

COUNTY OF KENDALL, ILLINOIS

Admin & HR Committee

County Office Building

County Board Rooms 209-210



Thursday, October 6, 2016 ~ 3:00p.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 September 27, 2016 Meeting**
5. **Department Head and Elected Official Reports**
6. **Public Comment**
7. **Committee Business**
 - *2017 Property Liability Workers Compensation Coverage - IPMG*
 - *Approval of the Resolution Authorizing Execution of Section 5311-Downstate Operating Assistance Grant Agreement for Kendall Area Transit Program*
 - *Authorize disposal of vehicle formerly used for Kendall Area Transit Program – Mike Neuenkirchen, Kendall Area Transit*
 - *County Employee Picnic Options*
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, September 27, 2016

CALL TO ORDER

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

ROLL CALL

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

Member Purcell arrived at 5:37p.m.

Committee Members Absent: John Shaw

Others present: Scott Koeppel, Jim Pajauskas, Rich Ryan, Jeff Wilkins, Glenn Campos

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

APPROVAL OF MINUTES: Member Gilmour made a motion to approve the September 8, 2016 meeting minutes, second by Member Koukol. With three in agreement, the motion carried.

PUBLIC COMMENT – None

DEPARTMENT HEADS AND ELECTED OFFICIALS REPORTS

- Administrative Services, Jeff Wilkins informed the committee that he will be working with the Bond Council on Friday, September 30, 2016, regarding Bond Series 2007 A & B.

COMMITTEE BUSINESS

- *Approve Amendment to the Intergovernmental Agreement by and between the County of Kendall, Jill Ferko, in her capacity as Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board (KenCom) for Administrative and Treasury Services* – Scott Koeppel explained the amendment to the original agreement to include Technology Services, which is spelled out in the amendment included in the packet.

Member Koukol made a motion to forward the Amendment to the Intergovernmental Agreement by and between the County of Kendall, Jill Ferko, in her capacity as Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board (KenCom) for Administrative and Treasury Services to

the County Board for approval, second by Member Cullick. With four members voting aye, the motion carried.

- *Discussion of Transfer of Funds from Kendall County Circuit Clerk Court Automation fund to the General Fund (Technology) for providing additional support of the JANO Justice System* – Member Koukol made a motion to forward the Transfer of Funds from Kendall County Circuit Clerk Court Automation fund to the General Fund (Technology) for providing additional support of the JANO Justice System, second by Member Purcell. With four members voting aye, the motion carried.
- *Approve low bid from Current Technologies for Dell EqualLogic PS6610X SAN in the amount of \$41,945.81. Amount to be paid from both capital and Technology Services funds* – Mr. Koeppel explained the need for the new equipment, additional storage, document destruction, and the duration of the equipment.

Member Purcell made a motion to forward the approval of the low bid from Current Technologies for Dell EqualLogic PS6610X SAN in the amount of \$41,945.81. Amount to be paid from both Capital and Technology Services funds, second by Member Gilmour. With four members voting aye, the motion carried.

- *Discussion and recommendations regarding 2017 Property Liability Workers Compensation coverage* – Rich Ryan, with Wine Sergi reviewed the Property and Liability Insurance Proposals with the committee. The committee asked that IPMG attend the October 6, 2016 Admin HR meeting for further discussions on coverage.
- *2017 Insurance Coverage Update* – Jim Pajauskas, CBIZ updated the committee on the proposals for 2017 Health Insurance coverage and other options.

ITEMS FOR COMMITTEE OF THE WHOLE

ACTION ITEMS FOR COUNTY BOARD

- *Approve Amendment to the Intergovernmental Agreement by and between the County of Kendall, Jill Ferko, in her capacity as Kendall County Treasurer, and Kendall County Emergency Telephone Systems Board (KenCom) for Administrative and Treasury Services*
- *Approve low bid from Current Technologies for Dell EqualLogic PS6610X SAN in the amount of \$41,945.81. Amount to be paid from Public Safety Capital Improvement fund line item # 7502-000-6650 in an amount not to exceed \$35,945.81 and General Fund Technology Hardware line item # 0102-033-6586 in an amount not to exceed \$6,000*

- *Approval of Transfer of Funds from Kendall County Circuit Clerk Court Automation fund to the General Fund (Technology) in an amount not to exceed \$45,000 for FY2017 and in an amount not to exceed \$46,350 for FY2018 for providing additional support of the JANO Justice System*

EXECUTIVE SESSION – Member Gilmour made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body (5 ILCS 120/2 1), and 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 (5 ILCS 120/2 2), second by Member Purcell.

Roll Call: Member Purcell – yes, Member Cullick – yes, Member Gilmour – yes, Member Koukol – aye. **With four members voting aye, the committee entered into Executive Session at 6:56p.m.**

The committee reconvened in Open Session at 8:14p.m.

ADJOURNMENT – Member Koukol moved to adjourn the meeting at 8:17p.m., Member Gilmour seconded the motion. **The motion was unanimously approved by a voice vote.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant/Recording Secretary

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,063,813)* 79.3% 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			\$3,420,760
Lincoln Life Dental Premium	23476	24220	24182	23782	23921	23806	23560	23721	23048	23330			\$237,057
Lincoln Life Premium	726	732	725	727	721	725	716	723	708	714			\$7,216
Health Savings Account	343500	0	0	0	0	10000	0	0	0	0			\$353,500
FSA Admin Fee	148	148	148	148	148	156	156	156	156	156			\$1,522
TOTALS	\$715,805	\$364,251	\$368,387	\$372,256	\$367,347	\$370,436	\$366,765	\$367,518	\$357,633	\$358,458	\$0	\$0	\$4,020,055*

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	22,099	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	17,900	17,750	17,000	17,125	18,500	17,750	\$ 208,500
TOTALS	\$ 365,029	\$ 363,188	\$ 363,345	\$ 362,285	\$ 370,415	\$ 370,994	\$ 358,482	\$ 362,870	\$ 359,599	\$ 353,444	\$ 354,568	\$ 364,414	\$ 4,338,641

FY 14 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$4,680,373) \$25,077 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	\$ 330,847	\$ 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	23,282	23,251	22,611	23,069	22,888	\$ 279,577
Lincoln Life Premium	637	828	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	\$ 368,558	\$ 363,611	\$ 376,850	\$ 4,445,296

Benefits Paid as of 09/30/16

* Note: Information compares year to year premiums. "TOTALS" do not include other expenditures for employee premium reimbursements or premiums typically paid in prior fiscal year.

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	\$94,562.63	Y	N	
WC	05/10/14	Sheriff's	injured multiple body parts	\$113,678.35	Y	Y	
WC	08/31/14	Sheriff's	contusion	\$15,545.88	Y	Y	
WC	02/01/15	Facilities	shoulder / repetitive motion	\$55,470.36	Y	Y	
WC	05/05/15	Facilities	Strain/Sprain arm	\$84,902.95	Y	Term	
WC	12/08/16	State's Attorney	stuck by door	\$144.25	N	Y	
WC	03/25/16	Sheriff's	struck by person / injured shoulder	\$3,059.76	N	Y	
WC	04/10/16	Forest Preserve	slip / contusion ankle	\$5,156.88	Y	Y	Y
WC	04/12/16	Sheriff's	contusion toe	\$29,483.98	Y	N	
WC	05/13/16	Sheriff's	strain back	\$320.80	N	Y	
WC	05/26/16	Probation	exposure to bodily fluids	** \$5.00	N	Y	
WC	07/16/16	Animal Control	cat bite	\$0.00	N	Y	
WC	08/22/16	Sheriff's	strain finger	\$0.00	N	Y	Y
WC	08/22/16	Sheriff's	dislocation thumb	\$0.00	N	Y	Y
WC	09/13/16	Sheriff's	training / strain	<u>\$0.00</u>	N	Y	
				\$402,330.84			

Open Claim Type	Incident Date	Department	Cause / Incident	Paid	Paid by KC	Coverage Type
Liability	4/6/2009	HWY	wrongful death	*** \$15,000.00	\$0.00	General Liability
Liability	01/02/14	VAC	wrongful termination	\$0.00	\$0.00	Errors & Omissions
Liability	05/15/14	Sheriff's	discrimination	\$99,989.87	\$25,000.00	Errors & Omissions
Liability	01/06/15	Circuit Clerk	work discrimination	\$12,797.30	\$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	** \$9,254.05	\$0.00	Law Enforcement Liability
Liability	07/20/16	Sheriff's	excessive force	\$0.00	\$0.00	Police Professional Liability
Liability	07/20/16	Sheriff's	assault	<u>\$0.00</u>	<u>\$0.00</u>	Police Professional Liability
				\$122,050.92	\$32,579.50	

* Denied
** Closed Out
*** Re-Opened
As of 10/01/16

Kendall County, IL
Property and Liability Insurance Proposals
December 1, 2016 to December 1, 2017

Coverages	Current Program 2015/2016	2016/2017 Renewal Proposal	2016/2017 Renewal Proposal	2016/2017 Optional Proposal	2016/2017 Optional Proposal	2016/2017 Optional Proposal	2016/2017 Optional Proposal
<i>COMPANY:</i>	ICRMT	ICRMT	ICRMT	ICRMT Larger Retention	Travelers	Argonaut	Illinois Public Risk Fund
Premium Summary							
Workers' Compensation Total	\$ 131,080	\$139,096	\$139,096	\$139,096	\$ 222,236	only Property & Liability	\$ 773,425
Property, Liability and Excess Total	\$ 613,451	\$570,092	\$545,092	\$406,177	\$ 535,031	\$ 506,085	Workers Comp
Premium Totals	\$ 744,531	\$ 709,188	\$ 684,188	\$ 545,273	\$ 757,267		\$ 1,208,310
Difference/ Savings		\$ (35,343)	\$ (60,343)	\$ (199,258)	\$ 12,736		\$ 463,779
		SIR's same as current including Public Official SIR @ \$25K	SIR's same as current except Public Official SIR increased to \$50K	Increase all SIR's to \$250,000	SIR's same as current	SIR's same as current	First Dollar Workers Compensation

PART TWO ATTACHMENT 2

RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF DOWNSTATE OPERATING ASSISTANCE GRANT AGREEMENT

WHEREAS, the provision of public transportation service is essential to the people of Illinois; and

WHEREAS, the Downstate Public Transportation Act (30 ILCS 740/2-1 *et seq.*) ("Act") authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including provision by it of the local share of funds necessary to cover costs not covered by funds provided under the Downstate Public Transportation Act.

NOW, THEREFORE, BE IT RESOLVED BY THE County Board OF THE
County of Kendall :

Section 1. That the County of Kendall enter into a Downstate Public Transportation Operating Assistance Agreement ("Agreement") with the State of Illinois and amend such Agreement, if necessary, for fiscal year 20¹⁷ in order to obtain grant assistance under the provisions of the Act.

Section 2. That the County Board Chairman of the County of Kendall is hereby authorized and directed to execute the Agreement or its amendment(s) on behalf of the County of Kendall for such assistance for fiscal year 20¹⁷.

Section 3. That the County Administrator of the County of Kendall is hereby authorized to provide such information and file such documents as may be required to perform the Agreement and to request and receive the grant funding for fiscal year 20¹⁷.

Section 4. That while participating in said operating assistance program the County of Kendall shall provide all required local matching funds.

PRESENTED and ADOPTED this _____ day of _____, 20____

John A. Shaw

Debbie Gillette, County Clerk and Recorder

County Board Chairman

(Date)

Section C - Budget Worksheet & Narrative

Budget Narrative Summary—When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided

<i>Budget Category</i>	<i>State</i>	<i>NON-State</i>	<i>Total</i>
1. Personnel	\$ 472,541	\$ 277,459	\$ 750,000
2. Fringe Benefits	\$ 145,117	\$ 85,208	\$ 230,325
3. Travel	\$ 5,040	\$ 2,960	\$ 8,000
4. Equipment	\$ -	\$ -	\$ -
5. Supplies	\$ 96,398	\$ 56,602	\$ 153,000
6. Contractual Services	\$ -	\$ -	\$ -
7. Consultant (Professional Services)	\$ -	\$ -	\$ -
8. Construction	\$ -	\$ -	\$ -
9. Occupancy (Rent & Utilities)	\$ 4,725	\$ 2,775	\$ 7,500
10. Research & Development (R&D)	\$ -	\$ -	\$ -
11. Telecommunications	\$ 22,304	\$ 13,096	\$ 35,400
12. Training & Education	\$ -	\$ -	\$ -
13. Direct Administrative Costs	\$ -	\$ -	\$ -
14. Other or Misc. Costs	\$ 4,977	\$ 2,923	\$ 7,900
15. GRANT EXCLUSIVE LINE ITEM	\$ 105,770	\$ 62,105	\$ 167,875
16. Indirect Costs	\$ -	\$ -	\$ -
<i>State Request</i>	\$ 856,874		
<i>Non-State Amount</i>		\$ 503,126	
TOTAL PROJECT COSTS			\$ 1,360,000



MEMO

From: Mike Neuenkirchen, VAC Program Director-KAT

To: Jeff Wilkins, County Administrator
Andrez Beltran, PCOM

Cc: Paul LaLonde, VAC

Date: 9/29/2016

Re: KAT Bus 2 Disposition Recommendation

As the Voluntary Action Center's KAT Program Director, I am recommending the disposal of the following vehicle:

Year: 2009
Make: Ford
Model: E-350 Eldorado
Vin: 1FDDE35L49DA81002
Current Mileage: 168,977
Federal Grant #: IL-37-X048 & IL-57-X008
State Grant #: CAP-07-879 CVP
IDOT Contract #: 782CVP
Federal Share: 100%
Acquisition Cost: 50,944.00
Current Value: \$5,000.00

This bus has an inoperative transmission that requires repairs that are almost equal to the estimated value of the vehicle. Further, the KAT program has received a replacement for this bus, allowing us the ability to dispose of it without affecting our operations. Therefore, repairing this bus is an unnecessary use of funds.

The Illinois Department of Transportation holds a lien on this vehicle. IDOT has agreed with our assessment of the vehicle's status and has agreed to release the lien.

Based on these factors, I am requesting Kendall County dispose of KAT Bus #2. Per FTA and IDOT requirements, any proceeds from the disposition of this sale should be used to support transit operations.

If you have any questions, please contact me at 630-882-6962 or mneuenkirchen@co.kendall.il.us.

Attachments: IDOT Form F-1
Copy of Bus 2 Title / IDOT Signature
VAC Repair Estimate

Kendall Area Transit
109 W. Ridge St., Rm 002
Yorkville, IL, 60560

Ph: 630-882-6970
Fax: 630-882-6971



Illinois Department of Transportation

Division of Public and Intermodal Transportation
100 West Randolph Street / Suite 6-600 / Chicago, Illinois / 60601

FORM F-1 VEHICLE DISPOSITION & DATABASE ROUTING FORM

AGENCY INFORMATION

Grant Recipient (legal name)		Kendall County	
Street Address: 111 W. Fox Street		Phone No: 630-553-4142	E-mail: jwilkins@co.kendall.il.us
City: Yorkville	Zip: 60690	Contact: Jeff Wilkins	
IDOT Grant Contract # CAP-07-879-CVP	State Grant: CAP-07-879-CVP	Fed. Grant: IL-37-X048 & IL-57-X008	
Vehicle Funding: 100 % Federal	% State	% Local	

Request for Vehicle Disposition with Release of Lien (attach original title)

VEHICLE IDENTIFICATION

VIN # 1FDEE36L49DA81002		Model Year 2009	
Chassis Mfr. Ford	Body Mfr. Eldorado	Mileage: 168,977	
Vehicle Type (Highlight One)		Replacement Criteria	
Mini Van/Van/Raised Roof Van/Car	120,000 miles or > 5yrs and in documented unsafe or poor operating condition		
Light Duty Paratransit Vehicle	120,000 miles or > 7yrs and in documented unsafe or poor operating condition		
Medium Duty Paratransit Vehicle	180,000 miles or > 8yrs and in documented unsafe or poor operating condition		
Super Medium Duty Paratransit	200,000 miles or > 9yrs and in documented unsafe or poor operating condition		

VEHICLE STATUS

Reason for disposal (highlight one)	
Past Useful Life	Inoperable Unsafe Other:
Current Value (attach documentation)	\$ 1,200 - 4,200
Source: Tom Baldwin	Phone No: 800-833-2412
Cost to Return to Service (attach documentation)	\$
Source:	Phone No:
Proposed use of proceeds from disposition/sale: Transportation Funds	

AGENCY AUTHORIZATION and SUBMITTAL INFORMATION:

Signature of Board Authorized Official (note if changed from the contract)		Date: 6-20-2016
Print Name: Jeff Wilkins	Print Title: County Administrator	
Mail to: Jeff Waxman - Project Manager, CVP James R. Thompson Center 100 West Randolph Street, Suite 6-600 Chicago, Illinois 60601		312-763-5232 jeffery.waxman@illinois.gov

DPIT USE ONLY

Action	Date Completed	Initials
Project Manager Concurrence	9-15-2016	JW
Section Chief or Program Manager Concurrence	9-15-2016	JW
Deputy Director of Transit Concurrence		
Lien Released on Original Title	9/15/16	JW
Copy of Activity to Contract File	9/15/16	JW
Activity Recorded in CVP Data Base	9/15/16	JW
Copy of F-1 and Title Sent to Grantee	9/29/16	JW

STATE OF ILLINOIS

STATE OF TITLE OF A VEHICLE

1FDEE35L48DA81002

FORD
E. DORADO
CUTAWAY E350 SUP

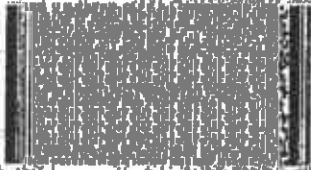
BODY STYLE
VAN

TYPE OF TITLE
ORIGINAL

PURCHASED
10/20/08
NEW

TYPE OF TITLE
ORIGINAL

IL DEPT OF TRANSPORTATION
JR THOMPSON CTR SUITE 8-600
CHICAGO IL 60601



Ken White
ISSUE WHAT?



DO NOT ACCEPT TITLE SHOWING ANY ERASURES, ALTERATIONS OR MUTILATIONS

MUST BE COMPLETED BY SELLER

DO NOT DETACH UNTIL SOLD
NOTICE OF SALE

SEE INSTRUCTIONS ON REVERSE



FORD 2009 1FDEE35L48DA81002
Vehicle Make Vehicle Year Vehicle Identification Number (VIN) Date

Name of Seller (Printed Registered Owner) Home of Seller

Complete Address of Seller Complete Address of Buyer

City State ZIP City State ZIP

Under penalty of perjury, I hereby certify that the foregoing is true and correct under the laws of the State of Illinois.

Signature of Seller Printed Name of Seller Date

Voluntary Action Center
1606 Bethany Rd Sycamore IL 60178
 vacdk.com

Phone: 815-758-3932

FAX: 815-758-0202

Completed Work Order

TV1001739

Created: 5/31/2016 Completed: 9/28/2016

Work Assigned to: Fleet Maintenance Department

Unscheduled Service

Transmission Replacement; Estimate ONLY work pending approval

Veh No: X-02

2008 FORD E-350

Tag No: M181102 Unit No:

VIN: 1FDDE35L48DA81002

Loc: Kendall County

Dept: KAT

Driver: -

Odometer: 168977

Hours: n/a

Labor/Tasks

Warranty: No

Recall: No

Units Description of Work/Task
 8 TRANSMISSION R&R

Technician/Vendor
 104 - LUCAS KEITH

Cost
 720.00

Parts/Material Used

Qty	Description	Stock/Part No	Inv?	Mfr Part No	Price Ea	Price Ext
8	Dextron VI Transmission Fluid	0000000	No		8.69	69.52
					KELLER HART OIL	
1	Transmission	16447899	No		4,000.00	4,000.00
					Jasper	

Billing/Charges

Work Approved and/or Certified by:

Technician Date Odometer/Clock

Service Manager Date

Labor: 720.00
Misc/Shop Supplies: 150.00
Parts/Material: 4,055.82
Discount: 0.00
Tax: 0.00
Order Total: \$4,925.82

ITV1001739

HR ADMIN MEMORANDUM

TO: JEFF WILKINS
FROM: GLENN CAMPOS
SUBJECT: 2016 EMPLOYEE APPRECIATION PICNIC
DATE: OCTOBER 6, 2016
CC: KC ADMIN HR COMMITTEE

SUMMARY

Location. The 2016 Employee Appreciation Picnic was again held at the Hoover Forest Preserve's Meadowhawk Lodge. The lodge provides adequate seating for indoor and outdoor eating and camaraderie. Holding the event at the lodge ensures that weather will not adversely affect the event. In addition, administration sent emails to department heads and elected officials reminding them that this is a once a year event and to please allow their employees adequate time to attend.

Attendees. Approximately 115 employees attended this year's Employee Appreciation Picnic. In addition, another 33 meals were delivered to the Sheriff's building for personnel that could not attend, i.e. corrections, 911 and court security. The KC Committee Board members that assisted and participated were Matthew Prochaska, Judy Gilmour, Jeff Wehrli, Bob Davidson and Scott Gryder.

Cost. The cost for this year's picnic was \$2,960.00 for catering (from Upper Crust), and another \$100 for pop, water, and miscellaneous supplies; approximately \$88 more than last year's event cost.

Prizes. For this year's employee appreciation picnic, the county gave away 15 gift cards; Thirteen \$25 gift cards, e.g. Starbucks, Walmart, Target, Panera, BP, and two \$10 (Apple) gift cards. Of the 15 gift cards, 12 winners were selected by raffle, and 3 were won by employees that came the closest to guessing the number of pieces of candy in jar. The names of the winners were announced via email after the event.

Feedback. Employee feedback received after the event was positive, i.e. food, location. There were no complaints.