

COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Monday, April 1, 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 March 20, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Wellness Program Presentation by CHC Wellbeing*
 - *Kendall Area Transit Resolution Authorizing the Execution and Amendment of Section 5311 Grant Agreement*
 - *Discussion of Monthly Meeting Dates & Times*
 - *Discussion of Employee Recognition*
- 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
Wednesday, March 20, 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	ABSENT		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Matt Kinsey, Tracy Page.

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Vickers to approve the agenda. **With four members voting aye, the agenda was approved by a 4 -0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Prochaska to approve the March 4, 2019 minutes. **With four members voting aye, the minutes were approved by a 4-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

Administration Department – Ms. Johnson reviewed the February Worker’s Compensation and Open Claims Report. February produced 4 new claims. Member Flowers asked about a reopened claim. Ms. Johnson indicated that the Forest Preserve reopened claim was a re-injury. Ms. Page indicated that the Sheriff’s reopened claim was because the employee retained an attorney.

Member Prochaska had a question about the Forest Preserve and deductibles. He said there was discussion in the past when we moved to the \$250,000 deductible that the Forest Preserve could not afford it. The consensus at the time was that the County would pay anything over \$125,000 which was the original deductible amount. Member Gilmour did not recall this discussion. Ms. Johnson would research previous minutes.

Member Gilmour asked about insurance for the dental equipment at the Health Department, specifically liability insurance. Ms. Johnson indicated that she would inquire about this with Alliant Mesirow the County’s insurance broker.

Member Flowers asked about improvements for Worker's Compensation. Ms. Johnson indicated that the broker has met with administrative staff and will be meeting with other Departments to review programs for implementation. The plan is then to return to the Committee with a status update. Ms. Flowers asked about a \$500,000 liability claim from 2014. Ms. Johnson said she would let the Committee know the details of the case, because it is older and she is new she was not clear on the details.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- Discussion and Approval of Amendment to Kencom Agreement for Technology Services – Mr. Kinsey explained that Kencom in conjunction with Grundy County received a grant for a new phone system. This amendment to the existing Agreement would be to provide additional IT support for the new system. Two IT employees currently support Kencom 50% of each their salary packages would be \$93,455.15. In the interest of using a rounded number \$90,000 was inserted. This would almost double the base amount of the current agreement. The 3% annual increase would still remain in the agreement. This would also allow the two IT employees to receive additional certification and training on the phone system. Mr. Kinsey also indicated the additional funds received would be used for a paid IT internship and to give the two employees a small increase. Member Gilmour indicated that she would like to see the actual amount calculated used in the agreement and that the details undergo legal review. Motion made by Member Vickers second by Member Prochaska to approve the agreement pending legal review. **With four members voting aye, the Amendment to Kencom Agreement was approved by a 4-0 vote pending legal review.**
- Discussion of County Board Rules of Order- Ms. Johnson indicated that the proposed Rules of Order was sent for legal review. Changes were made based on recommendations from the State's Attorney's Office. Member Prochaska explained that the language was taken from another County. He asked that the word 'actually' be removed on page 18 regarding the public comment section. Member Vickers thought 'actually' clarifies things. After discussion it was decided to leave 'actually' in. Member Prochaska also brought up the idea of allowing people to yield their time to others. Member Gilmour stated that it should not be addressed and should be at the Chair's discretion. Member Vickers said she has seen it done various ways with other taxing bodies. Sometimes the time is limited to only the person speaking, other times when arranged beforehand individuals are allowed to yield the floor. The consensus was to leave it at the discretion of the Chair. Member Prochaska also wanted to add that the one-hour period should be per comment period. There was consensus to add 'per comment period' after 'shall not exceed an hour' on page 18 section E. Finally, Member Gilmour had some changes to page 19 under Special Committee Reports, Add Juvenile Justice Committee. Remove Public Building Commission and add Other State Associations/Organizations to UCCI Committee. **There was consensus to forward the County Board Rules of Order to the County Board**

- Discussion and approval of Employment Application – Ms. Johnson explained that the document was forwarded to the State’s Attorney’s office with the questions the committee had about leaving some items in the application. The State’s Attorney’s office is suggesting the questions referring to driver’s license information and criminal record remain off of the application. Other changes the Committee asked for like changes to references and asking about where they heard about the job posting will remain on the application. Member Flowers asked about providing more space for candidate job history. Ms. Johnson explained that candidates were encouraged to attach their resume and cover letter. Motion made by Member Gilmour second by Member Prochaska. **With four members voting aye, the updated Employment Application was approved 4-0 and will be forwarded to the County Board for approval.**

- Discussion of Monthly Meeting Dates and Times – Chair Flowers indicated that she would like to move one of the meeting times to during the day, specifically 8am so someone from the State’s Attorney’s Office could attend. Many items have to be revisited several times at multiple meetings because they have to undergo legal review. Member Vickers said she could make an 8am meeting work. Member Prochaska was interested in Member Gryder’s availability. Member Gilmour was amendable to the change. Member Gilmour asked which of the two meetings would be moved. The insurance contractor typically comes to the first meeting of the month. Chair Flowers suggested in light of the outside contractors’ schedules that the first meeting of the month on Monday remain at 5:30pm and the second meeting of the month on Wednesday be moved to 8:00am, however the committee will review this next month to check with staff and Member Gryder’s schedule. **Consensus was made to change the time of the meeting held on the third Wednesday from 5:30pm to 8:00am pending staff and full committee input at the April 1 meeting.**

EXECUTIVE SESSION – Not needed

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of County Board Rules of Order*

- *Approval of Kendall County Employment Application*

ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Vickers. **With four members voting aye, the meeting was adjourned at 6:21 p.m.**

Respectfully Submitted,

Mera Johnson
 HR Risk Management & Compliance Coordinator

County of Kendall, Illinois
Resolution 19-_____

RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF
SECTION 5311 GRANT AGREEMENT

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 et seq. to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF KENDALL COUNTY:

- Section 1. That Kendall County finds that the Kendall Area Transit project is consistent with official plans for developing the community.
- Section 2. That an application be made to the Office of Intermodal Project Implementation, Department of transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2020 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of Kendall County.
- Section 3. That while participating in said operating assistance program, Kendall County will provide all required local matching funds.
- Section 4. That the Kendall County Board Chairman of the Kendall County Kendall County Board is hereby authorized and directed to execute and file on behalf of Kendall County such application.
- Section 5. That the Kendall County Board acknowledges the Acceptance of Special Warranty, and understands as a condition of receipt of funds under 49 U.S.C. 5311 funds, that 49 U.S.C. 5311(b) requires fair and equitable arrangement must be made to protect the interest of employees affected by assistance.
- Section 6. That the Kendall County Board Chairman of the Kendall County Kendall County Board is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.
- Section 7. That the Kendall County Board Chairman of the Kendall County Kendall County Board is hereby authorized and directed to execute and file on behalf of Kendall County a Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2020.

Section 8. That the Kendall County Administrator of Kendall County is authorized to furnish such additional information as may be required by the Office of intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 9. That the Kendall County Board Chairman of the Kendall County Kendall County Board is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2020.

PRESENTED and ADOPTED this 16th day of April.

Approved:

Attest:

X

Scott R. Gryder, County Board Chairman

X

Debbie Gillette, County Clerk and Recorder



CORE CAPABILITIES

WELLBEING STRATEGY DEVELOPMENT: You receive a comprehensive three-year plan for reaching your true potential, including specific strategies for your scientific rewards platform, engagement marketing campaigns, specific support tools and ongoing activities to shape a culture of organizational trustworthiness.

WELLBEING ASSESSMENT: We gain a holistic view of each individual and set a baseline for your population against the benchmark wellbeing risks through our comprehensive biometric screenings (37-panel) and our Health & Lifestyle Survey which examines physical, emotional, social and financial aspects of wellbeing.

REWARDS PLATFORM: We scientifically apply rewards to promote specific habits that lead to true potential. Our proprietary algorithm ensures the proper type and timing of rewards to create lasting change.

DIGITAL/MOBILE: We offer more than 700 e-learning modules, webinars and a suite of activity and nutrition tracking tools. These are available online and via mobile through our interactive web portal.

FINANCIAL WELLBEING: We improve financial confidence by tackling topics such as budgeting, bank accounts, student loans, credit cards and retirement.

SOCIAL SUPPORT: Our proprietary walking program is one example of how we bring participants together to team up and reach their goals.

HEALTH COACHING: Participants can get professional, personalized help with issues such as stress, sleep, nutrition, exercise, smoking and diabetes control.

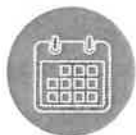
TRANSPARENT REPORTING: Each year, you will receive detailed trending for your benchmark wellbeing risks, including a report on the impact that reduced benchmark risks are having on your bottom line through decreased cost and improved productivity.



SERVICE & SUPPORT

CHC ensures your success by investing in the highest level of client service, IT support, and fully transparent and comprehensive reporting.

To guide you in your journey to true potential, CHC provides an exceptional account manager with training and expertise in developing customized wellbeing strategies. We will partner with you to deliver:



3-YEAR PLAN: You receive a comprehensive plan for reaching your true potential, including a scientific rewards platform, specific support tools and ongoing activities to shape a culture of organizational trustworthiness.



PARTICIPATION STRATEGIES: We offer insight on maximizing participation, including a library of marketing assets to promote your wellbeing initiatives.



STATUS UPDATES: We will stay engaged with your team via weekly, monthly, and quarterly updates as well as an annual review of your performance.

Our account management team relies on our rich repository of data and leading analytics capabilities to examine:

RISK REDUCTION

Each year, you receive detailed trending for your benchmark wellbeing risks.

FINANCIAL IMPACT

We report the impact that reduced benchmark risks are having on your bottom line through decreased cost and improved productivity.

PARTICIPATION

We'll share participation and engagement metrics, as well as demographic information such as age and gender breakouts.

FEEDBACK

We'll take the pulse of your population to gauge their satisfaction and gain insight on what additional support they need.



Beyond Wellness to True Potential.

847.640.4440

www.chcw.com



REWARDS PLATFORM

We scientifically apply rewards to promote specific habits that lead to true potential. Our proprietary algorithm ensures the proper type and timing of rewards to create lasting change.



Flexible and customizable platform based on your goals and your population's wellbeing assessment



Scientifically valid formula proven to predictably impact benchmark wellbeing risks



Verification process ensures specific activities have been completed



Expansive library of rewards allows us to encourage participation as well as outcomes, which encourage behavior change

Our strategy for applying rewards answers the following questions:

- What are the rewards being used?
- How frequently are rewards granted?
- How much value does each reward carry?
- What mix of activities and/or outcomes are being rewarded, and why?
- How are rewards verified to confirm specific behaviors and actions have occurred?

We will set a specific rewards strategy based on your three-year plan and our experience guiding individuals along their journey to true potential. The ultimate goal of our rewards platform is to nurture healthy habits long enough to embed a state of personal wellbeing for every participant.



Beyond Wellness to True Potential.

 847.640.4440

 www.chcw.com



FINANCIAL WELLBEING

Money shouldn't be a burden for your employees, but a tool to help them achieve their true potential. Our robust and unique curriculum increases your employee's financial confidence by engaging them with topics such as budgeting, bank accounts, student loans, credit cards and retirement.

WHY IS FINANCIAL WELLBEING IMPORTANT?

85%

of people are stressed about finances

50%

of Americans have less than one month's income saved for a rainy day

48%

of employees have credit card debt

The financial wellbeing of your population has a direct impact on physical, emotional and social wellbeing as well. From declining life and job satisfaction to increased stress, financial pressure can be a major contributor to decreased productivity, increased cost and lower employee engagement.

WHAT DOES OUR PROGRAM OFFER?

CHC equips your employees with interactive tools to personalize their experience. They can earn rewards along the way as they achieve specific goals. With a catalog of tools at their fingertips, your employees can take a big step toward true potential by taking control of their finances.

Support includes:

- Finance Experts
- Articles
- Interactive Modules
- Webinars
- Resource Recommendations
- And more!



Beyond Wellness to True Potential.

 847.640.4440

 www.chcw.com



WALKING PROGRAM

CHC's Walking Program gets participants active, builds community and contributes to a culture of organizational trustworthiness.

THE IMPACT OF 5,000 STEPS PER DAY

A sixteen month independent study of participants with metabolic syndrome found that:

38%

of diabetics returned to healthy status

78%

with high blood pressure moved to medium or low risk categories

9 lbs

on average were lost by walking participants, while non-participants gained weight

Challenge participants with path goals in Google Maps, distance goals or average daily step goals. Watch as competition and camaraderie help nurture an environment where employees can do their best work.

Features of the CHC walking program include:

- Customizable walking challenges (individual or group)
- Online team results and leaderboards
- Targeted marketing to drive participation
- Complete program tracking through the CHC member portal, including integration with 100+ activity devices
- Capability for participants to purchase activity trackers at exclusive discount prices



Beyond Wellness to True Potential.

 847.640.4440

 www.chcw.com



CAPABILITIES

A grayscale photograph of a mountain range with a thin black border. The mountains are layered, with the closest ones in the foreground and more distant ones in the background. The sky is a uniform light gray.

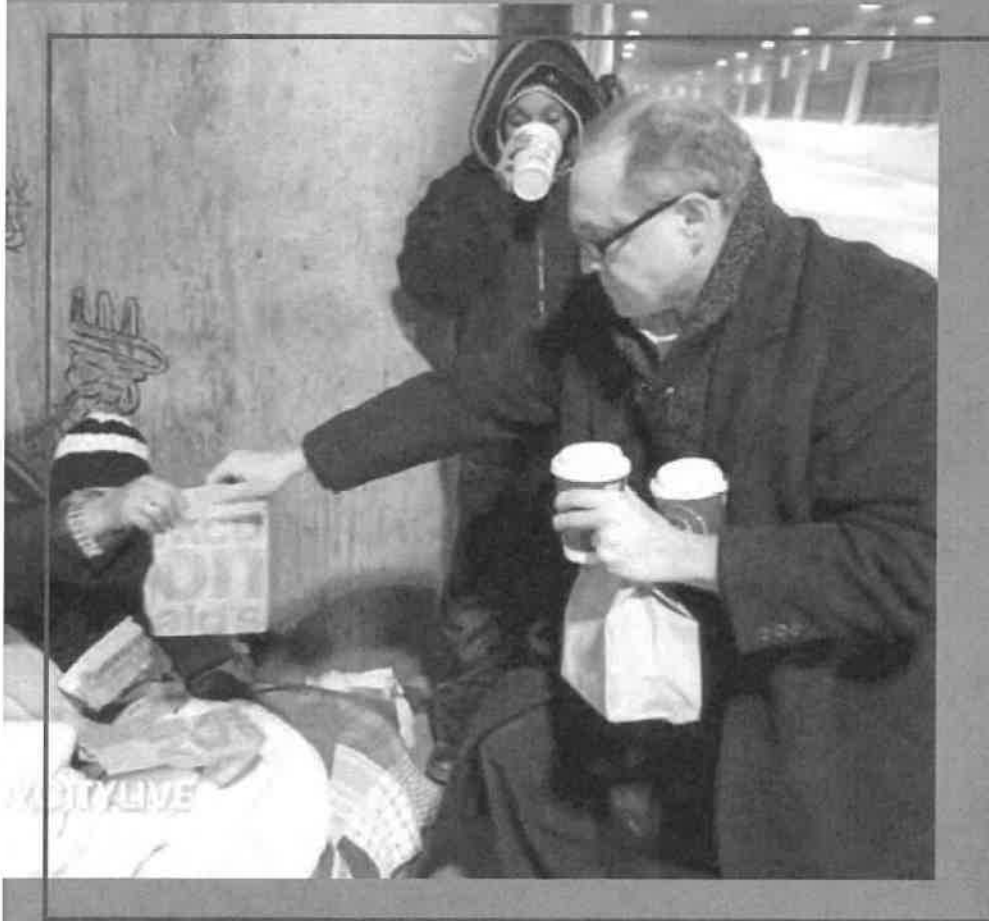
GOING BEYOND TRUE POTENTIAL

At CHC Wellbeing, we go beyond wellness to true potential. We exist to help individuals excel in every facet of their lives. Our belief is that everyone has a right to thrive.

WELLNESS TO
POTENTIAL



PURPOSE- DRIVEN



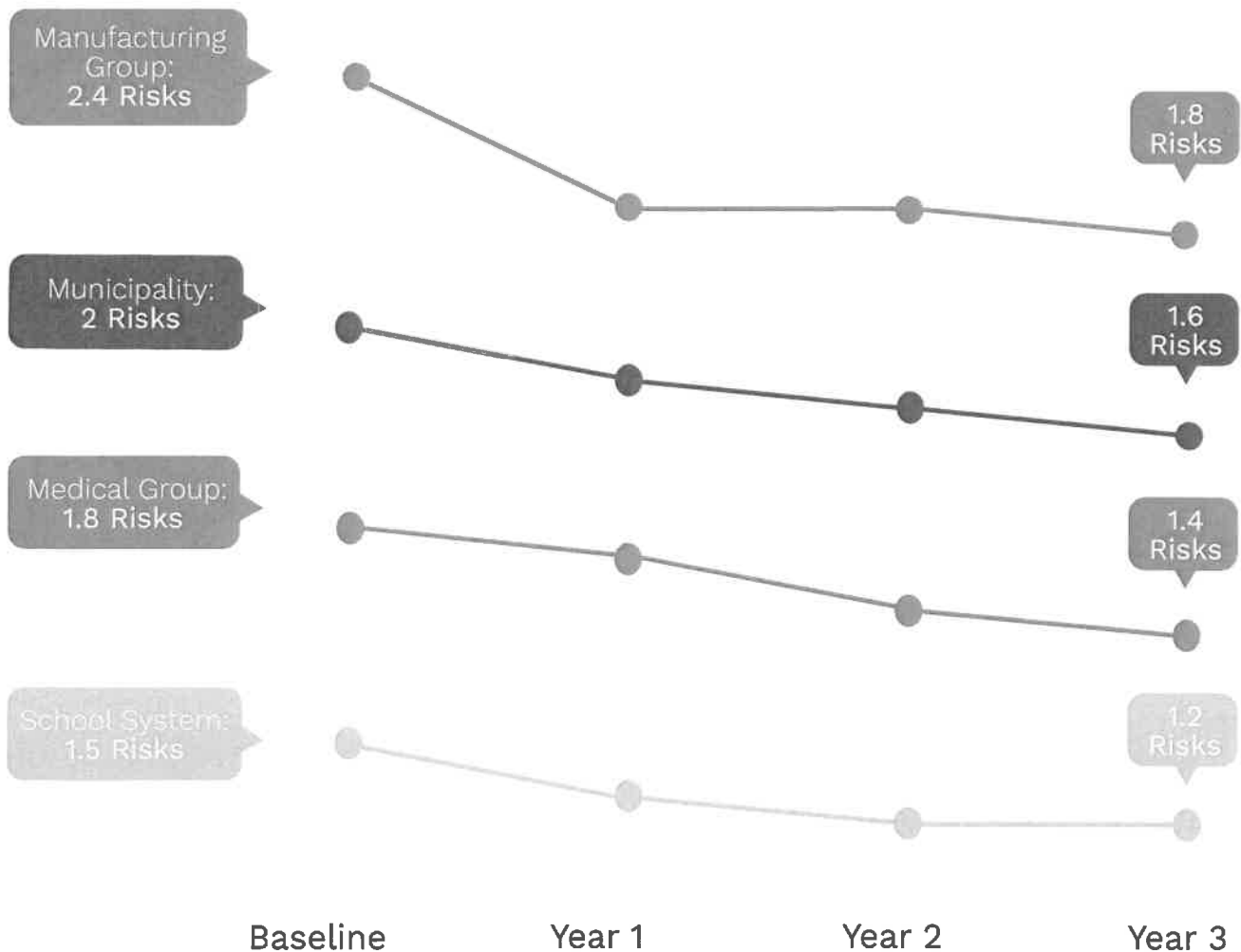
CHC Wellbeing is a purpose driven organization. Each day, we care for individuals within companies. Each night, we care for the underprivileged in our community, leading a citywide effort to deliver emergency provisions to the homeless across Chicago.

We focus on a set of benchmark wellbeing risks that have been directly linked to healthcare costs and productivity through foundational research based on analyzing 4 million claims over 40 years.

We have been consistently and predictably reducing benchmark wellbeing risks by an average of 25 percent for more than a decade.

We stand behind our work, offering our clients a three-year performance guarantee for the effectiveness of our approach.

ACCOUNTABLE



TRANSPARENCY

Benchmark wellbeing risk trending and detailed biometric trending for key metrics and health conditions such as diabetes.

Financial impact of your wellbeing strategy, including cost reduction and improved productivity.

Participation and engagement metrics, including demographic breakdowns such as age and gender.

Participant feedback, including satisfaction and recommendations related to future support.

BENCHMARK WELLBEING

Average Per Participant

Risk Reduction Percentage

Participation Percentage

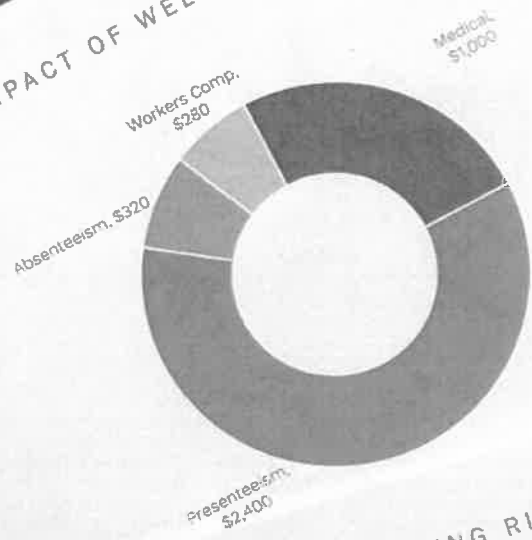
BENCH

Benchmark
University
Forty-year
product

RISK REDUCTION

Year	2015	2016	2017
Baseline (2014)	18	16	15
95%	20%	25%	98%
88.3%			
45%			
3.2%			
48			

FINANCIAL IMPACT OF WELLBEING



PERFORMANCE

BENCHMARK WELLBEING RISK TRENDING

MARK WELLBEING RISKS

Wellbeing risks are physical, emotional, social, and financial risks that were identified by the University of Michigan. Research and four million healthcare claims identified these risks that impact cost and productivity.

PHYSICAL

- Blood pressure
- HDL Cholesterol
- BMI
- Total Cholesterol
- Existing Medical Conditions
- Excess Sick Days
- Physical Activity

EMOTIONAL

- Stress
- Life Satisfaction
- Job Satisfaction
- Perception of Health
- Medication for Relaxation

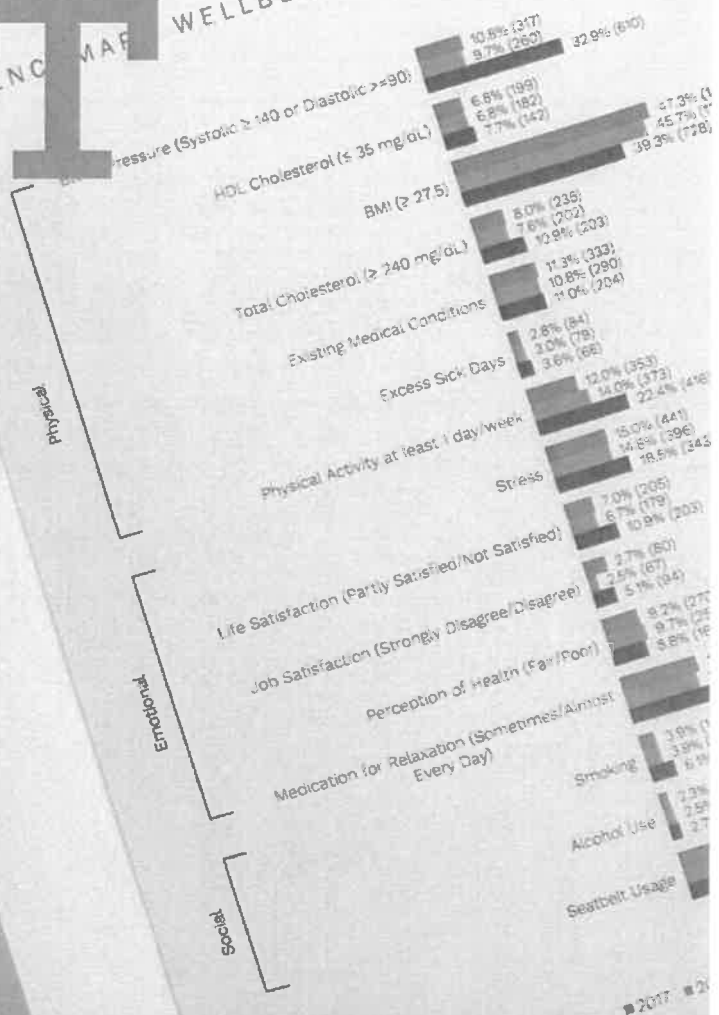
SOCIAL

- Smoking
- Alcohol Use
- Seatbelt Usage

FINANCIAL

65% of people are stressed about their finances

Financial wellbeing is directly linked to physical, emotional, and social health risks



"If you change risk, costs will change in the same direction."
University of Michigan

Financial wellbeing directly impacts physical, emotion

SUPPORTIVE

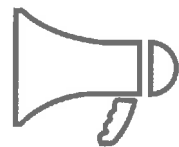
We take the guesswork and the grunt work out of wellbeing. Our experienced account management team will be at your service to help build a strategic three-year plan, lead a smooth implementation process and be “on call” to assist with ongoing needs.



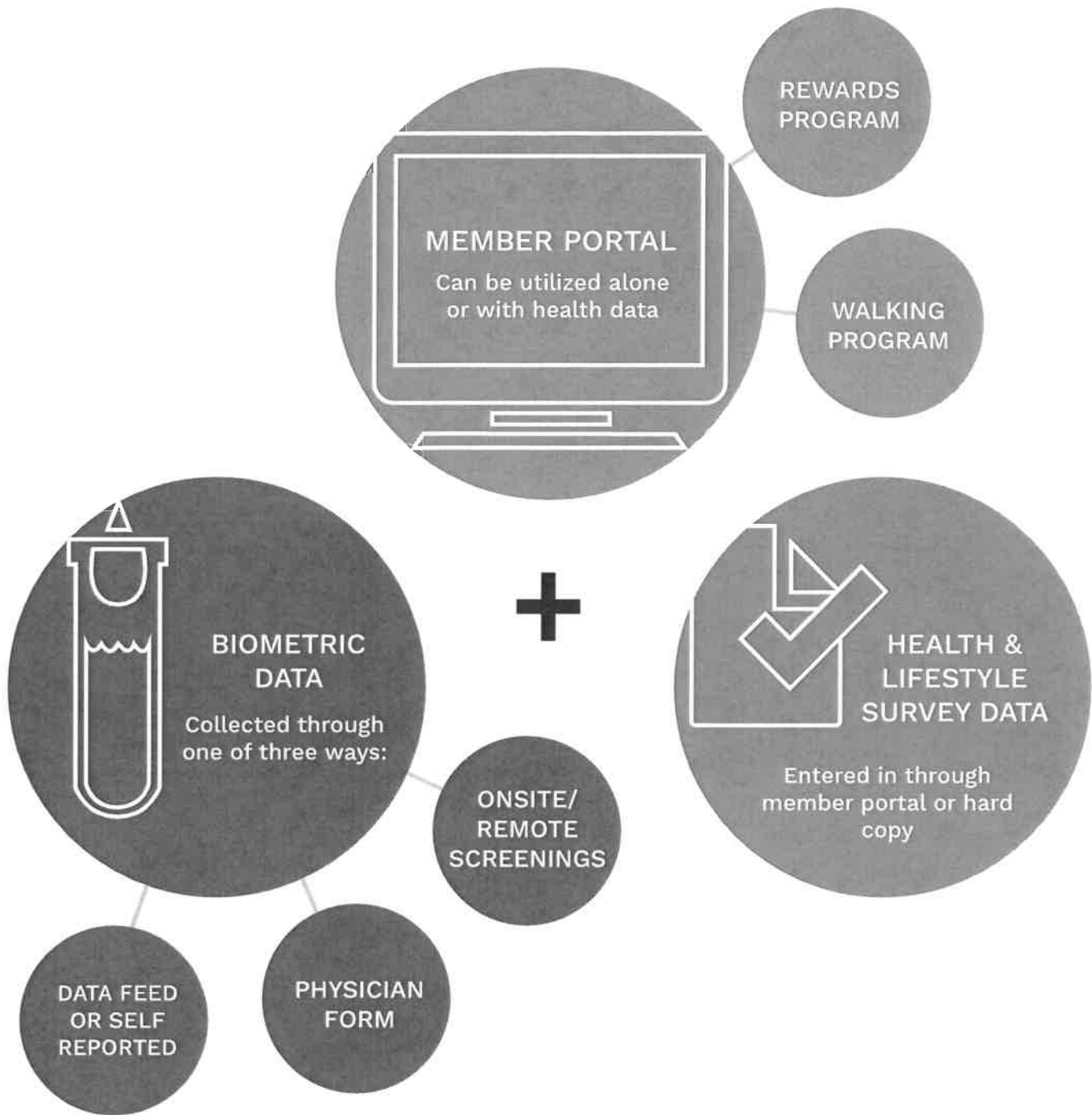
**DEDICATED
ACCOUNT
MANAGERS**



**IT &
CUSTOMER
SUPPORT**



**MARKETING TO
DRIVE ENGAGEMENT**



FLEXIBLE

The road to true potential is a personal journey. That's why we customize our approach for each and every client we serve. We combine best practices with "best for you" practices. Our capabilities are extremely flexible and can be modified to address your specific needs.

Our member portal is available as a stand-alone product or with biometric and health survey data. The data can be gathered using CHC screenings and/or CHC health & lifestyle surveys, as well as importing from personal physician records or a data feed. Additional components such as our walking program and rewards program can be added on to our portal to enhance the user experience further.



Our **WELLBEING ASSESSMENT** provides a comprehensive understanding of your organization's wellbeing. We gain a holistic view of each individual and set a baseline for your population against the benchmark wellbeing risks through:

1

COMPREHENSIVE BIOMETRIC SCREENINGS

Our comprehensive biometric screenings provide a detailed report to help identify individuals at risk or out of range for key health indicators.

- We can perform onsite screenings, remote screenings and also receive biometric results from physician offices
- Registration for the screenings can be completed online, over the phone or on paper
- Onsite screenings are staffed by CHC-employed and trained phlebotomists. Spanish-speaking phlebotomists are also available

2

HEALTH & LIFESTYLE SURVEY

Our health & lifestyle survey examines physical, emotional, social and financial aspects of wellbeing.

- Collects info on benchmark wellbeing risks such as stress, job/life satisfaction, smoking, alcohol use, and exercise
- Survey can be completed via paper or online
- Available in English, Spanish and Polish

SIGHTFUL

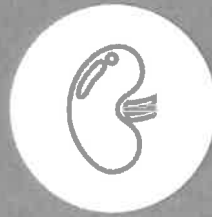
The comprehensive biometric screenings that take place onsite test for the following:



ANEMIA, INFECTIONS
& CERTAIN CANCERS



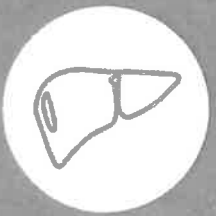
HEART DISEASE &
STROKE



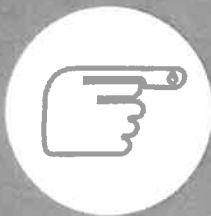
KIDNEY DISEASE



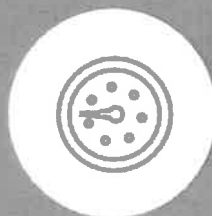
NUTRITIONAL &
GASTROINTESTINAL
DISORDERS



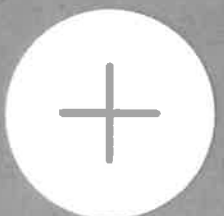
LIVER &
GALLBLADDER



DIABETES



BLOOD PRESSURE



ANY ADDITIONAL
TESTS ADDED, SUCH
AS REFLEX A1C OR
NICOTINE



Our phlebotomists are also able to measure height, weight and waist circumference at onsite screenings.

ENGAGING





PHYSICIAN CONNECT
Share wellbeing results with physician



WEBINAR SERIES
Tips & trends for healthy living from industry experts



HEALTH COACHING
Participants can get professional, personalized help with issues such as stress, sleep, nutrition, exercise, smoking and diabetes control.



E-LEARNING MODULES
More than 700 wellbeing topics - interactive, multimedia



FINANCIAL WELLBEING
Robust, unique curriculum to build financial confidence



ACTIVITY TRACKER
Monitor hundreds of regular activities



NUTRITION JOURNAL
Record daily eating habits, including carbs, fats, sugars and calories



MINDFULNESS
Over 60 videos on emotional wellbeing topics from experts in the field



CHIAI

Team Standings to Date

1st

Team 4
2,567,947 steps

2nd

Team 8
2,348,900 steps

3rd

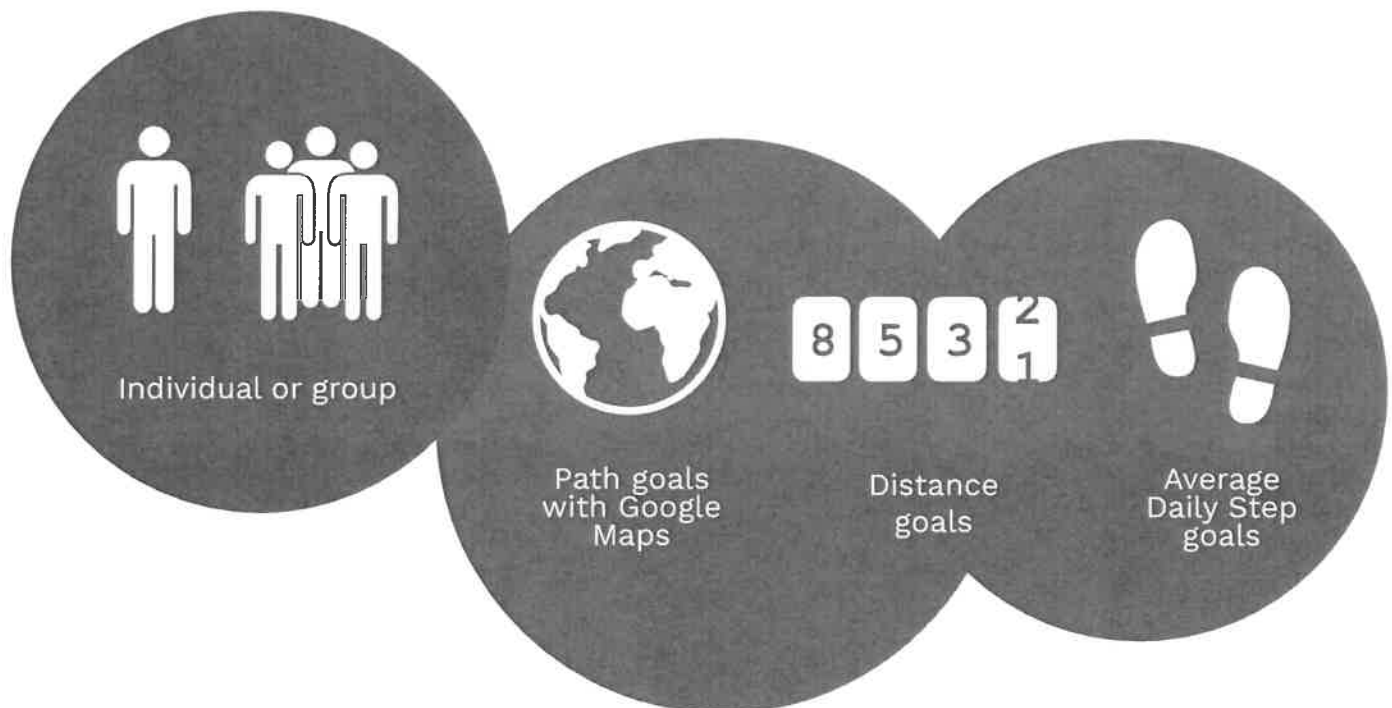
Team 2
1,954,345 steps

CHC's WALKING PROGRAM gets participants active, builds community and contributes to a culture of organizational trustworthiness. Features of the walking program include:

- Customizable walking challenges
- Online team results and leaderboards
- Targeted marketing to drive participation
- Complete program tracking through the CHC member portal, including integration with 100+ activity devices
- Capability for participants to purchase activity trackers at exclusive discount prices

CHALLENGING

Walking challenges are highly customizable and can be created as either individual or group challenges with several different types of walking goals.



REWARD

Our REWARDS PROGRAM scientifically promotes specific habits that lead to true potential. Our proprietary algorithm ensures the proper type and timing of rewards to create lasting change.



Flexible and customizable platform based on your goals and your population's wellbeing assessment



Scientifically valid formula proven to predictably impact benchmark wellbeing risks



Verification process ensures specific activities have been completed



Expansive library of rewards allows us to encourage participation as well as outcomes, which encourage behavior change

Our strategy for applying rewards answers the following questions:

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- What mix of activities and/or outcomes are being rewarded, and why?
- How are rewards verified to confirm specific behaviors and actions have occurred?

ING



Set your rewards program to award all types of incentives at various levels:

Bronze
★
300 points
Entered into a raffle

Silver
★
450 points
1 PTO Day

Gold
★
600 points
Discount on insurance premiums

Promote engagement by assigning points to all different types of activities, such as:

✓
Being in range for certain health screening measurements

✓
Utilizing the CHC member portal, such as watching webinars and completing e-learning courses

✓
Directly uploading documents showing completion of important preventive service to the portal

✓
Participation in CHC's walking program and any company-wide walking challenges

✓
Involvement in company-sponsored activities, such as weight loss challenges or volunteer days

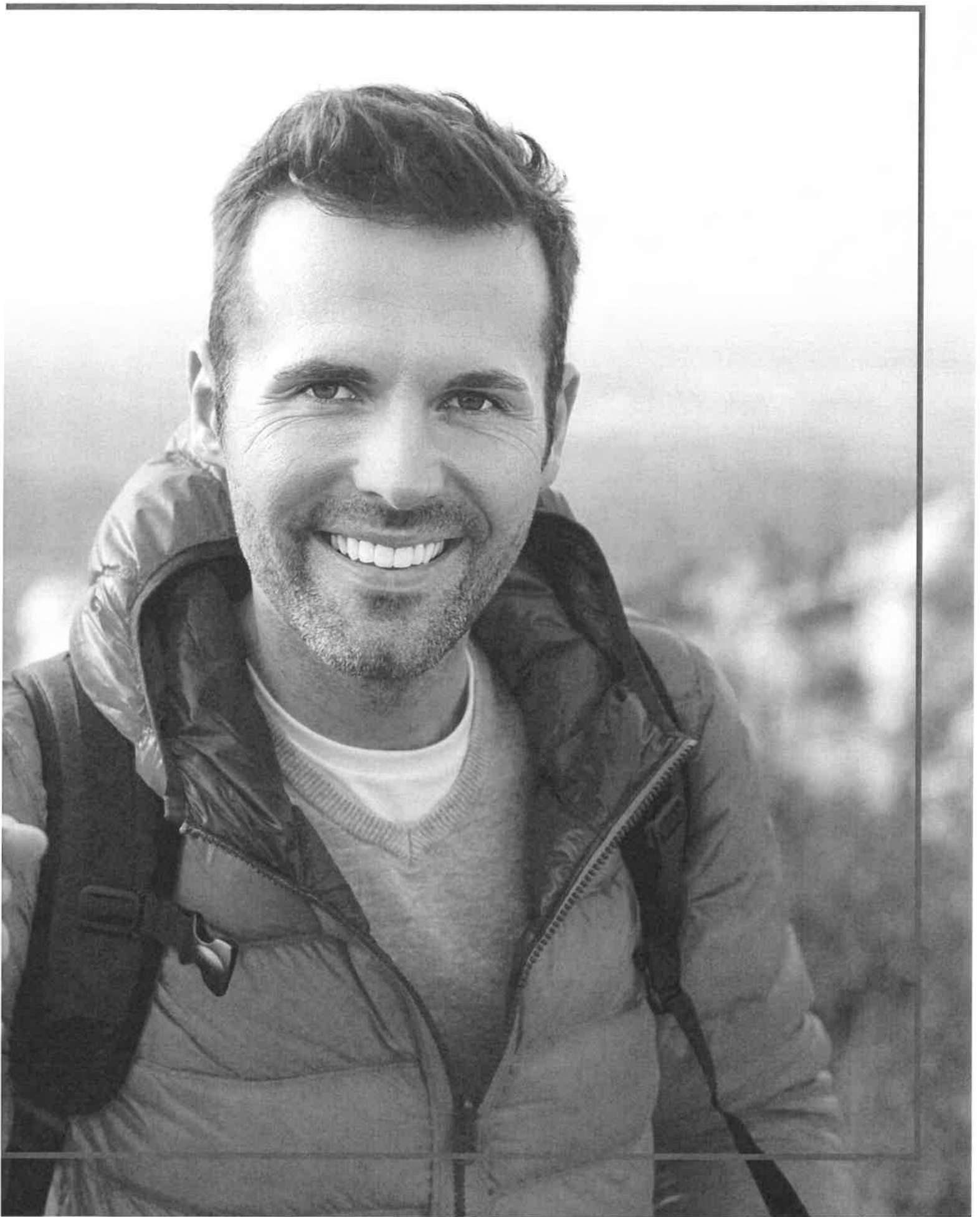
✓
Any other personal healthy activities that can be reported via documentation (gym membership, etc)



**ARE YOU READY TO GO
BEYOND WELLNESS TO
TRUE POTENTIAL?**

For 14 years, we have served more than 1,000 clients across multiple industries, including: manufacturing, healthcare, governments, school districts and non-profits. We're proud to have helped so many organizations reduce healthcare costs, improve productivity and enhance their overall wellbeing.

Will you be our next true potential story? Contact us today for a demo of our capabilities and a no-cost assessment of your current wellbeing strategies.





5440 N Cumberland Avenue
Suite 225
Chicago IL 60656
847.640.4440
www.chcw.com