



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
County Office Building
County Board Room 210
Wednesday, September 18, 2019 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from September 5, 2019**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - Discussion of GIS Fee Cost Study
 - Review of the Ordinance Setting Kendall County GIS Fees
 - Kendall County Drug and Alcohol Testing Policy
 - Discussion of Physicians Immediate Care as County Occupational Health Provider
- 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
Thursday, September 5, 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		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

Others in Attendance: Meagan Briganti, Matt Kinsey, Scott Koeppel

APPROVAL OF AGENDA – Motion made by Member Prochaska second by Member Gengler 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 Vickers to approve the August 21, 2019 minutes. With five members voting aye, the minutes were approved by a 5-0 vote.

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration Department* – Mr. Koeppel requested to move the IT Budget and Salaries item to the end of the Agenda to allow Director Kinsey to present on the item as he has not arrived and was dealing with an IT emergency.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of GIS Mapping Recorded Document Policy* - Ms. Briganti indicated that they would like a formal policy for mapping recorded documents. She explained that they are not allowed to give legal advice and on several occasions lawyers and citizens have insisted GIS staff perform work not in their scope. An official Board Policy that staff can direct people to would be helpful. Motion made by Member Gilmour second by Member Vickers to forward the Policy to the State’s Attorney Office for review then to the County Board for approval. With all members voting aye the motion carried.

- *Discussion and Approval of Parcel Fabric Bid Results* – Ms. Briganti reviewed the bids from the RFP for the new Parcel Fabric system. There were two bids submitted. GIS is recommending going with Panda Consulting because of training, cost and delivery time advantages. Mr. Briganti noted that this is in the budget. Because of delivery timing so close to the end of the fiscal year Mr. Koeppel recommended approval with half in this fiscal year and half in next fiscal year. **Motion made by Member Vickers, second by Member Prochaska to forward the Approval of the Parcel Fabric Data Model Contract with Panda Consulting in the amount of \$30,000 to the Board \$15,000 in FY 2019 and \$15,000 in FY 2020. Roll Call Vote: Flowers: Aye, Gengler: Aye, Gilmour: Aye, Prochaska: Aye, Vickers: Aye**

- *Discussion of GIS Fee Cost Study and Review of the Ordinance setting Kendall County GIS Fees* – Ms. Briganti explained that after discussions with the State’s Attorney Office per the ordinance, the study Ms. Briganti performed is acceptable. Member Flowers indicated she was fine with the internal study. Member Prochaska asked that a few other counties be added to the comps as they had populations similar to Kendall County. Those Counties were Tazewell, Kankakee and Rock Island. Member Gengler asked about raising the fee to an even \$30. He did not want us to have to review an increase in the future. Ms. Briganti explained that in essence the fee was \$30 as there was \$2 added to each transaction for the Recorder’s officer. Member Flowers indicated that she still was amenable to the \$30 versus \$28. **Consensus was to run the model with \$30 fee and include the other Counties requested by Member Prochaska and bring it back to the Committee.**

- *Discussion of FY 2020 IT Budget and Salaries* – Mr. Kinsey began discussing his budget and employee salaries. Mr. Koeppel suggested that because this was to discuss a specific employee the committee enter into executive session.

EXECUTIVE SESSION - Member Prochaska moved to go into executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Member Gilmour seconded the motion. Chair Flowers asked for a roll call vote on the motion. All members present voting aye. Motion carried. 5:58pm

Reconvened – 6:11 pm

COMMITTEE BUSINESS CONTINUED –

- *Discussion of Employee Appreciation Pizza Party* – Mr. Koeppel asked what the Committee wanted to do this year. In the past Ms. McClain has organized multiple parties in different locations so all employees had the opportunity to attend. **There was consensus that Ms. McClain would organize the same amount of parties**

this year and remind and notify the Board so they can attend as their schedule allows.

ITEMS FOR COMMITTEE OF THE WHOLE - None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Parcel Fabric Data Model with Panda Consulting in the Amount of \$30,000*
- *Approval of GIS Mapping Recorded Document Policy*

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Prochaska. **With five members voting aye, the meeting adjourned at 6:22 p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator

MONTHLY MEDICAL INSURANCE REPORT
August FY 19

	Non-Union	Union	<u>Total Enrolled</u>				Annual Plan Cost
			<u>Aug-18</u>	<u>Sep-18</u>	<u>Aug-19</u>	<u>Sep-19</u>	
HMO EE	18	16	34	34	35	34	\$6,510.56
HMO FAM	9	13	21	23	21	22	\$12,297.46
H.S.A. \$1500 EE	61	43	115	114	103	104	\$9,794.18 *
H.S.A. \$1500 FAM	50	62	105	107	112	112	\$18,666.61 *
H.S.A. \$2800 EE	1	2	6	6	4	3	\$8,991.53 *
H.S.A. \$2800 FAM	5	3	0	0	8	8	\$17,150.72 *
Total Enrolled	144	139	281	284	283	283	

Dental EE	166
Dental Family	184

Total Enrolled 350

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) *72.44% of Budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359064	353709	361141	359973	358602	370815	366397				\$3,059,596
UHC Final Bill	0	0	1513	0	0	0	0	0	0	0	0	0	\$1,513
Met Life Dental Premium	0	48213	23852	24138	24249	24733	23914	24374	24400				\$217,872
Met Life Life Premium	0	0	1383	932	471	482	465	484	479				\$4,696
Health Savings Account	516000	1250	6875	1250	1125	3500	0	3000	0				\$533,000
Insurance Refunds	0	0	0	0	0	0	0	0	0				\$0
HRA Admin Fee	0	0	0	105	0	95	0	95	189				\$483
FSA Admin Fee	84	84	84	105	0	123	0	0	0				\$480
TOTALS	\$871,408	\$214,119	\$392,771	\$380,239	\$386,986	\$398,905	\$382,980	\$398,767	\$391,465	\$0	\$0	\$0	\$3,817,639

0102-027-6547

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	366662	358662	347181	359265	366182	362562	372862	363407	358936	358725	\$4,356,865
UHC Dental Premium	0	54544	26965	27327	27145	27734	27607	27412	27691	27858	26978	27495	\$328,755
UHC Life Premium	0	0	1679	559	564	561	588	0	1133	560	560	563	\$6,746
Health Savings Account	495000	10500	3625	3625	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	83	83	165	83	0	165	0	0	0	0	0	\$578
FSA Admin Fee	170	0	188	376	188	0	393	0	0	0	168	84	\$1,566
TOTALS	\$495,252	\$807,854	\$398,792	\$387,109	\$375,160	\$387,559	\$399,040	\$390,599	\$402,935	\$392,575	\$387,017	\$387,617	\$5,211,509

0102-027-6547

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	366848	346172	347668	346995	355552	357994	358354	355637	352212	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	24392	26197	25788	25670	25842	25579	25525	25894	25604	\$308,783
Lincoln Life Premium	792	840	616	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	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	\$2,153
TOTALS	\$820,558	\$395,405	\$383,793	\$373,029	\$374,090	\$384,840	\$384,639	\$388,800	\$385,625	\$380,581	\$392,412	\$383,285	\$5,047,057

0102-027-6547

FY 16 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,063,813)* 83.8% 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	347599	342557	344748	342333	342917	333921	335258	338151	341085	\$4,099,986
Lincoln Life Dental Premium	23476	24220	24192	23782	23921	23806	23660	23721	23049	23306	23196	23365	\$283,618
Lincoln Life Premium	726	732	725	727	721	725	716	723	708	714	708	713	\$8,637
Health Savings Account	343600	0	0	0	0	10000	0	0	0	0	0	0	\$353,500
Insurance Refunds	148	148	148	148	148	156	156	156	156	156	156	156	\$1,834
FSA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
TOTALS	\$715,805	\$364,251	\$369,387	\$372,256	\$367,347	\$379,435	\$366,765	\$367,516	\$357,833	\$359,458	\$362,211	\$365,318	\$4,747,684

0102-027-6547

MONTHLY BENEFITS SUMMARY REPORT
August 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	12
Dental	Family	36
Dental	Single	14
TOTAL		81

DEPARTMENT	New Hires		Terminations (12/1/18 -11/30/19)		Resignations/Terms
	YTD	Current Month	YTD	Current Month	
Administration					
Animal Contr	1				
Assessment	1				
Circuit Clerk	3				1
Coroner					
County Clerk					1
Facilities	1				2
Forest Pres	1				2
Health Dept.	4		1		3
HWY					
KenCom	1				1
PBZ					
Probation	1				1
Public Defender					
Sheriff	6				4
State's Att	2		1		1
Technology/GIS	2				2
VAC	1				1
Totals	24		2		21

UNEMPLOYMENT CHARGES 2019	
1st Quarter	\$620
2nd Quarter	\$1,239
3rd Quarter	\$443
4th Quarter	
TOTAL	\$2,301

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	516,000
January	1,250
February	6,875
March	1,250
April	1,125
May	3,500
June	0
July	3,000
August	0
September	
October	
November	
Total	\$ 533,000

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

August 30, 2019

W.C. Claims Expense (12/1/18 - 11/30/19)					
	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	Total Claims
December	\$ 228	\$ 1,987	\$ 2,164		\$ 4,378
January	446	5,609	220	1,351	7,626
February	770	4,657	742	64	6,234
March	6,636	1,641	2,542	610	11,430
April	1,215	15,811	159	10,072	27,258
May	283	6,330	3,342	4,487	14,442
June	352	2,004	2,144	8,782	13,282
July	185	1,647	952	1,894	4,678
August	204	1,968	2,382	11,417	15,971
September					0
October					0
November					0
Total Claims Expense	\$ 10,317	\$ 41,654	\$ 14,648	\$ 38,680	\$ 105,299

PEDA Payments (included in Total Claims Expense)

PEDA Reimbursements YTD \$ 29,340

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	1	2	0	0
No. of claims <\$100k	39	44	20	21
Total claims paid	40	46	20	21

W.C. Claims

	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy
W.C. Claims paid prior year	\$ 308,024	\$ 560,320	\$ 14,430	\$ -
W.C. Claims paid current year	10,317	41,654	14,648	38,680
Total claims paid	\$ 318,341	\$ 601,974	\$ 29,078	\$ 38,680

Workers' Comp. Claims	Policy Year				
	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	
	Prior Year Total	Prior Year Total	Prior Year Total	DEC-JUL	AUG
Administration	1				
Animal Control	6	1	4	1	
Circuit Clerk	1	1	1	1	
Coroner					
County Clerk	1	2			
Facilities				1	
Forest Preserve	3	2		3	
Health Dept.	3	2	2	1	
Highway	1	2	1	2	
Judiciary					
PBZ					
Probation	1				
Public Defender					
Sheriff - Corrections	5	18	2	4	
Sheriff - Patrol/Admin	16	16	10	7	
State's Attorney	2	2		1	
Technology					
VAC					
Totals	40	46	20	21	0

Illinois Counties Risk Management Trust
Claims Analysis
9/1/2019

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	1,000	N	Y
3	1/23/2019	Sheriff	closed	-	N	Y
4	1/25/2019	Sheriff	open	1,091	N	Y
5	1/28/2019	Health	open	477	N	Y
6	2/12/2019	Highway	open	430	N	Y
7	2/17/2019	Sheriff	open	36,287	Y	Y
8	2/21/2019	Circuit Clerk	closed	-	N	Y
9	3/8/2019	Facilities	open	842	N	Y
10	4/26/2019	Sheriff	open	1,485	N	Y
11	4/25/2019	State's Attorney	open	-	N	Y
12	5/17/2019	Sheriff	open	981	N	Y
13	5/19/2019	Forest Preserve	open	499	N	Y
14	6/7/2019	Forest Preserve	open	299	N	Y
15	6/21/2019	Sheriff	open	2,123	N	Y
16	6/28/2019	Animal Control	open	129	N	Y
17	6/29/2019	Corrections	open	1,978	Y	Y
18	6/29/2019	Corrections	open	1,842	N	Y
19	7/15/2019	Highway	open	-	N	Y
20	7/22/2019	Sheriff	open	-	N	Y
21	7/25/2019	Corrections	open	-	N	Y

Total FY19 Claims Paid To Date \$ 50,877

Worker's Compensation

Prior Years' Active Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
2011-12 Policy						
1	6/30/2012	Forest Preserve	re-opened	<u>190,461</u>	Y	Terminated
				190,461		
2015-16 Policy						
2	4/12/2016	Sheriff	open	93,265	Y	Y
3	9/13/2016	Sheriff	closed	<u>252,246</u>	Y	Retired
				345,511		
2016-17 Policy						
4	2/28/2017	Corrections	open	30,324	Y	Retired
5	10/26/2017	Corrections	open	161,496	Y	Retired
6	4/19/2017	Sheriff	open	87,753	Y	Retired
7	11/21/2017	Sheriff	open	<u>152,559</u>	Y	Y
				432,133		
2017-18 Policy						
8	12/12/2017	Corrections	open	22,502	Y	Y
9	5/2/2018	Sheriff	closed	3,468	N	Y
10	8/3/2018	Sheriff	re-opened	4,148	N	Y
11	11/1/2018	Corrections	open	771	N	Y
12	11/18/2018	Sheriff	open	<u>1,782</u>	N	Y
				32,672		

Total Prior Year's Active Claims \$ 1,000,776

**Illinois Counties Risk Management Trust
Claims Analysis
9/1/2019**

Property & Casualty

FY19 - Auto PC

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	4/28/2019	Sheriff	Open		Auto PD - Collision

Total FY19 Auto Claims \$ -

FY19 - General Liability

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	1/25/2019	Courthouse	closed		
2	12/5/2018	Circuit Clerk	closed		
3	8/10/2019	Animal Control	open		
4	8/16/2019	Sheriff	open		

Total FY19 General Liability Claims \$ -

Prior Years'- General Liability

	Incident Date	Department/Office	Status	Paid	Coverage Type
2015-16 Policy					
1	8/9/2016	Sheriff	open	22,960	Law Enforcement Liability
2	11/4/2016	Sheriff	open	11,781	Law Enforcement Liability
				34,741	
2016-17 Policy					
3	9/23/2014	Various	open	14,347	General Liability
				14,347	
2017-18 Policy					
4	7/1/2018	Sheriff	open	3,702	General Liability


Total Prior Year's General Liability Claims \$ 50,939





Major Medical Insurance May Leave Employees With Out-of-Pocket Expenses

Rising health costs mean increased out-of-pocket expenses for millions of workers. Allstate Benefits can help fill gaps left by core health insurance.

Employers

71% say voluntary benefits improve employee morale and satisfaction. 

60% of employers say the Affordable Care Act has had little-to-no impact on their appetite to offer voluntary benefits. 

70% offer voluntary benefits to recruit new talent. 

¹ <http://www.employeebenefitadviser.com/news/voluntary-benefits-increasingly-important-to-employers>
² http://www.limra.com/posts/PR/News_Releases/LIMRA_Study_Finds_Employers_Interested_in_Offering_Voluntary_Benefits.aspx

Employees

40% wish their employer cared more about their financial well-being. 

44% employees who would leave their job due to lack of benefits. 

65% likely to recommend their employer based on benefits offered. 

^{*} http://connect.virginpulse.com/files/Survey_LaborofLove.pdf
^{**} <https://www.paychex.com/articles/human-resources/employee-retention-what-makes-employees-stay-leave>

Allstate Benefits is the marketing name for American Heritage Life Insurance Company (Home Office: Jacksonville, FL), a subsidiary of The Allstate Corporation. ©2017 Allstate Insurance Company. www.allstate.com or www.allstatebenefits.com

ABJ33600



Allstate
BENEFITS

Accident Insurance

from Allstate Benefits



Benefits are paid to you

Protection for accidental injuries on- and off-the-job, 24 hours a day

1 CHOOSE

You choose the benefits to help protect yourself and any family members from accidental injury expenses

2 USE

You experience an accidental injury and seek medical attention from a medical professional

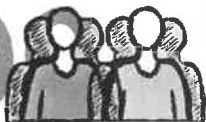
3 CLAIM

You go online and file a claim. The cash benefits are paid to you, to use however you wish

Even when you live well, accidents happen. Treatment can be vital to recovery, but it can also be expensive. And if an accident keeps you away from work during recovery, the financial worries can grow quickly.



>70



Every 10 minutes, more than 700 Americans suffer an injury severe enough to seek medical help.¹

Most major medical insurance plans only pay a portion of the bills. Our coverage can help pick up where other insurance leaves off and provide cash to help cover the expenses.

With accident insurance from Allstate Benefits, you can gain the advantage of financial protection thanks to the cash benefits paid directly to you. You also gain the financial empowerment to seek the treatment needed to get well.

Here's How It Works

Our coverage pays you cash benefits that correspond with a variety of covered occurrences, such as: dismemberment, dislocation or fracture, hospital confinement, ambulance services, and more. The cash benefits can be used to help pay for deductibles, treatment, rent and more.

With Allstate Benefits, you can protect your finances against life's slips and falls.

Are you in Good Hands? You can be.

Key Features

- Guaranteed Issue coverage, meaning no medical questions to answer
- Coverage available for spouse and child(ren)
- Premiums are affordable and are conveniently payroll deducted
- Coverage can be continued as long as premiums are paid to Allstate Benefits

See reverse for plan details



Allstate
BENEFITS

¹National Safety Council, Injury Facts, 2014

YOU DECIDE how to use the cash benefits

Our cash benefits provide you with greater coverage options because you get to determine how to use them.



Finances

Can help protect your HSAs, savings, retirement plans and 401ks from being depleted



Travel

You can use your cash benefits to help pay for expenses while receiving treatment in another city



Home

You can use your cash benefits to help pay the mortgage, continue rental payments, or perform needed home repairs for your after care



Expenses

The lump-sum cash benefit can be used to help pay your family's living expenses such as bills, electricity and gas

Benefits

Base Policy

Accidental Death	Common Carrier Accidental Death
Dismemberment	Dislocation or Fracture
Hospital Confinement	Initial Hospital Confinement
Intensive Care	Ambulance
Medical Expenses	Outpatient Physician's Treatment

Benefit Enhancement Rider

Hospital Admission	Lacerations
Burns	Skin Graft
Brain Injury Diagnosis	Paralysis
Coma with Respiratory Assistance (n/a GA)	Blood and Plasma
General Anesthesia	Appliance
Medicine	Physical Therapy
Non-Local Transportation	Ruptured Disc Surgery
Eye Surgery	Open Abdominal or Thoracic Surgery
Medical Supplies	Prosthesis
Rehabilitation Unit	Family Member Lodging
Post-Accident Transportation	Accident Follow-up Treatment
Tendon, Ligament, Rotator Cuff or Knee Cartilage Surgery	
Computed Tomography (CT) Scan and Magnetic Resonance Imaging (MRI)	

Access Your Benefits and Claim Filings

Accessing your benefit information using **MyBenefits** has never been easier.

MyBenefits is an easy-to-use website that offers you 24/7 access to important information about your benefits. Plus, you can submit and check your claims (including claim history), request your cash benefit to be direct deposited, make changes to personal information, and more.



Allstate
BENEFITS

Allstate Benefits is the marketing name used by American Heritage Life Insurance Company, a subsidiary of The Allstate Corporation. ©2017 Allstate Insurance Company. www.allstate.com or allstatebenefits.com

For use in enrollments situated in: AL, AZ, AR, DE, DC, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MA, MI, MS, MO, MT, NE, NV, NJ, NC, ND, OH, OK, OR, PA, PR, RI, SC, SD, TN, UT, VT, VA, VI, WI, WY

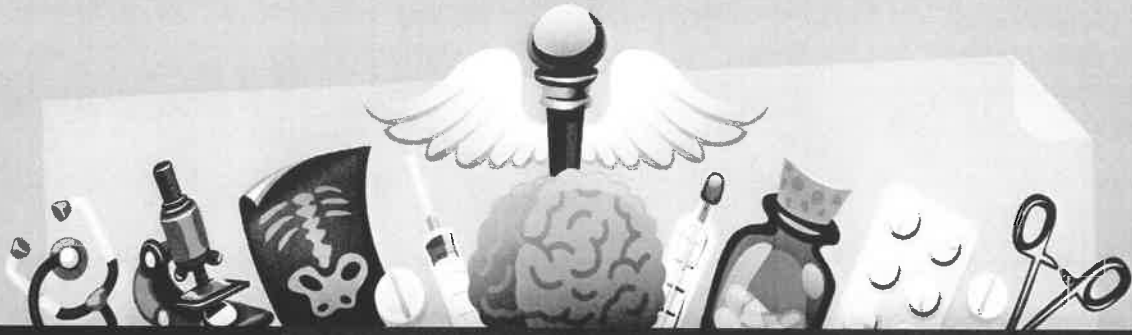
Rev. 2/17. This material is valid as long as information remains current, but in no event later than February 15, 2020. Group Accident benefits are provided by policy form GVAP1, or state variations thereof. Benefit Enhancement Rider provided by rider form GVAPBER, or state variations thereof.

Coverage is provided by Limited Benefit Supplemental Accident Insurance. The policy is not a Medicare Supplement Policy. If eligible for Medicare, review the Medicare Supplement Buyer's Guide available from Allstate Benefits. This information highlights some features of the policy but is not the insurance contract. For complete details, contact your Allstate Benefits Agent. This is a brief overview of the benefits available under the Group Voluntary Policy underwritten by American Heritage Life Insurance Company (Home Office, Jacksonville, FL). Details of the insurance, including exclusions, restrictions and other provisions, are included in the certificates issued.

The coverage does not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and does not satisfy the requirement of minimum essential coverage under the Affordable Care Act.

Critical Illness Insurance

from Allstate Benefits



Benefits are paid to you

Protection for out-of-pocket expenses upon a positive diagnosis

1 CHOOSE

You choose the benefits to protect yourself and any family members if diagnosed with a covered critical illness

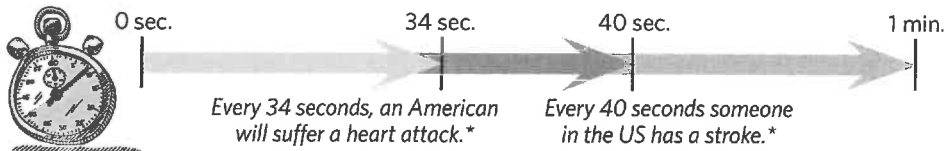
2 USE

You go to your annual exam, the doctor runs tests, the results come back and you're diagnosed with a critical illness

3 CLAIM

You go online and file a claim. The cash benefits are paid to you, to use however you wish

You can't predict the future, but you can plan for it. We invite you to put yourself in Good Hands with Critical Illness insurance from Allstate Benefits.



Our coverage helps offer financial support if you are diagnosed with a covered critical illness. With the expense of treatment often so high, seeking the treatment you need seems like a heavy financial burden. But when a diagnosis occurs, what you should be focusing on is getting better. With Allstate Benefits, you gain the power to take control of your health when faced with a covered event.

Here's How It Works

You select the benefit coverage amount you want based on your individual need and your budget. If you have covered family members, our coverage also provides cash benefits for them. Then, if diagnosed with a covered critical illness, you will receive a cash benefit based on the percentage payable for the condition.

With Allstate Benefits, you gain the power to make treatment decisions without putting your finances at risk.

Are you in Good Hands? You can be.

Key Features

- Guaranteed Issue coverage, meaning no medical questions to answer
- Coverage available for spouse and child(ren)
- Benefits are paid regardless of any other coverage
- Premiums are affordable and are conveniently payroll deducted
- Coverage may be continued

See reverse for plan details



Allstate
BENEFITS

* <http://www.criticalillnessinsuranceinfo.org/learning-center/critical-illness-coverage-facts.php>

YOU DECIDE how to use the cash benefits

Our cash benefits provide you with greater coverage options because you get to determine how to use them.



Finances

Can help protect your HSAs, savings, retirement plans and 401ks from being depleted



Travel

You can use your cash benefits to help pay for expenses while receiving treatment in another city



Home

You can use your cash benefits to help pay the mortgage, continue rental payments, or perform needed home repairs for your after care



Expenses

The lump-sum cash benefit can be used to help pay your family's living expenses such as bills, electricity and gas

Benefits

Base Policy Initial Critical Illness Benefits

Heart Attack	Major Organ Transplant	Waiver of Premium*
Stroke	End Stage Renal Failure	Coronary Artery Bypass Surgery

Cancer Critical Illness Benefits

Invasive Cancer	Carcinoma in Situ
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Second Event Benefit

Initial Critical Illness

Supplemental Critical Illness Benefits II

Benign Brain Tumor	Complete Loss of Hearing
Paralysis	Advanced Alzheimer's Disease
Coma	Advanced Parkinson's Disease
Complete Blindness	

Wellness (Pays annually when one of 23 screening exams is performed)

Biopsy for skin cancer	Hemoccult stool analysis
Blood test for triglycerides	HPV Vaccination (Human Papillomavirus)
Bone Marrow Testing	Lipid panel (Total cholesterol count)
CA15-3, CA125, CEA and PSA (Blood tests) ¹	Mammography (Including Breast Ultrasound)
Chest X-ray	Pap Smear (ThinPrep Pap Test included)
Colonoscopy	Serum Protein Electrophoresis (Myeloma test)
Doppler screenings for carotids and peripheral vascular disease	Stress test on bike or treadmill
Echocardiogram	Thermography
EKG (Electrocardiogram)	Ultrasound screening (abdominal aortic aneurysms)
Flexible sigmoidoscopy	

¹ Breast, ovarian, colon and prostate cancer. *Employee only.

Access Your Benefits and Claim Filings

Accessing your benefit information using **MyBenefits** has never been easier.

MyBenefits is an easy-to-use website that offers you 24/7 access to important information about your benefits. Plus, you can submit and check your claims (including claim history), request your cash benefit to be direct deposited, make changes to personal information, and more.

For use in enrollments situated in: AL, AK, AZ, AR, CO, CT, DE, DC, FL, GA, GU, HI, IL, IN, IA, KS, KY, LA, ME, MA, MI, MS, MO, NE, NV, NM, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, UT, VA, VI, WA, WV, WI, WY

This material is valid as long as information remains current, but in no event later than August 1, 2018. Group Critical Illness benefits provided by policy form GVCIP2, or state variations thereof.

Coverage is provided by Limited Benefit Supplemental Critical Illness Insurance. The policy does not provide benefits for any other sickness or condition. The policy is not a Medicare Supplement Policy. If eligible for Medicare, review Medicare Supplement Buyer's Guide available from Allstate Benefits. This information highlights some features of the policy but is not the insurance contract. For complete details, contact your Allstate Benefits Agent. This is a brief overview of the benefits available under the Group Voluntary Policy underwritten by American Heritage Life Insurance Company (Home Office, Jacksonville, FL). Details of the insurance, including exclusions, restrictions and other provisions are included in the certificates issued.

The coverage does not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and does not satisfy the requirement of minimum essential coverage under the Affordable Care Act.



Allstate Benefits is the marketing name used by American Heritage Life Insurance Company, a subsidiary of The Allstate Corporation. ©2015 Allstate Insurance Company. www.allstate.com or allstatebenefits.com



Allstate. BENEFITS

Provides your beneficiary
a lump-sum cash benefit
when you die

Universal Life Insurance

A death not only leaves behind loved ones, but also overwhelming financial obligations. And, if you're like most people, you don't have enough life insurance to keep your family afloat if an unexpected death occurs. Give yourself and your loved ones a gift of love – put yourself in Good Hands with coverage from Allstate Benefits.

Without a Life Insurance policy, your family may have to tap into their savings, retirement, or 401k to help cover final expenses and everyday living expenses, should a breadwinner die unexpectedly.

Here's How It Works

You choose the coverage that's right for you and your family. With planning, the death benefit can pass to your beneficiaries free from state or federal estate taxes. Consult with your tax advisor for specific information. Then, if life comes to an end while coverage is in force, your beneficiary can receive a tax-free death benefit that can be used to help pay for funeral expenses, mortgage payments and more.

Meeting Your Needs

- You choose the death benefit amount to leave behind
- Coverage for spouse and children through a separate certificate or rider*
- Premiums are affordable and conveniently payroll deducted
- Tax benefits, withdrawals and loans are available. However, penalties and taxes may affect your decision**

With Allstate Benefits, you gain peace of mind knowing your loved ones will receive a financial safety net when you die – think of it as your final gift of love.

Are you in Good Hands? You can be.

*Coverage for spouse and child(ren) may be limited to a percentage of the employee's face amount in some states.
**Partial withdrawals, surrenders, non-qualified additional benefit rider charges and loans from life insurance policies may be subject to ordinary income taxes and possibly an additional 10% federal tax penalty. Outstanding loan balances and withdrawals generally reduce the death benefit and cash value. With proper planning, the death benefit can pass to your beneficiaries free from state or federal estate taxes. Please consult with your tax advisor for specific information.

¹2016 Insurance Barometer Study, LIMRA

DID YOU KNOW ?



With the loss of the primary wage earner, 1 in 3 households would have immediate trouble paying living expenses¹



Common financial concerns among Americans include: the ability to afford a comfortable retirement, longevity risks, long-term care, and medical expenses.¹



Allstate BENEFITS

Provides a monthly benefit
if you are disabled from
a sickness or injury
and cannot work

Disability Insurance

Like most, unless you know someone who has been disabled, you may not see the value of Disability insurance. You may think it won't happen to you, but if it does, you are vulnerable to lost income.

An injury or sickness may slow you down, but it won't slow down your monthly bills. Expenses such as house and car payments, or even daily living expenses such as groceries and gas, will still need to be paid. Disability insurance can help replace your lost income and help ensure your finances are not depleted.

Here's How It Works

You choose the maximum monthly benefit level that meets your needs. Then, if you are faced with a period of unexpected sickness or off-the-job injury (unless the On-the-Job Accident Rider is selected) and cannot work, you will receive cash benefits to use as you see fit. This could include medical treatments, daily living expenses and more.

Meeting Your Needs

- You choose the monthly maximum benefit level that meets your needs
- Benefits start the first day after the elimination (waiting) period, when you are totally disabled and cannot work
- Premiums are affordable
- Conveniently payroll deducted

With Allstate Benefits, you gain the power to make treatment decisions without putting your finances at risk. **Practical benefits for everyday living.**SM

DID YOU KNOW?



46% of Americans cannot cover a \$400 emergency.¹



Just over 1 in 4 of today's 20-year-olds will become disabled before they retire.²

¹ Disability Insurance: A Benefit for All, Council for Disability Awareness, 2017

² Chances of Disability, Council for Disability Awareness, disabilitycanhappen.org/chances_disability, 2017

Kendall County, Illinois

GIS Fee Cost Study

Compiled by the Kendall County Technology Services Staff

Report Summary

Currently, the GIS Department is a 100% self-sufficient department relying entirely on the GIS Mapping Fee, which stems from the Recorder's Fees per statute (55 ILCS 5/3-5018 - from Ch. 34, par. 3-5018). In addition to covering all GIS expenses, the GIS Mapping Fee also pays a percentage to the General Fund for Facilities and Utilities and a percentage of all 6 employees in the IT Department salaries, health insurance, IMRF, and Social Security. The department provides fee-based services and, in order to maintain the level of services provided, it is recommended that the GIS Mapping Fee increases. The summary findings reflect conservative calculations of the labor, equipment, consumables, and other Department allocated costs of providing GIS services to Kendall County residents.

The GIS Mapping Fee presently collects \$16 per recorded document. Since FY2014, the expenses have exceeded the revenues and the reserve is nearly spent. Without a fee increase, the GIS Department will require assistance from the General Fund in less than 2 years.

Neighboring counties with similar populations to Kendall County are DeKalb, Grundy, and LaSalle, and their GIS Fees range from \$24 - \$36. With the intention of remaining self-sufficient and sustaining current and future services, it is recommended that the GIS Mapping Fee be increased to \$30.

Following a complete employee turnover in the GIS Department, the vision and goals for the department have been updated. Without increasing budget costs, increased and improved services will include:

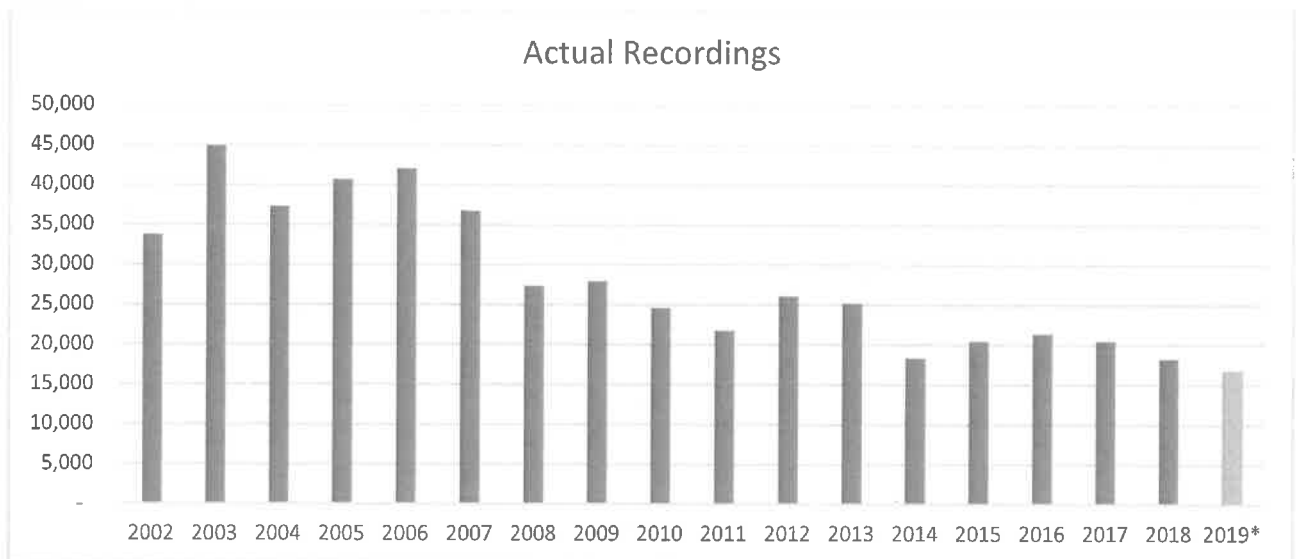
- increasing security and reliability in moving servers to the cloud,
- increasing employee efficiencies in moving to a modernized cadastral data model (parcel fabric),
- covering email expenses from IT in order to remain self-sufficient,
- creating succession plans through training and manuals,
- improving employee retention and expertise through conferences and classes,
- improving Kendall County residents experiences through public outreach and an improved website,
- increasing services provided to internal departments,
- creating partnerships with Kendall County communities to provide them with GIS services,
- sharing the cost on a redistricting solution following the Census,
- maintaining aerial collections every two years per Assessor and industry standards,
- collecting historical aerials to increase the rich Kendall County history.

Historical Recording Analysis

Kendall County had the highest population increase in the country between 2000 and 2010, which is reflected in the amount of recordings. However, when the Recession hit, recording numbers dropped and the numbers are still very low. In fact, 2018 ended up being the lowest recorded number, with 2014 being the second lowest. Below is the historical recording analysis for revenue collected by year from 2002 through 2018, along with the current projection for 2019.

2019 Projection

In order to be conservative, the projected year-end total is based on the 5-year average of recordings (2014-2018) then the 5-year average of differences (2014-2018) was subtracted. This method came within 99.93% of accurately predicting the 2014-2018 totals. The projected number of recordings for 2019 are 16,745, with the GIS Mapping Fee at \$16.00, leads to projected receipts of \$267,920.00.



Neighboring County's GIS Fees

County	2018 Population	Normalized Population Comparison to Kendall	GIS Fee
Kendall County	126,218	1.00	\$16.00
LaSalle County	110,067	0.87	\$36.00
Grundy County	50,586	0.40	\$31.00
DeKalb County	104,733	0.83	\$24.00
Kane County	534,667	4.24	\$20.00
Will County	692,661	5.49	\$17.50
Macon County	105,801	0.84	\$17.00
Tazewell County	133,526	1.06	\$17.00
Kankakee County	109,605	0.87	\$17.00
DuPage County	930,128	7.37	\$15.00
Rock Island County	144,808	1.15	\$10.00

GIS Mapping Fee Budget Breakdown

The budget increase from FY2019 to FY2020 is due to an additional family plan for health insurance and the decennial aerial flight.

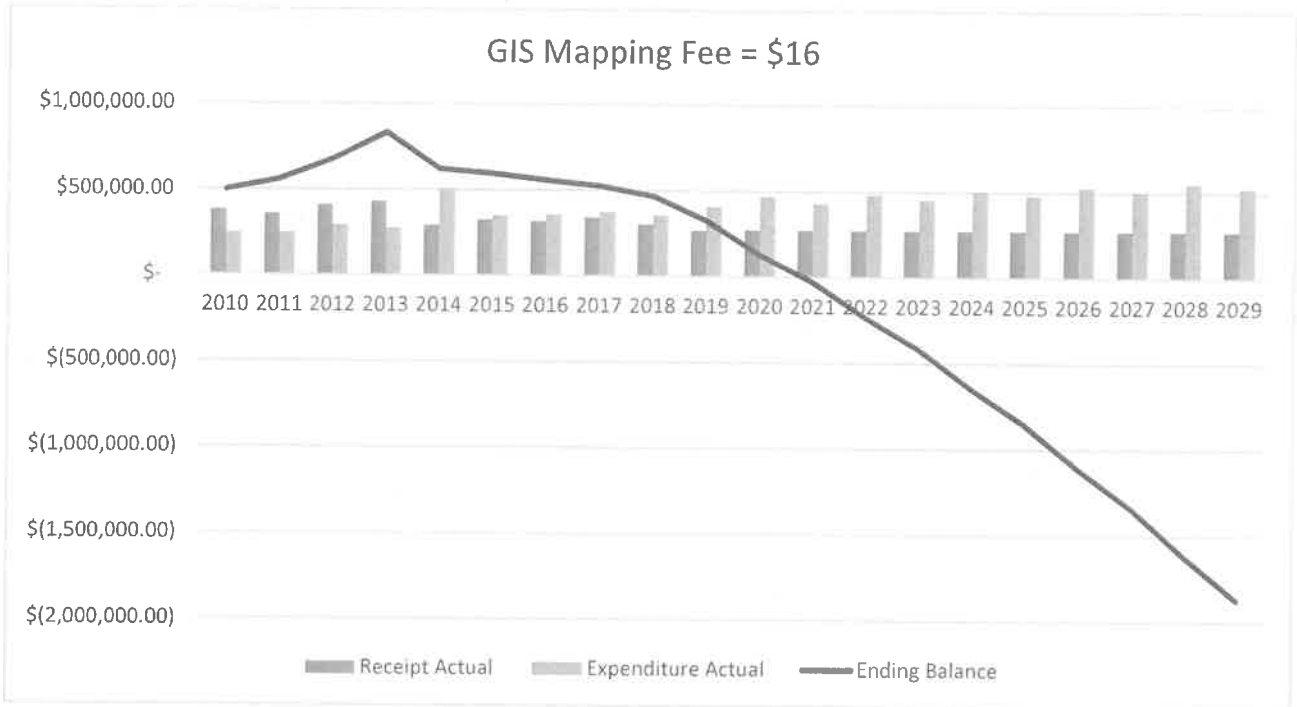
When the aerial cost is equalized between off years, the budget increases by less than 3% annually.

Please see 11x17 attachment for the budget.

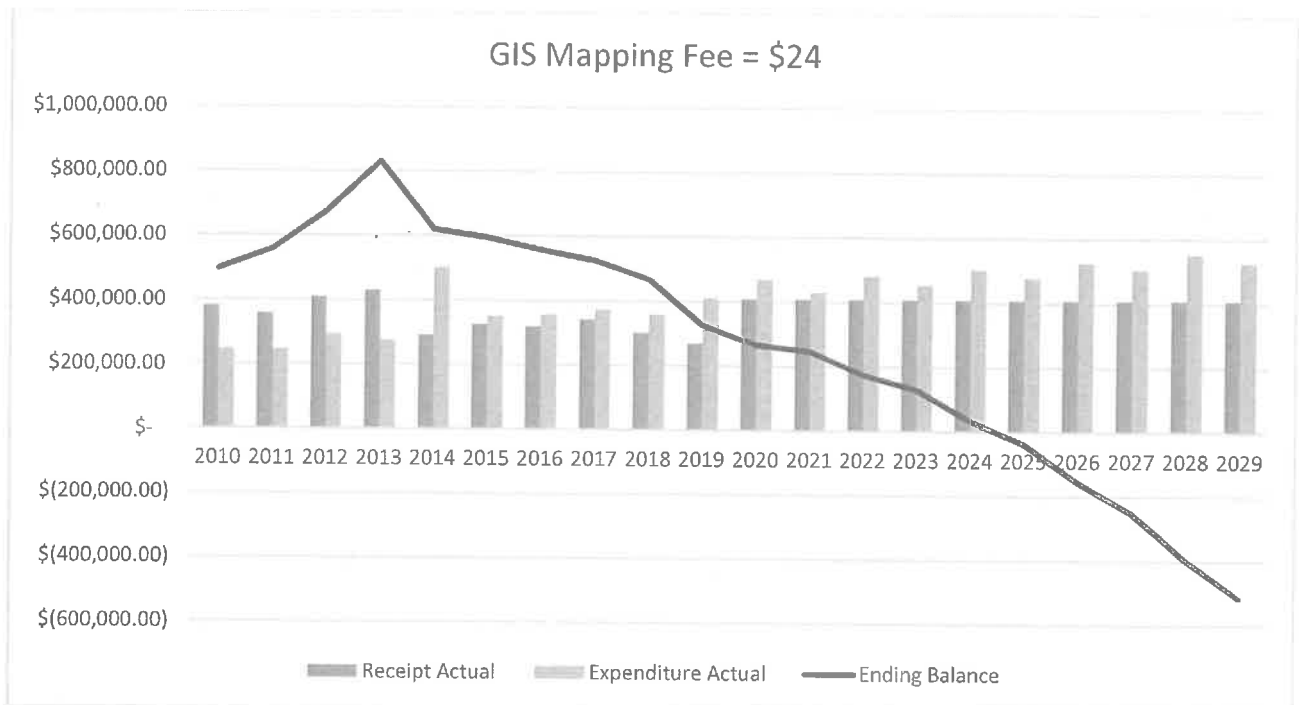
Future Predictions

For all future predictions, the "Expenditure Actual" is equal to the "Expenses Totals" in the presented budget. The "Receipt Actual" is equal to the "Revenues Totals" presented in the budget – except for 2020 onwards, where it is 17,000 predicted recordings multiplied by the stated GIS Mapping Fee.

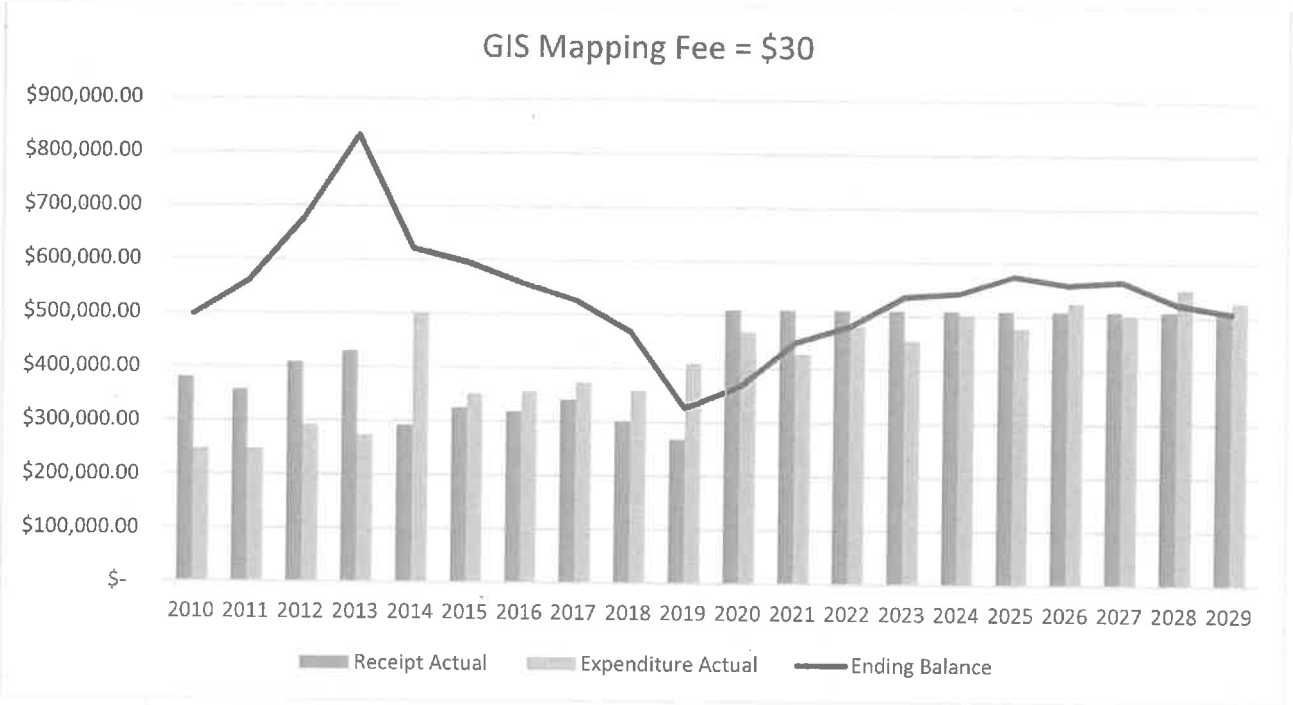
With no changes to the GIS Mapping Fee of \$16, assistance from the General Fund will be required to end FY2021.



Increasing the GIS Mapping Fee to \$24 (DeKalb County's Fee), will require another increase or require assistance from the General Fund in FY2025.



Increasing the GIS Mapping Fee to the recommended \$30, will meet the projected needs for ten years. However, expenses will exceed revenues in FY2029.



GIS Budget Projection
Receipts set to current \$16 Mapping Fee

Account	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Actual Projection	2019 Budget	2020 Budget	2021 Budget	2022 Budget
510-1-000-1320 - GIS - Receipts	429,604.63	291,124.79	325,565.27	318,953.13	341,368.48	299,872.25	209,294.00	267,920.00	300,000.00	272,000.00	272,000.00	272,000.00
510-1-000-1325 - Miscellaneous Revenue	-	-	-	-	-	1,026.91	1,736.48	1,736.48	-	-	-	-
Revenues Totals	429,604.63	291,124.79	325,565.27	318,953.13	341,368.48	300,899.16	211,030.48	269,656.48	300,000.00	272,000.00	272,000.00	272,000.00
510-2-000-6101 - Salaries	155,074.14	266,433.21	215,456.61	209,341.82	229,986.05	201,869.89	161,413.16	216,211.96	225,593.00	216,414.00	222,703.92	230,870.04
510-2-000-6200 - Office Supplies	104.58	261.94	54.78	67.96	108.08	42.91	-	100.00	500.00	400.00	400.00	400.00
510-2-000-6201 - Postage	2.30	4.53	0.97	5.11	-	2.36	-	10.00	50.00	40.00	40.00	40.00
510-2-000-6203 - Dues/Memberships	50.00	520.00	150.00	340.00	355.00	764.00	475.00	475.00	750.00	525.00	525.00	525.00
510-2-000-6204 - Conferences	-	-	-	2,445.60	1,218.30	-	1,449.99	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00
510-2-000-6205 - Mileage	-	-	-	55.00	641.06	-	804.20	1,000.00	500.00	1,000.00	1,000.00	1,000.00
510-2-000-6206 - Training	-	-	-	314.25	-	37.70	291.44	1,000.00	2,500.00	2,000.00	2,000.00	2,000.00
510-2-000-6207 - Cellular Phones	-	-	936.64	634.78	668.69	349.48	-	-	1,000.00	-	-	-
510-2-000-6215 - Contractual Services/Consultants	-	-	-	5,000.00	205.64	3,585.89	21,745.31	22,000.00	8,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6300 - Transfer To General Fund Health Insurance	25,717.95	22,972.25	25,665.00	27,538.74	29,300.88	39,806.92	23,658.41	49,157.45	43,291.00	54,212.00	55,838.36	57,513.51
510-2-000-6303 - Transfer To Capital Improvement Fund	48,000.00	-	-	-	-	-	-	-	-	-	-	-
510-2-000-6305 - Transfer To IMRF Fund	28,325.73	29,669.91	29,245.58	30,218.55	31,344.26	17,033.99	12,178.46	15,647.75	18,000.00	17,000.00	18,000.00	19,000.00
510-2-000-6319 - Transfer to SS Fund	-	-	-	-	-	12,826.68	11,453.60	14,817.35	17,250.00	17,000.00	18,000.00	19,000.00
510-2-000-6537 - Plotter Supplies	623.77	1,615.32	1,790.40	1,586.00	-	273.92	163.40	500.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6585 - Software Expenses	-	-	43,304.64	39,541.42	39,879.36	40,682.00	36,373.38	40,000.00	50,000.00	50,000.00	50,000.00	52,000.00
510-2-000-6586 - Hardware Expenses	-	-	29,347.98	6,292.80	38,720.01	10,775.50	1,049.27	5,000.00	37,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6587 - Cloud Service	-	-	-	-	-	-	-	-	-	-	-	-
510-2-000-6587 - Printer Expenses	-	-	893.23	408.22	1,139.58	516.00	-	-	-	18,000.00	18,000.00	19,000.00
510-2-000-6589 - Internet Expenses	-	-	-	-	-	-	1,500.00	500.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6650 - GIS - Expenditures	63,973.34	51,629.68	509.30	843.60	-	571.30	1,500.00	1,500.00	1,500.00	3,000.00	3,000.00	3,500.00
510-2-000-6926 - Aerial Reflight	-	81,089.90	3,450.00	31,560.00	-	29,600.45	-	800.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6928 - GIS - Mapping Rectification	-	-	-	-	-	-	-	-	-	36,000.00	-	36,000.00
Expenses Totals	273,871.76	507,196.74	350,805.13	356,193.85	373,566.91	358,738.99	272,555.62	385,719.51	409,934.00	469,151.00	428,067.28	479,408.55

GIS Budget Projection
Receipts set to recommended \$30 Mapping Fee

GIS Account	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Actual Prediction	2019 Budget	2020 Budget	2021 Budget	2022 Budget
510-1-000-1320 - GIS - Receipts	429,604.63	291,124.79	325,565.27	318,953.13	341,368.48	299,872.25	209,294.00	267,920.00	300,000.00	510,000.00	510,000.00	510,000.00
510-1-000-1325 - Miscellaneous Revenue						1,026.91	1,736.48	1,736.48				
Revenues Totals	429,604.63	291,124.79	325,565.27	318,953.13	341,368.48	300,899.16	211,030.48	269,656.48	300,000.00	510,000.00	510,000.00	510,000.00
510-2-000-6101 - Salaries	155,074.14	266,433.21	215,456.61	209,341.82	229,986.05	201,869.89	161,413.16	216,211.96	225,593.00	216,414.00	222,703.92	230,870.04
510-2-000-6200 - Office Supplies	104.58	261.94	54.78	67.96	108.08	42.91		100.00	500.00	400.00	400.00	400.00
510-2-000-6201 - Postage	2.30	4.53	0.97	5.11		2.36		10.00		40.00	40.00	40.00
510-2-000-6203 - Dues/Memberships	50.00	520.00	150.00	340.00	355.00	764.00	475.00	475.00	750.00	525.00	525.00	525.00
510-2-000-6204 - Conferences				2,445.60	1,218.30		1,449.99	2,000.00	3,000.00	3,000.00	3,000.00	3,000.00
510-2-000-6205 - Mileage				55.00	641.06		804.20	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
510-2-000-6206 - Training						37.70	291.44	1,000.00	2,500.00	2,000.00	2,000.00	2,000.00
510-2-000-6207 - Cellular Phones			936.64	634.78	668.69	349.48			1,000.00			
510-2-000-6215 - Contractual Services/Consultants				5,000.00	205.64	3,585.89	21,745.31	22,000.00	8,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6300 - Transfer To General Fund Health Insurance	25,717.95	22,972.25	25,665.00	27,538.74	29,300.88	39,806.92	23,658.41	49,157.45	43,291.00	54,212.00	55,836.36	57,513.51
510-2-000-6303 - Transfer To Capital Improvement Fund		48,000.00										
510-2-000-6319 - Transfer to SS Fund	28,325.73	29,669.91	29,245.58	30,218.55	31,344.26	17,033.99	12,178.46	15,647.75	18,000.00	17,000.00	18,000.00	19,000.00
510-2-000-6537 - Plotter Supplies	623.72	1,615.32	1,790.40	1,586.00		273.92	11,453.60	14,817.35	17,250.00	17,000.00	18,000.00	19,000.00
510-2-000-6585 - Software Expenses			43,304.64	39,541.42	39,879.36	40,682.00	36,373.38	40,000.00	50,000.00	50,000.00	50,000.00	52,000.00
510-2-000-6586 - Hardware Expenses			29,347.98	6,292.80	38,720.01	10,775.50	1,049.27	5,000.00	32,000.00	8,000.00	8,000.00	8,000.00
510-2-000-6587 - Cloud Service						516.00				18,000.00	18,000.00	19,000.00
510-2-000-6587 - Printer Expenses			893.23	408.22	1,139.58			500.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6589 - Internet Expenses							1,500.00	1,500.00	1,500.00	3,000.00	3,000.00	3,500.00
510-2-000-6650 - GIS - Expenditures	63,973.34	51,629.68	509.30	843.60		571.30		800.00	2,000.00	2,000.00	2,000.00	2,000.00
510-2-000-6926 - Aerial Reflight		81,089.90	3,450.00	31,560.00		29,600.45				36,000.00		36,000.00
510-2-000-6928 - GIS - Mapping Rectification								15,000.00		15,000.00		
Expenses Totals	273,871.76	502,196.74	350,805.13	356,193.85	373,566.91	358,738.99	272,555.62	385,719.51	409,934.00	469,151.00	428,067.28	479,408.55

COUNTY OF KENDALL, ILLINOIS
ORDINANCE # 2019-_____

KENDALL COUNTY GEOGRAPHIC INFORMATION SYSTEMS FEES ORDINANCE

WHEREAS, 55 ILCS 5/3-5018 provides, in part, that the Kendall County Board may charge fees for filing every instrument, paper, or notice for record in order to defray the cost of implementing or maintaining a Geographic Information System (GIS); and

WHEREAS, that authority includes the ability to establish fees to support the requirements established by the County and the services provided by the County. See 55 ILCS 5/3-5018; 55 ILCS 5/3-5005.4; and

NOW, THEREFORE, BE IT ORDAINED by the County Board of the County of Kendall, State of Illinois that hereafter the following GIS fees are established in Kendall County and shall be collected by the Kendall County Recorder's Office. These fees will then be remitted to the Kendall County Treasurer in accordance with section 3 (55 ILCS 5/3-5018), unless required otherwise by applicable state statute or regulation.

1. Thirty dollars (\$30.00) of the total fee must be deposited into a special fund set up by the County Treasurer to be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System.
2. The remaining \$2.00 (two dollars) shall be deposited into the County Recorder's special funds created under Section 3-5005.4 which may be used at the County Recorder's discretion to defray the cost of implementing or maintaining Kendall County's Geographic Information System.

IN WITNESS OF, this amendment to the Kendall County Board Rules of Order has been enacted with the consent of at least two-thirds of the Kendall County Board members this ___ day of _____, 2019.

Attest:

Kendall County Clerk
Debbie Gillette

Kendall County Board Chairman
Scott R. Gryder

- b. Cannabis as defined in Section 1-10 of the Illinois Cannabis Regulation and Tax Act (if Illinois House Bill 1438 is adopted into law) and Section 3(a) of the Illinois Cannabis Control Act;
 - c. A prescription drug prescribed to the employee but is not taken in accordance with the prescription given to the employee;
 - d. A prescription drug for which the employee has no valid prescription; and
 - e. Over-the-counter medications not used in accordance with product and/or physician instructions.
2. **Alcohol:** includes all alcohol, spirits, wine, beer and alcoholic liquor as defined in Sections 1-3.01 through Section 1-3.05 of the Illinois Liquor Control Act (235 ILCS 5/1-3.01 *et seq.*)
 3. **County property:** includes all land, buildings, structures, real property, parking lots, and means of transportation owned by, rented or leased by or to the SAO and/or Kendall County.
 4. **Safety sensitive function:** includes a job in which the employee is directly responsible for the employee's own safety or the safety of other people. It can also refer to a job where an impairment, such as drug or alcohol use, can put a worker or others at risk of harm.

C. Policies

It is the responsibility of both the Kendall County State's Attorney and the employee to maintain a healthy and efficient workforce free from the effects of drug and alcohol abuse. Consistent with this goal and in response to the requirements of the Illinois Drug Free Workplace Act (30 ILCS 580/1-11), the Kendall County State's Attorney has developed the following Drug and Alcohol Policy:

1. The SAO prohibits the following:
 - a. The possession, use, sale, transportation, distribution, manufacturing, and dispensing of drugs (including, but not limited to controlled substances and cannabis), drug paraphernalia, and/or alcohol, by anyone while on County property or while on business for the SAO, except in accordance with job duty requirements.
 - b. Being impaired or under the influence of drugs or alcohol away from County property, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or puts at risk the SAO's reputation.

- c. Possession, use, solicitation for, or sale of drugs or alcohol away from County property, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or others, or puts at risk the SAO's reputation.
2. It is the responsibility of all SAO employees to report to their immediate supervisor and/or the Kendall County State's Attorney when reasonable suspicion exists that another SAO employee is impaired or under the influence of drugs or alcohol while on County property and/or while on business for the SAO.
3. Any employee convicted of any criminal drug statute violation shall notify the Kendall County State's Attorney and the employee's immediate supervisor of such conviction in writing no later than five (5) calendar days after such conviction, unless the conviction has been sealed, expunged or impounded under Section 5.2 of the Criminal Identification Act.
4. The SAO will not penalize an employee or applicant solely for (a) his/her status as a registered qualifying patient or registered designated caregiver under the Compassionate Use of Medical Cannabis Pilot Program Act or (b) the employee's use of a prescription drug for which the employee has a valid prescription and for which the employee is taking the prescription drug in accordance with their doctor's instructions, unless failing to do so would put the SAO in violation of federal law or unless failing to do so would cause the SAO to lose a monetary or licensing-related benefit under federal law or rules. The SAO prohibits an employee's use and storage of medical cannabis on SAO and/or County property and/or while performing their assigned job duties for the SAO. The employee shall promptly notify the Kendall County State's Attorney and the employee's immediate supervisor (in writing, if possible) if (a) the employee is a registered qualifying patient/registered designated caregiver and the lawful use of the medical cannabis would affect the employee's ability to safely and effectively perform the duties of their job or (b) the employee is lawfully using a prescription drug for which the employee has a valid prescription and the lawful use of the prescription drug would affect the employee's ability to safely and effectively perform the duties of their job.
5. Effective January 1, 2020, the Illinois Cannabis Regulation and Tax Act will allow the recreational/non-medical use of cannabis in the State of Illinois. Section 10-50 of the Illinois Cannabis Regulation and Tax Act allows employers like the SAO to adopt a "zero tolerance" policy. As such, the SAO hereby adopts a "zero tolerance" policy and states that employees are prohibited from:

- Being under the influence of recreational/non-medical use cannabis while on County property; while performing the employee's job duties; during compensated time; and/or while the employee is on call for the SAO;
 - Using, selling, distributing, and/or possessing recreational/non-medical use cannabis while on County property; during compensated time; while performing the employee's job duties for the SAO; and/or while the employee is on call for the SAO, except in accordance with job duty requirements;
 - Using recreational/non-medical use cannabis four (4) or fewer hours before performing job functions that may involve safety-sensitive duties;
 - Reporting for duty or remaining on duty while under the influence of recreational/non-medical use cannabis;
 - Using recreational/non-medical use cannabis during eight (8) hours following a work-related accident, or until undergoing a post-accident test; or
 - Refusing to take a drug and alcohol test in accordance with the testing procedures set forth below.
6. With respect to alcohol, the SAO hereby adopts a "zero tolerance" policy and states that employees are prohibited from:
- Being under the influence of alcohol while on County property; while performing the employee's job duties for the SAO; during compensated time; and/or while the employee is on call for the SAO;
 - Using, selling, distributing and/or possessing alcohol while on County property; while performing the employee's job duties; during compensated time; and/or while the employee is on call for the SAO, except in accordance with job duty requirements;
 - Using alcohol four (4) or fewer hours before performing job functions that may involve safety-sensitive duties;
 - Reporting for duty or remaining on duty while under the influence of alcohol;
 - Using alcohol during eight (8) hours following a work-related accident, or until undergoing a post-accident test; or
 - Refusing to take a drug and alcohol test in accordance with the testing procedures set forth below.
7. Any alcohol and/or drug that could affect performance of job duties is prohibited. This includes the use of any drug, except by doctors' prescription and only then if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform their job duties. It is the employee's responsibility to promptly inform (in writing, if possible) the Kendall County State's Attorney and the employee's immediate supervisor if the employee is taking an over-the-counter medication and/or

lawfully prescribed medication that may affect the employee's ability to safely and effectively perform the duties of their job.

8. If an off-duty Assistant State's Attorney responds to a work-related call during non-working hours, the off-duty Assistant State's Attorney shall not provide any legal advice while their physical and/or mental capacities are impaired due to the consumption of alcohol, medical cannabis, a prescription medication/controlled substance for which the employee has a valid prescription, recreational/non-medical use cannabis (effective January 1, 2020) and/or any other drugs (as defined above in Section B(1) of this Policy) during non-working hours.
9. An off-duty Assistant State's Attorney shall not drive a vehicle for work-related purposes and/or attend a crime scene within two (2) hours after the Assistant State's Attorney has consumed any one or more of the following: alcohol, medical cannabis, recreational/non-medical use cannabis (effective January 1, 2020), a prescription medication/controlled substance for which the employee has a valid prescription and the employee's prescribed medication/controlled substance impairs the off-duty Assistant State's Attorney's physical and/or mental capacities, and/or any other drugs (as defined above in Section B(1) of this Policy).
10. Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.
11. If the employee's employment is not terminated as a result of the employee's violation of this policy, the employee may be required to enroll in a drug or alcohol counseling rehabilitation or assistance program (EAP) at the employee's expense. If any employee who is in need of the EAP refuses to cooperate and/or attend the EAP, such conduct may constitute grounds for immediate termination of employment. Also, any employee who violates this policy and/or any employee who participates in an EAP and then violates this policy for a second time may be subject to immediate termination of employment. Any employee who is required by this policy to satisfactorily participate in an EAP shall furnish to his or her supervisor written proof of the satisfactory completion of the EAP.

C. Procedures

To provide a safe drug and alcohol free working environment, the SAO shall:

1. Provide increased awareness through training, education and communication of the subject of alcohol and other drug abuse.
2. Recognize that there may be employees who have an alcohol, drug or stress problem and stand willing to assist in the resolution of that problem

by encouraging employees to seek help through the Employee Assistance Program.

3. Cooperate with outside law enforcement agencies.
4. Conduct alcohol and drug testing in accordance with the SAO's Employee Testing Policy as set forth below.
5. Take any other actions deemed necessary and appropriate including, but not limited to, disciplinary action up to and including termination of employment.

D. Employee Testing

Because the public has the absolute right to expect the SAO to work toward reducing the probability of accidents or incidents related to the misuse of alcohol or drugs and because employees of the SAO are involved in the investigation and prosecution of drug and alcohol-related offenses in the course of their employment, the SAO requires the testing of employees and mandates an anti-drug and alcohol misuse prevention program.

1. **When Testing May Occur:** Employees working for the SAO may be required to submit to drug and alcohol testing, by breathalyzer test, urinalysis test and/or other appropriate drug and/or alcohol testing, in any one or more of the following situations:
 - Pre-employment;
 - Post-accident;
 - Reasonable suspicion; and
 - Return to duty, when an employee has violated the prohibited drug and alcohol standards.

For purposes of this policy, "reasonable suspicion" means that the SAO's representatives have observed and can describe specific symptoms of an employee while working that decrease or lessen his or her performance of the duties or tasks of the employee's job position, including, but not limited to symptoms related to the employee's speech, breath, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, or carelessness that results in any injury to the employee or others, or detection of alcohol, drug and/or drug paraphernalia in the area where an employee has/had been working.

The following employees must first be given a reasonable opportunity to contest the basis of the suspected impairment before being subject to discipline based on a reasonable suspicion of impairment:

- A registered qualifying user of medical cannabis under the Compassionate Use of Medical Cannabis Pilot Program Act;
- An employee taking a prescription drug for which the employee has a valid prescription; and
- An employee that is under the influence or impaired by cannabis, but only if Illinois House Bill 1438 (also known as the "Illinois Cannabis Regulation and Tax Act") is adopted into law in the State of Illinois after the effective date of this Employee Handbook.

2. What Will Be Tested:

- a. Controlled Substances: Drug testing shall include, but is not limited to, testing of the following panel of drugs:
- Marijuana THC (metabolite)
 - Cocaine, any form or derivative thereof
 - Amphetamines (including methamphetamines)
 - Opiates (including heroin, opium, etc.)
 - Phencyclidine (PCP)

When the Illinois Cannabis Regulation and Tax Act becomes effective on January 1, 2020, "under the influence" or "impaired" by cannabis shall be defined for purposes of this Drug and Alcohol Policy as having a tetrahydrocannabinol concentration of 5 nanograms or more in the employee's whole blood or 10 nanograms or more in another bodily substance of the employee. Also, an employee found to have a tetrahydrocannabinol concentration of 2.5 nanograms or more in the employee's whole blood or 5 nanograms or more in another bodily substance of the employee shall not perform nor be permitted to perform any job functions for at least 24 hours following the test result and may be subject to the same procedures as a positive test result, which may include disciplinary action, not to exclude termination of employment.

- b. Alcohol: For purposes of this Employee Testing Policy, "under the influence of alcohol" shall be defined as breath alcohol test results with an alcohol concentration of 0.08% or above and shall be considered to be a positive test result. Also, an employee found to have an alcohol concentration of greater than 0.04% and less than 0.08% shall not perform, nor be permitted to perform any job functions for at least 24 hours following the test result and may be subject to the same procedures as a positive test result which may include disciplinary action, not to exclude termination of employment.

- 3. Refusal To Test:** Refusal to submit to a required alcohol or drug test is prohibited. Refusal to submit to a test may result in the same procedures as a positive test

result which may include disciplinary action, up to and including termination of employment. Refusal to submit to a test shall be defined as:

- Failing to provide adequate samples for testing without medical reason;
 - Failing to show up at the testing site when instructed;
 - Engaging in conduct that obstructs the testing process; and/or
 - Failing to comply with any of the procedures set forth in this policy.
4. **Confidentiality:** The employee's right to privacy will be respected, and the SAO shall keep the results of any testing strictly confidential to the extent required or permitted by applicable state and federal law. However, the SAO may use the results to decide upon an action to be taken towards an employee, or to the extent necessary, to defend its actions in any subsequent grievance, administrative proceeding or legal or other proceeding.
5. **Treatment:** An employee who voluntarily informs the Kendall County State's Attorney that he/she has a drug or alcohol abuse problem and desires rehabilitation assistance may be granted a leave of absence, in accordance with the SAO's Family and Medical Leave Act Policy, provided the employee is otherwise eligible for such leave pursuant to the Family and Medical Leave Act Policy. The sole purpose of such leave is to obtain the necessary rehabilitation assistance. The employee may be required to periodically provide proof that he/she is participating in an appropriate rehabilitation or after-care program. Any employee who returns to work after completion of a rehabilitation program and who subsequently violates this policy may be immediately discharged without regard to a request for further rehabilitation.
6. **EAP:** Employees who have questions about this policy should contact the Kendall County State's Attorney. The SAO shall continue to provide employees with access to an EAP similar to that which exists on the effective date of this Employee Testing Policy.
7. **Procedures for Testing:**
- a. An applicant shall not be required to submit to alcohol and/or drug testing until after an offer of employment has been made to the applicant. The applicant's offer of employment shall be contingent upon the applicant testing negative for drugs and/or alcohol.
 - b. An applicant or employee shall be required to submit to alcohol and/or drug testing at a time and place designated by the State's Attorney or his designee, or whenever in the sole opinion of the State's Attorney or his designee, there is reasonable suspicion for such testing.
 - c. In the event of testing for reasonable suspicion, the State's Attorney or his designee shall provide the employee with notice of the basis for reasonable

suspicion. In addition, the State's Attorney or his designee may require an employee to submit to alcohol and drug testing when an employee is involved in an on duty incident involving significant damage to property or personal injury to anyone. The SAO shall use only licensed clinical laboratories for such testing.

- d. All drug and alcohol tests will be conducted, reviewed and interpreted by professionally trained and certified technicians and/or medical review officers (MRO) who will follow a chain of custody, and other procedures prescribed by applicable state and federal laws, in order to ensure and confirm the accuracy of the test results. Test procedures shall conform to the NIDA Standards of the Federal Guidelines issued by the Department of Health and Human Services, Alcohol, Drug Abuse and Mental Health Administration. In the event there is a conflict between the procedures set forth in this policy and the NIDA standards, the NIDA standards shall control.
- e. In cases where an applicant or employee receives a negative-dilute test result, the applicant or employee may be required to re-take the test. If there is a second negative-dilute test result, it will be accepted as a negative test result.
- f. At the time of any urinalysis test, the employee may request that a blood sample be taken at the same time so that a blood test can be performed if the employee tests positive in the urinalysis test. If an employee tests positive in any such test, the test results shall be submitted to the State's Attorney or his designee for appropriate action. A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for a confirmatory test to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense.
- g. In cases where an employee is notified of a positive drug or alcohol test, the employee shall be removed from duty for up to 72 hours. The employee may request that the second sample of the split sample be tested, at their own expense. If the results of the second sample come back as negative, The SAO will reimburse the employee for the cost of the negative test.
- h. The employee shall have the right to dispute the administration of the test and/or the significance and accuracy of the test. Any such dispute shall be submitted in writing to the State's Attorney for Kendall County, Illinois.

8. Positive Test Results:

- a. If an applicant tests positive for drug(s) and/or alcohol in a test administered under this Policy, the Kendall County State's Attorney, in his sole discretion, may rescind any offer of employment made to the applicant.

- b. If an employee tests positive for drug(s) and/or alcohol in a test administered under this Policy, the Kendall County State's Attorney, in his sole discretion, shall have the right to discipline the employee, up to and including termination.
- c. If an employee tests positive and is not terminated, the Kendall County State's Attorney, in his sole discretion, reserves the right to offer participation in an approved alcohol rehabilitation or drug abuse assistance program, at the employee's cost, as an alternative to, or in conjunction with discipline. However, the employee must satisfactorily complete the program as a condition of continued employment. Upon the employee's return to work, the State's Attorney, in his sole discretion, may require such employee to submit to a random urinalysis or other appropriate alcohol and/or drug tests during the twelve (12) month period following the date any employee tests positive in any test and returns to work. Any such random tests shall occur at times and places designated by the State's Attorney. In the event such an employee tests positive again, the employee shall be immediately terminated.

Section 5.5 NO SMOKING POLICY

In accordance with Illinois law, the SAO prohibits smoking in the workplace or at any work site, while driving any vehicle owned or leased by the SAO and/or Kendall County, or while performing job duties on behalf of the SAO.

Section 5.6 NO TOBACCO USE POLICY

The SAO prohibits the use of tobacco products in the workplace or at any work site, while driving any vehicle owned or leased by the SAO and/or Kendall County, or while performing job duties on behalf of the SAO.

Section 5.7 SAFE DRIVING POLICY

The purpose of this policy is to ensure the safety of those individuals who drive personal vehicles for the business of the SAO and to ensure the safety of their passengers and the public.

A. DRIVER RESPONSIBILITIES

Employees must comply with all of the following responsibilities while driving a vehicle for the business of the SAO:

SAMPLE REASONABLE SUSPICION CHECKLIST

Supervisor/Manager: Record observation of employee's appearance and behavior that you believe may be the result of use of controlled substances or alcohol misuse.

NAME OF EMPLOYEE OBSERVED	DATE OF OBSERVATION	TIME OF OBSERVATION _____ A.M. _____ P.M. _____ : _____ HOUR MINUTES
PRIMARY OBSERVER (Print)	SECOND OBSERVER, if available (Print)	
LOCATION OF OBSERVATION		

OBSERVATIONS *(Check all appropriate items)*

Determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee.

SPEECH

- Normal
- Slowed
- Rapid
- Silent
- Loud
- Confused
- Slurred
- Talkative
- Hostile

ALERTNESS

- Normal
- Drowsy
- Energized

OVERT MOOD

- Normal
- Elated, "Up"
- Fearful
- Anxious
- Irritable
- Angry
- Sad; depressed

BALANCE

- Normal
- Swaying
- Staggering
- Falling

NOSE

- Sniffing
- Runny
- Reddened

EYES

- Reddened
- Pupils constricted
- Pupils dilated

BREATH

- Alcohol-like
- Chemical odor
- "Burnt Rope" odor

MOVEMENTS

- Normal
- Slowed
- Quickened
- Uncoordinated
- Shaking
- Aggressive

WALKING

- Normal
- Stumbling
- Falling
- Holding, Reaching

Describe any other specific observations, or explain any of those checked above, that require further clarification as a basis of reasonable suspicion (continue on back if necessary).

By signing below, I certify that, to the best of my judgment, reasonable suspicion exists to require the above employee to undergo testing for alcohol and controlled substances.

PRIMARY OBSERVER

Signature

Title

Date

SECONDARY OBSERVER (if available)

Signature

Title

Date



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\$250
BILLION
annually

-UC Davis, May 2012



OCCUPATIONAL HEALTH

We put occupational health first so you can focus on managing a safe, healthy and productive workforce. For more than 30 years, we have expertly balanced quality patient care and cost control while customizing solutions to fit your unique business needs.

We Expertly Balance Employee Care and Cost Control

We are dedicated to getting your employees back to full duty as soon as possible

- Our providers are trained in occupational health procedures, OSHA recordables and workers' compensation case management.
- Providers call you the same day on every initial injury to discuss the injury, treatment plan and any employee restrictions.
- Our regional medical directors get directly involved in complex cases to provide senior clinical and occupational health expertise.

We help you reduce lost time rates by providing:

- Immediate treatment at convenient locations with extended hours
- Coordination of any necessary physical therapy, specialist referrals and follow-up care

We minimize OSHA recordability by:

- Limiting OSHA recordables to appropriate cases
- Using over-the-counter medications when possible
- Understanding the differences between restricted duty and working within full duty

We offer affordable care

- Helping to prevent unnecessary ER visits
- Helping reduce average cost per case
- Promptly identify non-work-related injuries

We minimize high-cost referrals

- Equipped to handle lacerations, fractures and eye injuries right at our clinics
- Conservative approach to physical therapy with a low rate of referral
- Appropriate use of MRIs, diagnostic testing and specialty referrals
- If a referral is necessary, we will contact you for pre-authorization (upon request).

We Always Keep You Informed

We provide quality medical reporting via email or fax same day.

- Complete written documentation for each case to help you manage the claim

We Are Convenient

Our immediate care clinics help employees return to full duty as soon as possible.

- We have over 42 walk-in medical centers near your work site and your employees' homes (and we are rapidly expanding).
- Extended hours, with select clinics open until 8 or 10 p.m. on weekdays and until 4 or 8 p.m. on weekends
- In house pharmacy

We Offer Drug and Alcohol Testing

Our testing procedures are certified, approved and reliably administered:

- Certified collectors for Department of Transportation (DOT) required testing, including BAT (Breath Alcohol Technicians)

We Were Founded by an Expert

We were founded by Dr. John Koehler, who is Board Certified in Occupational Medicine and a Certified Independent Medical Examiner (CIME).

We're your one-stop shop for occupational health, getting your employees in, out and on-the-job fast with our broad range of prompt, reliable services.

We provide drug and alcohol testing, on-site digital X-rays, physical exams and annual testing.

We Offer Customized Physical Exams

We offer a variety of pre-employment, post-offer and annual exams that are all tailored to your company's needs.

- Pre employment / post offer exams
- Department of Transportation (DOT) Exams and Re-Certifications
- Respirator Surveillance Clearance
- School Bus Driver
- HazMat
- Physical Ability Testing
- Firefighter
- Fitness for Duty
- Asbestos
- Merchant Mariner

We Offer a Broad Range of Ancillary Testing Services

- Audiogram
- Drug and Alcohol Testing
- Electrocardiogram (EKG) Test
- Respirator Fit Testing
- Pulmonary Function Testing
- Vision Testing
- Tuberculosis Skin Test
- Lab Testing
- Vaccinations

We Perform Fast and Accurate Drug and Alcohol Testing

We offer drug and alcohol testing, collection and analysis, with rapid reporting.

- Department of Transportation (DOT) Testing
- Hair Follicle and Lab-Based Drug Testing
- Non-Invasive Breath Alcohol Testing
- Random Drug & Alcohol Testing at your company's work site with appointment
- In some areas, we offer after-hours drug and alcohol testing for post-accident and random testing needs.
- We offer a variety of Rapid and Lab-Based Drug Tests.

We offer random consortium programs for DOT and employer-based pools.

Our testing procedures are certified, approved and reliably administered:

- Every clinic has 1 to 3 easily accessible restrooms dedicated to drug screening.
- All of our collectors are drug and alcohol certified.
- We have in-house Medical Review Officers (MRO) to interpret test results.
- We use a Department of Health and Human Services (HHS) certified drug testing laboratory.
- All alcohol testing machinery is approved on the Federal Government's Conforming Products List.
- We are a North American Substance Abuse Program (NASAP) collection site.
- We are a drug screen collection site working with multiple labs, including CRL, LabCorp, MEDTOX and Quest.

We Have Broad Experience

As one of the largest occupational health providers in the Midwest, we serve over 7,000 employers in a wide variety of industries, including:

- Automotive
- Chemical Plants
- Distribution
- Food Production and Packaging
- Health Services
- Machinery
- Municipalities
- School Districts
- Manufacturing
- Refineries
- Retail and Restaurant
- Staffing
- Transportation Services
- Trucking
- Warehousing

We Are Your One-Stop Shop

We offer full-service occupational injury treatment, evaluations and follow-up care for:

- Abrasions
- Broken Bones
- Burns
- Cuts and Scrapes
- Contusions
- Eye and Ear Injuries
- Foreign Object and Splinter Removal
- Fractures
- Hand and Foot Injuries
- Infections
- Lacerations and Open Wounds
- Minor Concussions
- Muscle Injuries
- Puncture Wounds
- Sprains and Strains
- Tendonitis/Neuritis

We have a broad range of diagnostic equipment and services, including:

- Digital X-ray
- Electrocardiogram (EKG for Heart Function)
- Audio Room
- Slit Lamp (for Vision)
- Spirometer

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MEDICAL AUTHORIZATION

Patient's Name: _____ Today's Date: ____/____/____

Employer Name: _____ Phone: (____) _____

Authorized By: _____ (Print Name) Authorization Expires: ____/____/____

WORK-RELATED INJURY

- Work injury treatment Consult to determine compensability Body part: _____
(Evaluation for cause of injury)

EVALUATIONS / EXAMINATIONS

- | | |
|---|--|
| <input type="checkbox"/> Pre-Placement / Post-Offer:
<input type="checkbox"/> Office <input type="checkbox"/> Factory
<input type="checkbox"/> Other: _____
<input type="checkbox"/> Annual / Periodic Exam
<input type="checkbox"/> Respirator Clearance Exam
<input type="checkbox"/> Respirator Fit Testing
<input type="checkbox"/> Silica Clearance Examination
<small>(by appointment only, please call clinic to schedule)</small>
<input type="checkbox"/> Asbestos Clearance Examination
<small>(by appointment only, please call clinic to schedule)</small>
____ Chest X-ray (B-Read) ____ No Chest X-ray | <input type="checkbox"/> Fitness for Duty Evaluation
<input type="checkbox"/> School Bus Driver
<input type="checkbox"/> Annual
<input type="checkbox"/> New Hire
<input type="checkbox"/> DOT Exam
<input type="checkbox"/> New Certification
<input type="checkbox"/> Recertification
<input type="checkbox"/> Other: _____
<small>(Please complete if item is not listed)</small> |
|---|--|

DRUG & ALCOHOL SCREENING

NON-NIDA* / NON-DEPARTMENT OF TRANSPORTATION

NIDA* / DEPARTMENT OF TRANSPORTATION

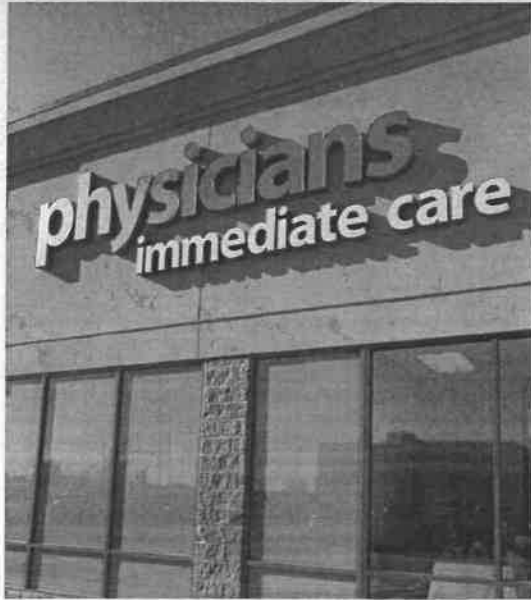
- | Drug | Alcohol (EBT) | Drug | Alcohol (EBT) |
|---|---|---|---|
| <input type="checkbox"/> Pre-Employment | <input type="checkbox"/> Pre-Employment | <input type="checkbox"/> Pre-Employment | <input type="checkbox"/> Random |
| <input type="checkbox"/> Random | <input type="checkbox"/> Random | <input type="checkbox"/> Random | <input type="checkbox"/> Follow-up |
| <input type="checkbox"/> Follow-up | <input type="checkbox"/> Follow-up | <input type="checkbox"/> Follow-up | <input type="checkbox"/> Reasonable Suspicion |
| <input type="checkbox"/> Reasonable Suspicion | <input type="checkbox"/> Reasonable Suspicion | <input type="checkbox"/> Reasonable Suspicion | <input type="checkbox"/> Return to Duty |
| <input type="checkbox"/> Return to Duty | <input type="checkbox"/> Return to Duty | <input type="checkbox"/> Return to Duty | <input type="checkbox"/> Post-Accident |
| <input type="checkbox"/> Post-Accident | <input type="checkbox"/> Post-Accident | <input type="checkbox"/> Post-Accident | |
| <input type="checkbox"/> Hair Follicle Drug | <input type="checkbox"/> Other: _____ | | |
| <input type="checkbox"/> Rapid | | | |
| <input type="checkbox"/> Other: _____ | | | |

OTHER SERVICES

- | | |
|--|--|
| <input type="checkbox"/> Audiogram | <input type="checkbox"/> Quantiferon Gold |
| <input type="checkbox"/> Tuberculosis (TB) Skin Test | <input type="checkbox"/> Hepatitis B Vaccine |
| <input type="checkbox"/> Other: _____ | |

Locations listed on back.

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Emergency room realities

- ▶ ER visits may cost up to 10 times more than urgent care visits for the same diagnosis
- ▶ There are an estimated 210 ER visits per 1,000 lives*

Employees have challenges getting access to care

- 63%** have difficulty getting care on nights, weekends and holidays
- 43%** don't have access to same-day or next-day appointments with their physician
- 24%** of ER visits last 4+ hours compared to less than 1 hour at urgent care
- 20%** of adults wait 6 days or more to see their doctor when they're sick
- 24+** days on average patients may wait to get into to see their primary care physician



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Savings That Add Up

Savings per 1,000 people:	
210	estimated annual ER visits
x 33%	are avoidable (conservative)
69	visits could have been avoided
\$1,354	average ER visit care
- 150	estimated PIC visit cost
\$1,204	savings at PIC vs ER
69	visits
x \$1,204	savings per visit
\$83,000	in initial savings

\$83,000	in avoided ER visits
\$19,000	in fewer ER visits due to lower transfer rate
\$12,000	in care coordination savings for imaging alone**
\$114,000+	estimated total annual savings

*Sources: UCAOA, CDC, Press Ganey, Assoc. of American Medical Colleges, Becker's Hospital Review, American Hospital Association.

**Approximately 1.2% of PIC's urgent care visits are referred through the care coordination team for follow-up care; 5.7% of workers comp visits are similarly referred. On average, 42% of the urgent care referrals are for imaging services where the average cost savings for MRI and CT scan imaging services performed at free-standing centers versus hospital-based facilities is \$2,372. Cost source: Money Magazine. So by coordinating cost-effective care for imaging services alone, the estimated savings would be: 1.2% x 1000 lives = 12 visits, 42% of which are imaging (5 visits), 5 visits x \$2,372 of potential savings = \$12,000.

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