



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Office Building, 111 W. Fox Street
County Board Rm 210; Yorkville
Wednesday, May 18, 2022 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 – May 2, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - *Request to change the Champion Program into an alternative prize program for the Kendall County Broadband Survey with a Prize Pool not to exceed \$1,000 to be paid from the American Rescue Plan Act Fund.*
 - *Discussion and Approval of Revised Employee Handbook*
- 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 MINUTES
Monday, May 2, 2022

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

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler		5:42pm	
Judy Gilmour	Here		
Dan Koukol	Here		
Robyn Vickers	Absent		

Employees in Attendance: Scott Koeppel, Tina Dado, Latreese Caldwell and Meagan Briganti

Others in Attendance: None

APPROVAL OF AGENDA – Motion made by Member Koukol, second by Member Gilmour to approve the agenda. **With three members voting aye the motion passed by a 3-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Koukol to approve the April 4, 2022 minutes. **With three members present voting aye the motion passed 3-0**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS – Mr. Koeppel stated all items are on the Agenda.

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Rubrik ITB low bid from Presidio in an Amount of \$153,810.76* – Mr. Koeppel briefed the committee with regards to the Rubrik ITB.
- Mr. Koeppel said Kendall County has a budgeted \$160,000.00 from the lost revenue fund for Cyber Security Initiative. The only bid that Kendall County received back was from Presidio in the amount of \$ 153,810.76. Presidio has experienced staff that will complete the installation of Rubrik ITB. Mr. Koeppel stated that this method will provide backup to protect the County from ransomware or other viruses that could cause the County to lose their data. Mr. Koeppel asked the Committee to forward the discussion of Rubrik ITB to County Board for final approval on May 17, 2022.

Member Koukol made a motion, second by member Gilmour to forward Approval of Rubrik ITB bid from Presidio in the amount of \$153,810.76 to the County Board on May 17, 2022, **With three members present voting aye, the motion carried by a vote of 3-0.**

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	aye		
Scott Gengler		5:42pm	
Judy Gilmour	yes		
Dan Koukol	yes		
Robyn Vickers	Absent		

- *Discussion and Approval of Revised Employee Handbook* – Mr. Koepfel briefed the committee regarding the clear binder that was placed on all of the Admin HR Committee Member’s desks. Mr. Koepfel described the tabs in the binders and stated they are assembled into several sections to be user friendly in order to look up the topics for discussion. Mr. Koepfel briefed the committee as to the importance of adopting the States Attorney’s Employee Handbook with minimum changes, because of the Federal and State laws that govern, such as FMLA and VESSA. Mr. Koepfel stated this was the recommendation from Leslie Johnson. Mr. Koepfel stated that the SAO Employee Handbook was adopted by Eric Weis. Mr. Koepfel stated that he would like to finalize the new Kendall County Employee Handbook at one of the County Board Meetings in June 2022. There was discussion regarding the proper language needed to produce a user friendly employee handbook that is universal for all users. The decision was made to change the wording “State’s Attorney” to “County Administrator, Elected Official and /or their designee.” The discussion continued regarding Chapters 1-5 of the new and current Kendall County Handbook. A discussion regarding Chapter 3, Section 3.7 of the current Kendall County Handbook/SAO’s “Outside Employment disclosure” was one of the main topics regarding the new employee handbook. After an in-depth discussion regarding the “Outside Employment”, the committee members concluded to adopt the policy into the new Kendall County Handbook for full-time staff only. The discussion regarding “Dress and Appearance” located in Chapter 4, Section 4.10 of the new County handbook referenced a few changes to the policy, including removal of the jeans policy from the handbook. Mr. Koepfel stated several of his departments wear jeans to work on a daily basis due to the employee’s job duties, such as Animal Control, Information Technology/GIS Mapping and Facilities Management Departments. The committee agreed to the changes in Section 4.10 of the handbook. Chapter 5, Section 5.7 “Worker’s Compensation” was discussed and the decision is to adopt the SAO’s policy regarding “Worker’s Compensation”. The committee would like to discuss Chapter 6 -9 of the new employee handbook during the next Admin HR Committee Meeting.

EXECUTIVE SESSION – None

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR COUNTY BOARD

- *Approval of Rubrik ITB low bid from Presidio in the Amount of \$153,810.76.*

ADJOURNMENT – Member Gengler made a motion to adjourn the meeting, second by Member Koukol. **With four members present voting yes the meeting adjourned at 6:56 p.m.**

Respectfully Submitted,

Tina Dado
Human Resource Specialist

Broadband Survey Program

Issue:

Original champion program involving local students did not go as planned. We partnered with Chris Mehochko, regional superintendent, who arranged a meeting with the 7 districts principals. The meeting went very well, we sent out reminder emails to them, and posted on our socials promoting the champion program, but we didn't get any student to sign up to be a champion.

Goal:

The Broadband Survey has been live since April 1 and, in the 6 weeks, we have only received 53 surveys. We need between 4,000 to 6,500 surveys to reach the 3-5% threshold for reliable survey data.

Suggested Solutions:

Since we have \$1,000 set aside for the champion program, we suggest dropping the champion program and creating an alternate prize program.

Contest Types:

- Raffle program
 - All names are randomly drawn to win a prize.
- Sweepstakes program
 - Every 250th/500th survey is a winner (or any number).

Prize Ideas:

We will keep the prizes to Kendall County businesses since this is ARPA money and it will continue to help our community. If we set a goal of 5,000 surveys and do every 500th survey, that could be 10 prizes, each worth \$100, or every 250th survey, which would be 20 prizes, each worth \$50. We can do gift cards to places like Raging Waves, NCG Movie Theater, Arts on Fire, Altitude, Popcorn Place(Oswego), Foxy Ice Cream, Crusade Burger, Yorkville Bowl, Fox Valley Winery, Oswego Brewery Company, Fox Bend Golf Course, and local restaurants.



**Kendall County Information and Communication Technology
GIS Department**

111 West Fox Street
Yorkville, Illinois 60560

To: Administration/HR Committee

Subject: Employee Handbook Request

Please consider removing the “maximum accumulation” clause under Vacation time in the employee handbook (page 34, Section 6.1.C.). Since this is a benefit, it should not be taken away if someone is more than 1.5 times their annual accrual rate. By removing this clause, it could be sold to incoming employees as an added benefit and encourage the retention of current employees. We do still want to encourage employees to take their time, but it can be done without being threatened with losing the earned time.

Thank you,

Meagan Briganti

Meagan Briganti
Deputy Director
Kendall County Information and Communication Technology

Illinois Counties Risk Management Trust
Claims Analysis
4/1/2022

Worker's Compensation - Current Year

	Incident Date	Department/Office	Status	Paid To Date
FY21-22 Policy				
1	12/29/2021	Administration	open	\$ 1,948
2	12/28/2021	Circuit Clerk	closed	565
3	2/24/2022	Circuit Clerk	open	-
4	2/3/2022	Clerk/Recorder	open	
5	1/18/2022	Courthouse	re-opened	
6	12/1/2021	Corrections	closed	
7	12/24/2021	Corrections	closed	582
8	12/27/2021	Corrections	closed	
9	1/2/2022	Corrections	closed	
10	1/2/2022	Corrections	closed	
11	1/4/2022	Corrections	closed	
12	1/4/2022	Corrections	closed	
13	1/5/2022	Corrections	closed	
14	1/7/2022	Corrections	closed	
15	1/9/2022	Corrections	closed	
16	1/15/2022	Corrections	closed	
17	1/16/2022	Corrections	closed	
18	1/28/2022	Corrections	open	16,097
19	2/10/2022	Corrections	re-opened	-
20	12/11/2021	Corrections	closed	1,650
21	2/6/2022	Corrections	open	194
22	12/17/2021	Facilities Maintenance	closed	
23	12/20/2021	Facilities Maintenance	closed	
24	2/3/2022	Facilities Maintenance	open	216
25	3/16/2022	Sheriff	open	-
26	12/3/2021	Sheriff	closed	1,023
27	12/13/2021	Sheriff	open	
28	12/13/2021	Sheriff	closed	1,832
29	12/17/2021	Sheriff	closed	
30	12/22/2021	Sheriff	closed	
31	12/23/2021	Sheriff	closed	1,038
32	12/25/2021	Sheriff	closed	
33	1/22/2022	Sheriff	re-opened	14,030
34	12/16/2021	Sheriff	closed	
35	1/1/2022	Sheriff	open	1,347
36	1/7/2022	Sheriff	open	
37	1/31/2022	Sheriff	open	
38	1/31/2022	Sheriff	open	
Total Open Claims				\$ 40,522

Illinois Counties Risk Management Trust
 Claims Analysis
 4/1/2022

Worker's Compensation - Prior Years

	Incident Date	Department/Office	Status	Paid To Date
2020-21 Policy				
1	1/2/2021	Corrections	re-opened	\$ 46,537
2	2/22/2021	Circuit Clerk	open	18,834
3	9/10/2021	Sheriff	open	11,626
4	9/27/2021	Corrections	open	16
5	10/1/2021	Circuit Clerk	open	98
6	10/6/2021	Corrections	open	1,074
Total Open Claims				78,185
2019-20 Policy				
1	7/25/2020	Animal Control	open	25,621
2	4/2/2020	Corrections	re-opened	30,773
Total Open Claims				56,394
2018-19 Policy				
1	2/17/2019	Sheriff	open	101,413
Total Open Claims				101,413
2017-18 Policy				
1	12/13/2017	Corrections	open	23,124
Total Open Claims				23,124
Total Prior Year's Open Claims				\$ 259,115

Illinois Counties Risk Management Trust
 Claims Analysis
 4/1/2022

Property & Casualty

Auto PD - Current Year

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
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FY21-22 Auto PD

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Total Open Claims \$ -

Auto PD - Prior Years

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
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FY16 -17 Auto PD

1	12/16/2016	Sheriff	re-opened	\$ 2,561	
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Total Open Claims \$ 2,561

Total Prior Year's Open Claims \$ 2,561

General Liability - Current Year

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
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FY21-22 General Liability

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Total FY21-22 Claims \$ -

General Liability - Prior Years

Incident Date	Department/Office	Status	Paid To Date	Coverage Type
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FY20-21 General Liability

1	12/28/2020	Highway	open	-	Property
2	6/2/2021	Courthouse	open	1,630	Law Enforcement Liability

Total Open Claims \$ 1,630

FY17-18 General Liability

1	8/4/2018	Sheriff	open	24,651	
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Total Open Claims \$ 24,651

Total Prior Year's Open Claims \$ 26,281

MONTHLY MEDICAL INSURANCE REPORT

FY 22

	Non-Union		<u>Total Enrolled</u>		Annual Plan Cost						
	Union	Union	<u>Mar-22</u>	<u>Apr-22</u>							
HMO EE	10	11	23	21	\$8,612.66						
HMO FAM	8	12	19	20	\$16,435.09						
H.S.A. \$1500 EE	60	45	104	105	\$10,983.59 *						
H.S.A. \$1500 FAM	44	55	97	99	\$20,913.41 *						
H.S.A. \$2800 EE	2	2	4	4	\$10,130.17 *						
H.S.A. \$2800 FAM	4	5	9	9	\$19,301.29 *						
BC Options. \$1500 EE	8	1	9	9	\$10,509.47 *						
BC Options \$1500 FAM	3	5	7	8	\$20,017.73 *						
BC Options \$2800 EE	1	1	3	2	\$9,655.84 *						
BC Options \$2800 FAM	1	0	1	1	\$18,405.44 *						
Total Enrolled	141	137	<u>276</u>	<u>278</u>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dental EE</td> <td style="text-align: center;">168</td> </tr> <tr> <td>Dental Family</td> <td style="text-align: center;">194</td> </tr> <tr> <td>Total Enrolled</td> <td style="text-align: center;"><u>362</u></td> </tr> </table>						Dental EE	168	Dental Family	194	Total Enrolled	<u>362</u>
Dental EE	168										
Dental Family	194										
Total Enrolled	<u>362</u>										

NOTES:

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

FY 21 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,830,200) *94.22% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	394306	382127	383663	390497	395525	385509	380010	379496	377980	370643	354481	378537	\$4,572,773
Met Life Dental Premium	27132	33543	25246	27489	27247	27533	27462	26611	26822	27068	26674	27641	\$330,468
BCBS Life Premium	604	541	603	611	616	616	615	613	605	602	603	633	\$7,262
Health Savings Account	555000	0	6750	5750	2250	2000	750	750	3750	2375	625	1750	\$581,750
HRA Admin Fee	0	0	0	0	0	0	0	0	0	0	0	0	\$0
FSA Admin Fee	102	103	102	102	105	91	91	221	91	91	91	88	\$1,276
TOTALS	\$977,143	\$416,314	\$416,363	\$424,448	\$425,743	\$415,749	\$408,928	\$407,691	\$409,247	\$400,778	\$382,474	\$408,649	\$5,493,529

11000827-65470

FY 20 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,110,000) *98.81% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	356035	341783	356052	360795	353798	349472	353379	365907	353625	355621	293832	352999	\$4,193,300
Met Life Dental Premium	26525	23986	25081	25602	25928	24210	12638	25267	25155	23587	25169	24472	\$287,619
BCBS Life Premium	0	701	701	1416	703	702	699	711	710	700	696	476	\$8,214
Health Savings Account	537125	0	0	1750	2000	3750	2500	2250	5375	375	750	3000	\$558,875
HRA Admin Fee	91	0	0	0	0	0	0	0	0	0	0	91	\$182
FSA Admin Fee	91	0	109	109	109	102	102	102	102	102	102	102	\$1,127
TOTALS	\$919,867	\$366,470	\$381,943	\$389,671	\$382,537	\$378,235	\$369,318	\$394,236	\$384,966	\$380,385	\$320,548	\$381,139	\$5,049,317

11000827-65470

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	361141	369973	358602	370815	366397	366645	368565	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
TOTALS	\$871,408	\$214,119	\$392,771	\$380,239	\$386,986	\$398,905	\$382,980	\$398,767	\$391,371	\$391,624	\$393,653	\$403,321	\$5,006,143*

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MONTHLY BENEFITS SUMMARY REPORT

FY 22

Retirees/COBRA (12/1/21 -11/30/22) (42 Retirees / 1 COBRA)			
Vision	Family	13	\$779.20
Vision	Single	19	\$726.16
Medical	Family	4	\$19,208.65
Medical	Single	13	\$47,505.77
Dental	Family	36	\$8,188.91
Dental	Single	21	\$10,901.60
TOTAL		106	\$87,310.29

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	625
January	547,000
February	4,125
March	9,625
April	9,625
May	
June	
July	
August	
September	
October	
November	
Total	\$ 571,000