

**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**County Office Building**  
**County Board Room 210**  
**Wednesday, April 17, 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 April 1, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion and Approval of Amendment to Kencom Agreement for Technology Services*
  - *Discussion and Approval of Resolution Authorizing Application for Financial Assistance from the Regional Transportation Authority Under Section 5310 of the Federal Transit Act.*
  - *Discussion of Codification*
  - *Discussion of Kendall County Complete Count Committee*
- 8. Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2**
- 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 April 1, 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		5:40pm	
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Others in Attendance:** Bob Jones, Scott Koeppel, Laura Czekanski-The Horton Group, Todd Gianvito-CHC Wellbeing, Samantha Voltz-CHC Wellbeing

**APPROVAL OF AGENDA** – Motion made by Member Prochaska second by Member Gilmour 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 20<sup>th</sup>, 2019 minutes. With four members voting aye, the minutes were approved by a 4-0 vote.

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS**

*Administration Department-* Mr. Koeppel briefed the Board on insurance implications for the Dental Clinic at the Health Department. Costs for covering the dental equipment would be nominal. Coverage for a Dental Hygienist would be about \$250 a year. The County cannot cover the Dentist. They would have to obtain their own coverage.

The Kencom Agreement for IT services was sent for legal review. Direction is needed as the amendment would be to an outdated Treasury & Administration Agreement which references the handbook and other administrative factors that have changed. Also, this IT Services Agreement and the Treasury & Administrative Agreement have separate termination dates and terms for renewal. They can either be separated or could be adjusted into one agreement. The Committee agreed to have two separate agreements. Mr. Koeppel will bring two separate agreements for review.

**PUBLIC COMMENT** - None

## COMMITTEE BUSINESS

- *Wellness Program Presentation by CHC Wellbeing* - Laura Czekanski from the Horton Group introduced Todd Gianvito and Samantha Voltz from CHC Wellbeing to review a potential Wellness Program for County employees. Mr. Gianvito and Ms. Voltz reviewed the online portal, reward systems, nutrition, health and financial wellbeing classes and a potential health screening program. They also reviewed a discounted fitness tracker program. Member Gryder asked about the data from the screenings. Ms. Voltz indicated that only aggregate data would be used. Also, participants would be informed via HIPPA what exactly would be shared and permission needs to be granted. Mr. Jones asked if the current physical affidavit for the health insurance discount program could be administered through this program. Ms. Voltz confirmed that it could. Mr. Koeppel asked if the Committee wanted the State's Attorney to include the Wellness Program in union negotiations. Member Flowers indicated that the program would be great for all employees, so getting the unions on board is key. Member Gryder thought at the very least we should start with non-union employees.
- *Kendall Area Transit Resolution Authorizing the Execution and Amendment of Section 5311 Grant Agreement* – Mike Neuenkirchen from Kendall Area Transit (KAT) indicated that they are preparing for fiscal year 2020. The 5311 grant would be for \$1,109,000 from the State of Illinois and \$55,000 from the Federal government. As part of the process the attached resolution and public hearing needs to come to this committee and be approved by the County Board. Motion made by Member Gilmour second by Member Prochaska to forward the resolution to the County Board. **With five members voting aye, the resolution was approved to be forwarded by a 5-0 vote**
- *Discussion of Monthly Meeting Dates & Times* – Member Flowers explained that the State's Attorney is not inclined to send staff to the Admin HR Meetings even if it is moved to during the work day. So both monthly meetings would remain at their current time of 5:30pm.
- *Discussion of Employee Recognition* – Mr. Koeppel explained that Administrative Services received a request from an ROE employee about the Employee Recognition Program. Research shows that an employee was recognized in 2013. Member Gryder asked what was the criteria for recognition. Mr. Koeppel stated it was years of service determined by IMRF and payroll records. Member Vickers thought recognition should be given to those on our payroll. Member Gryder agreed, if ROE would like to recognize their employees at a County Board Meeting that could be arranged, however recognition should be limited to employees on the County payroll. **There was consensus from the committee to recognize employees on the County's payroll for years of service.**

**EXECUTIVE SESSION** – Not needed

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

**ACTION ITEMS FOR COUNTY BOARD**

- *Kendall Area Transit Resolution Authorizing the Execution and Amendment of Section 5311 Grant Agreement - April 16<sup>th</sup> County Board Meeting*

**ADJOURNMENT** – Member Vickers made a motion to adjourn the meeting, second by Member Prochaska. With five members voting aye, the meeting was adjourned at 6:44 p.m.

Respectfully Submitted,

Mera Johnson  
HR Risk Management & Compliance Coordinator

**MONTHLY BENEFITS SUMMARY REPORT**  
March FY 19

Retirees/COBRA (12/1/18 - 11/30/19) (42 Retirees / 1 COBRA)		
Vision	Family	7
Vision	Single	10
Medical	Family	2
Medical	Single	11
Dental	Family	34
Dental	Single	13
<b>TOTAL</b>		<b>77</b>

DEPARTMENT	New Hires		Terminations (12/1/18 - 11/30/19)	
	YTD	Current Month	YTD	Current Month
Administration				
Animal Contr				
Assessment	1			
Circuit Clerk	3		2	
Coroner				
County Clerk				
Facilities				
Forest Pres			1	
Health Dept.	1			
HWY				
KenCom			1	
PBZ				
Probation	1		1	
Public Defender				
Sheriff	5	5	5	3
State's Att	1			
Technology				
VAC	1		1	
<b>Totals</b>	<b>13</b>	<b>5</b>	<b>9</b>	<b>0</b>

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

BENEFIT/WALLET HSA FUNDING	
Month	Deposit
December	516,000
January	1,250
February	6,875
March	1,250
April	
May	
June	
July	
August	
September	
October	
November	
<b>Total</b>	<b>\$ 525,376</b>

**FY 19 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,270,000) \*35.27% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359004	353709									\$1,232,669
UHC Final Bill	0	0	1513	0									\$1,513
Met Life Dental Premium	0	48213	23952	24139									\$96,202
Met Life Life Premium	0	0	1383	932									\$2,316
Health Savings Account	516000	1250	8875	1250									\$525,375
Insurance Refunds	0	0	0	0									\$0
HRA Admin Fee	0	0	0	105									\$105
FSA Admin Fee	84	84	84	105									\$357
0102-027-6547													
<b>TOTALS</b>	\$671,408	\$214,119	\$382,771	\$380,239	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,058,537

**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	366253	350882	347181	359265	366182	362562	372962	363487	359038	358725	\$4,356,865
UHC Dental Premium	0	54544	26845	27327	27145	27734	27007	27412	27691	27859	26978	27495	\$328,755
UHC Life Premium	0	0	1879	559	564	581	568	0	1133	560	560	583	\$6,748
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	393	0	0	0	188	84	\$1,566
0102-027-6547													
<b>TOTALS</b>	\$495,252	\$807,854	\$398,792	\$387,109	\$375,100	\$387,559	\$399,040	\$380,598	\$402,935	\$392,575	\$387,077	\$387,817	\$5,211,500

**FY 17 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,106,257)\*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	350000	366846	348172	347868	346996	355552	357984	350354	355637	353212	365633	359453	\$4,260,420
BCBS Final Invoice	0	0	8200	0	0	0	0	0	0	0	0	0	\$5,200
Lincoln Life Dental Premium	25394	25884	27025	24302	26197	25788	25870	25842	25579	25525	26894	25604	\$308,783
Lincoln Life Premium	792	840	616	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443000	1750	4375	0	0	1750	0	3625	2000	875	0	250	\$458,425
Insurance Refunds	271	0	0	0	142	594	0	1439	0	0	0	0	\$2,446
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	\$2,183
0102-027-6547													
<b>TOTALS</b>	\$820,558	\$395,406	\$393,793	\$373,029	\$374,090	\$384,840	\$384,638	\$388,800	\$395,825	\$390,991	\$392,412	\$393,205	\$5,047,057

**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	347898	342567	344749	342333	342917	333921	335258	338151	341095	\$4,099,996
Lincoln Life Dental Premium	23476	24220	23762	23762	23921	23806	23560	23721	23049	23390	23196	23395	\$283,618
Lincoln Life Premium	726	732	725	727	721	725	716	729	708	714	708	713	\$8,637
Health Savings Account	343500	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
FSA Admin Fee	148	148	148	148	148	166	156	156	156	156	156	156	\$1,834
0102-027-6547													
<b>TOTALS</b>	\$715,806	\$364,251	\$368,387	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,933	\$359,458	\$362,211	\$365,318	\$4,747,884

**MONTHLY MEDICAL INSURANCE REPORT**  
**March FY 19**

	Non-Union    Union		<u>Total Enrolled</u>				Annual Plan Cost
			<u>Mar-18</u>	<u>Apr-18</u>	<u>Mar-19</u>	<u>Apr-19</u>	
HMO EE	20	15	37	37	37	35	\$6,510.58
HMO FAM	7	14	22	22	20	21	\$12,297.48
H.S.A. \$1500 EE	62	42	111	112	104	104	\$9,794.18 *
H.S.A. \$1500 FAM	48	61	114	110	108	109	\$18,668.61 *
H.S.A. \$2800 EE	2	2	6	6	4	4	\$8,991.53 *
H.S.A. \$2800 FAM	5	3	0	0	8	8	\$17,150.72 *
<b>Total Enrolled</b>	<b>144</b>	<b>137</b>	<b>290</b>	<b>287</b>	<b>281</b>	<b>281</b>	

Dental EE	165
Dental Family	181

Total Enrolled      346

**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

## MONTHLY ADMINISTRATION / HR SUMMARY REPORT

March 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	448	5,809	220	1,351	7,628
February	770	4,657	742	64	6,234
March	6,636	1,641	2,542	610	11,430
April					0
May					0
June					0
July					0
August					0
September					0
October					0
November					0
<b>Total Claims Expense</b>	<b>\$ 8,080</b>	<b>\$ 13,894</b>	<b>\$ 5,668</b>	<b>\$ 2,026</b>	<b>\$ 29,668</b>

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

PEDA Reimbursements YTD \$ 15,297

**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	9
<b>Total claims paid</b>	<b>40</b>	<b>46</b>	<b>20</b>	<b>9</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	8,080	13,894	5,668	2,026
<b>Total claims paid</b>	<b>\$ 316,104</b>	<b>\$ 574,214</b>	<b>\$ 20,099</b>	<b>\$ 2,026</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-FEB</b>	<b>MAR</b>
Administration	1				
Animal Control	6	1	4		
Circuit Clerk	1	1	1	1	
Coroner					
County Clerk	1	2			
Facilities					1
Forest Preserve	3	2		1	
Health Dept.	3	2	2	1	
Highway	1	2	1	1	
Judiciary					
PBZ					
Probation	1				
Public Defender					
Sheriff - Corrections	5	18	2	1	
Sheriff - Patrol	16	18	10	3	
State's Attorney	2	2			
Technology					
VAC					
<b>Totals</b>	<b>40</b>	<b>46</b>	<b>20</b>	<b>8</b>	<b>1</b>



**Illinois Counties Risk Management Trust  
Claims Analysis  
4/1/2019**

**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	closed	1,416	N	Y
2	1/5/2019	Forest Preserve	closed	-	N	Y
3	1/23/2019	Sheriff	closed	-	N	Y
4	1/25/2019	Sheriff	open	-	N	Y
5	1/28/2019	Health	open	361	N	Y
6	2/12/2019	Highway	open	-	N	Y
7	2/17/2019	Sheriff	open	7,255	Y	N
8	2/21/2019	Circuit Clerk	closed	-	N	Y
9	3/8/2019	Facilities	open	-	N	Y

Total FY19 Claims Paid To Date \$ 9,031

**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	190,701	Y	Terminated
				190,701		
<b>2015-16 Policy</b>						
2	4/12/2016	Sheriff	open	91,361	Y	Y
3	9/13/2016	Sheriff	open	106,270	Y	Y
				197,630		
<b>2016-17 Policy</b>						
4	2/28/2017	Corrections	open	29,163	Y	Y
5	10/26/2017	Corrections	open	156,362	Y	Y
6	4/19/2017	Sheriff	open	86,742	Y	Y
7	11/21/2017	Sheriff	open	132,110	Y	Y
				404,378		
<b>2017-18 Policy</b>						
8	12/12/2017	Corrections	open	5,963	Y	Y
9	5/2/2018	Sheriff	closed	3,319	N	Y
10	8/3/2018	Sheriff	re-opened	2,007	N	Y
11	11/1/2018	Corrections	open	766	N	Y
12	11/18/2018	Sheriff	open	1,782	N	Y
				13,838		

Total Prior Year's Active Claims \$ 806,547

**Illinois Counties Risk Management Trust  
Claims Analysis  
4/1/2019**

**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
1/25/2019	Courthouse	closed		
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>				
5/15/2014	Sheriff	open	\$ 535,463	Errors & Omissions
			535,463	
<b>2015-16 Policy</b>				
8/9/2016	Sheriff	open	12,728	Law Enforcement Liability
11/4/2016	Sheriff	open	9,158	Law Enforcement Liability
			21,886	
<b>2016-17 Policy</b>				
9/23/2014	Various	open	12,651	General Liability
			12,651	
<b>2017-18 Policy</b>				
7/1/2018	Sheriff	open	-	General Liability

Total Prior Year's General Liability Claims \$ 570,000



**To:** Scott Koeppel  
Latreese Caldwell

**From:** Mike Neuenkirchen, Program Director-KAT

**Date:** April 11, 2019

**RE:** RTA 5310 Application FFY18 & 19

The Voluntary Action Center, in conjunction with Kendall County Administration, is preparing an application on behalf of the Kendall Area Transit program to secure up to \$320,000.00 in federal operating assistance administered through the Regional Transit Administration (RTA). These funds would be disbursed over a two-year period. As part of the project process, the RTA requires the board pass a resolution that authorizes the submittal of an application for the project.

This grant, under the auspices of the Federal Transit Administration's 5310 program, offers transit operators in the RTA region the ability to receive reimbursement for the costs involved in providing transportation for seniors and individuals who are disabled.

This grant request is part of our initiative to seek supplemental funding for the KAT program to ensure local transit operations will have a more diversified financial base. Federal dollars through this RTA 5310 grant help us maximize our local funding sources to help increase transit options for the KAT ridership.

If you have any questions regarding this grant application, feel free to contact me.

**County of Kendall, IL**  
**Resolution 19 - \_\_\_\_\_**

**RESOLUTION AUTHORIZING APPLICATIONS FOR AND EXECUTION OF A GRANT AGREEMENT FOR FINANCIAL ASSISTANCE FROM THE REGIONAL TRANSPORTATION AUTHORITY UNDER SECTION 5310 OF THE FEDERAL TRANSIT ACT**

**Whereas**, the Regional Transportation Authority (the "Authority"), is authorized make such grants as the designated recipient of the FY2018 and FY2019 Section 5310 program for Northeastern Illinois; and

**Whereas**, the Authority has the power to expend funds for use in connection with FY2018 and FY2019 Section 5310 projects, and

**Whereas**, the Authority has the power to make and execute all contracts and other instruments necessary or convenient to the exercise of its powers, and

**Whereas**, approval for said funds will impose certain financial and reporting obligations upon the recipient.

**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 the County Board Chairman is authorized to execute and file applications on behalf of KENDALL COUNTY with the Regional Transportation Authority for a FY2018 and FY2019 Section 5310 grant for Kendall Area Transit.

**Section 3.** That the County Administrator of KENDALL COUNTY is authorized to furnish such additional information, assurances, certifications, and amendments as the Regional Transportation Authority may require in connection with this Federal Fiscal Year 2018 and 2019 Section 5310 grant agreement application.

**Section 4.** That the Kendall County Board certifies that KENDALL COUNTY will provide the required local matching funds.

**Section 5.** That the County Board Chairman is authorized and directed on behalf of KENDALL COUNTY to execute and deliver grant agreements and all subsequent amendments thereto between KENDALL COUNTY and the Regional Transportation Authority for FY2018 and FY2019 Section 5310 grant, and the County Clerk and Recorder is authorized and directed on behalf of KENDALL COUNTY to attest said agreements and all subsequent amendments thereto.

**Section 6.** That the County Administrator is authorized and directed to provide such information and to file such documents as may be required to perform the Agreement and all subsequent amendments thereto and to receive the grant on behalf of KENDALL COUNTY.

PRESENTED and ADOPTED by the County Board, this \_\_\_\_\_ day of May, 2019

Approved:

Attest:

\_\_\_\_\_  
Scott R. Gryder, County Board Chairman

\_\_\_\_\_  
Debbie Gillette, County Clerk and Recorder

Why use a codifier? – What I will be listing is what a codifier should do — not all codification companies do the following.

- A codifier's purpose is to review and organize your laws.
  - Having your ordinances (ords) organized into a usable easy to find document (a code book), allows for a more efficiently ran organization. Someone pulling an ord out of the file cabinet and quoting a regulation could jeopardize the county, if they are not quoting the most current legislation.
  - Having all your ords reviewed allows for concerns and discrepancies to be brought to the county's attention so that they can be fixed before an issue arises.
  - Not all ords are drafted by the same author. Sometimes the author of a document reads into what they want in the ord, however the outcome is not always what they want.
  - Having a second set of eyes reviewing ords helps ensure the true intent of the ord is being codified.
  - Administration of a county can change. Using a codifier allows for your code to stay constant no matter the change in administration.
- We want our ordinances on the internet.
  - Having your ords accessible to not only county staff but also citizens is a great thing – HOWEVER – I strongly recommend to clients that the code/ords be gone through first, making sure everything is accurate before putting them out there for everyone to see. If the code is not accurate, it doesn't matter how good your website is. Focus first on the accuracy of your laws and then the web page will fall into place.
- Will we have to pass individual laws to clean up our code?
  - The laws of codification allow you to make changes to your code without passing individual laws (this is not the case with zoning laws). Once the code is completed you will pass what is called an adopting ord that will make all your changes valid.
- What will this cost?
  - All codification companies base the cost of a project on the final number of pages in a code book. The cost range can be anywhere from \$15 to \$32 per finished page. Some charge extra for charts, diagrams, tables, etc. Remember just because a codifier charges more, doesn't mean you are getting more for your money. Lower cost usually are a result of a codifier trying to buy your business and the end product is usually a cut and paste of what you provided them. Just remember – you get what you pay for.
  - To determine a ballpark figure, ½ of a code is made up of building regulations, zoning and flood control. Add those pages up, take times 2 (for the rest of the code) and then times \$20 and that should give you a ballpark. The reason I used \$20 is because it is a good middle of the road figure.
  - After the code is completed, then codifiers like to maintain your code going forward. Cost associated with this are in the same ballpark as stated above. However if your

original codification is done correctly, then future cost should be minimal as you would have been able to address most everything in the initial codification project. That is not to say there won't be future cost, there will be — with the changing of times, your laws need to change also. Future cost are dependent on how many laws the commission passes. Not all ords go in a code book – annexations, vacations, variances, etc. don't go in a code. A way to think about what goes in a code (which is not 100% true but close) only those ords that you can violate go in a code. Of course you can't violate the library board, or a definition section, etc., however they would go in a code.

- All codifiers charge an annual hosting fee to have the code on the internet. This is separate from the cost of codifying your ords. Costs range from \$395 to \$800 (Sterling's cost is \$500 per year) --- range is based off of services they offer you. Again, don't be fooled that a higher price gives you more --- just because you have bells and whistle in your online code, doesn't mean the code was done accurately.
- How long will this process take?
  - This does depend on a number of factors – number of ords, size of ords, complexity of ords, codifier's time to do your project, city's time to review project, etc. We have experienced in a perfect world our projects take on average 1 year. However this can vary widely on the above factors.
- How do we choose the best codifier?
  - As originally stated, not all codifiers are the same. You can call on references, and most will tell you “our codifier was great” – however in most cases what the county now has is better than what they use to have, so no wonder it is great. Here is the one question you can ask of other counties in helping to determine what codifier to go with — “how many times did the codifier call you with concerns in your ords OR how many discrepancies with your ords did they find?” This question is the only question that will let you know if a codifier really reviewed your ords. Some out there just cut and paste and give you back what you provided them in a different font and format.

Things to always keep in mind:

#1 The accuracy of your code is what is most important.

#2 Not all codifiers are equal.

#3 A law suit because of a misquoted law is more expensive than codification.

Listed below is a brief overview of the process in doing a codification.

First we would take the current code (if there is one) and all the ordinances (ords) that have been passed and list each one out and determine what has been repealed or amended.

We would then create a draft codebook for your organizing ords by subject matter. Once the draft has been created, we will go through it looking for concerns or discrepancies and embed questions in the draft code with these concerns.

We will provide you the draft copy where you will go through and answer the questions we have and then you will also have the opportunity to change anything else you see needs changing (zoning is a different issue – you will have to pass individual ords to make those changes).

You will return the draft to us, we will make the changes and produce your new code.

When you receive your new code, you will pass what is called an adopting ordinance – this ord makes all the changes you made valid (you don't have to pass individual ords for each change).

Cost and turnaround time depend on a number of variables – amount of legislation, size of ords, concerns we find, your time to review and our time to finish.

In a perfect world, the turnaround time would be 1 year – in reality, it usually takes about 18 months – again depending on the variables.

Cost – it is hard to determine cost without actually seeing the ordinances. However being in this business for almost 25 years, I have an idea of what you have for legislation.

If you want to send me your code and ordinances – without any obligation – I would be happy to look through them and arrive at a cost and a contract.

I hope this answers most of your questions.

Let me know if you have any questions.

***Sterling Codifiers  
Illinois County Clients***

**Grundy County**

**Jo Daviess County**

**Kane County**

**Lee County**

**Ogle County**



**Census  
2020**   
**MAKE SURE ILLINOIS COUNTS.**

**Census  
2020**   
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**Illinois Complete Count Commission  
Subcommittees**

State/Local Government  
Business Community  
Hard-to-Count Populations  
Community & Faith-Based  
Organizations/Social Services  
Schools/Higher Education Institutions  
Media/Social Media

Be a part of the process.  
Join a subcommittee today.



**Illinois Complete Count Commission**

**SUBCOMMITTEE  
INFORMATION**

For more information, visit:  
[www.IllinoisCensus2020.com](http://www.IllinoisCensus2020.com)



**ILLINOIS**  
COMPLETE COUNT  
COMMISSION

#### GREETINGS:

On Aug. 25, 2017, the Illinois General Assembly enacted the Illinois Complete Count Commission Act. This commission has been charged with developing and implementing a public education plan and campaign to emphasize the importance of the 2020 census, to encourage participation and to actively pursue historically undercounted and hard-to-count populations. The commission strives for a complete count of all Illinoisans and is establishing subcommittees dedicated to this mission. Please consider becoming a subcommittee member.

*Besse White*

Illinois Secretary of State  
Illinois Complete Count Commission Chairman

### Who is an Illinois Complete Count Commission (ILCCC) Subcommittee member?

Any community leader or trusted voice who has expertise, influence and experience in his or her local community.

Members serve as an extension of the state's Complete Count Commission.

### Subcommittees can include:

- Elected state and local government officials.
- Educational leaders of universities, high schools and elementary/secondary schools, including private institutions and home schooling.
- Faith-based and community organizations consisting of leaders from all religious denominations; ministerial alliances; community organizers; and civic group leaders.
- Statewide and local chambers of commerce, business associations, financial institutions, business owners (including small and minority-owned businesses) and utility companies.
- Organizations and leaders representing all aspects of minority and historically undercounted communities, as well as leaders in the LGBTQIA, immigrants, homeless, veterans, senior citizens and disabled persons communities.

### What are the functions of an ILCCC Subcommittee?

- Establish methods to communicate the importance of an accurate count of all Illinoisans in the 2020 Census.
- Develop strategies to motivate people to respond.
- Publicize participation in the census at community and civic events, job fairs, civic organization meetings, university/school events, church events, etc.
- Educate and encourage those who feel threatened by the government collection of their personal information.
- Recognize historically undercounted populations (including, but not limited to, immigrant communities; children under the age of 5; students; the homeless; and the geographically isolated).
- Understand the pulse of the local community.
- Ensure that Illinois leads the nation in response rates.
- Distribute materials to the public, including hard-to-count areas and communities.
- Build coalitions with community organizations and community leaders associated with the specialty subcommittee.
- Act as a speaker at organized events and meetings to educate and promote the importance of census participation in an effort to recruit additional participants.
- Enlist other "trusted voices" to act as census ambassadors.
- Disseminate information about census job openings for the 2020 Census.

Census Day is April 1, 2020



Updated 10/11/2018

## **LOCAL COMPLETE COUNT COMMITTEES**

### **The What, Why and How of Forming a Successful Local Complete Count Committee**

#### **What is a Local Complete Count Committee?**

A Local Complete Count Committee (LCCC) is an organization established by local and/or community leaders to help with outreach and awareness for the upcoming 2020 Census. They work in conjunction with the U.S. Census Bureau and the state-wide Complete Count Commission. They work best when the membership reflects a good cross section of their community including but not limited to government, education, business, religious organizations and the media.

LCCCs are usually government or community sponsored.

- **Government sponsored** LCCCs usually operate within the jurisdiction of the highest elected official serving on or organizing the Committee. This is usually the mayor/village president/county board chair but may be any elected official willing to take on the responsibility. Government LCCCs can be multi-jurisdictional based on the makeup of their membership. Membership size is dependent upon the size of the community. It can be 3-5 members for a small community while larger communities may have 50 or more members.
- **Community sponsored** LCCCs may be organized by local community, religious or civic organization leaders.

#### **Why Should I (Or My Community) Form a Local Complete Count Committee?**

It is very important that all Illinois residents are counted in the 2020 Census. An LCCC should be formed to:

- Help increase the census response rate for members of your community through a targeted campaign in your community.
- Use the knowledge, expertise and influence of your LCCC membership to implement an awareness campaign to suit your community's needs.
- Bring community members together to focus on 2020 Census awareness.
- Develop ways to reach the hard-to-count residents and build trust of the Census among the members of your community.

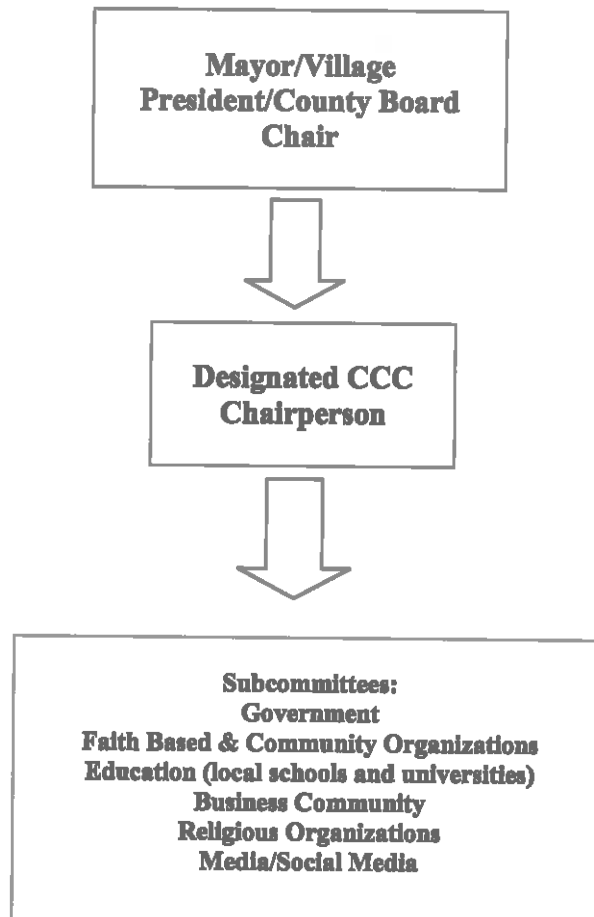
#### **What Are The Keys To A Successful LCCC?**

- Goals should be clear and achievable.
- Develop good community outreach to access as many people in your community as possible (i.e., school functions, sport events, parades/festivals.)
- Partner with important and respected organizations in your community to get their involvement and support.
- Plan your outreach efforts. Target specific hard-to-count populations in your community to ensure their Census participation.



**How Do I Develop an LCCC In My Town/Organization?**

- Have the highest elected official in your community (usually the mayor/village president/county board chair) official form a committee and schedule your first organizational meeting.
- Register your LCCC with the state-wide Complete Count Commission at [www.IllinoisCensus2020.com](http://www.IllinoisCensus2020.com) so the Commission can keep track of all the local efforts throughout the state.
- Recruit members from your community to serve on the LCCC including civic organizers, educators and business and religious leaders representing the demographics of your community.
- Here is a sample of a government sponsored LCCC structure:



County of Kendall

Resolution 19 – \_\_\_\_\_

**A RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE TO PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND PROMOTIONAL ACTIVITIES TO INCREASE COMMUNITY AWARENESS AND PARTICIPATION IN THE 2020 CENSUS**

**WHEREAS**, the United States of America has performed a nationwide census every ten years since 1790, with the last census being in 2010; and

**WHEREAS**, an accurate census is essential for the allocation of representatives to serve in the legislative bodies of the U.S. House of Representatives, the Illinois State Legislature, and within Kendall County voting districts; and

**WHEREAS**, a complete and accurate population count is crucial to the well-being of the County. Federal officials rely on population data to allocate billions of dollars in federal funds to local communities; and

**WHEREAS**, accurate census information is critical to planning for future growth, development, and the social needs of Kendall County; and

**WHEREAS**, the more informed that residents become about the 2020 census operations, the better their understanding of the census process becomes, thus increasing their willingness to the 2020 Census; and

**WHEREAS**, the Census Bureau is not permitted to publicly release responses furnished by any individual, or on behalf of an individual, or release information to other governmental agencies, including the Internal Revenue Service, the Immigration and Naturalization Service, law enforcement agencies or welfare agencies. In addition, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risks through screening of the systems that transmit this data; and

**WHEREAS**, the purpose of the Complete Count Committee will be to advise and assist Kendall County in obtaining the most accurate and complete population count for Census 2020 by increasing the number of County responses through a focused, timely and comprehensive census outreach plan to educate the population on the importance of census having a complete and accurate count. Strategic focus will be placed on addressing hard to count underserved communities that the census historically missed in the years prior to the census decennial. **The Committee shall be activated and budget line item appropriated, empowering the Committee to perform its work.** The Committee will also utilize the local knowledge, expertise and influence of each committee member to design and implement a census awareness campaign targeted to Kendall County communities; and

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE KENDALL COUNTY BOARD,**

1. A Census 2020 Complete Count Committee is hereby established to advise and assist Kendall County communities in obtaining the most accurate and complete population count for Census 2020.
2. The Committee shall discuss and formulate strategies and techniques, working with County staff and census bureau officials, to enhance and increase the response rate to Census 2020. The Committee shall be responsible for planning and conducting local educational initiatives, and for preparing of obtaining posters,

flyers and handouts for use by the media and others. The Committee will also prepare materials for public service announcements on radio and social media.

3. The Committee shall consist of thirteen (13) members including: The Chairman of the Kendall County Board, two (2) Kendall County Board Members who shall serve as Chair and Co-Chair of the Committee appointed by the Chairman of the County Board, six (6) of the Commission members shall be selected and appointed by the Chairman of the County Board which shall be public sector representatives.

One from the Village of Oswego

One from the United City of Yorkville

One from the City of Plano

One from the Village of Millbrook, Village of Plattville, Village of Lisbon, or the Village of Newark

One from the City of Sandwich, City of Aurora, City of Joliet, Village of Plainfield, Village of Montgomery, Village of Millington, or the Village of Minooka

One from unincorporated Kendall County

Four (4) members of the Committee shall be appointed by the Chairman of the County Board which may include but not be limited to: civic leaders, business leaders or private sector representatives.

Kendall County shall appoint a staff member to serve on said Committee.

4. The Committee members shall serve from June 2019 through and including June 2020 at which time the Committee, having completed its work, shall dissolve, unless extended by the Kendall County Board. No resolution dissolving or rescinding the Commission is necessary.

5. Meetings. The Committee shall meet at least every three months (quarterly) but may meet more often as needed. The Commission will advise the County Board Chairman and the County Board not less than quarterly on its recommendations. Six months prior to the decennial census the Committee will advise the Chairman and the County Board on a monthly basis.

**BE IT FURTHER RESOLVED;** that the County Board directs the County Administrator to transmit copies of this Resolution to Illinois Complete Count Commission, \_\_\_\_\_ The County Board also directs the County Administrator to collaborate with the Illinois Complete Count Commission to form the Committee, staff meetings and provide administrative support by overseeing the implementation of the Committee's census outreach plan.

PRESENTED and ADOPTED by the County Board, this \_\_\_\_ Day of May 2019

Approved:

Attest:

\_\_\_\_\_

Scott R. Gryder, County Board Chairman

\_\_\_\_\_

Debbie Gillette, County Clerk and Recorder