



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Room 210**  
**Wednesday, February 20, 2019 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Judy Gilmour, Scott Gryder, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from February 4, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Presentation of 2018 Worker's Compensation, Liability & Property Insurance End of Year Review – Alliant Mesirow*
  - *Presentation of 2018 Health Insurance End of Year Review – The Horton Group*
  - *Discussion and Approval of Update of Kendall County Board Rules of Order*
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING**  
**County Office Building**  
**111 W. Fox Street, Room 210; Yorkville**  
**Monday, February 4, 2019**

**CALL TO ORDER** - Committee Chair Elizabeth Flowers called the meeting to order at 5:30p.m.

**ROLL CALL**

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Judy Gilmour	Here		
Scott Gryder	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Meagan Briganti, Bob Jones, Matt Kinsey, Scott Koeppel, Mike Neuenkirchen

**APPROVAL OF AGENDA** – Motion made by Member Gryder, second by Member Vickers to approve the agenda. With five members voting aye, the agenda was approved by a 5-0 vote.

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Prochaska to approve the January 16, 2019 meeting minutes. With five members voting aye, the minutes were approved with the correction by a 5-0 vote.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** - None

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- *Presentation of Kendall County GIS Updated Online Maps* – Meagan Briganti briefed the committee and demonstrated how to access on their smart phones the recent changes to the online maps available through GIS.
- *Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Public Transportation Service Grant Agreement* – Motion by Member Gryder, second by Member Prochaska. Motion approved unanimously.
- *Approval of a Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement* – Motion by Member Gilmour, second by Member Gryder. Motion approved unanimously.

- *Discussion and Approval of Comcast Franchise Agreement* – Mr. Koeppel provided information on the agreement, and Comcast representative Kaleshia Page offered to answer any questions. **There was consensus by the committee to forward the agreement to the State’s Attorney’s Office for legal review before sending the agreement to the County Board for final approval.**
- *Discussion of Email Retention and Storage Issues* – Technology Director Matthew Kinsey briefed the committee on email retention and storage issues, the loss of a server, and the process for restoring service to all County users. **Mr. Kinsey was tasked with bringing additional information and costs to the February 20, 2019 meeting for further discussion before the committee makes recommendations.**
- *Discussion and Review of Revised Kendall County Employee Handbook* – **Item tabled to the February 20, 2019 meeting.**

**EXECUTIVE SESSION** – Not needed

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

**ACTION ITEMS FOR COUNTY BOARD**

- *Approval of a Resolution Authorizing Execution and Amendment of Section 5311 Public Transportation Service Grant Agreement*
- *Approval of a Resolution Authorizing Execution and Amendment of Downstate Operating Assistance Grant Agreement*

**ADJOURNMENT** – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With five members voting aye, the meeting was adjourned at 6:37p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

**MONTHLY MEDICAL INSURANCE REPORT**  
January FY 19

	Non-Union		<u>Total Enrolled</u>				Annual Plan Cost
	Union	Union	<u>Jan-18</u>	<u>Feb-18</u>	<u>Jan-19</u>	<u>Feb-19</u>	
HMO EE	19	16	37	37	35	35	\$6,510.56
HMO FAM	7	13	22	22	20	20	\$12,297.46
H.S.A. \$1500 EE	60	42	111	111	103	102	\$9,794.18 *
H.S.A. \$1500 FAM	46	61	114	114	107	107	\$18,666.61 *
H.S.A. \$2800 EE	2	2	6	6	4	4	\$8,991.53 *
H.S.A. \$2800 FAM	7	3	0	0	10	10	\$17,150.72 *
<b>Total Enrolled</b>	<b>141</b>	<b>137</b>	<b>290</b>	<b>290</b>	<b>279</b>	<b>278</b>	

Dental EE	163
Dental Family	181

Total Enrolled 344

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*
- 3) 2018 H.S.A. \$2800 are old PPO plan numbers

**FY 19 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,270,000) \*20.6% of budget

7.4

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572											\$519,896
Met Life Dental Premium	0	48213											\$48,213
Met Life Life Premium	0	0											\$0
Health Savings Account	516000	1250											\$517,250
Insurance Refunds	0	0											\$0
HRA Admin Fee	0	0											\$0
FSA Admin Fee	84	84											\$168
0102-027-8547													
<b>TOTALS</b>	<b>\$871,408</b>	<b>\$214,119</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,085,527</b>

**FY 18 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,502,000) \* 94.72 % of Budget

	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	Totals
UHC Medical Premium	0	742810	368253	358682	347181	358265	388182	362882	372882	383407	358936	358725	\$4,358,885
UHC Dental Premium	0	54544	26865	27327	27145	27734	27607	27412	27691	27858	26878	27495	\$328,755
UHC Life Premium	0	0	1679	588	584	561	588	0	1133	560	560	563	\$8,746
Health Savings Account	485000	10500	3625	0	0	0	4125	625	1250	750	375	750	\$517,000
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	83	0	83	165	83	0	165	0	0	0	0	0	\$578
FSA Admin Fee	170	0	188	376	188	0	383	0	0	0	168	84	\$1,568
0102-027-8547													
<b>TOTALS</b>	<b>\$485,252</b>	<b>\$807,854</b>	<b>\$388,782</b>	<b>\$387,108</b>	<b>\$375,160</b>	<b>\$387,569</b>	<b>\$398,040</b>	<b>\$390,599</b>	<b>\$402,835</b>	<b>\$382,575</b>	<b>\$387,017</b>	<b>\$387,617</b>	<b>\$5,211,509</b>

**FY 17 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,108,257)\*98.84% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	360000	368848	348172	347888	348995	355552	357994	358354	356637	363212	365533	356453	\$4,260,420
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0	0	0	0	\$5,200
Lincoln Life Dental Premium	25384	25884	27025	24382	26197	25788	25670	25842	25579	25825	25894	25804	\$308,783
Lincoln Life Premium	782	840	818	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	1750	4375	0	0	1750	0	3825	2000	875	0	250	\$468,425
Insurance Refunds	271	0	0	0	142	594	0	0	1438	0	0	0	\$2,448
HRA Admin Fee	0	83	83	83	83	83	83	83	83	83	83	83	\$909
FSA Admin Fee	311	0	323	162	0	339	170	170	170	170	170	170	\$2,153
0102-027-8547													
<b>TOTALS</b>	<b>\$820,558</b>	<b>\$385,485</b>	<b>\$383,783</b>	<b>\$373,029</b>	<b>\$374,090</b>	<b>\$384,840</b>	<b>\$384,639</b>	<b>\$388,800</b>	<b>\$385,625</b>	<b>\$380,581</b>	<b>\$382,412</b>	<b>\$383,285</b>	<b>\$5,047,057</b>

**FY 16 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,063,813)\* 93.8% 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	347999	342557	344748	342333	342917	333821	338288	338151	341085	\$4,090,996
Lincoln Life Dental Premium	23476	24220	24182	23782	23821	23806	23580	23721	23049	23330	23196	23385	\$283,818
Lincoln Life Premium	728	732	725	727	721	725	716	723	708	714	708	713	\$8,637
Health Savings Account	343800	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
FSA Admin Fee	148	148	148	148	148	156	156	156	156	156	156	156	\$1,834
<b>TOTALS</b>	<b>\$715,805</b>	<b>\$384,251</b>	<b>\$388,387</b>	<b>\$372,258</b>	<b>\$367,347</b>	<b>\$379,435</b>	<b>\$386,785</b>	<b>\$387,516</b>	<b>\$357,833</b>	<b>\$380,458</b>	<b>\$382,211</b>	<b>\$386,318</b>	<b>\$4,747,584</b>

## MONTHLY BENEFITS SUMMARY REPORT

January FY 19

Retirees/COBRA (12/1/18 - 11/30/19) (42 Retirees / 1 COBRA)			
Vision	Family	7	\$311.68
Vision	Single	9	\$269.18
Medical	Family	2	\$3,014.06
Medical	Single	10	\$10,487.54
Dental	Family	33	\$3,489.28
Dental	Single	13	\$3,055.64
<b>TOTAL</b>		<b>74</b>	<b>\$20,627.38</b>

UNEMPLOYMENT CHARGES 2019	
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	
<b>TOTAL</b>	

Full Time New Hires/Terminations (12/1/18 -11/30/19)				
DEPARTMENT	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration				
Animal Contr				
Circuit Clerk			1	1
Coroner				
County Clerk				
Facilities				
Forest Pres			1	1
Health Dept.	1	1		
HWY				
KenCom				
PBZ				
Probation	1	1		
Public Defender				
Sheriff	1	1	2	3
State's Att	1	1		
Technology				
VAC	1	1	1	1
<b>Totals</b>				

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	516,000
January	1,250
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
<b>Total</b>	<b>\$ 517,250</b>

**MONTHLY ADMINISTRATION / HR SUMMARY REPORT**  
January 31, 2019

<b>W.C. Claims Expense (12/1/18 - 11/30/19)</b>					
	<b>2015-16 Policy</b>	<b>2016-17 Policy</b>	<b>2017-18 Policy</b>	<b>2018-19 Policy</b>	<b>Total Claims</b>
December	\$ 228	\$ 1,987	\$ 2,164		\$ 4,378
January	446	5,609	220	1,351	7,626
February					0
March					0
April					0
May					0
June					0
July					0
August					0
September					0
October					0
November					0
<b>Total Claims Expense</b>	<b>\$ 673</b>	<b>\$ 7,596</b>	<b>\$ 2,384</b>	<b>\$ 1,351</b>	<b>\$ 12,004</b>

**PEDA Payments (Included in Total Claims Expense)**

PEDA Reimbursements YTD \$ -

**W.C. Annual Premium**

W.C. Premium \$ 131,080 \$ 139,096 \$ 171,411 \$ 175,442

**Self Insured Retention (SIR)**

Self Insured Amount \$ 250,000 \$ 250,000 \$ 250,000 \$ 250,000

No. of claims >\$250k	0	0	0	0
No. of claims >\$100k & <\$250k	0	2	0	0
No. of claims <\$100k	40	44	20	5
<b>Total claims paid</b>	<b>40</b>	<b>48</b>	<b>20</b>	<b>5</b>

**W.C. Claims**

	<b>2015-16 Policy</b>	<b>2016-17 Policy</b>	<b>2017-18 Policy</b>	<b>2018-19 Policy</b>
W.C. Claims paid prior year	\$ 308,024	\$ 560,320	\$ 14,430	\$ -
W.C. Claims paid current year	673	7,596	2,384	1,351
<b>Total claims paid</b>	<b>\$ 308,697</b>	<b>\$ 567,916</b>	<b>\$ 16,814</b>	<b>\$ 1,351</b>

<b>Workers' Comp. Claims</b>	<b>Policy Year</b>				
	<b>2015-16 Policy</b>	<b>2016-17 Policy</b>	<b>2017-18 Policy</b>	<b>2018-19 Policy</b>	
	<b>Prior Year Total</b>	<b>Prior Year Total</b>	<b>Prior Year Total</b>	<b>DEC</b>	<b>JAN</b>
Administration	1				
Animal Control	6	1	4		
Circuit Clerk	1	1	1	1	
Coroner					
County Clerk	1	2			
Facilities					
Forest Preserve	3	2			1
Health Dept.	3	2	2		
Highway	1	2	1		
Judiciary					
PBZ					
Probation	1				
Public Defender					
Sheriff - Corrections	5	18	2	1	
Sheriff - Patrol	18	18	10		2
State's Attorney	2	2			
Technology					
VAC					
<b>Totals</b>	<b>40</b>	<b>48</b>	<b>20</b>	<b>2</b>	<b>3</b>

**Illinois Counties Risk Management Trust  
Claims Analysis  
2/6/2019**

**Worker's Compensation**

**FY19 - Current Year's Total Claims**

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1	12/9/2018	Corrections	open	1,351	N	Y
2	1/5/2019	Forest Preserve	open	-	N	Y
3	1/25/2019	Sheriff	open	-	N	Y

Total FY19 Claims Paid To Date \$ 1,351

**Worker's Compensation**

**Prior Years' Active Claims**

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
	<b>2011-12 Policy</b>					
1	6/30/2012	Forest Preserve	re-opened	186,886	Y	Terminated
				186,886		
	<b>2015-16 Policy</b>					
2	4/12/2016	Sheriff	open	91,133	Y	Y
3	9/13/2016	Sheriff	open	99,091	Y	Y
				190,224		
	<b>2016-17 Policy</b>					
4	2/28/2017	Corrections	open	28,953	Y	Y
5	10/26/2017	Corrections	open	155,995	Y	Y
6	4/19/2017	Sheriff	open	86,497	Y	Y
7	11/21/2017	Sheriff	open	118,349	Y	N
				389,794		
	<b>2017-18 Policy</b>					
8	12/12/2017	Corrections	open	3,271	Y	N
9	8/3/2018	Sheriff	re-opened	2,007	N	Y
10	11/1/2018	Corrections	open	588	N	Y
11	11/18/2018	Sheriff	open	1,576	N	Y
				7,443		

Total Prior Year's Active Claims \$ 774,347



**Illinois Counties Risk Management Trust  
Claims Analysis  
2/6/2019**

**Property & Casualty**

**FY19 - Auto PC**

Incident Date	Department/Office	Status	Paid	Coverage Type
				Auto PD - Collision

Total FY19 Auto Claims \$ -

**FY19 - General Liability**

Incident Date	Department/Office	Status	Paid	Coverage Type
12/5/2018	Circuit Clerk	open	-	

Total FY19 General Liability Claims \$ -

**Prior Years'- General Liability**

Incident Date	Department/Office	Status	Paid	Coverage Type
<b>2013-14 Policy</b>				
1 5/15/2014	Sheriff	open	\$ 535,463	Errors & Omissions
			535,463	
<b>2015-16 Policy</b>				
2 8/9/2016	Sheriff	open	12,728	Law Enforcement Liability
3 11/4/2016	Sheriff	open	9,158	Law Enforcement Liability
			21,886	
<b>2016-17 Policy</b>				
4 9/23/2014	Various	open	12,311	General Liability
			12,311	
<b>2017-18 Policy</b>				
5 7/1/2018	Sheriff	open	-	General Liability
			-	

Total Prior Year's General Liability Claims \$ 569,661



# Kendall County & Kendall County Forest Preserve District

2018 Year-End Report  
February 20, 2019

Presented by:

**Dan Mackey**  
Senior Vice President

**Dane Mall**  
Account Executive

Insurance Services offered through Mesirow Insurance Services, Inc.  
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**Alliant / Mesirow**  
INSURANCE SERVICES



# Table of Contents

<b>Executive Narrative</b> .....	<b>3</b>
<b>Highlights and Achievements</b> .....	<b>4</b>
<b>Claims Activity Report</b> .....	<b>6</b>
<b>Goals and Objectives</b> .....	<b>7</b>
<b>Service Team</b> .....	<b>8</b>

# Executive Narrative

## Objective of the Year-End Report

This year-end report provides Kendall County and the Kendall County Forest Preserve District with updated information pertaining to your insurance and risk management program which is serviced by Alliant/Mesirow Insurance Services.

- Provides an overview of special projects where Alliant/Mesirow partnered with Kendall County's staff to develop solutions for unique exposures and situations.
- Highlights successes and accomplishments of stated goals and objectives for the 12/01/17 to 12/01/18 policy period.
- Discusses achievements with respect to Alliant/Mesirow's value-added services provided in addition to the stated goals and objectives of our written agreement.
- Provides Kendall County with a high-level overview of claims activity.
- Establishes goals and objectives for the upcoming service year 2019.

Throughout this report we will elaborate on the above points, and address various pertinent key issues, future ideas and objectives for discussion.

Alliant/Mesirow remains committed to further enhancing our valued relationship with Kendall County and the Kendall County Forest Preserve District. We intend to accomplish this through our continued responsiveness to the County's diverse insurance requirements and risk management objectives. Our aim is to further solidify our partnership with your staff through our on-going servicing of your insurance program.

We will continue to strive to exceed County's expectations, and look forward to servicing your diverse insurance requirements, and risk management initiatives and opportunities, as we begin the first year of our servicing contract.

# Highlights and Achievements

## Insurance Brokerage

### October 2018

- Broker Services Agreement signed and approved by the Kendall County Board.

### October 2018

- Insurance renewal underwriting information was collected and expedited to the insurance carrier, Illinois Counties Risk Management Trust (ICRMT).

### October 2018

- Insurance Proposal presented and approved by the Kendall County Finance Committee resulting in coverage enhancements for Crime, Sexual Abuse and Molestation, Equipment Breakdown and Deadly Weapon Response.

### November 2018

- Insurance Proposal presented and approved by the Kendall County Board.
- Cyber Liability coverage approved and bound with the expiring insurance carrier, Axis. Corrected the County's total revenue figures to more accurately underwrite the exposure.
- KenCom insurance program approved and bound with ICRMT.

### December 2018

- Obtained master certificate of insurance listing and generated annual certificates of insurance to required entities.
- Alliant / Mesirow conducted service team meeting.
- Worked closely with Chicago- High Intensity Drug Traffic Area (HIDTA) staff to understand Chicago HIDTA's function, operations and insurable interests. Successful in finding competitive insurance coverage that was approved and bound with an approximate 25% premium decrease with Euclid/Hudson Insurance.

## Certificates of Insurances and Contract Review

### January 2019

- Reviewed and provided insurance contract recommendations for the Yorkville Intergovernmental Agreement for reciprocal inspections.
- Reviewed and provided insurance contract recommendations for the Cullen Lobbyist professional service agreement.

## Loss Control

### February 2018

- IPMG conducted a review of risk management resources, services and training and orientation opportunities for County departments with Scott Koeppe & Latreese Caldwell.

### March 2018

- IPMG conducted an operations overview with the Probation Department. Specific exposures discussed included training plan development, defensive driving training, slip/trip/fall training and claims review.

### April 2018

- IPMG conducted a review of law enforcement liability prevention activities with the Sheriff's Department. Other topics of discussion included LLRMI resources and the online portal (The Bridge) trainings.

### June 2018

- Sheriff staff attended ICRMT regional employment practices liability seminar.

### July 2018

- IPMG consulted with the Health Department on the topic emergency management with regard to an active shooter plan and readiness initiatives (i.e. training, drills and equipment). Also discussed were PPE, office ergonomics initiatives, premises liability, and cultural diversity/competency training.
- IPMG performed a facility safety survey.
- IPMG reviewed back safety and defensive driving topics with the Animal Control Department. Training resources were also reviewed.

### August 2018

- IPMG performed a review of open risk management recommendations from the recently completed facility safety survey with the Health Department.

### September 2018

- IPMG conducted orientation meeting with new Probation Department Director to set up the online learning portal account, reviewed operations and exposures, claims history.
- IPMG met with the Sheriff's office regarding the ICRMT Safety Grant. Twenty Tasers were approved and purchased at a value of \$10,000.
- Staff from the State's Attorney's Office attended the ICRMT regional seminar covering the topics of cyber security, public entity property loss mitigation, facility safety audits and IPMG's Medcor Triage Program.

### January 2019

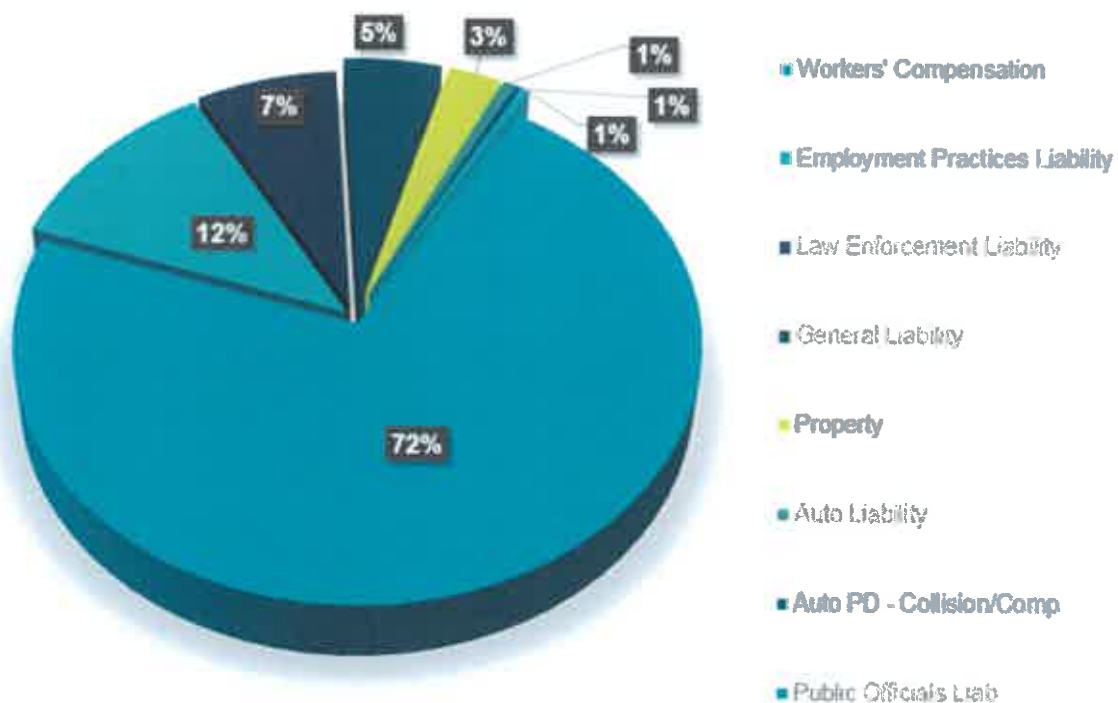
- IPMG reviewing the County's employee handbook with OKGC.

# Claims Activity Report

## Introduction

Staying connected to loss activity is crucial to monitoring and managing the cost drivers for the County. Through IPMG/ICRMT's online claims platform (Insight), the County has real time access to important claims information. Additionally, our standard practice is to help ensure that the County is made aware of key loss trends, and providing the loss control solutions to prevent and/or reduce the County's costs from liability, property, workers' compensation and other loss events. As a service team, we look forward to learning more about the County's people, operations and properties. We are currently working with County staff to review and analyze the County's loss activity so that we can collaboratively develop a loss control plan in conjunction with IPMG/ICRMT's Risk Management Team. The chart below is a high-level loss summary by line of coverage that provides a starting point for further analysis.

**Kendall County & Kendall County Forest Preserve District  
Loss Coverage Type 2008-01/25/2019**



# Goals and Objectives

## 1. Conduct Periodic Claim Review

Periodic claim reviews are an excellent mechanism to review claim activity with key County management as well as County Departments. Alliant/Mesirow recommends regular claim review meetings (in-person or telephonic) in order to improve claims communications, improve claims outcomes and reduce claims costs.

## 2. Cyber Liability Insurance Coverage Review

Cyber Liability is a dynamic and ever-changing exposure for public entities. While Alliant/Mesirow was successful in obtaining cyber liability coverage in limited time, it is recommended that a comprehensive review of cyber liability coverage and terms be conducted to ensure that the County is adequately covered.

## 3. Contractual Liability Review

While Alliant/Mesirow is not a law firm, we work closely with our clients to review and continuously improve contractual risk management practices with regard to insurance requirement provisions and other forms of contractual liability. We recommend that the County begin a conscience process of reviewing contractual language using Alliant's Insurance Requirements in Contracts Manual for guidance. Training key personnel who handle contracts is also recommended.

## 4. Annual Loss Control Plan

Over the years, the County has done a good job in reviewing operations, practices and conducting risk management training working closely with IPMG/ICRMT. We recommend that this practice continue by also utilizing Alliant/Mesirow's public entity expertise working in conjunction with IPM/ICRMT risk management consultants. This will encompass a comprehensive review of loss experience and the development of a well-thought plan to target the County's most critical cost drivers.



## Service Team

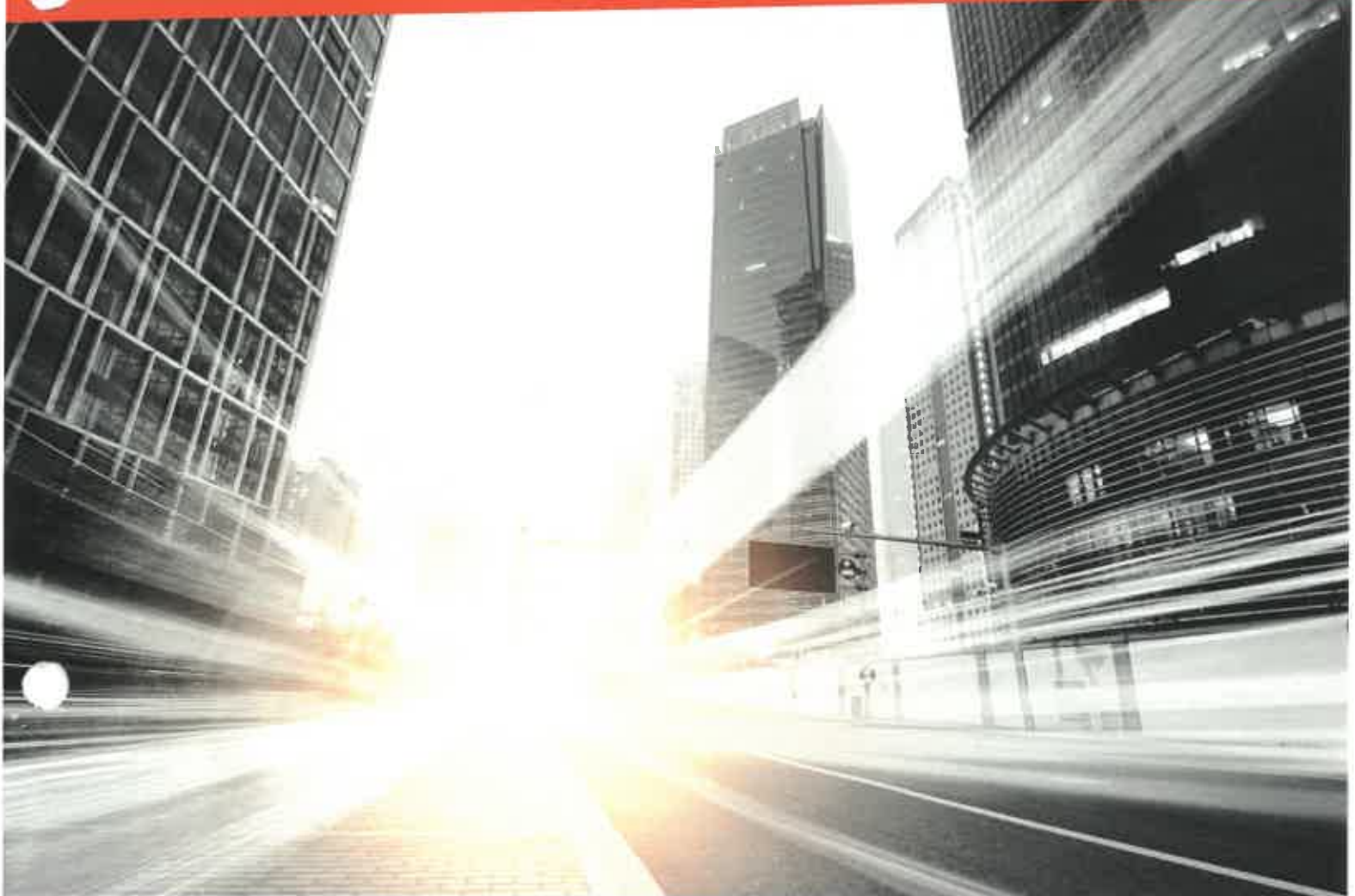
As your new insurance brokerage partner your service team is as follows.

Dane Mall, primary account executive, will continue to have specific responsibility for the performance and delivery of Alliant/Mesirow's ongoing insurance brokerage and consulting services to the County. Dane continues in his role of assisting your primary account executive with the day-to-day servicing needs of the insurance program.

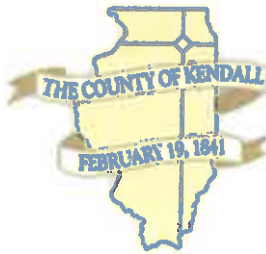
Samantha Shock and Thomas Collins will also continue to provide important roles in the administration and servicing of your account. These two professionals have been of immense value in providing timely day-to-day services.

Dan Mackey continues in his role as the overall executive responsible for the account.

# Year End Review



Prepared for:



February 20, 2019

Presented by:

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# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

In the new era of Human Capital Management, health plans and other employee benefits have become more strategic and measurable for attracting and retaining quality employees. Optimization is critical, especially in this competitive job market.

Healthcare in general continues to expand due to the growing need within society's aging population. In 2019, for the first time ever, there will be more Americans over 60 than under the age of 18.

Healthcare costs continue to grow due to: innovation, prescriptions - which have increased 10% each year over the past seven years, and mergers and acquisitions of hospitals and physician practices causing, in some cases, steorage of higher cost services.

According to Blue Health Intelligence, High Cost Claimants (HCC) of \$100,000+ annually, increased 70% over the past 5 years and those with \$500,000 or more in claims doubled. Of the HCC's, 38% were in the 55 – 64 age bracket and 21% in the 45-54 age bracket. A large number of these were influenced by specialty drugs.

Causing unrest in the market, a recent ruling by a Federal Judge in Texas has triggered a number of questions pertaining to the longevity of the Affordable Care Act (ACA). The challenge will move to the Appeals Court and possibly the Supreme Court over the next year. In the meantime, the ACA remains in-force and continues to serve a purpose for those without employer-sponsored plans or below certain poverty levels. Applicable Large Employer (ALE) compliance remains in-force, including reporting.

Employers in general have reached a tipping point and are looking to take more control to mitigate rising costs through several strategies including:

- Raising the importance of Human Resources to a more strategic role in charge of Human Capital Management, which will further scrutinize the cost and value of benefits.
- Engaging Consumerism – offering high deductible health plans (paired with HRAs or HSAs) which studies have shown improves cost containment more than other plan designs.
- Expanding Well-Being programs to include mind, body and spirit for the early detection of HCC, to encourage compliance, lower costs and improve productivity.
- Develop stronger controls of Rx expenditures.
- Offering improved cost and outcome Transparency through education and concierge services to assist 'Redirection of Care' to lower cost options through: directly contracted providers, narrow networks, and reference based pricing models. In other instances Redirection will be aimed at more efficient providers and services such as telehealth and advanced primary care providers, without a negative impact to the quality of care.

Your Horton partners are engaging these developments to help our clients offer sustainable benefit programs that will attract and retain top talent.

# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### Data Drives Decisions:

Plan Performance and Pricing is impacted by three key elements: Demographics, Risk and Trend (influenced by network, plan design and utilization). Our report will focus on these three areas.

Through our review of plan data we developed analytics and compared benchmarks from Blue Cross Blue Shield, Truven Analytics, Kaiser and Mercer to help develop a strategy for plan optimization.

### Executive Health Care Analysis

#### Plan Year 1.1.2018 – 12.31.2018

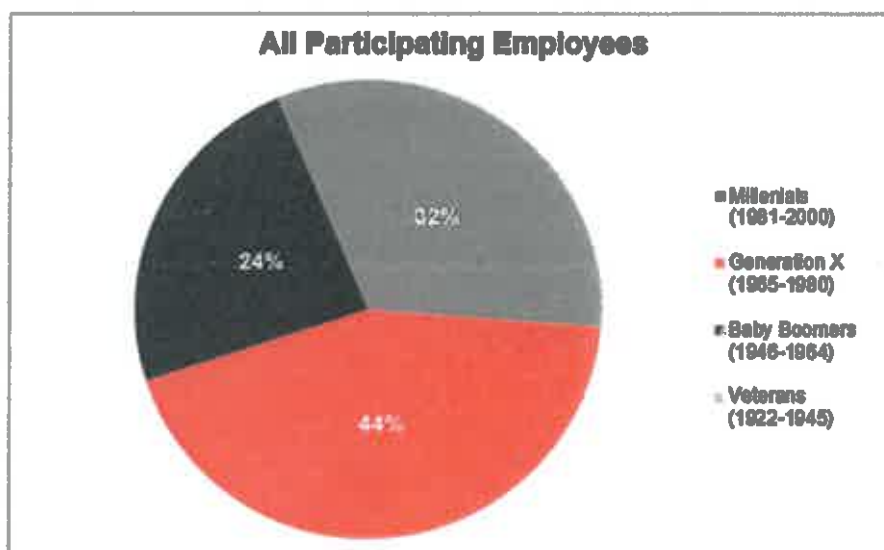
#### Plan Enrollment - Demographics

- Average enrollment for the year included 285 employees and 367 dependents for a total of 652 members. This equates to 2.3 members per employee which is on par with like industry.
- At Risk – 63 employees that are eligible waive coverage.

#### Generational make up of ACTIVE plan participants:

- 32% (91) Millennial, average age 33.
- 44% (122) Generation X, average age 46.
- 24% (66) Baby Boomer, average age 61.

Gender participation: Male 148 (53%); Female 131 (47%).



# County of Kendall 2018 Health Plan Year - End Review February 20, 2019

## Generational make up of RETIREE plan participants:

- 100% (8) Baby Boomer (non-Medicare), average age 62.



## Health Benefit Provisions 2018 Plan Year

- The 2018 plan year for the County of Kendall was fully insured with United Healthcare. For 2019, the plan is fully insured with Blue Cross Blue Shield of Illinois and Rx PBM by Prime Therapeutics, a Blue Cross company.
- The plan has a pooling level of \$125,000 to protect against large Medical and Rx claims.
- The 2018 plan year program consisted of two plan options:
  - HMO \$500 - Navigate network
  - \$1,500 HDHP with Health Savings Account (HSA) - Core network
- The 2019 plan year program changed to three plan options:
  - HMO \$500 - Blue Advantage network. 90.1% Actuarial Value (AV).
  - \$1,500 HDHP with Health Savings Account (HSA) - PPO network. 81.5% AV.
  - NEW: \$2,800 Embedded HDHP with Health Savings Account (HSA) – PPO network. 721.8% AV.

# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### **Additional Benefits Offered:**

- Virtual Visits MD Live– Telehealth Blue Cross
- Dental – MetLife
- Vision – EyeMed
- Employee Life and AD&D – MetLife
- Voluntary Life and AD&D – MetLife
- Identity Theft Protection – Legal Shield
- Voluntary Life, Disability, Hospital, Accident and Illness - AFLAC
- Flexible Spending Account – InfiniSource
- Health Savings Accounts – Benefit Wallet

# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### Benefit Cost Share 2018

- Premium Cost Share was based off two tiers: Single Employee and Family. Based on open enrollment 2018 and 2019, overall cost share was 75% County and 25% employee/dependent.

County of Kendall Compared to Mercer Cost Share Benchmarks				
	Average Employee Premium Contribution		Average Family Premium Contribution	
County of Kendall with wellness	HMO \$500	10%	HMO \$500	32%
	HSA \$1,500	10%	HSA \$1,500	32%
	HSA \$2,800	10%	HSA HSA	32%
Midwest	HMO	24%	HMO	29%
	HSA	19%	HSA	25%
Government	HMO	19%	HMO	18%
	HSA	10%	HSA	16%
Large Employers 1,000 – 4,999	HMO	23%	HMO	32%
	HSA	19%	HSA	24%
<b>Median HDHP (HSA) Government</b> Deductible \$2,100/\$4,200 Family; OOP \$3,500/\$6,850 Median Employer Contribution to the HSA = \$750 Single / \$1,000 Family				

# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### Plan Performance (Spend):

- **Note: plan spend equals net paid claims (which excludes claims beyond the pooling retention point of \$125,000) plus fixed costs.**
- 2018 Claim spend ran 9% higher than 2017. \$4,518,522 vs. \$4,158,634 (+\$359,888).
- Plan participation decreased slightly from 289 to 285.
  - The plan had 5 large claimants vs. 3 in 2017.
  - Large claimant plan liability was \$1,081,306 vs. \$1,834,128 (+\$752,822) in 2017.
  - Claims over pooling level equaled \$1,459,128 in 2017 and \$456,306 in 2018.
- The plan performed higher than comparable benchmarks, Per Capita follows:
  - 2018 Employee Premium Per Capita vs. Claims = \$15,288 vs. \$15,836.
  - 2017 Employee Premium Per Capita vs. Claims = \$14,733 vs. \$14,398.
  - 2018 Kaiser State / Government Employee = 13,540; 2017 = \$12,544.
  - 2018 Kaiser All –Industry Employee = \$12,944; 2017 = \$12,420.
  - 2018 Mercer Government Employee = \$13,657; 2017 = \$13,132.
- When compared to Pricewaterhouse Coopers Annual Survey since 2017, and using 2019 Blue Cross rates, the plan is running at 3.95% accumulatively vs. Pwc 12.36%.



# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### Place of Service Indicators:

*NOTE: Exhibit illustrates YTD Annualized Plan Gross Claims (which includes claims beyond the specific retention cap) and omits fixed costs.*

Place of Service	Paid Claims 2018	% of Claims 2018	Paid Claims Plan Year 2017	% of Claims 2017
Medical	\$3,761,316	80%	\$4,456,577	85%
Capitation	\$127,393	3%	\$123,559	2%
Pharmacy	\$798,317	17%	\$688,042	13%
Total	\$4,687,027	100%	\$5,268,178	100%

### Key Performance Indicators, Pharmacy:

<b>PPO Pharmacy 2018 PMPM</b>	<b>Benchmark PMPM</b>
\$103.73	100.92
<b>Pharmacy Rx Count</b>	<b>Benchmark Rx Count</b>
8,133	5,216

- Pharmacy spend is 2.79% above Benchmark.
- Generic Utilization ran at 87% vs. 88% in 2017.
- Specialty Pharmacy is a very large influence on total cost. Overall they accounted for 46% of Rx Spend in 2018.
- 2018 total Specialty spend was \$366,770. Conditions included: Autoimmune, Psoriasis, Rheumatoid Arthritis, and Psoriatic Arthritis.
- In-Network Claim Utilization ran at 96% compared to 97% in 2017.
- 2018 Discounts YTD averaged 58.5% vs. 60.8% in 2017.

# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### Key Performance Indicators, General:

- Emergency Room Visits ran 95% above benchmarks. There were 58 members who had 2 or more visits to the ER with a total of 155 visits, the most frequent being 9 followed by 5. Emergency room spend was \$61,442 of which \$37,383 came from frequent utilizers.
- Wellness visits exceeded benchmarks. 230 of 285 Employees (81%); 92 of 121 Spouses (76%) and 157 of 246 dependents (64%). Without Woman's Wellness the group had 223 of 285 employees (78%), 85 of 121 Spouses, (70%) and 157 of 246 dependents (64%).

### Conditions / Claims of Concern:

Health Conditions	2018 Visits Per 1000	Benchmark Per 1000	Cost Per Visit	Total Paid
Arthritis	42	31	\$665	\$27,930
Asthma/COPD	28	9	\$309	\$8,654
Cancer	16	14	\$21,115	\$337,841
Diabetes	47	38	\$612	\$28,791
Heart Disease	68	34	\$1,847	<del>\$1,298</del> 125,604
Low Back Pain	47	43	\$1,628	\$76,545
Obesity	7	8	\$83	\$585
Depression	0	31	\$0	\$0
Emergency Room	272	140	\$226	\$61,442
Office Visit	2,293	2,417	\$76	\$174,673
<b>Employee vs. Dependent</b>	<b>% of claims</b>	<b>% of claims</b>		<b>Total Medical Spend</b>
Employee	42%	51%		\$1,578,162
Spouse	28%	27%		\$1,160,070
Dependent	31%	22%		\$1,058,801

# County of Kendall

## 2018 Health Plan Year - End Review

February 20, 2019

### **ACA / Compliance Requirements Still Remain:**

- Non Grandfathered plans include Essential Health Benefits
- Unlimited Lifetime Maximums
- Guaranteed Issue and No Pre-Existing Condition Clause.
- The ACA Individual Mandate penalty reduces to \$0 in 2019.
- The Cadillac Tax was recently postponed until 2022. Without plan or member participation changes, the 2019 rates trended at 7.5% would pierce the Cadillac Tax threshold in 2022 for approximately \$8,072 but will grow to \$373,380 in 2026 unless we bend the Trend.
- The Medical Device (2.3%) and HIT tax 2.5%) are scheduled to return in 2020 which will both impact fully insured premiums.
- PCORI Tax is due July 31
- Large Employer reporting is still required, as well as 30 hour full time requirement.
- Affordability Testing and Plan Offering is also required. The Affordable Care Act (ACA) requires employers offer plans meeting at least the 60% Actuarial Value or face possible penalty if a member waives coverage and selects coverage through the exchange and receives a subsidy. The affordability test is 9.86% of lowest plan single premium.
- The HSA contribution was modified for 2019 plan year to be \$3,500 single, \$7,000 family.

COUNTY BOARD RULES OF ORDER  
KENDALL COUNTY, ILLINOIS

BE IT RESOLVED, that the following rules are hereby adopted as the Rules of Order of the County Board of Kendall County, Illinois.

**I. CODE OF CONDUCT**

**A. Each County Board member shall abide by the Code of Conduct provisions provided for herein:**

- 1. No County Board member whether elected or appointed, shall:**
  - 1. Directly or indirectly solicit or accept any service or item of value from any person, firm or corporation having dealings with the County except upon the same terms granted to the public generally.**
  - 2. Receive any part of any fee, commission or other compensation paid or payable by the County or by any person in connection with any dealings or proceedings before any agency of the County.**
  - 3. Directly or indirectly solicit or accept any service or item of value from the broker or agent who procures any type of bond or policy of insurance for the County, its officers, employees, persons or firms doing business with the County.**
  - 4. Willfully and knowingly disclose, for direct or indirect financial gain, to any person, confidential information acquired by him or her in the course of and by reason of his or her official duties or use any such information for the purpose of individual, direct or indirect financial gain.**
- 2. Any County Board member who has a financial interest, direct or indirect, in any contract with the County, or in the sale of land, material, supplies or services by or to the County or to a contractor supplying services by or to the County or in any resolution or ordinance proposed or pending before the Board shall make known that interest and shall refrain from voting upon or otherwise participating in the making of such contract or in the discussion, adoption or defeat of such resolution or ordinance. If the person or corporation contracting with or making a sale to or purchasing from the County knows, or has reason to know, that this subsection has been violated, then the contract or sale may be declared void by resolution of the County Board.**
- 3. The Penalty for violation of any of these specific prohibitions of this Section of the rules shall be as provided by law.**

E. Individual Public Comment shall be limited to five (5) minutes per speaker. The total time for Public Comment at each Regular & Special County Board Meeting shall not exceed one hour. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to extend either time period. (Amended TBD)

1. Persons addressing the Board shall not be permitted to make statements or remarks that concern only the private activities, lifestyles, or beliefs of others, including individual employees of the County or its elected officials, unrelated to the business of the County Board or the professional duties and performance of its employees or the employees of its elected officials. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conducting of the Board's business. Any person making such prohibited statements or remarks or engaging in such conduct shall be requested to leave the meeting and may be barred by the Chairman from further audience before the Board.

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**IV. AGENDA (Amended 11/18/2008; 06/19/2012 Res. 2012- 29, 3/7/2017)**

**A. The order of business coming before the County Board shall substantially be as follows:**

1. Call to Order
2. Roll Call
3. Determination of a Quorum
4. Approval of Previous Month's Minutes
5. Approval of Agenda
6. Correspondence and Communications – County Clerk
7. Special Recognition
8. ~~Citizens to be Heard~~Public Comment (Amended TBD)
9. Old Business
10. New Business
11. Elected Official Reports & Other Department Reports
  - A. Sheriff
  - B. County Clerk and Recorder
  - C. Treasurer
  - D. Clerk of the Court
  - E. State's Attorney
  - F. Coroner
  - G. Health Department
  - H. Supervisor of Assessments
  - I. Board of Review
12. Executive Session
13. Standing Committee Reports

II. ETHICS LAW

- A. The Illinois General Assembly enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective December 9, 2003) making revisions to State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State and local officials and employees. As required by the Act, Kendall County adopted a similar ordinance in May of 2004. (Amended 11/18/2008)
- B. County Board members are subject to the State statute and County ordinance. Penalty for violation of State statute or County ordinance shall be as provided by law or ordinance. (Amended 11/18/2008)

III. REGULAR & SPECIAL BOARD MEETINGS

- A. Regular Meetings shall be held on the third Tuesday of June and September, as fixed by Statute. The Adjourned Meetings of the Board shall be held on the first and third Tuesday of each month, or such other day as the Board shall specify upon motion duly made, seconded and carried. If an Adjourned Meeting date falls on a Holiday or Election Day, it shall be held on the next working day, usually Wednesday. Meeting time shall be 6:00 p.m. on the first Tuesday and 9:00 a.m. on the third Tuesday or at such other time as the County Board determines, at the County Board Room of Kendall County, Illinois.
- B. Swearing in and organization of the Board shall be held on the first Monday in December in the year of the election of Board Members. The County Clerk shall convene the organizational meeting and the County Board members shall select the County Board Chairman. (Amended 11/18/2008)
- C. C.—As required by Illinois Statute (ICS 55 ILCS 5/2-1002), special meetings of the County Board may be called at the written request of not less than one-third of the members of the County Board (four members) and filed with the County Clerk. A Special Meeting of the County Board shall be called to be held not earlier than five (5) days from the date written notice of such call was mailed by said Clerk to the Board Members. Only such business shall be transacted at any Special Meeting as has been stated in the notice of the call of such Special Meeting. However, during regular and adjourned meetings of the County Board, special meetings may be set by the members in accordance with the Open Meetings Act. (Amended 11/18/2008)
- D. D.—In accordance with the Illinois Open Meetings Act, public notice in the form of an agenda must be posted at the County Office Building and the building in which the meeting will occur if not the same building. The posting must be no less than 48 hours prior to the start of the meeting. (Amended 11/18/2008)

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- A. Planning, Building and Zoning
- B. Law, Justice and Legislation
- C. Administration – Human Resources & Revenue/GIS
- D. Highway
- E. Facilities Management
- F. Economic Development
- G. Finance
- H. Animal Control
- I. Health & Environment
- J. Labor and Grievance Committee
- K. Committee-of-the-Whole
- L. Standing Committee Minutes Approval

14. Special Committee Reports

- A. Public Building Commission
- B. VAC
- C. Historic Preservation
- D. UCCI
- E. Board of Health
- F. Community 708 Mental Health Board
- G. KenCom Executive Board

15. Other Business

16. Chairman's Report

(Note: announcements of appointments typically made at least one meeting prior to appointment)

- A. Announcements / Appointments

17. ~~Citizens to be Heard~~ Public Comment (Amended TBD)

18. Questions from the Press

19. Adjournment

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- B. All questions relating to the priority of business shall be decided without debate.

V. OFFICERS

- A. The County Board Chairman shall be elected for a two (2) year term by a simple majority.
- B. The County Board Vice-Chairman shall be elected for a two (2) year term by a simple majority to act in the absence of the County Board Chairman.
- C. The County Clerk or a deputy selected by the County Clerk shall be the Clerk of the Board.

VI. DUTIES OF COUNTY BOARD CHAIRMAN

- A. The County Board Chairman shall vote on all motions, ordinances, amendments, thereto, or other matters coming before the County Board. (Amended 11/18/2008)

- B. The County Board Chairman shall preserve order and decide all questions of order, subject to an appeal to the County Board, without debate.
- C. Every member, prior to speaking shall respectfully address the County Board Chairman, avoid personalities and confine comment to the question under consideration. (Amended 11/18/2008)
- D. When two or more members wish to speak at the same time, the County Board Chairman shall name the member who may speak first.
- E. A member called to order, either by the County Board Chairman or member of the County Board, shall immediately take his seat, unless permitted to explain, and if there be no appeal the decision of the Chairman shall be conclusive.
- F. All committees, whether standing or special, shall be appointed by the County Board Chairman, and approved by the County Board, unless otherwise directed by the County Board.
- G. Based on State Statute, County Board Chairman appoints vacancies in the County Board and County Elected Officials, with the advice and consent of the County Board. (Amended 11/18/2008)
- H. The County Board Chair shall appoint, with the advice and consent of the County Board, citizens to serve on all boards, commissions, districts and all other authorities that are subject to appointment or approval per applicable law, ordinance or intergovernmental agreement including, but not limited to, the Kendall County Board of Review, drainage districts, fire protection districts, Kendall County Housing Authority, the KenCom Executive Board Member at Large, the Kendall County Ethics Commission, and the Kendall County Sheriff's Merit Commission. Unless a specific term for the citizen appointment is provided in the applicable law, ordinance or intergovernmental agreement, the Chairman of the County Board shall make the citizen appointments at the same time the Chairman makes appointments for all Standing Committees of the Kendall County Board. (Amended 10/03/2017)

#### VII. DUTIES OF THE CLERK OF THE BOARD

The Clerk of the Board shall be the keeper of the records and the minutes of the County Board and its committees and shall be in attendance at all meetings of the County Board.

#### VIII. PARLIAMENTARIAN

The State's Attorney or an Assistant State's Attorney shall be in attendance at all meetings of the Board and shall be Parliamentarian of the Board and upon request of the Chairman, shall render to the Chairman advice or an opinion on questions of parliamentary law and procedure applicable to matters arising before the Board. The rules or parliamentary procedures as set forth in the latest published edition of *Roberts Rules of Order, Revised* shall govern the procedure of the Board in all cases applicable and in which the same are not inconsistent with these rules.



**IX. RULES OF THE BOARD**

- A. Any question so put unless a Statute provides otherwise, shall be considered adopted if such question receives a majority favorable vote of all those who vote on the issue. Any person excused by the County Board Chairman from voting will be considered, for the purpose of that vote, to not have voted either affirmatively or negatively and the abstention shall be treated as if a vacancy had occurred in office of such person.

On Zoning matters, any motion to reclassify property must receive a majority of voting members' votes, not a majority of the County Board which unfairly causes abstaining members' votes to count as a "no" vote. In the event an official objection has been filed with the County Clerk as prescribed by State Statutes, the reclassification shall not be passed except by a favorable vote of 3/4 of all members of the County Board (8 votes).

Map and text amendments shall require a simple majority of the elected County Board members. For purposes of cases where a formal protest has been filed, the rules should state that a favorable vote of 3/4 of the members holding office is required.

- B. No motion shall be debated or put unless seconded. When seconded, it shall be stated by the Chairman before being debated.
- C. A motion to adjourn shall always be in order and shall be decided without debate.
- D. No member shall absent himself before the formal closing of the day's session, unless excused by the County Board Chairman.
- E. After a motion is stated by the County Board Chairman or read by the Clerk, it shall be considered to be in possession of the Board, but may be withdrawn by the mover on consent of the second at any time previous to a decision or amendment thereon.
- F. The Clerk shall call the names of the members of the Board when calling the roll, or polling a vote, in a rotating alphabetical order of members.
- G. The County Board Chairman shall have the right to call for a vote by voice vote, or by leave to adopt a previous roll call vote, in all cases, unless there is an objection by one member, in which case a roll call vote shall be taken. The minutes shall reflect the results of each roll call.
- H. All monetary expenditures require a roll call vote. (Amended 11/18/2008)
- I. No alteration or amendment shall be made in any rules of the County Board without the consent of two-thirds of the members thereof. The rule may be suspended in any particular case by vote of two-thirds of the members present.

All standing committees shall be appointed by the Chairman at the first Adjourned Meeting after the Organizational meeting on the first Monday in December. Such members shall remain members of the respective committees at the pleasure of the Chairman. Further, should a vacancy exist in any Committee, the Chairman of the Board shall have the authority to fill such vacancy, subject to the approval of the County Board.

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All Standing Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended TBD)

Such standing committees shall be as follows (see current Committee assignments in attachment):

1. HIGHWAY:

This committee shall be responsible for the oversight and review of planning, acquisition, construction, improvement, modification and maintenance of the County's infrastructure, such as, but not limited to, roads, bridges, rights of way, water systems, and resource recovery systems. This committee shall be responsible for oversight and review of infrastructure to insure the health, safety and welfare of the citizens of the County.

This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures on behalf of the Highway Department. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

2. FACILITIES MANAGEMENT:

This committee shall be responsible for the overall operation, maintenance, scheduling and improvements to existing county buildings, owned or leased and county owned properties. They shall recommend to the County Board for approval and/or action those contracts, leases, purchases or other instruments necessary to accomplish the orderly functioning of County facilities. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making

- J. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.
- K. The County Board Chairman shall vote on all motions, ordinances, amendments thereto, or other matters coming before the Board.
- L. All claims shall be signed by the officer or department head or designee who made the purchase or incurred the liability, and sworn to be claimant, and must be on file no later than 4:30 PM one week prior to the Budget and Finance Committee meeting, unless otherwise permitted by the Board, excepting the County Board Members bills for per diem and mileage. (Amended 11/18/2008)
- M. In the case of the absence of the Chairman and the Vice Chairman at any County Board meeting, the Clerk of the County Board shall convene the meeting and the members shall choose one of their number as temporary Chairman.

X. EXECUTIVE SESSION MINUTES

Minutes of any executive session shall be reviewed at least semi-annually by the County Board for continued confidentiality in accordance with the Illinois Open Meetings Act. Executive session minutes and corresponding tapes shall be kept secure in the County Clerk's Office. Executive session matters are to be kept confidential until released. (Amended 11/18/2008)

XI. SPECIAL COMMITTEES

- A. Special Committees may be appointed by the County Board Chairman subject to approval of the County Board whenever such action is deemed necessary or required and such Committees shall exist only for the purpose for which they are appointed. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006) All Special Committees of the Board shall include Public Comment on the meeting agenda and follow the Regular & Special Board meeting rules for Public Comment (Section III E.) (Amended TBD)

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XII. STANDING COMMITTEES

- A. The Standing Committees of the Board shall consist of five members each. The County Board Chairman shall designate which county offices are assigned to these committees. Committees are to be appointed every two years with Board approval. (Amended 11/18/2008, 06/19 /2012)

recommendations for expenditures on behalf of the Facilities Management Department. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 11/18/2008)

3. LAW, JUSTICE AND LEGISLATION:

This Committee shall be the County Board's liaison to the County Sheriff's Office, KenCom (including E-911 system), E.M.A. (Emergency Management Agency), Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. They shall review, analyze examine and recommend for approval ordinances requested by the Sheriff's Office. This committee shall report to the Budget and Finance Committee on behalf of the Sheriff, E.M.A., KenCom, Coroner, Judiciary, State's Attorney's Office, the Circuit Clerk of the Court, Public Defender and Probation/Combined Court Services. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. In addition, this committee shall also monitor legislation proposed at the State and Federal level that may impact the operation of the Kendall county Government, including coordinating with regional and statewide associations. Responsibilities also include those projects and duties assigned by Committee of the Whole and County Board Chairman. (Amended 3/7/2017)

4. ECONOMIC DEVELOPMENT:

This committee shall be responsible for the oversight and control of the county's economic growth and development. They shall be responsible for economic needs of the County and other units of government located within the County. They shall employ and supervise such staff as established and provided for by the County Board. They shall act as the county's liaison to various state and federal agencies and programs dealing with local economic issues. They shall be responsible for making reports to the County Board regarding grants and programs, applications and progress. They shall be responsible for the preparation of necessary documents and data as may be required by governmental agencies, units of local government or local developers. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) and overseeing any revenue receipts and making recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee of the Whole or County Board Chairman.

5. ADMINISTRATION – HUMAN RESOURCES:

This committee shall be responsible for the developments, implementation, oversight, adherence and administration of County personnel and policies. They shall oversee the County insurance needs and make recommendations to the County Board for action, modification or renewal of county insurance programs. They shall be responsible for the preparation and dissemination of information about progress, growth, development, operation and services available in the County to the media, press and public. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman.

This Committee also meets as needed to discuss the activities of the County Offices and Departments involved in the tax cycle and geographic information system (GIS). The Committee shall be the County Board's liaison to the Tax Board of Review, County Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. The Committee provides an opportunity to make certain that the activities involved in the tax cycle are coordinated and that the County Board is aware of the priorities, and needs of the Treasurer, County Clerk, Chief County Assessing Officer, Administration, Technology and GIS. (Amended 11/18/2008)

6. PLANNING, BUILDING AND ZONING:

This committee shall be responsible for the preparation, examination, review and analysis of the County comprehensive plan, including land use needs and requirements; for the review, modification and administration of the County's land use plans, zoning and mapping and platting ordinances. Responsible for the review, modification and recommendation to the County Board for the amendment to County construction guidelines, building codes and standards and zoning amendments and the review of all proposals for development within the County. Responsible for the review of all changes or modifications involving agricultural lands or flood plains and the supervision of the enforcement of county ordinances pertaining to land use and buildings. This committee shall report to the Budget and Finance Committee for: 1) analysis, review and preparation of budget recommendations; 2) monitoring the monthly financial operations in accordance with the approved budget; 3) oversee any revenue receipts and make recommendations for expenditures. This committee shall be the County Board's liaison to the Building and Zoning Committee.

Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

7. BUDGET AND FINANCE:

This committee is responsible for making recommendations concerning County fiscal policies and administration, including overall coordination of the annual County budget. The committee shall examine, review, analyze and where appropriate and necessary make recommendations concerning the annual budget. They shall prepare with the County Board Chairman, the annual appropriation and levy ordinance. They shall review all internal and external audits of all County departments and offices of all elected County officials. They shall also review, recommend the disposition of state, federal and agency grant requests and the appropriation of salaries of all County employees, appointed officials and office holders. They shall review all matters of real estate, taxation, and finances for the purpose of generating new services for the County. They shall generate, in conjunction with the County Treasurer's office, monthly and year-to-date income statements, revenue projections, expense statements and projections, projected surpluses or shortfalls. They shall be responsible for all purchasing and inventory controls. This committee shall oversee the Chief County Assessing Officer and department. This committee shall review and evaluate the performance of the Chief County Assessing Officer. Responsibilities also include those projects and duties assigned by the Committee of the Whole and County Board Chairman.

8. ANIMAL CONTROL:

This committee shall be responsible for policies guiding the operations of the Animal Control department and facility.

9. LABOR & GRIEVANCE COMMITTEE

This committee shall be responsible for oversight of all collective bargaining contract negotiations for Kendall County. This committee shall provide recommendations and reports for union matters to the County Board. They shall also conduct employee grievance hearings as may be required and forward hearing findings to the County Board Chairman, department heads and elected officials, as appropriate. Responsibilities also include those projects and duties assigned by the Committee-of-the-Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29)

10. **HEALTH & ENVIRONMENT COMMITTEE**

This committee shall be responsible for review and oversight of relevant health and environmental matters in Kendall County, Illinois. They shall be responsible for the preparation and dissemination of information about current health and environmental issues and resources in the County to the County Board, the media and the public. Responsibilities also include those duties and projects assigned by the Committee of the Whole and County Board Chairman. (Amended 06/19/2012, Res. 2012-29 \_\_)

11. **COMMITTEE-OF-THE-WHOLE:**

This committee shall be responsible for: preparation of the County Board Meeting Agenda; consideration of County Board Chairman appointments; review matters affecting Board policies and rules; examination of State and Federal legislation; recommendations for the judicial and legal needs of the County; relations and negotiations with labor, personnel, union and collective bargaining groups; hearings on the issuance of County licenses; review matters not specifically assigned to other committees. The committee shall serve as the communication link between the County Board Chairman, the County Board, and the Standing Committees.

12. **SPECIAL COMMITTEE ASSIGNMENTS:**

The County Board Chairman shall appoint liaisons to various boards and committees including, but not limited to, the Community 708 Mental Health Board, the Housing Authority Board, the KenCom Executive Board, and the Board of Health, with the advice and consent of the County Board. The same per diem rules specified in Section XVI A. PER DIEM apply for appointed Board members. (Amended 11/07/2006, 06/19/2012, Res. 2012-29 \_\_)

**XIII. COMMITTEE VACANCIES**

- A. Whenever any member of any committee is either temporarily or permanently unable to perform the duties of such appointment due to resignation, death, disability, illness, or absence, the Chairman of the County Board may declare such position vacant and appoint another member to fill the vacancy, subject to the approval of the County Board. If the vacancy is temporary and not permanent, the appointment shall terminate once the incumbent member is able to return to perform the duties of the committee assignment. If a member misses three (3) consecutive meetings, the County Board Chairman may replace that member either permanently or temporarily, subject to the approval of the County Board. (Amended 11/07/2006, 06/19/2012, Res. 2012-29 \_\_)

**XIV. COMMITTEE POWERS**

- A. The various elected officials and department heads, in addition to the County Board staff, shall provide such assistance, information and support to the standing committees and to the Board as a whole as shall be required by said committees or by the Board. Information required by the Board or any of its standing committees shall be provided upon request of any board member or board staff. The staffing for the standing committees shall be provided by the County Board staff. All County Board Committees, in the exercise of their oversight and legislative functions and powers, shall have the right to summon employees and to review those documents and records necessary or helpful in the exercise of such responsibilities. Willful failure to respond to a written request issued to a County employee or appointed department head by a Board Committee shall be sufficient cause to authorize the Committee to apply to the County Board Chairman for an order of the failure of the employee to appear and to request an immediate redress of said grievance. Moreover, it shall be the policy of the County Board that the County Board staff shall be made available in their respective areas of expertise to the elected County officers and to the various department heads, to the extent that the said request is not in conflict with the priorities assigned by the County Board.
- B. All Committees and Committee Chairmen shall be appointed by the Chairman of the County Board with approval of County Board. Each Committee Chairman shall appoint their committee vice chairman. (Amended 11/18/2008)
- C. Meetings of all Committees may be held on a regular meeting date and place or may be called by three (3) days notice by the Committee Chairman or a majority of the Committee. When called, a copy of said notice shall be sent to the Office of Administrative Services.
- D. Any Board Member is welcome and encouraged to attend Committee meetings other than Committees to which the Board Member is assigned. A Committee Chairman has the option of appointing other Board Members to meet the minimum level required for a quorum. If a Board Member is appointed to meet the Committee quorum, the Board Member is entitled to collect a per diem and to vote for the duration of the meeting. (Amended 12/15/2009)
- E. The Committee Chairman shall designate a recorder to keep minutes of each meeting and shall file a copy thereof with the Clerk on or before the next regular County Board meeting date.

**XV. COMMITTEE REPORTS:**



- A. Committee reports shall be made by the Chairman of each respective Committee, or, in his absence by the Vice-Chairman of said Committee. In the event of the absence of both the Chairman and Vice-Chairman of a Committee at a regular County Board Meeting, the Committee report may be made by any other member of said Committee.
- B. All Committees shall report in writing giving the facts and opinions thereon, and every report will be approved by the County Board.

**XVI. COUNTY BOARD MEMBERS SALARY AND PER DIEM**

- A. The salary of the County Board members, excluding the County Board Chairman, shall be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)
- B. A County Board member may collect a per diem for attending County Board meetings and assigned County Board Committee meetings (as assigned pursuant to Sections XII and XIII above). A County Board member may also collect a per diem for attending meetings of other organizations for which the County Board member has been assigned to and approved to attend by the County Board. A per day or per diem compensation covers the entire 24 hours in a day. A County Board member who attended a meeting of the County Board as well as one or more other qualifying meetings on the same day may only receive one per diem of the amount established by resolution of the County Board. If the member he attended two or more qualifying meetings on the same day, the member may receive only one per diem of the amount established by resolution of the County Board. (Amended 10/15/2002; 06/19/2012, Res. 2012-29)

**XVII. COUNTY BOARD CHAIRMAN AND LIQUOR CONTROL COMMISSIONER COMPENSATION**

- A. The County Board Chairman's salary shall be established by resolution of the Kendall County Board. Additionally, a stipend shall be established by resolution of the Kendall County Board for the role of Liquor Control Commissioner. Furthermore, the County Board Chairman shall receive an additional per diem for attendance at County Board Committee meetings for which the County Board Chairman has been assigned to and approved by the County Board, for attending Committee of the Whole (COW) meetings, and for attending meetings of other organizations for which the County Board Chairman has been assigned to and approved to attend by the County Board. The County Board Chairman shall not collect a per diem for attending County Board meetings. A per day or per diem compensation covers the entire 24 hours in a day. If the County Board Chairman attended two or more qualifying meetings on the same day, the County Board Chairman may receive only one per diem of the amount established by resolution of the County Board. (Amended 05/20/08; 06/19/2012, Res. 2012-29)

**XVIII. MILEAGE REIMBURSEMENT AND HEALTH INSURANCE**

- A. The County Board Chairman and County Board members are allowed mileage reimbursements to attend committee meetings, subcommittee meetings, County Board meetings, county business meetings, seminars, conferences, and out of county travel for meetings assigned by the County Board Chairman. The mileage reimbursement rate is the same rate set by the Internal Revenue Service for mileage deductions.
- B. The type of coverage and cost of Health Insurance for the County Board Chairman and the County Board members may be established by resolution of the County Board. (Amended 06/19/2012, Res. 2012-29)

**XIX. ZONING MATTERS:**

- A. ~~Anyone, including municipalities, deciding to speak on behalf of, or against, any zoning matter to be presented on the regular agenda, shall file their request to do so with the Zoning Officer not later than the Friday preceding the meeting of the County Board, at which said Zoning matter is to be presented. The presentation of evidence, debates and arguments by nonmembers of the County Board in support of, or in opposition to zoning petitions coming before the County Board shall be limited in time to a period of not more than five minutes for each side of said zoning matter; provided that the petitioner shall be permitted an additional three minutes of time for rebuttal, limited however, to any matters raised in opposition to the petition under consideration. Provided further, that an additional five minutes of time shall be allowed to any objecting municipality situated within one and one half miles of the property which is the subject of the petition, or any part thereof. The time allowed to a municipality shall not be used by anyone other than the duly authorized representative of such municipality.~~
- B. ~~The time period allotted to each side shall be utilized by the parties on either side as they shall determine and apportion among themselves; provided, however, that the petitioner, or petitioners, shall have the absolute right to apportion the time allotted for the support of the petition, and provided further, that any person who desires to be heard in opposition to the petition, and who files his request to address the Board with the Zoning Officer, as is in Paragraph A above, shall be allowed an equitable portion of the time so allotted.~~
- C. ~~The County Board Chairman may require of the petitioners on either side of a zoning matter that a statement showing the name of the person who will address the County Board and time apportioned to each person to be filed with the County Board Chairman in advance of the consideration of the zoning matter by the County Board.~~

**XX. ADDRESSING THE BOARD ON OTHER MATTERS:**

~~A. Any person, entity, or municipality wishing to address the County Board on any other issue, shall file their request with the County Clerk not later than the Thursday at noon preceding the County Board Meeting they wish to address. The presentation of evidence and testimony shall be limited to five (5) minutes per speaker. The County Board Chairman shall have the ability with the consent of the majority of the County Board, to waive the pre-meeting filing requirement and amend the agenda to allow a speaker to address the County Board. Placement of speakers on the agenda shall be determined as follows:~~

~~1. Speakers desiring to address the County Board on an issue on which the County Board is expected to discuss or take action at that meeting, shall be allowed to speak at the beginning of the agenda, and prior to the County Board taking up the issues;~~

~~Speakers addressing the County Board on general items or issues not before the County Board at that meeting shall be placed on the agenda after regularly scheduled business.~~

~~2. Placement on Agenda shall be pursuant to the County Board's Order of Business in Paragraph 2.~~

~~XIXXI. AMENDMENT & EFFECT OF RULES~~

- ~~A. No alteration or amendment shall be made in any rules of the County Board without the consent of 2/3 of the County Board members thereof. The rule may be suspended in any particular case by vote of 2/3 of the County Board members present.~~
- ~~B. All questions not covered by these Rules of Order shall be decided by *Roberts Rules of Order, Revised*.~~
- ~~C. All rules or parts of rules previously passed, or adopted by the County Board relating to Rules of Order, and the same are hereby, repealed.~~
- ~~D. The above and foregoing Rules shall be in full force and affect after their passage and approval by the County Board and until such times as such Rules are altered, changed, repealed or amended by appropriate action of the said County Board~~

~~XXII. SEVERABILITY:~~

~~If any County Board Rules are in conflict with the Counties Act, Illinois Compiled Statutes, Chapter 55, Section 5/2-1001 through 5/2-1007, or any other State Statute, they shall be deemed null and void.~~

~~In the event that any of these Rules shall conflict with the provisions of Illinois law, that rule shall be deemed to be of no further force and effect. The determination of the invalidity~~

of any such rule shall not affect the validity of the remainder of the rules.

**Adopted:** May 9, 1972

**Amended:** December 14, 1976  
December 12, 1978  
March 8, 1983  
January 12, 1988  
April 9, 1991  
November 16, 1999  
October 15, 2002  
November 7, 2006  
May 20, 2008  
November 18, 2008  
December 15, 2009  
June 19, 2012 (Resolution 2012-29)  
March 7, 2017  
October 3, 2017  
TBD