



**COUNTY OF KENDALL, ILLINOIS  
ADMIN HR COMMITTEE  
KC Historic Courthouse, 3<sup>rd</sup> floor Courtroom  
109 W. Ridge Street; Yorkville  
Wednesday, January 20, 2021 at 5:30p.m.**

**MEETING AGENDA**

- 1. Call to Order**
- 2. Roll Call: Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers**
- 3. Approval of Agenda**
- 4. Approval of Minutes from November 18, 2020**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

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**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR MEETING MINUTES**  
**Wednesday, November 18, 2020**

**CALL TO ORDER** – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Matthew Prochaska	Here		
Robyn Vickers	Here		

**Employees in Attendance:** Meagan Briganti, Matt Kinsey, Scott Koeppel, Tracy Page

**APPROVAL OF AGENDA** – Motion made by Member Prochaska, second by Member Gilmour to approve the agenda.

<b>Attendee</b>	<b>Vote</b>
Scott Gengler	Yes
Judy Gilmour	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Aye

**With all members voting aye the motion passed by a 5-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Prochaska to approve the October 21, 2020 minutes.

<b>Attendee</b>	<b>Vote</b>
Judy Gilmour	Yes
Matthew Prochaska	Yes
Robyn Vickers	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes

**With five members present voting aye the motion passed 5-0**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS** – Mr. Koeppel updated the committee on the search and interviewing for the Risk and Compliance Coordinator position. Mr. Koeppel said they were not attracting the most qualified candidates in the recent interviews, and that he would like to reclassify the position to an HR Analyst or HR Specialist position with the committee’s approval. **There was consensus by the committee that Mr. Koeppel would**

update the current job description and revise the organization chart, and have both available for the November 30, 2020 County Board meeting for approval.

**PUBLIC COMMENT - None**

**COMMITTEE BUSINESS**

- *Discussion and Approval of Open Data License Update* – GIS Coordinator Meagan Briganti provided details of the Open Data License update request, and stated that having data available through a public domain would make it easier for citizens to understand what GIS data is and isn't. Briganti stated that it is an international standard and that most Counties have the Open Data commons Tag. Briganti said there would be no changes to the Assessor or County Clerk data or availability.

Koeppel said he encouraged GIS staff to make GIS data available, transparent, free and accessible to the community.

- *Request for Legal Review of Open Data License Update* - There was consensus by the committee that GIS would send the document to the State's Attorney's Office for legal review and then bring the item back to a future Admin HR Committee meeting for discussion.
- *Discussion of County Board Rules of Order Updates to Meeting Procedures* – Member Prochaska shared his thoughts on items that he felt should be included in the County Board Rules of Order, and why.

Mr. Koeppel suggested that the committee leave the item on the agenda for the next meeting to continue the discussion.

Member Prochaska made a motion to add the item to the next meeting agenda for continued discussion, second by Member Gilmour.

Attendee	Vote
Robyn Vickers	Yes
Elizabeth Flowers	Aye
Scott Gengler	Yes
Judy Gilmour	Yes
Matthew Prochaska	Yes

With five members in agreement, the motion carried.

**EXECUTIVE SESSION – None**

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

**ACTION ITEMS FOR COUNTY BOARD - None**

**ADJOURNMENT – Member Prochaska made a motion to adjourn the meeting, second by Member Gengler. With five members present voting yes the meeting adjourned at 6:21p.m.**

Respectfully Submitted,

Valarie McClain  
Administrative Assistant and Recording Secretary

## MONTHLY MEDICAL INSURANCE REPORT

December FY 21

	Non-Union	Union	<u>Total Enrolled</u>				Annual Plan Cost
			<u>Dec-19</u>	<u>Jan-20</u>	<u>Dec-20</u>	<u>Jan-21</u>	
HMO EE	15	12	32	27	27	27	\$6,125.22
HMO FAM	7	15	22	24	22	22	\$11,589.53
H.S.A. \$1500 EE	66	52	101	116	118	118	\$9,303.11 *
H.S.A. \$1500 FAM	49	65	117	116	114	114	\$17,739.11 *
H.S.A. \$2800 EE	1	1	3	3	2	2	\$8,547.97 *
H.S.A. \$2800 FAM	4	2	8	6	6	6	\$16,312.81 *
<b>Total Enrolled</b>	<b>142</b>	<b>147</b>	<b>283</b>	<b>292</b>	<b>289</b>	<b>289</b>	

Dental EE	173
Dental Family	183

Total Enrolled 356

**NOTES:**

- 1) Premiums and headcount paid as of monthly report date
- \* 2) Includes Employer HSA contribution \*

**FY 19 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$5,270,000) \*94.99% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359064	353709	381141	369973	358602	370815	366397	366645	368585	377012	\$4,171,818
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	24311	24113	24485	\$290,781
Met Life Life Premium	0	0	1383	932	471	482	465	484	479	479	476	483	\$6,134
Health Savings Account	516000	1250	6875	1250	1125	3500	0	3000	0	0	500	1250	\$534,750
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	0	0	0	105	0	95	0	95	95	189	0	91	\$669
FSA Admin Fee	84	84	84	105	0	123	0	0	0	0	0	0	\$480
<b>TOTALS</b>	<b>\$871,408</b>	<b>\$214,119</b>	<b>\$382,771</b>	<b>\$380,239</b>	<b>\$386,996</b>	<b>\$398,905</b>	<b>\$382,980</b>	<b>\$398,787</b>	<b>\$391,371</b>	<b>\$391,624</b>	<b>\$393,663</b>	<b>\$403,321</b>	<b>\$5,008,143</b>

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	366253	356682	347181	358265	386182	362562	372862	383407	358936	358725	\$4,356,865
UHC Dental Premium	0	54544	28965	27327	27145	27734	27607	27412	27891	27858	26978	27495	\$328,755
UHC Life Premium	0	0	1679	559	584	561	588	0	1133	560	580	583	\$6,746
Health Savings Account	495000	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	168	84	\$1,888
<b>TOTALS</b>	<b>\$495,252</b>	<b>\$807,854</b>	<b>\$398,792</b>	<b>\$387,109</b>	<b>\$375,160</b>	<b>\$387,559</b>	<b>\$399,040</b>	<b>\$390,599</b>	<b>\$402,935</b>	<b>\$382,575</b>	<b>\$387,017</b>	<b>\$387,017</b>	<b>\$5,211,509</b>

0102-027-6547

**MONTHLY BENEFITS SUMMARY REPORT**  
**December FY 21**

<b>Retirees/COBRA (12/1/20 -11/30/21) (42 Retirees / 1 COBRA)</b>			
Vision	Family	9	\$256.42
Vision	Single	15	\$219.10
Medical	Family	1	\$0.00
Medical	Single	10	\$7,588.29
Dental	Family	35	\$2,538.90
Dental	Single	14	\$3,644.12
<b>TOTAL</b>		<b>84</b>	<b>\$14,246.83</b>

<b>UNEMPLOYMENT CHARGES 11000827-85460</b>	
1st Quarter	
2nd Quarter	
3rd Quarter	
4th Quarter	
<b>TOTAL</b>	<b>\$0</b>

<b>Full Time New Hires/Terminations (12/1/20 -11/30/21)</b>				
<b>DEPARTMENT</b>	<b>New Hires</b>		<b>Resignations/Terms</b>	
	<b>YTD</b>	<b>Current Month</b>	<b>YTD</b>	<b>Current Month</b>
Administration				
Animal Contr				
Assessment				
Circuit Clerk				
Coroner				
County Clerk	1	1		
Facilities				
Forest Pres				
Health Dept.	1	1		
HWY				
KenCom	4	4		
PBZ				
Probation	1	1		
Public Defender				
Sheriff				
State's Att				
Technology/GIS				
VAC				
<b>Totals</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>0</b>

<b>BENEFITWALLET HSA FUNDING</b>	
<b>Month</b>	<b>Deposit</b>
December	555,000
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
<b>Total</b>	<b>\$ 555,000</b>



January 20, 2021

As we settle into our new normal, we are continuing to find avenues of improvement. The following is an overview of our recent projects:

- Invited to speak at an upcoming webinar for our vendor, Panda Consulting, regarding our data model upgrade. Frank Conkling, owner of Panda Consulting, has called Kendall County the most successful client they have seen; high praise!
- Developed a solution for redistricting once the 2020 Census data becomes available
- Continued improvement and management of our data quality.
  - Parcel geometry data cleaned up
  - Maintained KenCom 911 data
- Ended 2020 with fantastic document processing times for legal description review with the Assessor's Office – **Figure 1**
- **Big News!**
  - Our department is growing by two! Meagan and her husband are expecting their first child and Josh and his wife are expecting their third child; both in March! The department will be in Cam's very capable hands and back-up plans are in place between IT staff and our vendor, Panda Consulting, whom we still have significant support hours with.



*Figure 1: Workflow Metrics- 2020 Final Numbers*

Thank you!