



**COUNTY OF KENDALL, ILLINOIS**  
**ADMIN HR COMMITTEE**  
**KC Office Building, 111 W. Fox Street**  
**County Board Rm 210; Yorkville**  
**Thursday, October 06, 2022 at 5:00 p.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 – August 17, 2022**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
  - *Discussion of Kendall County HR Department*
  - *Discussion of GIS Developer Job Description*
  - *Discussion and Approval of 2024 Kendall County Wellness Plan*
- 8. Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21**
- 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**  
**Wednesday, August 17, 2022**

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

**ROLL CALL**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	Here		
Dan Koukol	Absent		
Robyn Vickers	Here		6:36 pm

**With 4 members present, a quorum was established to conduct committee business.**

**Employees in Attendance:** Scott Koeppel, Tina Dado, Bob Jones

**Others in Attendance:** Mike Wojcik, Beth Ishmael

**APPROVAL OF AGENDA** – Motion made by Member Gengler, second by Member Gilmour approved the agenda. **With four members voting aye the motion passed by a 4-0 vote.**

**APPROVAL OF MINUTES** – Motion made by Member Gilmour, second by Member Gengler to approve the August 1, 2022 minutes. **With four members present voting aye the motion passed 4-0.**

**DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS –**

Mr. Koeppel stated that everything is on the agenda tonight. Mr. Bob Jones directed the board members to the reports in the packet provided to them.

**PUBLIC COMMENT** - None

**COMMITTEE BUSINESS**

- ***Plan Performance/Renewal Planning Presentation –The Horton Group***  
 Mr. Wojcik lead a presentation to the board on the Kendall County 2022 current plan performance and 2023 trends and renewal planning. He provided to the members an informational packet that he referred to throughout his presentation.
  - COVID Specialist Beth Ishmael gave an overview of COVID-19 impact for YTD 2022 and the difference between telemedicine vs telehealth.
  - Renewal forecast is projected at 12% increase.
  - Consideration for the 2023 plan year;
    - Plan design adjustment- IRS required adjustments to HAS
    - Consider 4 tier rate model vs current 2 tier

- Consider HealthJoy- app to support benefit communication, telemedicine and proper plan use and price compare service
- Continue to review analytics with specialty RX and J-code medical drugs
- Continue to monitor high performance networks.

Mr. Koepfel stated that Kendall County recently established a health insurance fund by moving the insurance out of the general fund. Working on building up a fund balance. Potential for the future if self-funding would make sense, it does not make sense now because of COVID, but working towards that flexibility in the future.

- ***Discussion of Administrative Assistant Job Description*** – Mr. Koepfel stated that job descriptions are updated whenever an employee leaves a position. Additional reasons for updating was due to changes to the office structure with added personnel since the last time the position was posted. Mr. Koepfel directed the board members to page 5 of the packet to view updates.

Motion to send the Administrative Assistant Job Description to next County Board meeting on September 6, 2022 by Member Gengler, second by Member Gilmour. **With three members voting aye the motion passed by a 3-0 vote.**

**EXECUTIVE SESSION** – None

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

#### **ACTION ITEMS FOR COUNTY BOARD**

- *Approval of Administrative Assistant Job Description*

**ADJOURNMENT** – Member Gengler made a motion to adjourn the meeting, second by Member Gilmour. **With three members present voting yes, the meeting adjourned at 6:41 p.m.**

Respectfully Submitted,

Sally A. Seeger  
Administrative Assistant

# MONTHLY MEDICAL INSURANCE REPORT

FY 22

	Non-Union    Union		<u>Total Enrolled</u>		Annual Plan Cost				
			<u>Jul-22</u>	<u>Aug-22</u>					
HMO EE	9	10	19	19	\$8,612.66				
HMO FAM	7	13	20	20	\$16,435.09				
H.S.A. \$1500 EE	59	48	107	107	\$10,983.59 *				
H.S.A. \$1500 FAM	43	52	96	95	\$20,913.41 *				
H.S.A. \$2800 EE	2	2	4	4	\$10,130.17 *				
H.S.A. \$2800 FAM	5	4	9	9	\$19,301.29 *				
BC Options. \$1500 EE	8	1	9	9	\$10,509.47 *				
BC Options \$1500 FAM	3	5	8	8	\$20,017.73 *				
BC Options \$2800 EE	1	1	2	2	\$9,655.84 *				
BC Options \$2800 FAM	1	0	1	1	\$18,405.44 *				
<b>Total Enrolled</b>	<b>138</b>	<b>136</b>	<b><u>278</u></b>	<b><u>274</u></b>					
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Dental EE</td> <td style="text-align: center;">184</td> </tr> <tr> <td>Dental Family</td> <td style="text-align: center;">190</td> </tr> </table>		Dental EE	184	Dental Family	190	
Dental EE	184								
Dental Family	190								
			Total Enrolled	<b><u>374</u></b>					

**NOTES:**

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

**FY 22 MONTHLY MEDICAL INSURANCE INVOICES**

(BUDGETED: \$6,423,600) \*71.33% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	390623	407851	419029	426085	419762	411179	416382				\$3,730,565
Met Life Dental Premium	28486	28706	28745	29276	28784	27742	28290	28791	28027				\$256,848
BCBS Life Premium	601	613	604	619	591	622	623	622	608				\$5,502
Health Savings Account	625	547000	4125	9625	9625	2875	4000	6375	3500				\$587,750
FSA Admin Fee	84	84	98	105	105	201	98	102	102				\$978
<b>TOTALS</b>	<b>\$451,857</b>	<b>\$993,996</b>	<b>\$424,194</b>	<b>\$447,476</b>	<b>\$458,134</b>	<b>\$457,524</b>	<b>\$452,774</b>	<b>\$447,068</b>	<b>\$448,618</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,581,642</b>

11000827-65470

**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
<b>TOTALS</b>	<b>\$977,143</b>	<b>\$416,314</b>	<b>\$416,363</b>	<b>\$424,448</b>	<b>\$425,743</b>	<b>\$415,749</b>	<b>\$408,928</b>	<b>\$407,691</b>	<b>\$409,247</b>	<b>\$400,778</b>	<b>\$382,474</b>	<b>\$408,649</b>	<b>\$5,493,529</b>

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
<b>TOTALS</b>	<b>\$919,867</b>	<b>\$366,470</b>	<b>\$381,943</b>	<b>\$389,671</b>	<b>\$382,537</b>	<b>\$378,235</b>	<b>\$369,318</b>	<b>\$394,236</b>	<b>\$384,966</b>	<b>\$380,385</b>	<b>\$320,548</b>	<b>\$381,139</b>	<b>\$5,049,317</b>

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
<b>TOTALS</b>	<b>\$871,408</b>	<b>\$214,119</b>	<b>\$392,771</b>	<b>\$380,239</b>	<b>\$386,986</b>	<b>\$398,905</b>	<b>\$382,980</b>	<b>\$398,767</b>	<b>\$391,371</b>	<b>\$391,624</b>	<b>\$393,653</b>	<b>\$403,321</b>	<b>\$5,006,143*</b>

0102-027-6547

## MONTHLY BENEFITS SUMMARY REPORT

FY 22

<b>Retirees/COBRA (12/1/21 -11/30/22) (42 Retirees / 1 COBRA)</b>			
Vision	Family	13	\$1,411.98
Vision	Single	19	\$1,032.90
Medical	Family	5	\$52,564.80
Medical	Single	13	\$81,119.84
Dental	Family	36	\$12,613.25
Dental	Single	21	\$18,892.14
<b>TOTAL</b>		<b>107</b>	<b>\$167,634.91</b>

<b>BENEFITWALLET HSA FUNDING</b>	
Month	Deposit
December	625
January	547,000
February	4,125
March	9,625
April	9,625
May	2,875
June	4,000
July	6,375
August	3,500
September	
October	
November	
<b>Total</b>	<b>\$ 587,750</b>



**COUNTY OF KENDALL, ILLINOIS**  
**SCOTT KOEPEL**  
**COUNTY ADMINISTRATOR**  
**KENDALL COUNTY OFFICE BUILDING**  
**111 WEST FOX STREET, SUITE 316**  
**YORKVILLE, ILLINOIS 60560**  
**630.553.4171**

October 6, 2022

**To:** Chair Elizabeth Flowers and the Human Resources & Administration Committee

**From:** Scott Koepfel, County Administrator

**Re:** Potential Kendall County Human Resources Department

A centralized HR Department will reduce personnel related liability for Kendall County and reduce the amount of personnel items sent to the State's Attorney's Civil Division for review. The Human Resources Department would support all other elected offices and departments.

Employees have often said that they don't know where to go for Human Resources issues. This is because traditional Human Resources duties are performed by different departments and elected offices. Some employees have reported that they don't feel like they have a place to go when they are having an issue with their supervisor.

Administration staff is recommending a centralized Human Resources Department that reports to the Human Resources and Administration Committee. The department (org chat below) will be led by a director that reports to the County Administrator. The suggested Human Resources Department would function like the Facilities and ICT Departments.

The Kendall County Treasurer would like to centralize Human Resources under the Treasurer's Office.

The County Board has four options:

1. Continue operating Human Resources functions with current practices.
2. Create a Human Resources Department and transfer duties from departments and elected offices.
3. Transfer Human Resources duties from departments and elected offices to the Treasurer's Office.
4. Create a Human Resources Department that does not include Payroll (3 employees). Payroll remains in the Treasurer's Office.

Kendall County doesn't have centralized Human Resources. Currently, the functions are spread out in different departments and elected offices:

1. Workers Compensation (excluding Sheriff's Office) – Administration

2. Liability Insurance (excluding Sheriff's Office) – Administration
3. Benefits Administration – Treasurer's Office
4. Benefits Budget and Plan Decisions – County Board and Administration
5. Payroll – Treasurer's Office
6. Time and Attendance – Each individual department and elected office
7. FMLA and other leave – Centralized for offices under Administration but done separately for each elected office
8. Hiring – Centralized for offices under Administration but done separately for each elected office.
9. On Boarding – A combination of each elected office or department and Treasurer's Office
10. Handbook and other policies - Centralized for offices under Administration but done separately for each elected office. Some offices adopt the County Board's policy. The State's Attorney's Office sends legally required policy updates to all departments and offices.
11. Personnel Files - Centralized for offices under Administration but done separately for each elected office (Treasurer retains I9/W4/State forms and benefits information).
12. Exit Interviews – Centralized for offices under Administration but done separately for each elected office.
13. Employee Issues and Grievances – Employee's immediate supervisor, department head, or elected official.
14. Training and Development – Each departments discretion unless mandated by law.
15. Wellness Program – Drafted by Administration and implemented by Treasurer's Office.

Administration met with Kane and DuPage County's Human Resource Departments to discuss their structure and best practices. After those discussions and other research, Administration staff recommends the following changes to HR functions:

1. Workers Compensation – Human Resources
2. Liability Insurance – Human Resources
3. Benefits Administration – Human Resources
4. Benefits Budget and Plan Decisions – County Board and Human Resources
5. Payroll – Human Resources and Treasurer's Office (Treasurer's Office prints checks and makes direct deposits)
6. Time and Attendance – Human Resources (each department and office must have a main point of contact for time and attendance).
7. FMLA and other leave – Human Resources (assuming each elected office that participates chooses to follow the same leave policies as the County Board Handbook)
8. Hiring – Human Resources - Departments under Administration and elected office's that choose to participate.
9. On Boarding – Human Resources
10. Handbook and other policies – Human Resources - Departments under Administration and elected office's that choose to participate.
11. Personnel Files – Human Resources for all employees except employees that work for an elected official (HR will need to keep a payroll/benefits file for all employees)



12. Exit Interviews – Human Resources - Departments under Administration and elected office’s that choose to participate.
13. Employee Issues and Grievances - Human Resources - Departments under Administration and elected office’s that choose to participate.
14. Training and Development - Human Resources - Departments under Administration and elected office’s that choose to participate.
15. Wellness Program – Human Resources

Most of the work currently being done is in the Treasurer’s Office and Administration. The Human Resources Director will need to be a new position added to the county. Other positions could come from a combination of Administration, Treasurer’s Office, other offices, and new positions.

The County Administrator, Finance Committee Chairman, and elected officials met to discuss the topic. The discussion was positive, and everyone agreed that the county would benefit from centralized HR. The group noted that communication between elected offices and the new HR Department was key. Some HR functions would need to remain in elected offices (handbook as an example) but others could be done by HR.

Recommended next steps.

1. HR Committee recommendation
2. Coordinate with Treasurer to determine future costs
3. Include plan in budget FY 2023
4. Hire HR Director
5. Plan transition with Treasurer and reassign staff
6. Fully implement HRIS system in Tyler Munis
7. Transition duties to HR Department

## Kendall County Job Description

**TITLE:** GIS Developer  
**DEPARTMENT:** Geographic Information Systems (GIS)  
**SUPERVISED BY:** GIS Director  
**FLSA STATUS:** Non-Exempt  
**APPROVED:** In Process

### I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance, and implementation of Cadastral and Geographic Information System (GIS) projects and maintain related documentation.

### II. Essential Duties and Responsibilities:

- Scans, rectifies, and uses images to create maps for departmental and county use.
- Gathers and verifies field data for utilization in mapping applications.
- Maintain GIS Datasets as assigned.
- Maintain documentation of GIS Datasets and GIS Applications as assigned.
- Explains and interprets division activities and policies to the general public.
- Uses GIS work station to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- Performs other duties and responsibilities as assigned.
- Prepares routine reports, correspondence, updates, and special project maps as required.
- Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds.
- Creates new and edits existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- Interfaces directly with clients to determine their needs and make recommendations.
- Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- Researches for property boundaries and title verification.
- Performs area calculations as required using a variety of methods; Makes mathematical computations to calculate bearings, distances, areas, and closures.
- Assures quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- Serve as a liaison for the GIS function with other County departments and elected offices.
- Create and maintain documentation of GIS Datasets, GIS Applications, GIS Solutions, and Cadastral base workflow, as assigned.
- Provide training and support of GIS Users that use the interactive GIS Systems as assigned.
- Provide technical expertise and assistance to meet the needs and requests of other government agencies and the general public related to the GIS system.
- Assists in the inventory/upgrading/configurations of supplies, hardware, and software.

## Kendall County Job Description

### III. Supervisory Responsibilities:

This job has no supervisory responsibilities.

- Assists coordinator with GIS data, including layer development, data conversion, and deployment.
- Assists GIS Director with development of the GIS Department, including resource planning, policy and procedures development, departmental needs assessment, systems analysis, inter-governmental agreements.
- Designs, creates and analyzes special products including maps, digital data, reports and statistics, and researches and recommends ways to improve the mapping process.
- Imports GIS data from other sources; converts GIS data from one coordinate system to another, and creates other data formats from existing data.
- May lead and direct the work of others; a wide degree of creativity and latitude is expected.
- Conduct demonstrations or presentations as assigned.
- Assists with advanced troubleshooting and research as needed.
- Perform advanced research and troubleshooting of problem documents.
- Provide the ongoing integrity of the Cadastral/GIS base.
- Maintain and monitor interactive GIS-Websites.
- Assist with determining needs and implementation of interactive GIS-Systems solutions and workflows.
- Maintain and troubleshoot cloud-based operations to include Amazon S3 infrastructure and any virtual instances.
- Perform technical functions such as security updates of Windows and Unix based operating systems to maintain a secure working environment.
- Planning for potential growth and performance evaluations of the cloud platform hosting programs for both private and public use.
- Assist GIS Director with meeting with clients to understand needs and scope of projects
- Meets with consultants, vendors, and staff supporting the GIS Department
- Manages the technical development and quality assurance of the NextGen911 database for KenCom
- Responsible for meeting deadlines for the NextGen911 database
- Work with ICT staff to ensure the security and backup of cloud-based operations
- Coordinate the implementation of short- and long-term projects for the production and maintenance of all enterprise geospatial application development related projects
- Develop and maintain enterprise web services that support mobile solutions and rich internet applications
- Develop, implement, and manage integrated GIS solutions software
- Responsible for the data integrity, quality assurance, and quality control of the Cadastral/GIS base
- Leads the development and maintenance of geospatial web or desktop applications through concept, design, and implementation phases
- Stays abreast of changes in geospatial technology practices and recommends changes to technology, methodology, and process standards
- Develops measures from data that can be used for continuous improvement of processes
- Upgrades and migrates existing applications/services to current version/systems architecture
- Assists with end user support and creates support documentation

## Kendall County Job Description

### IV. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

#### A. Skills, Knowledge and Abilities:

- Ability to become familiar with industry specific terminology and cartographic standards.
- Ability to understand and explain GIS procedures and policies.
- Represents department with professionalism and confidence.
- Ability to operate a variety of office equipment including, but not limited to, computer, scanner, printer, copier, etc.
- Ability to build teamwork; organizes, prioritizes and performs multiple tasks in a timely manner.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Ability to use a GIS system in creating or updating of maps showing property boundaries, political subdivisions, and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Reads and interprets complex or detailed data, policies, or legal descriptions related to title searches and the preparation of cadastral maps.
- Plot maps from legal descriptions, deeds, survey data, tract descriptions, and existing maps and utilize a data management computer system.
- Reviews legal descriptions of real property, and understand and interpret government codes, legislation, or legal provisions to cadastral mapping or boundary issues.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions, map projections, geographic coordinate systems, and data formatting.
- Maintain appropriate trade and professional contacts, memberships, and review of trade literature in order to keep abreast of developments in GIS equipment and software for potential use by GIS.
- Project management skills
- Design, code, maintain, and monitor enterprise GIS Datasets and GIS Solutions.

#### B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Adheres to all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism.
- Proven time management skills.
- Works with diverse populations.
- Strong interpersonal, writing, and communication skills.
- Obtain knowledge and learn new skills to enhance job performance and abilities.

## Kendall County Job Description

### C. Education and Experience:

- A minimum of a Bachelor's Degree from an accredited institution or equivalent work experience
- Cadastral Standards / Legal Descriptions.
- Experience related to Microsoft Office suite.
- Proven history of effective working relationships with co-workers, department managers, staff, and the general public; ability to deal tactfully and courteously with the public and solve problems within scope of responsibility.
- GIS and Cadastral certifications are preferred.
- Five (5) or more years in related GIS fields is required.
- Knowledge of relational database concepts and skills in creating and maintaining relational databases and linking them with GIS.
- Knowledge of Python, Visual Studio, or other GIS related programming language.

### V. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

### VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**

## 2024 Annual Wellness Plan Dates & Requirements

- ✚ The Kendall County Wellness Program takes effect January 1, 2024.
  
- ✚ To be eligible for health care premium savings, an employee will need to:
  - Submit evidence of a current annual wellness screening/physical by December 1, 2023 to the Kendall County Treasurer's Office.
  - The current annual wellness screening/physical must be dated between December 2022 and November 2023.
  - If the employee's spouse is on the County's family health insurance plan then the employee's spouse must also submit an annual wellness screening.
  - Employees' children do not need to submit annual wellness screenings.
  - Please contact the Kendall County Treasurer's Office with any questions.

# Physician Verification of Annual Physical - 2024 Benefit Year

## Employee – Spouse (please circle one)

1. County of Kendall is committed to the health and well-being of our employees. As part of our employee wellness initiatives, all employees and spouses are encouraged to complete an annual physical with their physician. To qualify for the 2024 wellness program employee premium obligation please have this form filled out and returned by 11-30-2023.

## Steps for Completion

1. If you have already submitted a wellness exam form in 2023 the wellness program incentive will continue to the annual anniversary date of your exam. If you have not had an exam so far this year, please contact your physician to schedule your annual physical.
2. Schedule an annual physical with your Physician.  
Note: Under Health Care Reform guidelines, preventive care is covered in full by your health plan on an annual basis. If you discuss additional health concerns that go beyond the scope of preventive care, please be aware this visit will be billed and paid as diagnostic. As the patient, you will be responsible for these fees and any follow up deemed appropriate by your physician.
3. Take this form to your appointment. Prior to leaving your appointment, have your physician sign this form.
4. Sign the form and return to Kendall County Treasurer's Office [email: benefits@kendallcountyil.gov](mailto:benefits@kendallcountyil.gov) Fax 630-553-4117; Address: 111 W Fox St, Yorkville.

## Employee Acknowledgement:

I understand in order to be eligible for the wellness program incentive 2024; this form must be signed by myself and my physician and submitted to the Kendall County Treasurer's Office. I also understand that no protected health information, including these results, needs to be shared with County of Kendall for this incentive.

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Employee Name (printed)

Spouse Name (optional)

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Employee or Spouse Signature

Date

## Physician Verification:

I confirm that the above patient completed a preventive exam on \_\_\_\_\_(mm/dd/yyyy). If applicable, the patient was also made aware that additional costs may be associated with their visit (if services rendered are outside of preventive scope). PLEASE DO NOT SHARE ACTUAL RESULTS ON THIS FORM AS IT WILL BE RETURNED DIRECTLY TO PATIENT'S EMPLOYER.

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Physician Name (printed)

Physician's Office Name (printed)

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Physician Signature

Date

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Physician Address

***Employees are not required to provide any detailed protected health information.***