

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.

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. Before such access may be given, the request must be approved by a majority vote of the County Board.
4. Access may be provided to a County Board Committee Chair or their designee for archived emails sent or received by a County department head and/or employees supervised by a County department head for which the County Board Committee provides oversight. Before such access may be given, the request must be approved by a majority vote of the County Board Committee.
5. 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**

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 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.

\_\_\_\_\_  
Elected or Appointed Department Head

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Technology Services

\_\_\_\_\_  
Date Delivered