



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Office Building, 111 W. Fox Street
County Board Rm 209 & 210, Yorkville, IL 60560
Monday, June 5, 2023 at 5:30 p.m.
MEETING AGENDA

1. Call to Order
2. Roll Call: Ruben Rodriguez (Chairman), Jason Peterson (Vice Chairman), Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. *MOTION (VV) Approval of Agenda
4. *MOTION (VV) Approval of Minutes – None
5. Committee Reports and Updates
 - A. Horton Group – Kendall County Health Insurance 4 Tier Plan
 - B. Monthly Benefits Report Provided by Kendall County Treasurer’s Office
 - C. Monthly Report Provided by Kendall County Human Resources Department
6. New Committee Business
 - A. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Increase Excess Liability Insurance Coverage with an Annualized Premium Increase in an Amount Not to Exceed \$46,955.
 - B. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Intergovernmental Agreement for Inspector General Services Between Kendall County, Illinois, the Kendall County Sheriff Dwight Baird in his official capacity, and the Kendall County Forest Preserve District.
 - C. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures (New Section 9.5 in Kendall County Employee Handbook)
 - D. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Generative Artificial Intelligence (AI) Chatbot Usage Policy (New Section 9.6 in Kendall County Employee Handbook)
 - E. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Kendall County Mileage Reimbursement Form
 - F. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Separation of Employment/Final Paycheck Form
 - G. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): Personnel Records Review Request Form
 - H. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): GIS Intern Job Description
 - I. *MOTION (VV) (Forward to CB 6/27/2023 Meeting): GIS/Cadastral Technician (Part time) Job Description
 - J. *DISCUSSION: Headcounts and Mid-Year Organizational Changes
7. Old Committee Business - None
8. Chairman’s Report
9. Public Comment
10. Executive Session
11. Items for Committee of the Whole
12. Action Items for County Board
 - A. Items for Consent Agenda
 - B. Items under Committee Business
13. 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.

Key Indicators

Contribution Report: 2023 2 Tier vs 4 Tier Rates

Prepared for: Kendall County

Renewal January 2023

Presented By:

Michael E. Wojcik

mike.wojcik@thehortongroup.com

Phone: 708-845-3126 / Cell: 708-650-1557



Contribution Exhibit



Kendall County

CURRENT PRACTICE - EE & ER Contribution - 2 Tier vs Illustrative 4 Tier

CURRENT 2-Tier 1/1/2023 BCBS Rates					ILLUSTRATIVE 4-TIER 1/1/2023 BCBS Rates				
	EE	EE + SP	EE + C	Family		EE	EE + SP	EE + C	Family
HMO 500	\$717.19	\$1,792.99	\$1,792.99	\$1,792.99	HMO 500	\$716.29	\$1,349.65	\$1,295.19	\$2,003.87
HSA \$1,500	\$956.26	\$2,390.65	\$2,390.65	\$2,390.65	HSA \$1,500	\$955.06	\$1,761.27	\$1,690.20	\$2,615.03
HSA \$3000	\$870.21	\$2,175.50	\$2,175.50	\$2,175.50	HSA \$3000	\$869.11	\$1,647.69	\$1,581.21	\$2,446.40
BCO - HSA \$1,500	\$908.45	\$2,271.11	\$2,271.11	\$2,271.11	BCO - HSA \$1,500	\$907.31	\$1,699.34	\$1,608.27	\$2,488.27
BCO - HSA \$3000	\$822.38	\$2,055.94	\$2,055.94	\$2,055.94	BCO - HSA \$3000	\$821.34	\$1,467.05	\$1,407.84	\$2,053.38

Enrollment		Current 2023 Rates			Illustrative 2023 Rates			Current Total 2023 Contributions		Illustrative Total 2023 Contributions	
Jan-23	Jan-23	ER	EE	EE % of Total	ER	EE	EE % of Total	ER	EE	ER	EE
HMO 500											
Participation											
26	26	EE \$645.48	EE \$71.71	10.00%	ER \$644.67	EE \$71.62	10.00%	\$201,389.76	\$22,373.52	\$201,137.04	\$22,345.44
4	4	ES \$1,219.23	EE \$573.76	32.00%	ER \$997.16	EE \$352.49	26.12%	\$58,523.04	\$27,540.48	\$47,863.68	\$16,919.52
1	1	EC \$1,219.23	EE \$573.76	32.00%	ER \$969.93	EE \$325.26	25.11%	\$14,630.76	\$6,885.12	\$11,639.16	\$3,903.12
14	14	Family \$1,219.23	EE \$573.76	32.00%	ER \$1,324.27	EE \$679.60	33.91%	\$204,830.64	\$96,391.68	\$222,477.36	\$114,172.80
HSA \$1,500											
Participation											
129	129	EE \$860.65	EE \$95.61	10.00%	ER \$859.57	EE \$95.49	10.00%	\$1,332,286.20	\$148,004.28	\$1,330,614.36	\$147,818.52
14	14	ES \$1,625.64	EE \$765.01	32.00%	ER \$1,310.41	EE \$450.86	25.60%	\$273,107.52	\$128,521.68	\$220,148.88	\$75,744.48
10	10	EC \$1,625.64	EE \$765.01	32.00%	ER \$1,274.88	EE \$415.32	24.57%	\$195,076.80	\$91,801.20	\$152,985.60	\$49,838.40
73	73	Family \$1,625.64	EE \$765.01	32.00%	ER \$1,737.29	EE \$877.74	33.57%	\$1,424,060.64	\$670,148.76	\$1,521,866.04	\$768,900.24
HSA \$3000											
Participation											
4	4	EE \$783.19	EE \$87.02	10.00%	ER \$782.20	EE \$86.91	10.00%	\$37,593.12	\$4,176.96	\$37,545.60	\$4,171.68
3	3	ES \$1,479.34	EE \$696.16	32.00%	ER \$1,214.94	EE \$432.75	26.26%	\$53,256.24	\$25,061.76	\$43,737.84	\$15,579.00
1	1	EC \$1,479.34	EE \$696.16	32.00%	ER \$1,181.70	EE \$399.51	25.27%	\$17,752.08	\$8,353.92	\$14,180.40	\$4,794.12
5	5	Family \$1,479.34	EE \$696.16	32.00%	ER \$1,614.30	EE \$832.10	34.01%	\$88,760.40	\$41,769.60	\$96,858.00	\$49,926.00
BCO - HSA \$1,500											
Participation											
6	6	EE \$817.60	EE \$90.85	10.00%	ER \$816.58	EE \$90.73	10.00%	\$58,867.20	\$6,541.20	\$58,793.76	\$6,532.56
0	0	ES \$1,544.36	EE \$726.75	32.00%	ER \$1,257.96	EE \$441.38	25.97%	\$0.00	\$0.00	\$0.00	\$0.00
1	1	EC \$1,544.36	EE \$726.75	32.00%	ER \$1,212.42	EE \$395.85	24.61%	\$18,532.32	\$8,721.00	\$14,549.04	\$4,750.20
4	4	Family \$1,544.36	EE \$726.75	32.00%	ER \$1,652.42	EE \$835.85	33.59%	\$74,129.28	\$34,884.00	\$79,316.16	\$40,120.80
BCO - HSA \$3000											
Participation											
2	2	EE \$740.14	EE \$82.24	10.00%	ER \$739.21	EE \$82.13	10.00%	\$17,763.36	\$1,973.76	\$17,741.04	\$1,971.12
0	0	ES \$1,398.04	EE \$657.90	32.00%	ER \$1,103.13	EE \$363.92	24.81%	\$0.00	\$0.00	\$0.00	\$0.00
2	2	EC \$1,398.04	EE \$657.90	32.00%	ER \$1,073.52	EE \$334.32	23.75%	\$33,552.96	\$15,789.60	\$25,764.48	\$8,023.68
1	1	Family \$1,398.04	EE \$657.90	32.00%	ER \$1,396.29	EE \$657.09	32.00%	\$16,776.48	\$7,894.80	\$16,755.48	\$7,885.08

Premium Only	\$4,120,888.80	\$1,346,833.32	\$4,113,973.92	\$1,343,396.76
ER HSA Contribution	\$553,500.00		\$553,500.00	
Premium w/HSA	\$4,674,388.80	\$1,346,833.32	\$4,667,473.92	\$1,343,396.76
ER%/EE%	77.63%	22.37%	77.65%	22.35%
Grand Total	\$6,021,222.12		\$6,010,870.68	
% Change			-0.2%	

2022 Employer HSA Seed Contribution: \$1,500 EE Only; \$3,000 Family
 2023 Employer HSA Seed Contribution: \$1,500 EE Only; \$3,000 Family

Enrollment shown on the exhibit includes active employees and retirees.

Contribution Exhibit



Kendall County

CURRENT PRACTICE - EE & ER Contribution - 2 Tier vs Illustrative 4 Tier (adjusted)

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Months	12
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0	0	ES \$1,398.04	\$657.90	32.00%	\$1,148.17	\$408.96	26.26%	\$0.00	\$0.00	\$0.00	\$0.00
2	2	EC \$1,398.04	\$657.90	32.00%	\$1,116.75	\$377.55	25.27%	\$33,552.96	\$15,789.60	\$26,802.00	\$9,061.20
1	1	Family \$1,398.04	\$657.90	32.00%	\$1,525.57	\$786.37	34.01%	\$16,776.48	\$7,894.80	\$18,306.84	\$9,436.44

300	300
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Premium Only	\$4,120,888.80	\$1,346,833.32	\$4,116,562.80	\$1,345,985.64
ER HSA Contribution	\$553,500.00		\$553,500.00	
Premium w/HSA	\$4,674,388.80	\$1,346,833.32	\$4,670,062.80	\$1,345,985.64
ER%/EE%	77.63%	22.37%	77.63%	22.37%
Grand Total	\$6,021,222.12		\$6,016,048.44	
% Change			-0.1%	

2022 Employer HSA Seed Contribution: \$1,500 EE Only; \$3,000 Family
 2023 Employer HSA Seed Contribution: \$1,500 EE Only; \$3,000 Family

Enrollment shown on the exhibit includes active employees and retirees.



Benefits Benchmarking Report

Prepared for: Kendall County
Prepared by: Mike Wojcik
Prepared on: May 2023

Medical Plan Cost & Plan Design Insights

Benchmarking – Executive Summary Insights Scorecard

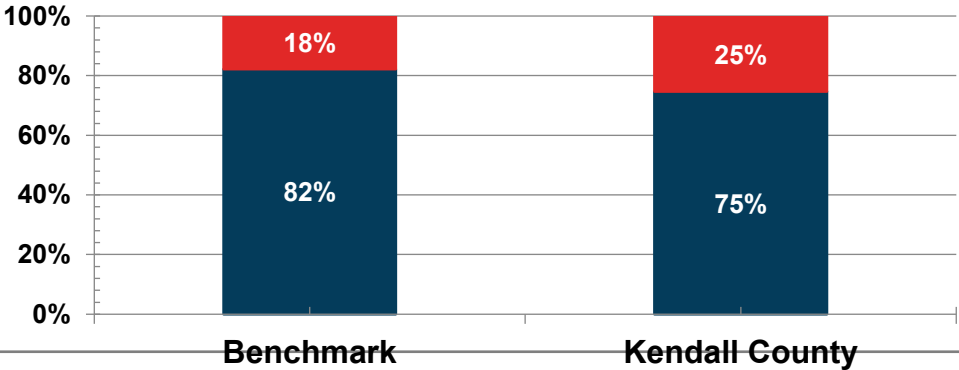
Scope Of This Study

- Total Employer Count: > 50
- Size: All Sizes
- Geography: Midwest
- Included Plan Types: All Plans
- Industry: Public Administration

- No Change / In-line with Best Practice
- Some Opportunity For Improvement
- Significant Opportunity For Improvement

Medical Cost & Contributions — Insights ■

- Kendall County PEPY of \$18,101.91 is 123% higher than benchmark average
- Overall average employer funding at 75% is 7.6% lower than benchmark average



Medical Plan Design — Insights ■

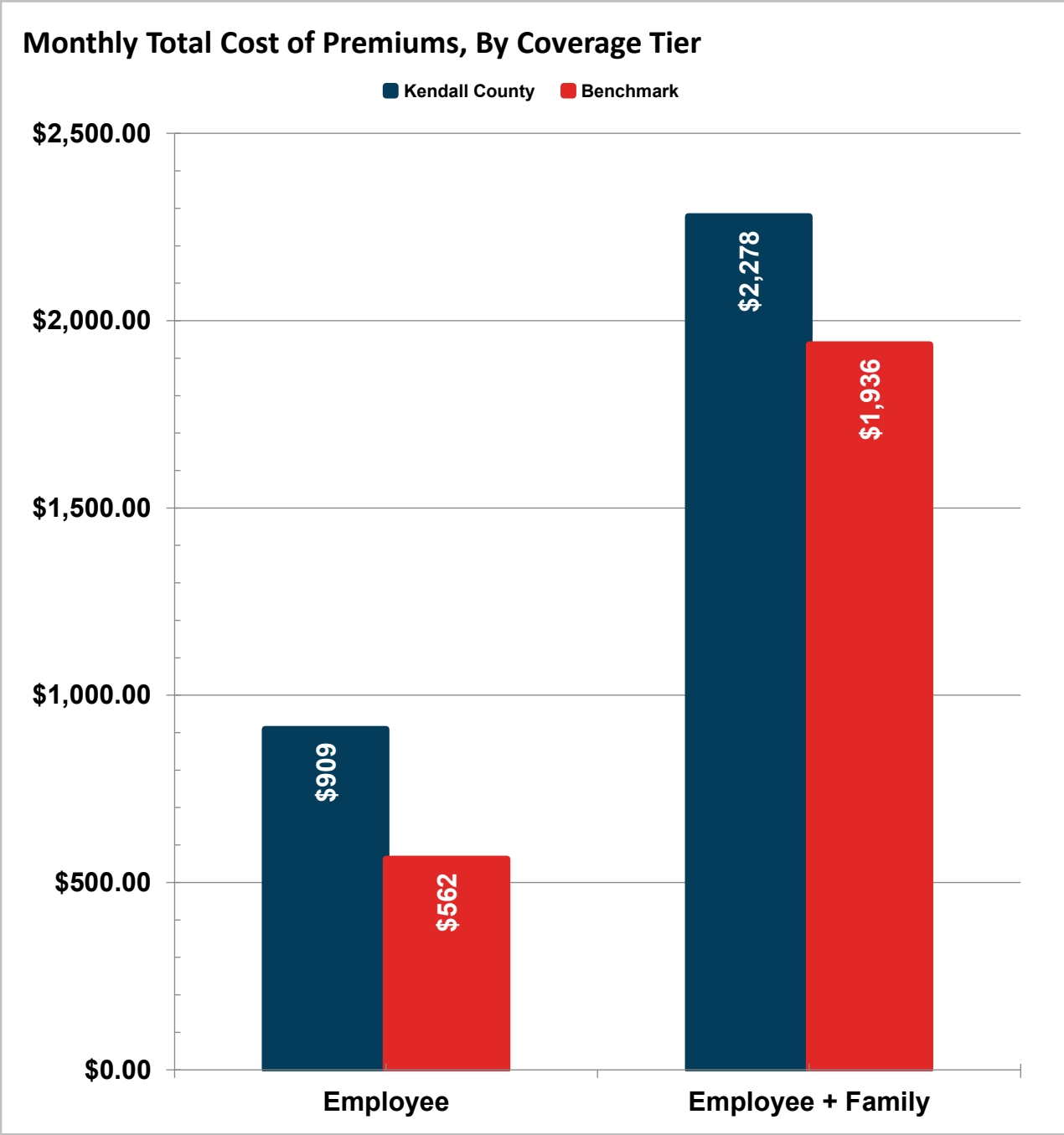
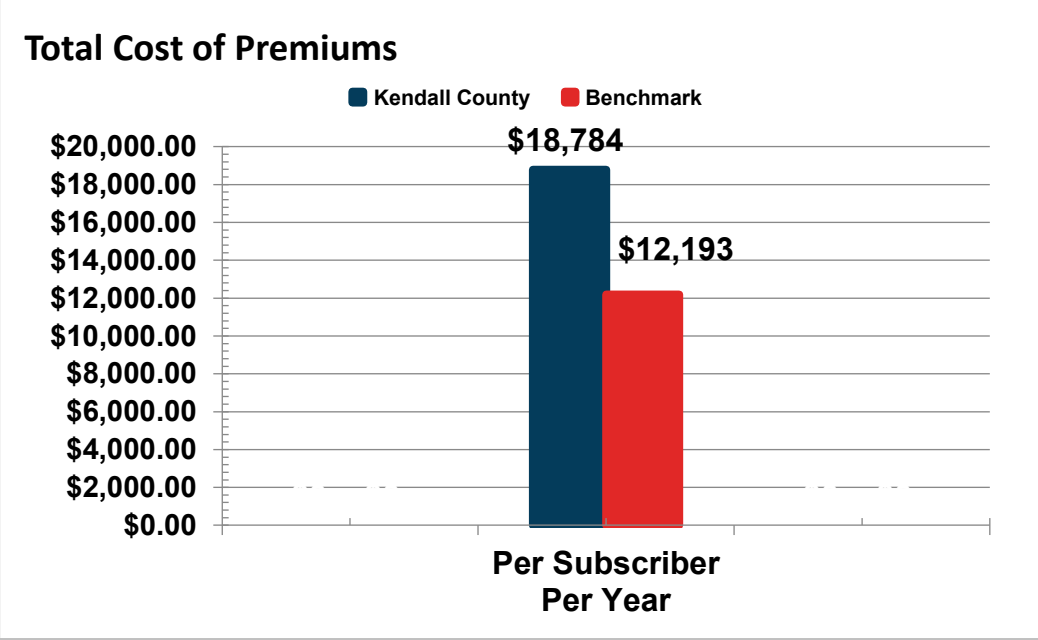
On average, 34% of other plans in market benchmark have better benefits than your plans

In-Network Benefits	Average % of Plans In Market With Better Benefits Than Your Plan
Deductibles	48%
Coinsurance	0%
Primary/Specialist Copays	1%
ER/Urgent Care Copays	30%
RX Copays	55%
Out of Pocket Max	37%

Benefits Structure & Participation — Insights ■

- Kendall County is currently offering 5 lines of coverage, and market benchmark is 3 lines of coverage
- Kendall County medical plan currently has 2 tiers, and 81% of market benchmark offers 4 tiers

Medical Cost Benchmarking Data

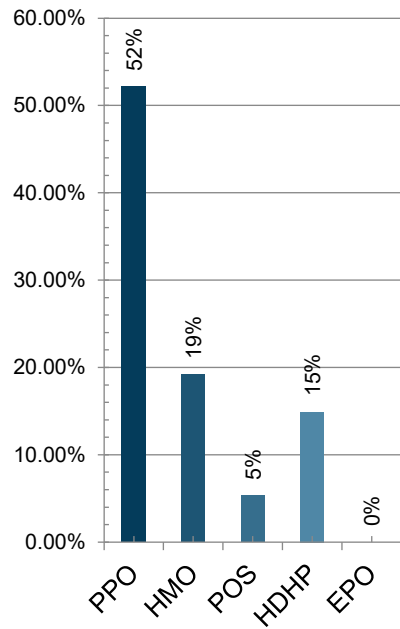


Benefits Structure & Participation

Medical Plan Type

Your entity offers:

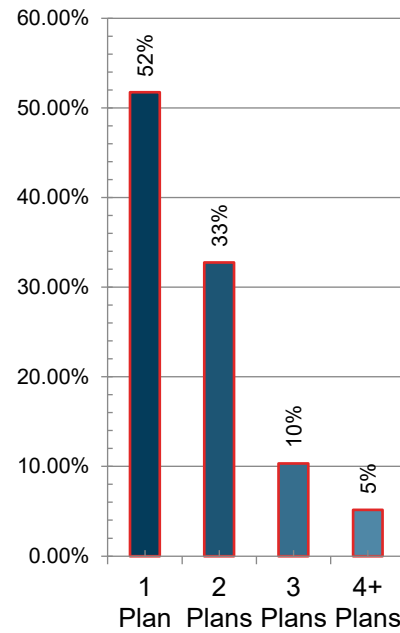
HMO, HDHP



Number of Medical Plans

Your entity offers:

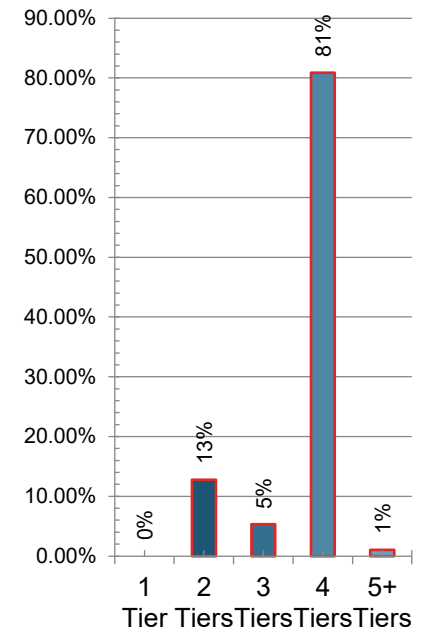
5 Plans



Enrolled Tier Pricing

Your entity offers:

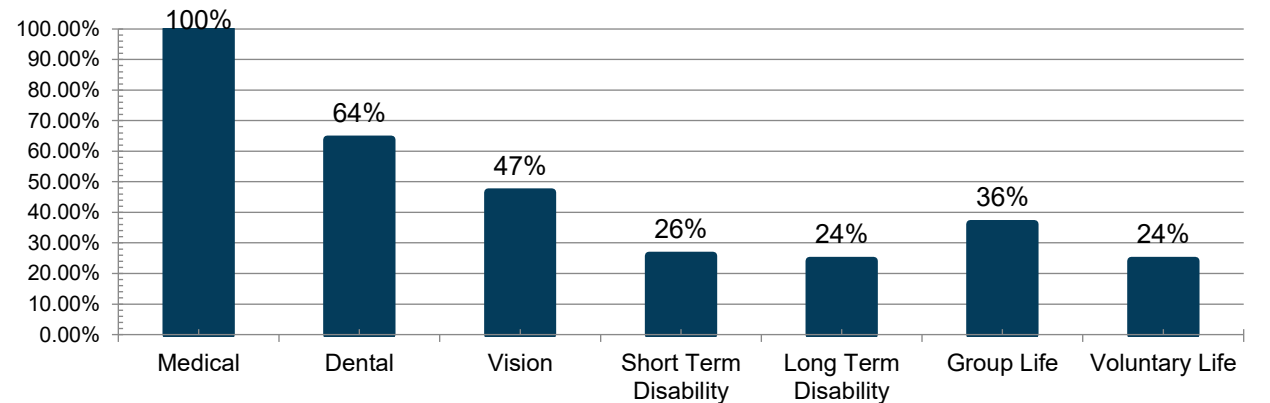
2 Tiers



Offered Lines of Coverage

Your Entity Offers:

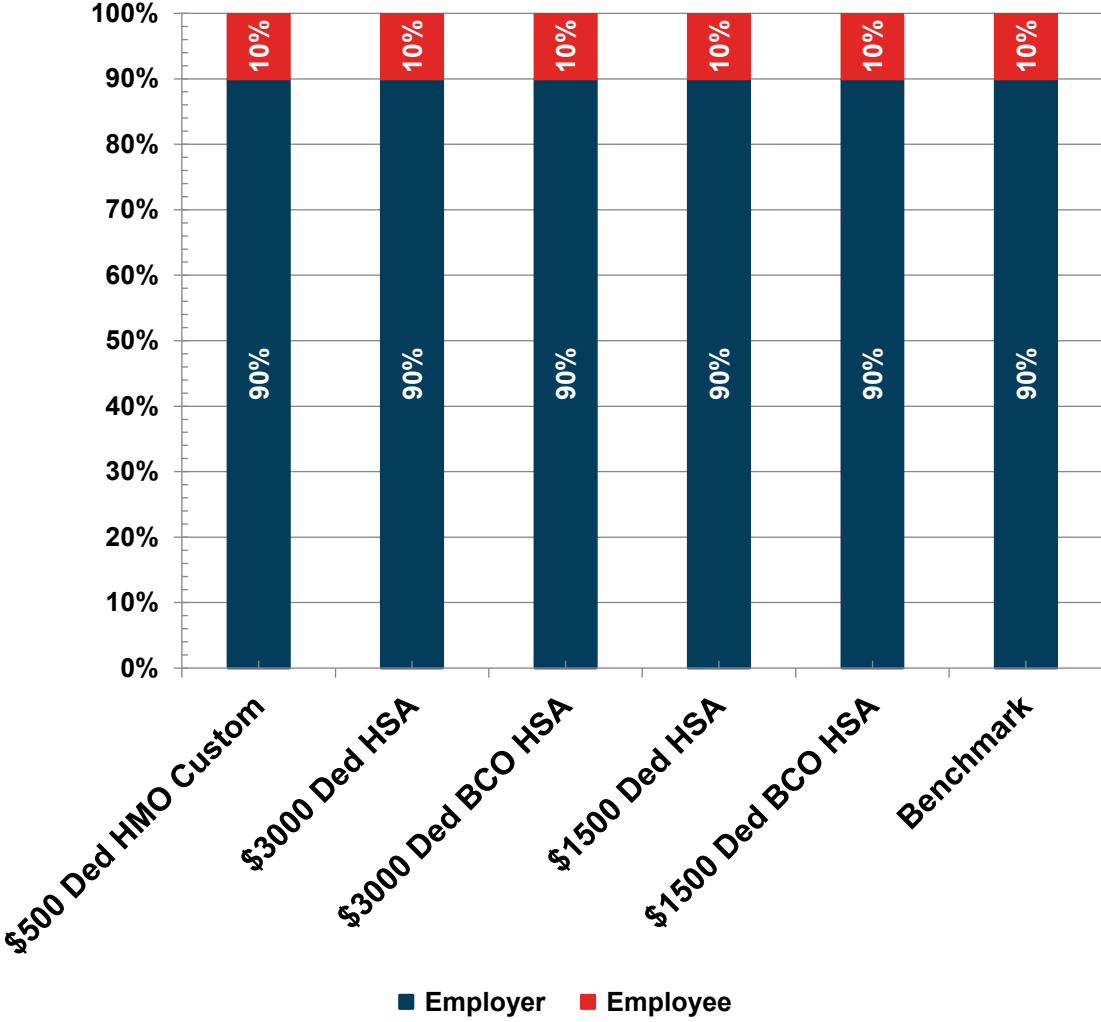
✓	✓	✓			✓	✓
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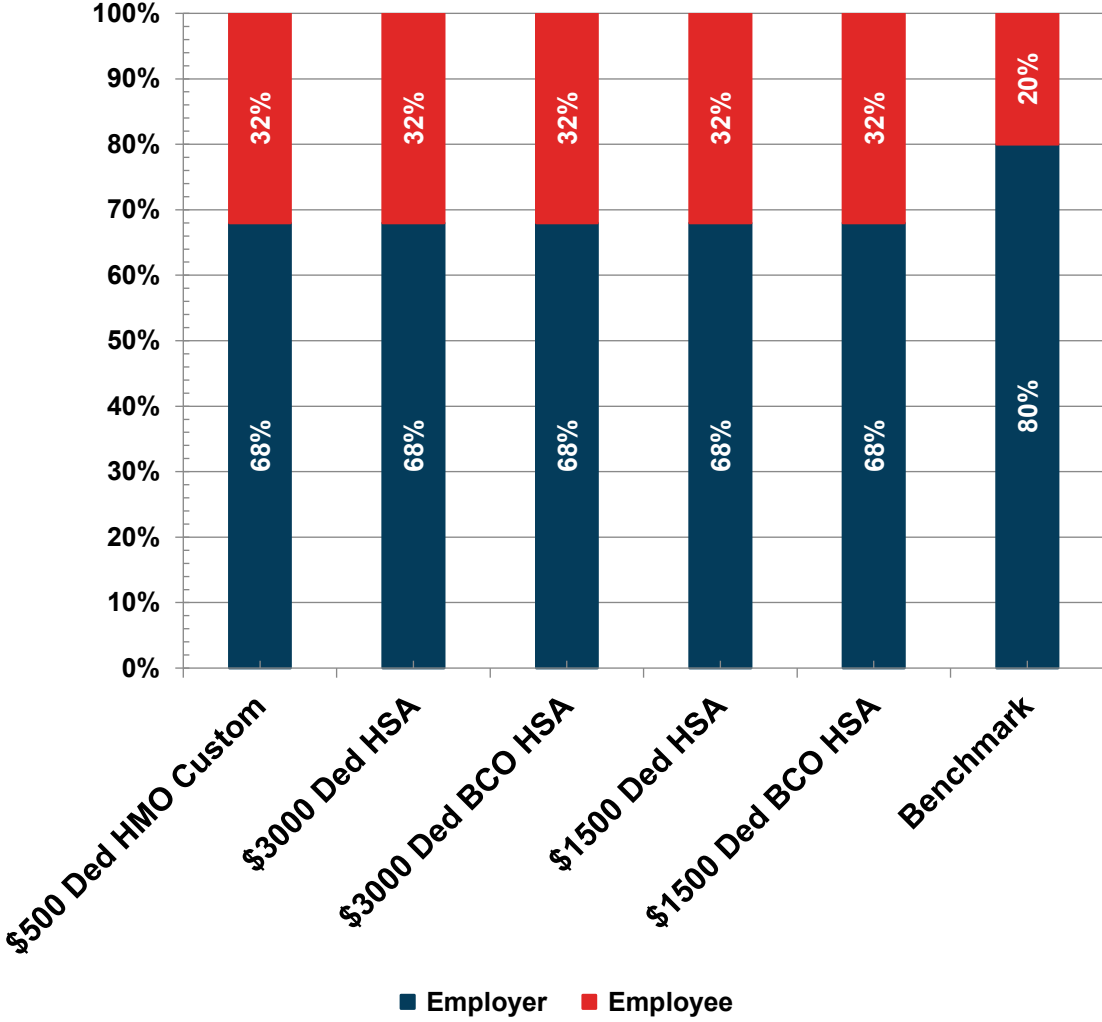
Premium Contributions Funding

Percentage Premiums Paid by Employer

Individual Tier(s)

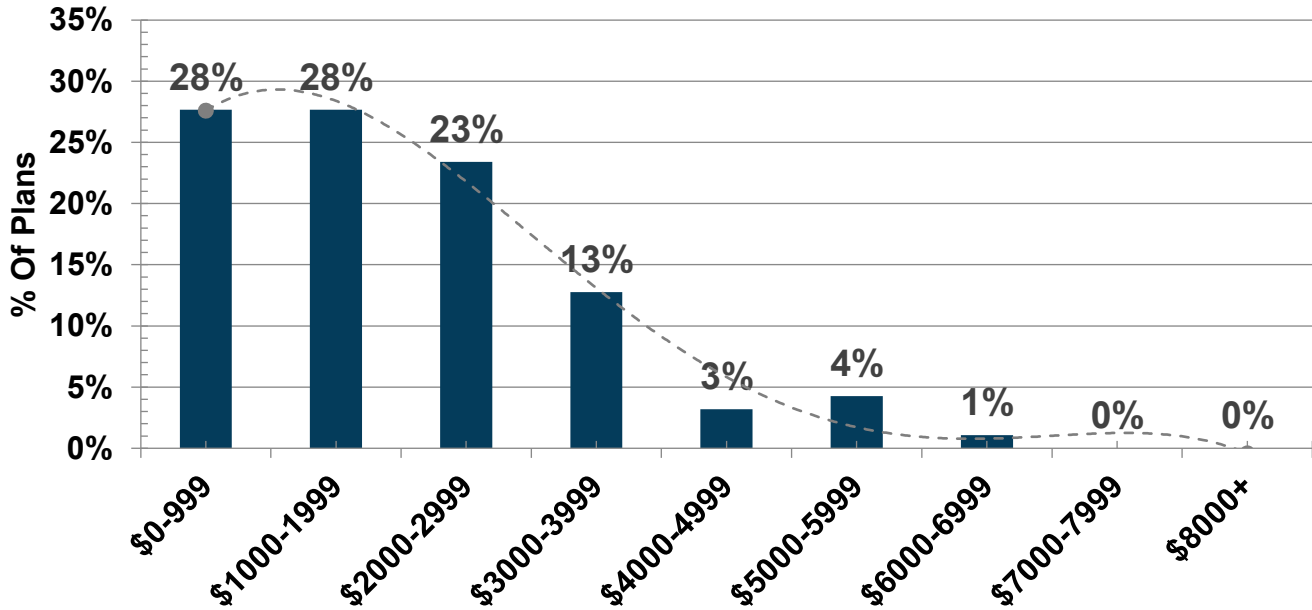


All Non-Individual Tier(s)

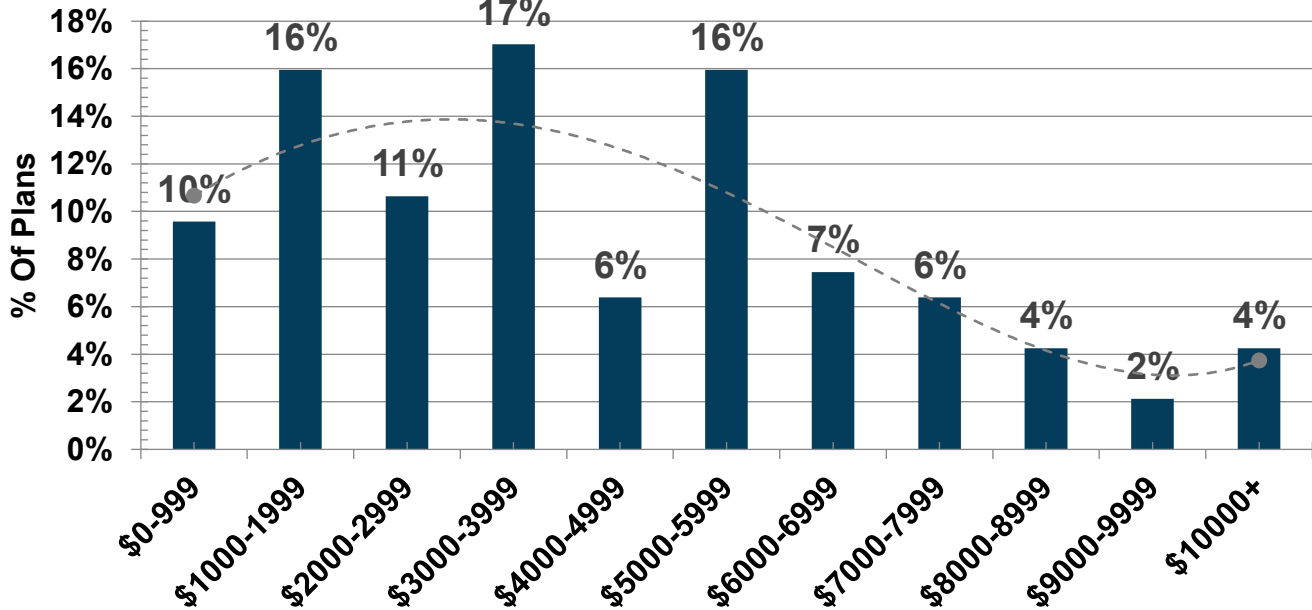


Plan Design Benchmarking: Medical: In Network – Deductible

Individual In Network Deductible



Family In Network Deductible

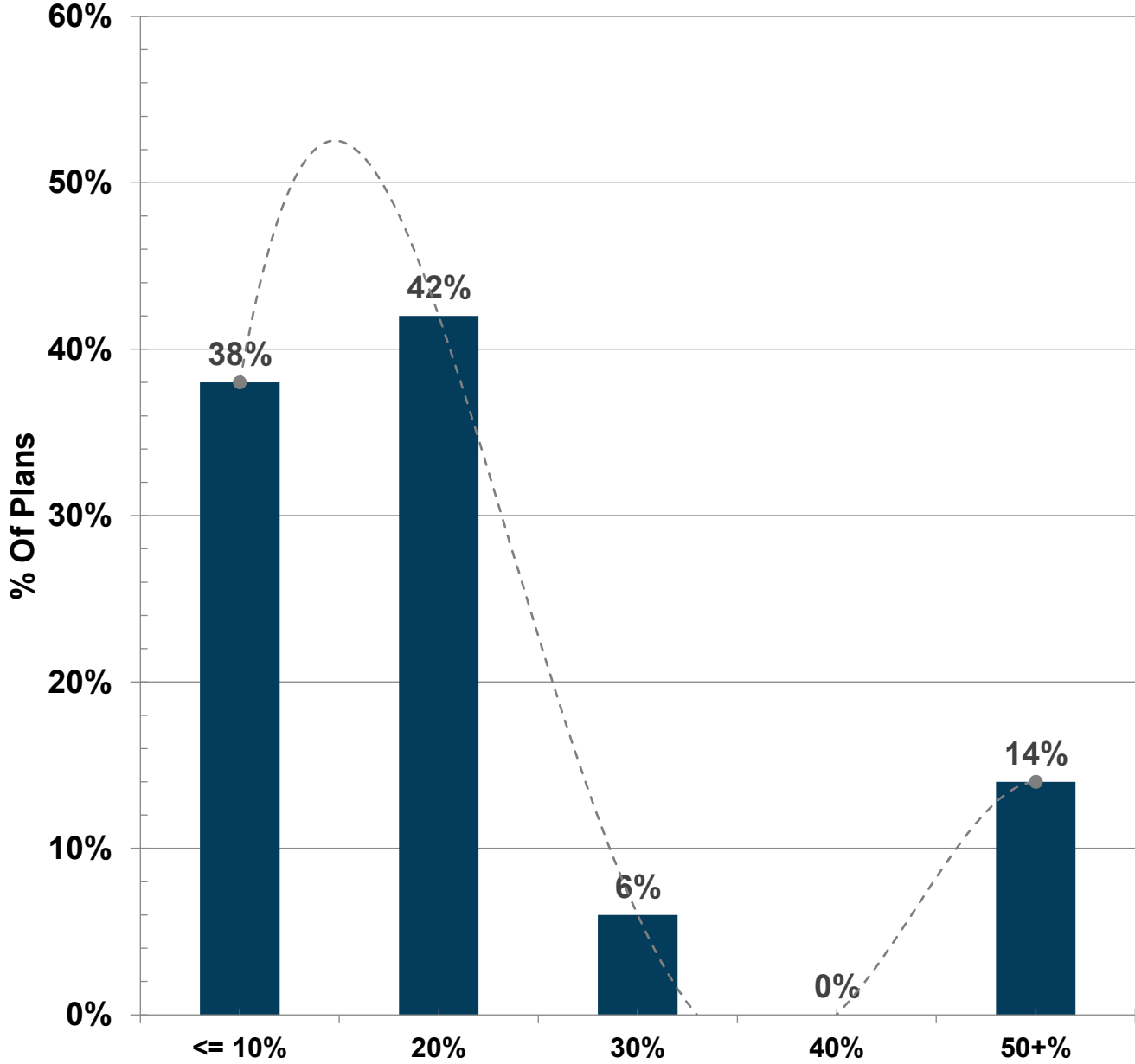


	Indiv Deductible	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$1,500.00	--	--
Client Weighted Average By Enrollment	\$1,434.93	▼ 4%	48%
\$500 Ded HMO Custom	\$500.00	▼ 67%	23%
\$3000 Ded HSA	\$3,000.00	▲ 100%	86%
\$3000 Ded BCO HSA	\$3,000.00	▲ 100%	86%
\$1500 Ded HSA	\$1,500.00	0%	50%
\$1500 Ded BCO HSA	\$1,500.00	0%	50%

	Family Deductible	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$3,000.00	--	--
Client Weighted Average By Enrollment	\$2,888.36	▼ 4%	48%
\$500 Ded HMO Custom	\$1,000.00	▼ 67%	24%
\$3000 Ded HSA	\$6,000.00	▲ 100%	86%
\$3000 Ded BCO HSA	\$7,800.00	▲ 160%	96%
\$1500 Ded HSA	\$3,000.00	0%	50%
\$1500 Ded BCO HSA	\$3,000.00	0%	50%

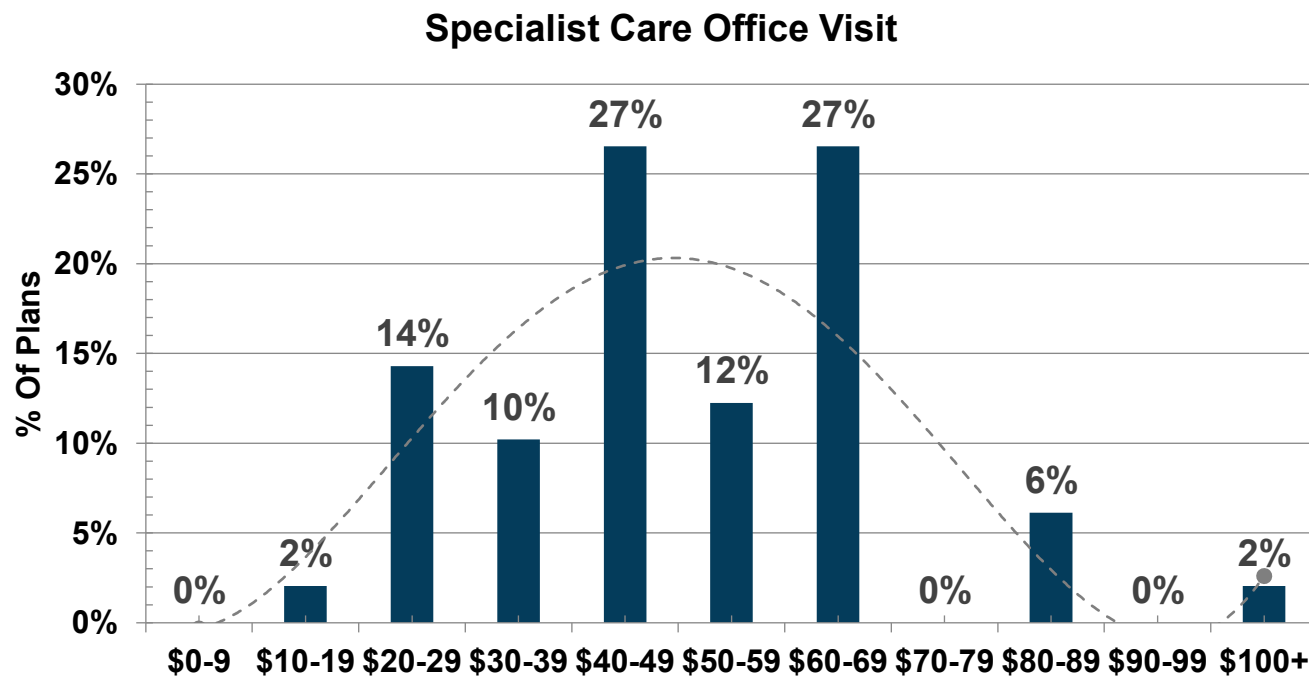
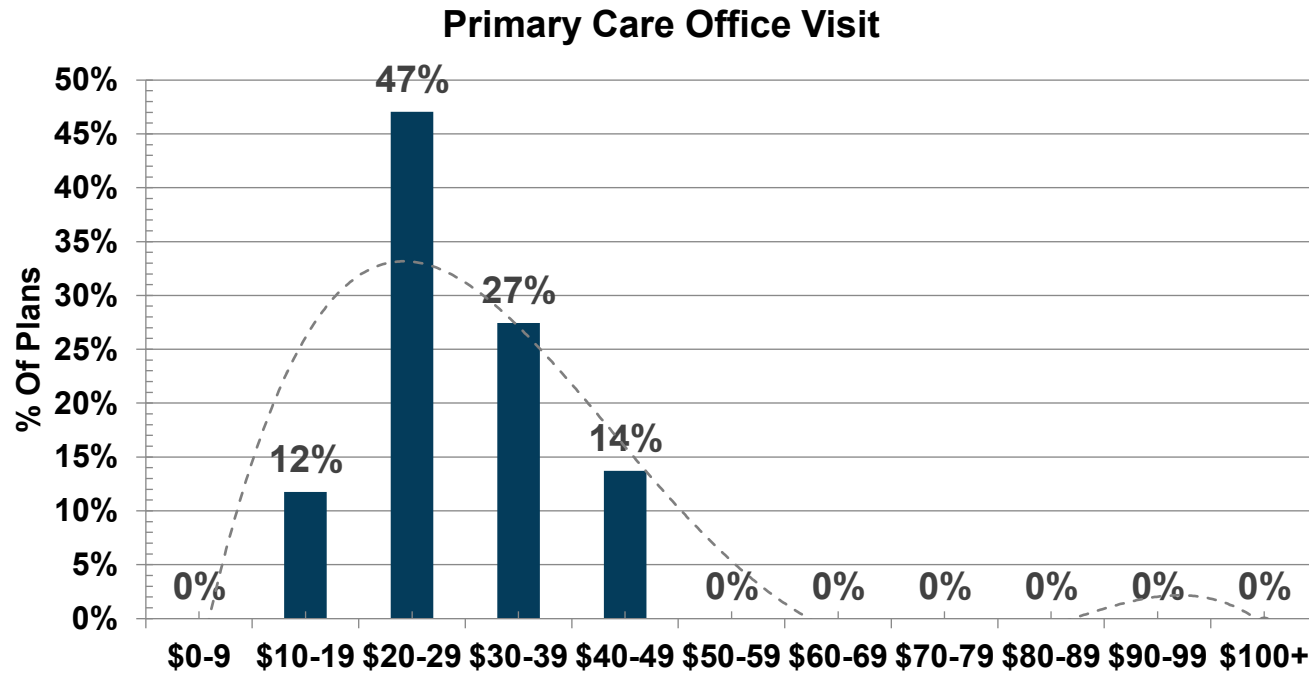
Plan Design Benchmarking: Medical: In Network – Coinsurance

Coinsurance Amount



	Amount	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	20%	--	--
Client Weighted Average By Enrollment	0%	▼ 100%	0%
\$500 Ded HMO Custom	0%	▼ 100%	0%
\$3000 Ded HSA	0%	▼ 100%	0%
\$3000 Ded BCO HSA	0%	▼ 100%	0%
\$1500 Ded HSA	0%	▼ 100%	0%
\$1500 Ded BCO HSA	0%	▼ 100%	0%

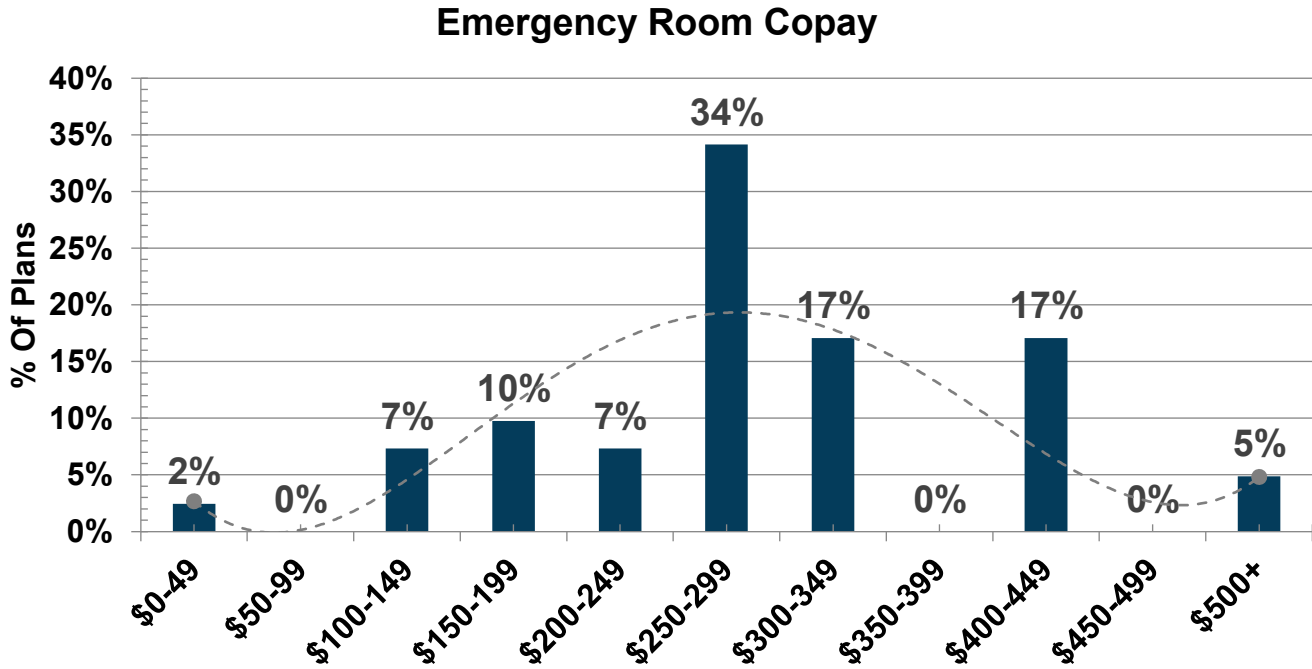
Plan Design Benchmarking: Medical: In Network – Physician Office Visits



	Copay	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$25.00	--	--
Client Weighted Average By Enrollment	\$3.15	▼ 87%	0%
\$500 Ded HMO Custom	\$20.00	▼ 20%	26%
\$3000 Ded HSA	\$0.00	▲ 0%	0%
\$3000 Ded BCO HSA	\$0.00	▲ 0%	0%
\$1500 Ded HSA	\$0.00	▲ 0%	0%
\$1500 Ded BCO HSA	\$0.00	▲ 0%	0%

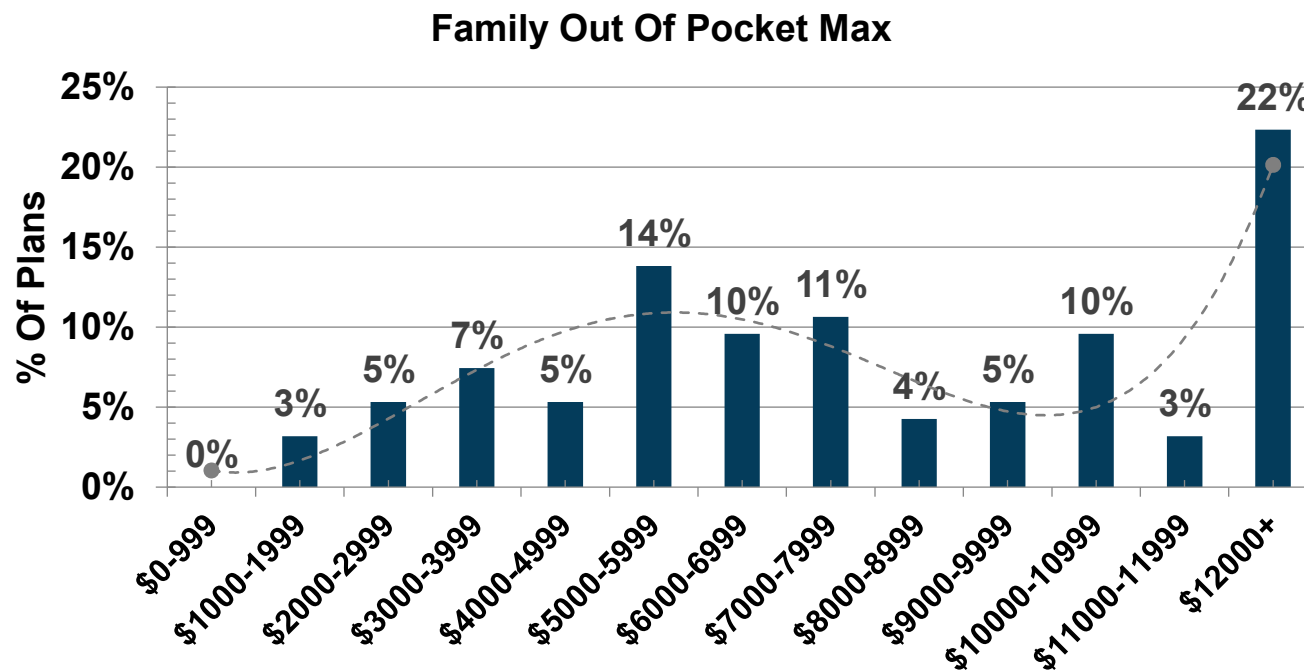
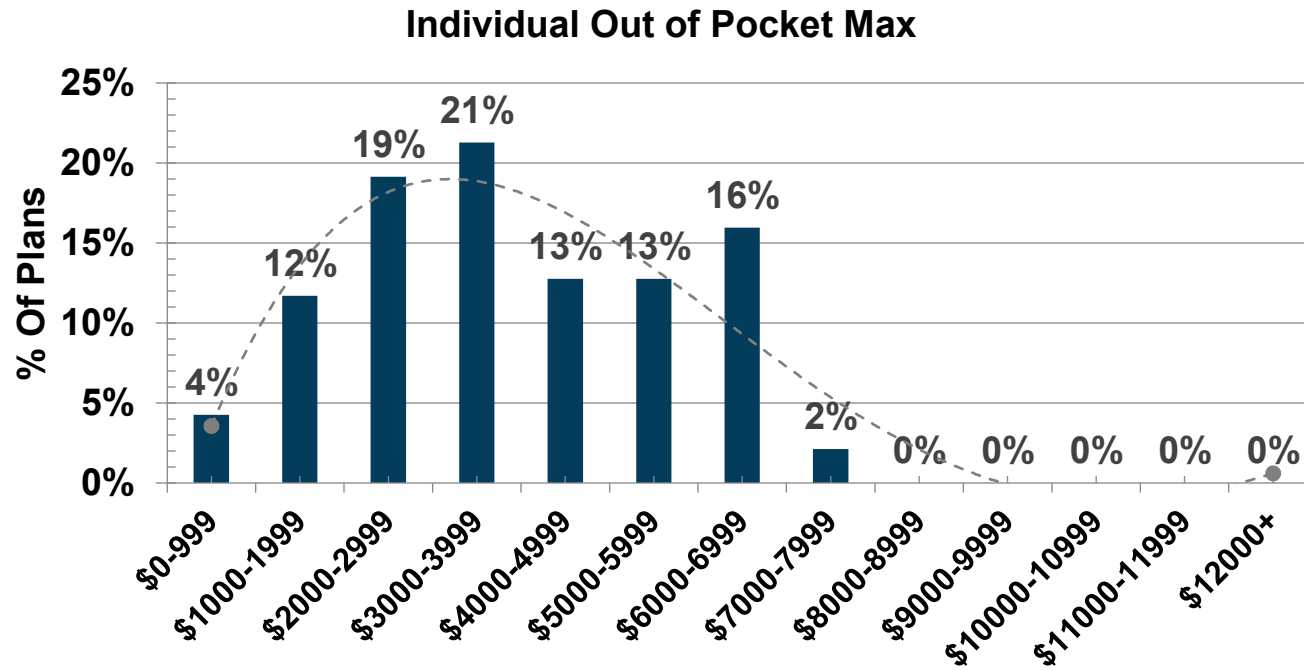
	Copay	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$45.00	--	--
Client Weighted Average By Enrollment	\$6.30	▼ 86%	1%
\$500 Ded HMO Custom	\$40.00	▼ 11%	39%
\$3000 Ded HSA	\$0.00	▲ 0%	0%
\$3000 Ded BCO HSA	\$0.00	▲ 0%	0%
\$1500 Ded HSA	\$0.00	▲ 0%	0%
\$1500 Ded BCO HSA	\$0.00	▲ 0%	0%

Plan Design Benchmarking: Medical: In Network – ER Visits



	Copay	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$250.00	--	--
Client Weighted Average By Enrollment	\$279.45	▲ 12%	59%
\$500 Ded HMO Custom	\$300.00	▲ 20%	64%
\$3000 Ded HSA	\$300.00	▲ 20%	64%
\$3000 Ded BCO HSA	\$0.00	▲ 0%	0%
\$1500 Ded HSA	\$300.00	▲ 20%	64%
\$1500 Ded BCO HSA	\$0.00	▲ 0%	0%

Plan Design Benchmarking: Medical: In Network – Out of Pocket Maximums

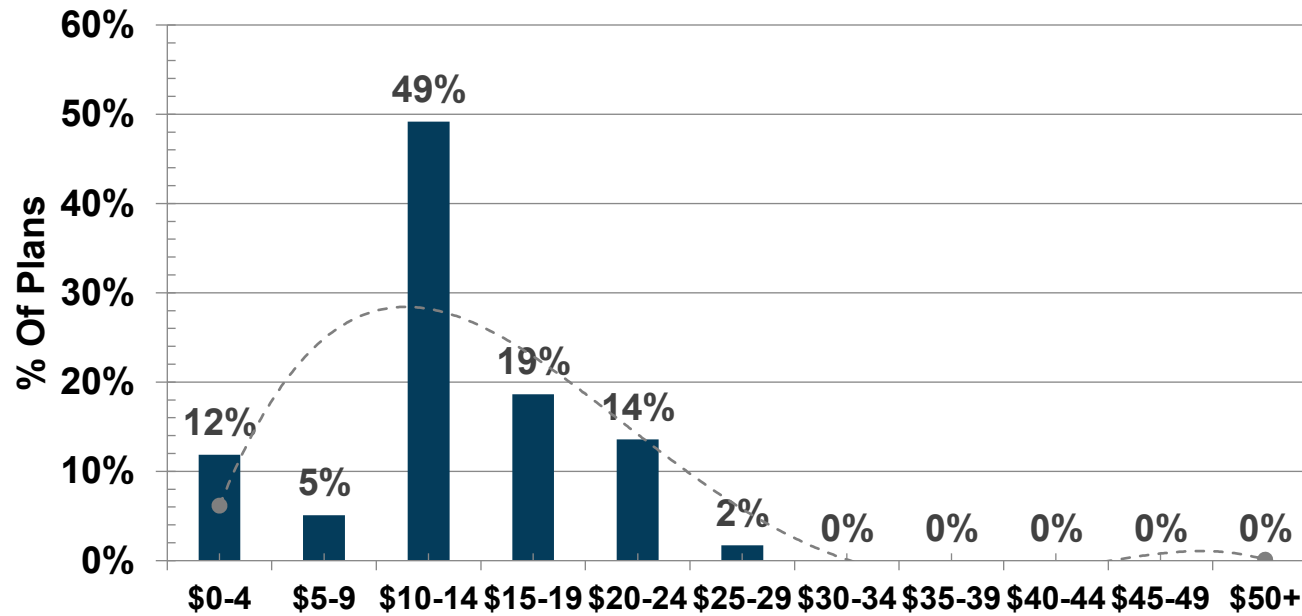


	Indiv Out of Pocket Max	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$3,500.00	--	--
Client Weighted Average By Enrollment	\$2,883.56	▼ 18%	37%
\$500 Ded HMO Custom	\$2,000.00	▼ 43%	21%
\$3000 Ded HSA	\$3,800.00	▲ 9%	56%
\$3000 Ded BCO HSA	\$3,000.00	▼ 14%	39%
\$1500 Ded HSA	\$3,000.00	▼ 14%	39%
\$1500 Ded BCO HSA	\$3,000.00	▼ 14%	39%

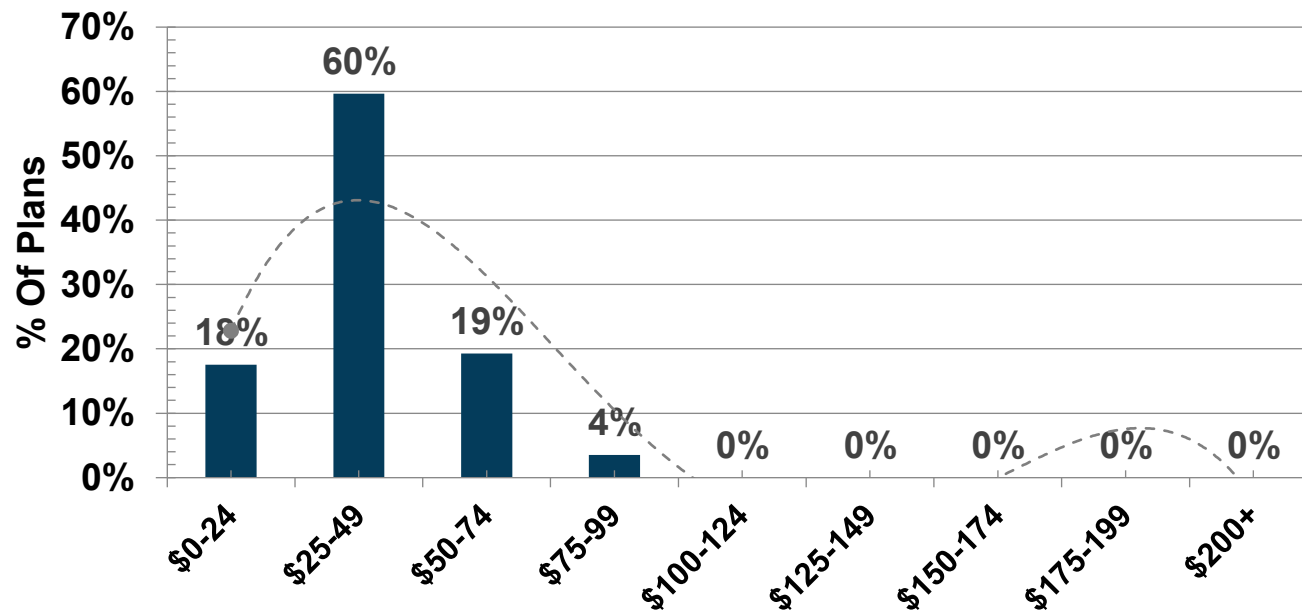
	Fam Out of Pocket Max	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$7,000.00	--	--
Client Weighted Average By Enrollment	\$5,734.25	▼ 18%	37%
\$500 Ded HMO Custom	\$4,000.00	▼ 43%	22%
\$3000 Ded HSA	\$6,600.00	▼ 6%	46%
\$3000 Ded BCO HSA	\$7,800.00	▲ 11%	58%
\$1500 Ded HSA	\$6,000.00	▼ 14%	40%
\$1500 Ded BCO HSA	\$6,000.00	▼ 14%	40%

Plan Design Benchmarking: Medical: In Network – Pharmacy / RX

Tier 1 RX Copay



Tier 2 RX Copay



	Copay	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$10.00	--	--
Client Weighted Average By Enrollment	\$9.90	▼ 1%	49%
\$500 Ded HMO Custom	\$10.00	0%	50%
\$3000 Ded HSA	\$10.00	0%	50%
\$3000 Ded BCO HSA	\$0.00	▲ 0%	0%
\$1500 Ded HSA	\$10.00	0%	50%
\$1500 Ded BCO HSA	\$10.00	0%	50%

	Copay	% Above or Below Market	% Of Plans In Market With Better Benefits Than Your Plan
Market Median	\$35.00	--	--
Client Weighted Average By Enrollment	\$39.59	▲ 13%	61%
\$500 Ded HMO Custom	\$40.00	▲ 14%	62%
\$3000 Ded HSA	\$40.00	▲ 14%	62%
\$3000 Ded BCO HSA	\$0.00	▲ 0%	0%
\$1500 Ded HSA	\$40.00	▲ 14%	62%
\$1500 Ded BCO HSA	\$40.00	▲ 14%	62%



Thank You For Your Time



MONTHLY MEDICAL INSURANCE REPORT

FY 23

	Non-Union		Total Enrolled		Annual ER Plan Cost
	Union	Union	May-23	Jun-23	
HMO EE	13	10	23	23	\$7,745.65
HMO FAM	6	12	18	18	\$14,630.77
H.S.A. \$1500 EE	74	46	122	120	\$11,827.61 *
H.S.A. \$1500 FAM	43	51	94	94	\$22,507.70 *
H.S.A. \$3000 EE	1	2	3	3	\$10,898.27 *
H.S.A. \$3000 FAM	5	4	9	9	\$20,752.13 *
BC Options \$1500 EE	5	0	5	5	\$11,311.26 *
BC Options \$1500 FAM	1	5	6	6	\$21,532.29 *
BC Options \$3000 EE	2	3	5	5	\$10,381.70 *
BC Options \$3000 FAM		0	0	0	\$19,776.49 *
Total Enrolled	150	133	285	283	

Dental EE	181
Dental Family	188

Total Enrolled 369

Retirees/COBRA (12/1/22 -11/30/23) (55 Retirees / 1 COBRA)			
Vision	Family	14	1144.58
Vision	Single	18	743.42
Medical	Family	2	19,483.79
Medical	Single	13	52,454.77
Dental	Family	37	9,246.98
Dental	Single	20	14,465.68
TOTAL			97,539.22

NOTES:

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

FY 23 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,462,308

59.01% of total budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals	BUDGET per Line item	% of budget
BCBS Medical Premium	467114	896081	424612	438627	453121	431875							\$3,111,429	5,438,252	57.21%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358							\$139,487	381,879	36.53%
BCBS Life Premium	595	612	591	610	615	606							\$3,629	9677	37.50%
Health Savings Account	375	540750	7230	895	5250	4000							\$558,500	597,500	93.47%
FSA Admin Fee	95	95	112	116	109	102							\$627	35,000	1.79%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$0	\$0	\$0	\$0	\$0	\$0	\$3,813,672	6,462,308	59.01%

FY 22 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$6,423,600) 91.44% of budget

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	422061	417593	769160	397470	415868	423977	418344	406923	411574	412983	412883	-4843	\$4,903,995
Met Life Dental Premium	56127	56874	56863	-988	32394	27529	28184	28471	27867	27921	28245	-250	\$369,237
BCBS Life Premium	601	613	604	619	591	622	623	622	608	616	610	616	\$7,344
Health Savings Account	625	547000	4125	9625	8125	2875	3250	6375	3500	4375	750	750	\$591,375
FSA Admin Fee	0	792	98	105	105	201	98	102	102	105	102	98	\$1,906
TOTALS	\$479,415	\$1,022,872	\$830,850	\$406,831	\$457,083	\$455,203	\$450,499	\$442,493	\$443,651	\$446,000	\$442,589	-\$3,629	\$5,873,857

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

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

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KENDALL COUNTY HUMAN RESOURCES DEPARTMENT JUNE 5, 2023 REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE

Here are a few highlights from the Human Resources Department during the month of May:

COMPLIANCE & RISK MANAGEMENT:

- HR Director Johnson attended ICRMT's two-day Member Conference in Springfield.
- Continue working on development and implementation of Executime.
- Received results of EEO-4 survey and request to update emergency contact information for all County department employees and data entry of information received.
- Trainings completed this month: defensive driving training and cybersecurity training for County department staff.
- Conducted an inventory of all vehicles currently listed on County's auto insurance and made necessary corrections; continue working on locating titles for all vehicles on County's auto insurance.
- Attended an introductory meeting with the new Veteran's Assistance Commission (VAC) Superintendent to discuss human resources and risk management services available for the VAC and working with VAC to ensure compliance with applicable state and federal laws and regulations.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- Completed recruitment and interviews for new Economic Development Coordinator position.
- Completed recruitment for new HR Generalist position. Will begin interviews in June.
- Began recruitment for new County Administrator. Application deadline is 6/23/23.
- Updated multiple job descriptions for Kendall County departments.
- Summer Internship Program is in full swing! 8 interns have begun their internship. 1 additional intern begins the week of June 12th. Starting recruitment for fall internships.

EMPLOYEE ENGAGEMENT:

- Completed Military Appreciation Month fundraiser. Approximately 100 RED shirts sold as of 6/1/23.
- Community Outreach Committee held its first community service project: Color the County with Kindness on 6/4/23.
- Kendall County is now a certifying organization for the President's Volunteer Service Awards!
- Employee service awards to be presented at June 27th County Board meeting.
- July will be Employee Appreciation Month. Movie in the Park scheduled for 7/20/23 at 6 p.m. at Venue 1012 in Oswego. More details to follow!

LABOR RELATIONS:

- Preparations for upcoming bargaining at end of 2023 for Patrol Deputies (FOP) and County Clerk's Office (Teamsters Local #330). Circuit Clerk's Office's (AFSCME) union contract also expires on 11/30/2023.

ILLINOIS COUNTIES RISK MANAGEMENT TRUST

Workers' Compensation Audit



Kendall County

PRESENTED BY:

Alliant Insurance Services, Inc

POLICY YEAR:

DEC 01, 2021 - DEC 01, 2022

POLICY NUMBER:

P1-1000040-2122-01

INVOICE DATE:

05/11/2023

ADMINISTERED BY:



COVERAGE SUMMARY: WC PREMIUM CALCULATION

CODE	CLASSIFICATION	RATE	ANNUAL ESTIMATED PAYROLL	ESTIMATED MANUAL PREMIUM	AUDIT PAYROLL	AUDITED MANUAL PREMIUM
0083	Farm: Cattle or Livestock Raising NOC & Drivers	5.16	\$0	\$0	\$0	\$0
5506	Street & Road	9.22	\$564,895	\$52,083	\$606,061	\$55,879
5606	Contractor - Supervisor	2.03	\$0	\$0	\$0	\$0
7380	School Bus Drivers	6.81	\$17,897	\$1,219	\$25,106	\$1,710
7720	Law Enforcement	7.42	\$10,004,228	\$742,314	\$9,811,105	\$727,984
8601	Architect/Engineer	0.38	\$223,434	\$849	\$223,807	\$850
8810	Clerical	0.50	\$5,454,524	\$27,273	\$5,555,434	\$27,777
8820	Attorney - All Employees & Clerical	0.16	\$2,067,240	\$3,308	\$2,252,230	\$3,604
8831	Animal Control	7.19	\$135,074	\$9,712	\$163,680	\$11,769
8832	Physician/Coroner/Health Department & Clerical	0.47	\$2,358,779	\$11,086	\$2,870,952	\$13,493
8835	Health Dept - Visiting Nurses/Home Health & Clerical	1.56	\$196,906	\$3,072	\$116,241	\$1,813
8868	Teachers/College/Professional	0.39	\$0	\$0	\$0	\$0
9015	Building Operations/Custodial/Maintenance NOC	15.63	\$476,606	\$74,494	\$527,847	\$82,502
9410	Municipal NOC	2.34	\$738,293	\$17,276	\$581,234	\$13,601
TOTALS			\$22,237,876	\$942,684	\$22,733,697	\$940,983

Gross Annual Premium	\$940,983
Increased Limit Multiplier	1.02
Minimum Premium	\$1,000
Experience Modifier	0.75
Schedule Modifier	0.19
Expense Modifier	
Subtotal	\$136,772
Premium Discount	11.00%
Final Audited Premium	\$121,727
Invoiced Policy Premium	\$121,947



AUDIT SUMMARY

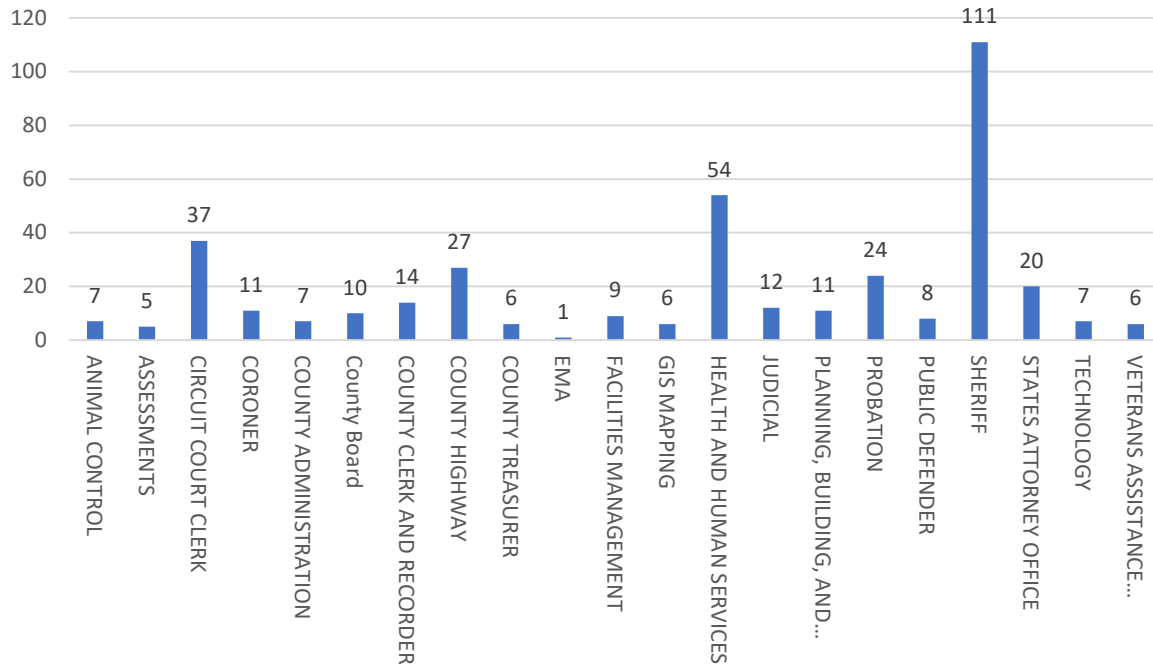
Presented By:
Illinois Counties Risk Management Trust

Named Insured: Kendall County
Policy Number: P1-1000040-2122-01
Policy Year: DEC 01, 2021 - DEC 01, 2022
Invoice Date: 05/11/2023
Invoice Number: 169089

Final Audited Premium	\$121,727
Invoiced Policy Premium	\$121,947
Credit Amount	(\$220)



Current Headcount by Department/Office as of 05/31/2023



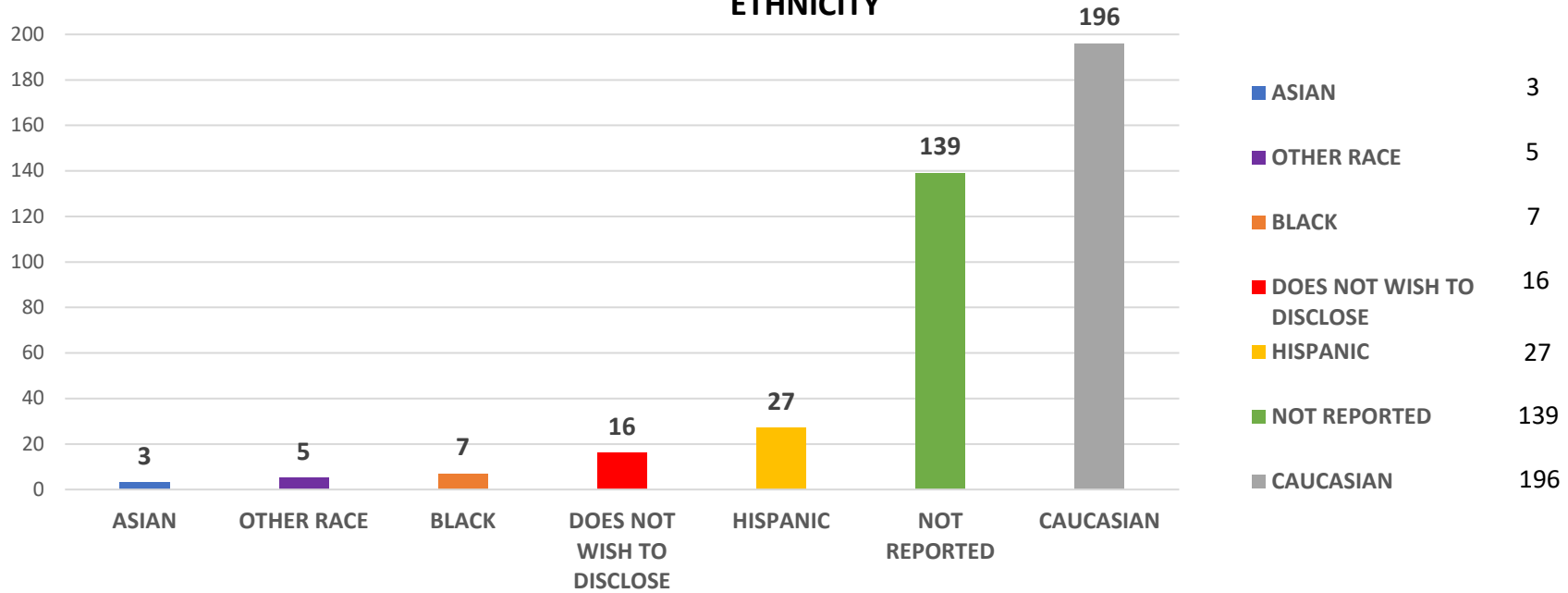
Department/Office	Employee Headcount
ANIMAL CONTROL	7
ASSESSMENTS	5
CIRCUIT COURT CLERK	37
CORONER	11
COUNTY ADMINISTRATION	7
County Board	10
COUNTY CLERK AND RECORDER	14
COUNTY HIGHWAY	27
COUNTY TREASURER	6
EMA	1
FACILITIES MANAGEMENT	9
GIS MAPPING	6
HEALTH AND HUMAN SERVICES	54
JUDICIAL	12
PLANNING, BUILDING, AND ZONING	11
PROBATION	24
PUBLIC DEFENDER	8
SHERIFF	111
STATES ATTORNEY OFFICE	20
TECHNOLOGY	7
VETERANS ASSISTANCE COMMISSION	6
Grand Total	393

Data provided through Tyler Munis Report run on 05/31/2023

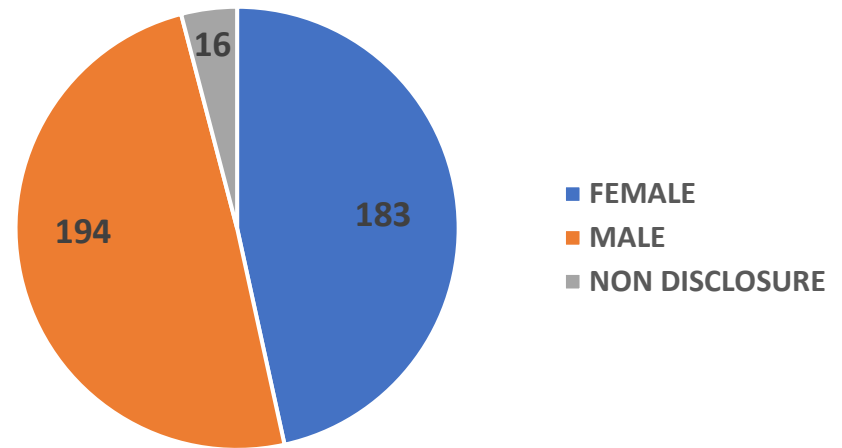
SUMMARY OF MONTHLY REPORT HEADCOUNTS

DEPARTMENT/OFFICE	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
ANIMAL CONTROL	6	7	7	7						
ASSESSMENTS	5	5	5	5						
CIRCUIT COURT CLERK	35	33	36	37						
CORONER	11	11	11	11						
COUNTY ADMINISTRATION	7	7	7	7						
COUNTY BOARD	10	10	10	10						
COUNTY CLERK & RECORDER	14	14	14	14						
COUNTY HIGHWAY	27	27	27	27						
COUNTY TREASURER	7	7	6	6						
EMA	1	1	1	1						
FACILITIES MANAGEMENT	9	9	9	9						
GIS MAPPING	3	3	3	6						
HEALTH AND HUMAN SERVICES	55	54	54	54						
JUDICIAL	12	12	12	12						
PLANNING, BUILDING, AND ZONING	11	11	11	11						
PROBATION	23	24	24	24						
PUBLIC DEFENDER	8	8	8	8						
SHERIFF	114	114	114	111						
STATES ATTORNEY OFFICE	20	21	20	20						
TECHNOLOGY	7	7	7	7						
VETERANS ASSISTANCE COMMISSION	6	6	6	6						
TOTALS	391	391	392	393						

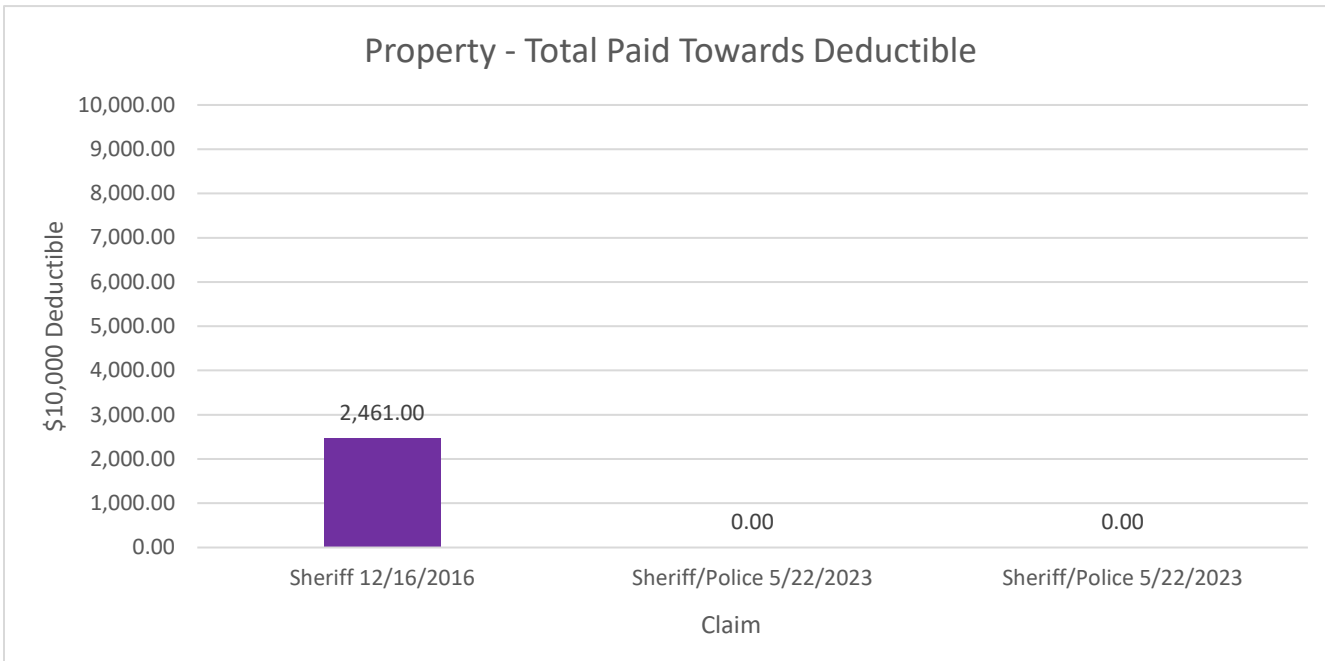
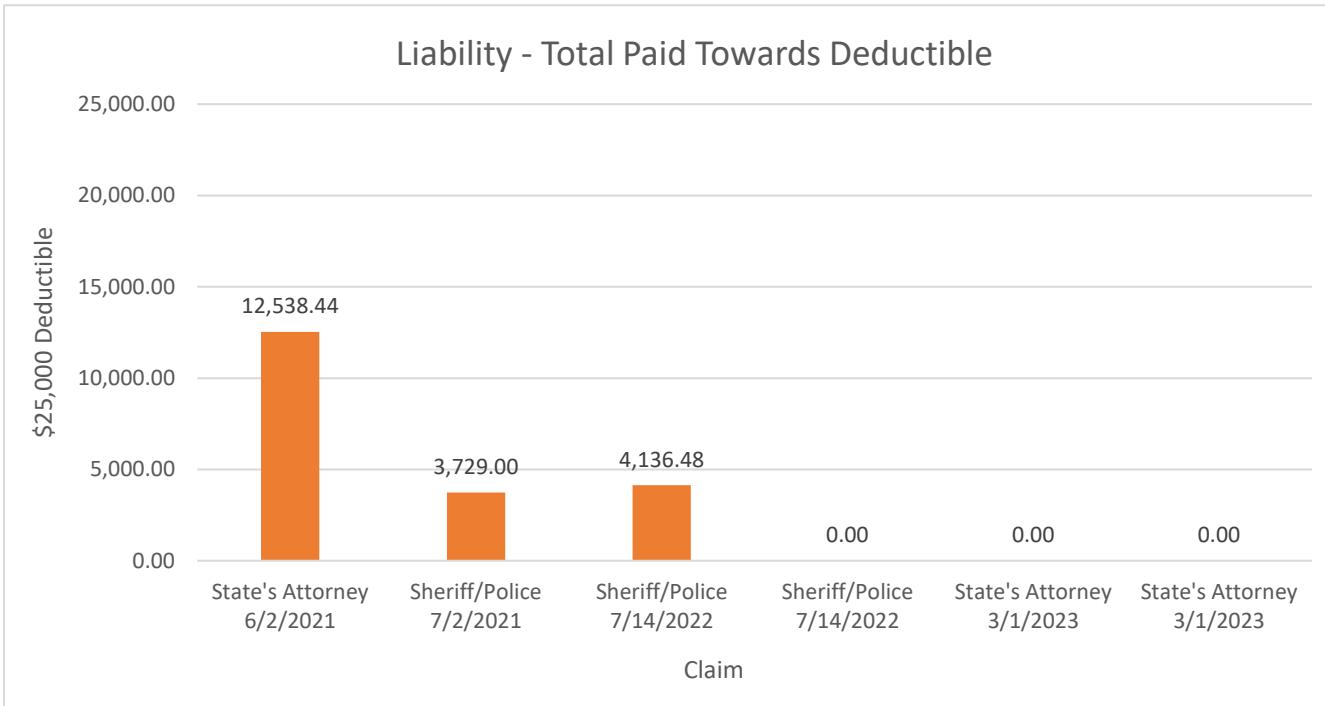
ETHNICITY



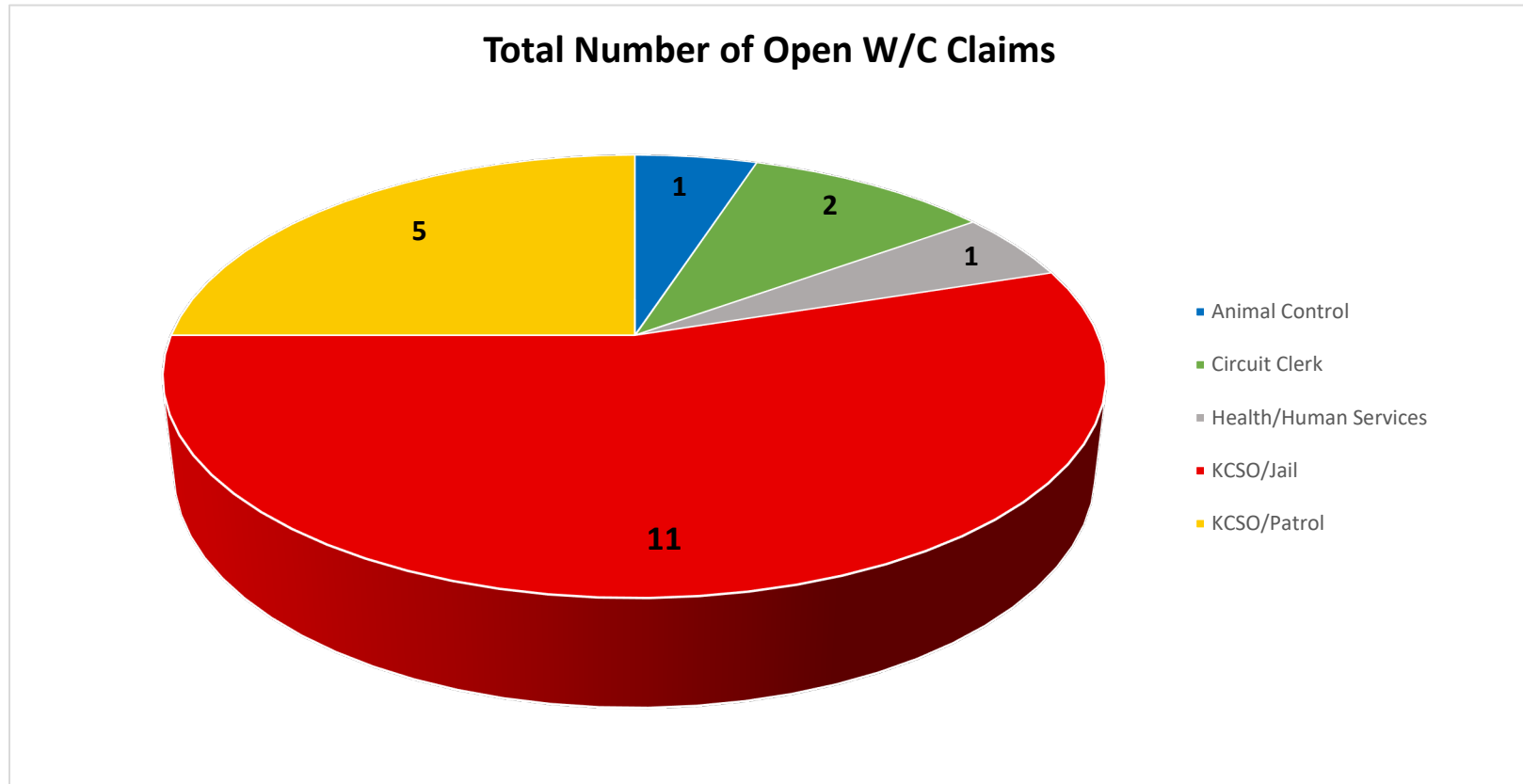
GENDER



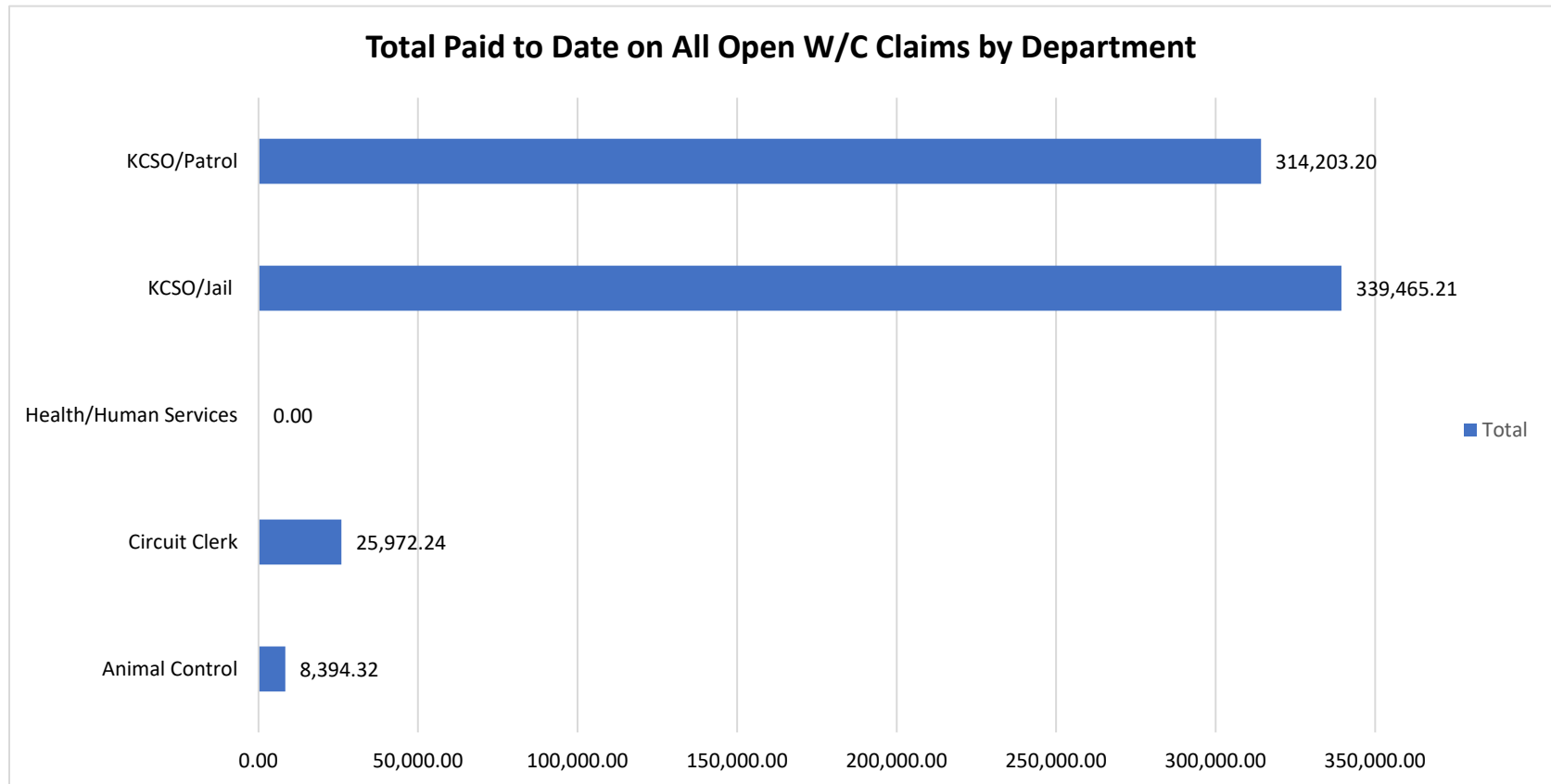
Data provided through Tyler Munis Report run on 05/31/2023



Kendall County Human Resources & Insurance Committee
Monthly Report for Open Workers' Compensation Claims as of 05/31/2023



Kendall County Human Resources & Insurance Committee
Monthly Report for Open Workers' Compensation Claims as of 05/31/2023



Kendall County Human Resources & Insurance Committee

Monthly Report for Open Workers' Compensation Claims as of 05/31/2023

Department	Total Paid	Outstanding Reserves	Deductible	AMOUNT LEFT TO REACH DEDUCTIBLE	Total Incurred	Date Of Loss	Status	Compensability
Animal Control	8394.32	5255.68	250,000	241,606	13,650.00	09/09/22	Open	Compensable
Circuit Clerk	25810.24	49746.39	250,000	224,190	75,556.63	02/22/21	Open	Compensability Determination Pending
Circuit Clerk	162	13944	250,000	249,838	14,106.00	10/01/21	Open	Compensability Determination Pending
Health/Human Services	0	2200	250,000	250,000	2,200.00	04/10/23	Open	Compensable
KCSO/Jail	23123.59	8581.6	250,000	226,876	31,705.19	12/12/17	Open	Compensable
KCSO/Jail	34910.11	54779.28	250,000	215,090	89,689.39	04/02/20	Re-Opened	Compensable
KCSO/Jail	57716.74	24091.84	250,000	192,283	81,808.58	01/02/21	Re-Opened	Compensable
KCSO/Jail	32	4968	250,000	249,968	5,000.00	09/27/21	Open	Denied
KCSO/Jail	131852.24	104353.67	250,000	118,148	236,205.91	01/28/22	Open	Compensable
KCSO/Jail	4859.55	18427.5	250,000	245,140	23,287.05	02/10/22	Re-Opened	Denied
KCSO/Jail	6552.84	407.55	250,000	243,447	6,960.39	04/24/22	Re-Opened	Compensable
KCSO/Jail	326.23	12163.77	250,000	249,674	12,490.00	05/09/22	Re-Opened	Compensable
KCSO/Jail	58564.59	79291.41	250,000	191,435	137,856.00	05/12/22	Open	Compensable
KCSO/Jail	21527.32	24343.78	250,000	228,473	45,871.10	12/30/22	Open	Compensable
KCSO/Jail	0	0	250,000	250,000	0.00	05/23/23	Open	Compensable
KCSO/Patrol	109074.51	45610.47	250,000	140,925	154,684.98	02/17/19	Open	Compensable Partial Medical
KCSO/Patrol	82990.22	136846.17	250,000	167,010	219,836.39	01/22/22	Re-Opened	Compensable
KCSO/Patrol	109551.36	82410.9	250,000	140,449	191,962.26	08/09/22	Open	Compensable
KCSO/Patrol	12084.11	2768.2	250,000	237,916	14,852.31	10/07/22	Re-Opened	Compensable
KCSO/Patrol	503	1697	250,000	249,497	2,200.00	04/08/23	Open	Compensable
TOTALS	688,034.97	671,887.21		4,311,965.03	1,359,922.18			

Kendall County- Excess Liability Limits

Existing- Excess Liability Limits
12/1/2022-12/1/2023

<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>General Liability \$1M Occurrence/\$3M Aggregate</p> <p>ICRMT</p> <p>\$10,000 Deductible</p>	<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>Law Enforcement Liability \$1M Occurrence/\$3M Aggregate</p> <p>ICRMT</p> <p>\$25,000 Deductible</p>	<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>Auto Liability \$1M Combined Single Limit</p> <p>ICRMT</p> <p>\$10,000 Deductible</p>	<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>Public Officials Liability \$1M Occurrence/\$1M Aggregate</p> <p>ICRMT</p> <p>\$50,000 Deductible</p>	<p>Total Liability Limits \$11 Million</p>
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Proposed Excess Liability Limits

<p>\$5 Million Occurrence XS \$16 Million</p> <p>ICRMT</p>	<p>\$5 Million Occurrence XS \$16 Million</p> <p>ICRMT</p>	<p>\$5 Million Occurrence XS \$16 Million</p> <p>ICRMT</p>	<p>\$5 Million Occurrence XS \$16 Million</p> <p>ICRMT</p>	<p>Proposed</p> <p>Annualized Excess Premium: \$46,955</p> <ul style="list-style-type: none"> \$5M Excess \$16M Total Limits: \$21M
<p>\$5 Million Occurrence XS \$11 Million</p> <p>ICRMT</p>	<p>\$5 Million Occurrence XS \$11 Million</p> <p>ICRMT</p>	<p>\$5 Million Occurrence XS \$11 Million</p> <p>ICRMT</p>	<p>\$5 Million Occurrence XS \$11 Million</p> <p>ICRMT</p>	<p>Proposed</p> <p>Annualized Excess Premium: \$38,929</p> <ul style="list-style-type: none"> \$5M Excess \$11M Total Limits: \$16M
<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>General Liability \$1M Occurrence/\$3M Aggregate</p> <p>ICRMT</p> <p>\$10,000 Deductible</p>	<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>Law Enforcement Liability \$1M Occurrence/\$3M Aggregate</p> <p>ICRMT</p> <p>\$25,000 Deductible</p>	<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>Auto Liability \$1M Combined Single Limit</p> <p>ICRMT</p> <p>\$10,000 Deductible</p>	<p>\$10 Million Occurrence XS \$1 Million</p> <p>ICRMT</p> <p>Public Officials Liability \$1M Occurrence/\$1M Aggregate</p> <p>ICRMT</p> <p>\$50,000 Deductible</p>	<p>Existing</p> <p>Annualized Total Program Premium: \$552,273</p> <ul style="list-style-type: none"> \$10M Excess \$1M Total Limits: \$11M

All coverage and exclusions are not included on this page. Please refer to policy for all applicable terms and conditions. Additional limits and/or changes may be available after review and acceptance by insurer.



Recent Illinois Liability Losses



Village of Dolton (Police Pursuit)- A large verdict was issued against the Village of Dolton after a deadly crash involving police in 2016. A Cook County jury awarded the family of the man who died \$10 million, and the man who suffered a traumatic brain injury \$23 million. This case was tried to a **\$33.5 million** verdict in 2022 against the Village of Dolton.



Metropolitan Water Reclamation District MWRD (Contractor Liability)- The MWRD entered into a contract with a service contractor for work to be carried out at the Calumet water reclamation plant. An employee for the contractor suffered severe, career-ending head injuries from a fall while working on the project. The appellate court held that the MWRD's contract with the contractor did not relieve the MWRD's engineer of its responsibility for safety, maintenance, and repairs on the project. MWRD is pay **\$10 million** in 2021.



7-Eleven, Bensenville (Storefront Crash)- 57-year-old suburban man who became a double amputee after a car pinned his legs against the front of a Bensenville 7-Eleven receives a \$91 million settlement payout from the convenient store chain. Personal injury attorneys compelled settlement due to evidence of 15 years of storefront crashes and lack of preventative bollards to protect patrons between storefronts and parking spaces. 7-Eleven agreed to settlement n the amount of **\$91,000,000**.



Village of Richton Park (Excessive Force)- Twelve-year-old boy was shot during a home police raid while sitting on the edge of his bed complying with police orders with his hands raised. The Village of Richton Park paid a **\$12 million settlement**.

**INTERGOVERNMENTAL AGREEMENT FOR
KENDALL COUNTY INSPECTOR GENERAL'S SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT (*“the Agreement”*) is by and between the County of Kendall, a unit of local government of the State of Illinois (*“Kendall County”*), the Kendall County Sheriff Dwight Baird, in his official capacity (*“Sheriff”*), and the Kendall County Forest Preserve District (*“Forest Preserve”*).

WITNESSETH:

WHEREAS, the Constitution of the State of Illinois of 1970, Article VII, Section 10, provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, Kendall County and the Forest Preserve are units of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970 who are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provides that any county may participate in an intergovernmental agreement under this Act notwithstanding the absence of specific authority under the State law to perform the service involved, provided that the unit of local government contracting with Kendall County has authority to perform the service; and

WHEREAS, in an effort to reduce costs to the taxpayers of Kendall County, Kendall County, the Sheriff, and the Forest Preserve (hereinafter collectively referred to as *“the parties”*)

wish to enter into an intergovernmental agreement wherein Kendall County and the Sheriff shall provide certain investigative services to the Forest Preserve; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereafter set forth, the parties agree as follows:

1. INCORPORATION. The foregoing preambles are hereby incorporated into this Agreement as if fully restated in this paragraph 1.

2. INSPECTOR GENERAL'S SERVICES. Kendall County agrees to forward all complaints received about the Forest Preserve's personnel and/or operations to the Forest Preserve for the Forest Preserve's review and processing. Upon request, Kendall County and the Sheriff agree to provide the Kendall County Inspector General's investigative services for investigation of said complaints.

3. REIMBURSEMENT FOR NECESSARY EXPENSES. In consideration for the services to be provided by Kendall County and the Sheriff, the Forest Preserve agrees to promptly reimburse Kendall County and the Sheriff for any out-of-pocket expenses incurred by Kendall County and the Sheriff, which are necessary for the Kendall County Inspector General's investigation.

- a. The parties agree "out-of-pocket expenses" do not include labor costs and Kendall County and Sheriff resource expenses (i.e., computers, networks, telephones, etc.) incurred by Kendall County and the Sheriff while the Inspector General performs the investigative services set forth in this Agreement.
- b. Kendall County and the Sheriff agree to notify the Forest Preserve prior to incurring any billable expense, except in the event of an emergency in which case Kendall County and the Sheriff agree that all expenses not submitted to the Forest Preserve

for reimbursement within one calendar year from the date it was paid by Kendall County and the Sheriff are deemed waived, and Kendall County and the Sheriff are no longer entitled to reimbursement of that expense.

- c. The Forest Preserve shall reimburse Kendall County and the Sheriff for any such expense within thirty (30) calendar days of receipt of an invoice from Kendall County and/or the Sheriff.

4. DURATION. This Agreement shall continue for a period of two (2) years after the parties' execution of this Agreement and will automatically renew for successive additional one (1) year terms. Any party may terminate this Agreement at any time by providing thirty (30) calendar days advance written notice to all other parties.

5. ASSIGNMENT. This Agreement and the rights of the parties hereunder may not be assigned without consent (except by operation of law), and the terms and conditions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto. Nothing in this Agreement, express or implied, is intended to confer upon any party, other than the parties and their respective successors and assignees, any rights, remedies, obligations, or liabilities under or by reason of such agreements.

6. NOTICE. Any notice required or permitted to be given pursuant to this Agreement shall be duly given if sent by certified mail, or courier service and received. As such, all notices required or permitted hereunder shall be in writing and may be given by depositing the same in the United States mail, addressed to the party to be notified, postage prepaid and certified with the return receipt requested. Copies of all notices from all parties must be forwarded to the Kendall County State's Attorney, 807 John Street, Yorkville, Illinois 60560.

If to Kendall County:

Kendall County Board Chairman
111 W. Fox Street
Yorkville, Illinois 60560

If to Sheriff:

Kendall County Sheriff
1102 Cornell Lane
Yorkville, Illinois 60560

If to Forest Preserve:

Kendall County Forest Preserve District President
110 W. Madison Street
Yorkville, Illinois 60560

7. MODIFICATION/SEVERABILITY. This Agreement shall be interpreted and enforced under the laws of the State of Illinois. Any legal proceeding related to enforcement of this Agreement shall be brought in the Circuit Court of Kendall County, Illinois. If any provision of this Agreement shall be declared or found invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall, to the extent possible, be modified by the court in such manner as to be valid, legal and enforceable so as to most nearly retain the intent of the parties, and, if such modification is not possible, such provision shall be severed from this Agreement, and in either case the validity, legality, and enforceability of the remaining provisions of this Agreement shall not in any way be affected thereby.

8. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the parties as it relates to investigative services to be provided by the Kendall County Inspector General to the Forest Preserve, and there are no other promises or conditions in any other agreement whether oral or written related to these services. Except as stated herein, this Agreement supersedes and revokes any other prior written or oral agreements or letters of cooperation between the parties regarding this subject matter and may not be further modified except in writing and signed by all parties.

9. **VALID SIGNATURES.** Kendall County, the Sheriff, and the Forest Preserve each hereby warrant and represent that their respective signatures set forth below have been, and are on the date of this Agreement, duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Intergovernmental Agreement to be executed by their duly authorized officers on the ___ day of _____, 20__.

County of Kendall, Illinois

Kendall County Forest Preserve District

By: _____
Chair, Kendall County Board

By: _____
President, Kendall County Forest Preserve District

Attest:

Attest:

County Clerk

Secretary

Kendall County Sheriff Dwight Baird, in his official capacity

By: _____
Kendall County Sheriff

NEW PROPOSED POLICY FOR COUNTY HANDBOOK

Section 9.5. Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures

A. Purpose

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

B. Scope

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed, or physically moved from a secure location from the County. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

C. Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use, and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

D. Proper Access, Use, and Dissemination of CHRI

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

E. Personnel Security Screening

Access to CJI and/or CHRI is restricted to authorized personnel. Authorized personnel is defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI data. Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel with who have direct access to CJI, those who have

direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI. Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

F. Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

G. Physical Security

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The County will maintain and keep current a list of authorized personnel. All physical access points into the County's secure areas will be authorized before granting access. The County will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the County from physical, logical and electronic breaches.

H. Media Protection

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The County shall securely store electronic and physical media within physically secure locations or controlled areas. The County shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted.

I. Media Transport

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. The County shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

J. Media Sanitization and Disposal

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, printouts, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by the County.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using County approved shredders.
- 2) placed in locked shredding bins for a County authorized shredding service to come on-site and shred, witnessed by County personnel throughout the entire process.
- 3) incineration using County approved incinerators or witnessed by County personnel onsite at the approved incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard drives, etc.) shall be disposed of by one of the following methods:

- 1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the County's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

K. Account Management

The County shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The County shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or their designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

L. Remote Access

The County shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an County's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet).

The County shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The County shall control all remote accesses through managed access control points. The County

may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

M. Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the County has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements set forth in this policy.

N. Reporting Information Security Events

The County shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the County shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of the County's assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

O. Policy Violation/Misuse Notification

Violation of any of the requirements contained in this Policy or any violations of Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, possible civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in this Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or possible prosecution in the case of criminal activity.

NEW PROPOSED POLICY FOR COUNTY HANDBOOK

Section 9.6. Generative Artificial Intelligence (AI) Chatbot Usage Policy

A. Purpose

With the increasing popularity of generative AI chatbots such as OpenAI's ChatGPT and Google's Bard, it has become necessary to outline the proper use of such tools while working with the Employer. While we remain committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI chatbots and want to ensure responsible use. Our goal is to protect employees, Executives, the public, and Kendall County from harm.

B. Overview

While AI chatbots can be used to perform a variety of functions, this policy addresses only the use of a web-based interface to ask or "prompt" the chatbot in a conversational manner to find answers to questions or to create or edit written content.

Some examples of what could be created using an AI chatbot include:

- Emails and letters.
- Blog posts, reports and other publications.
- Sales and advertising copy.
- Policies and job descriptions.
- Spreadsheet calculations.
- Foreign language translations.
- Coding development or debugging.
- Document or information sorting.
- Outlines or summaries of internal or external information.

There are, however, risks in using this technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary information or sensitive information about an employee, elected official, a member of the public, etc., when interacting with the chatbot. Additionally, the accuracy of the content created by these technologies cannot be relied upon, as the information may be outdated, misleading or—in some cases—fabricated.

C. Eligibility

This policy applies to all employees and to all work associated with the Employer that those employees perform, whether on or off the Employer's premises.

D. Policy

The use of generative AI chatbots will be allowed while performing work for the Employer, provided such use complies with this Policy and all other policies set forth in this

Employee Handbook. Kendall County email addresses, credentials and phone numbers cannot be used to create an account with these technologies. No proprietary data and/or any other confidential data may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI chatbots should discuss the parameters of their use with their applicable Executive. Executives may approve, deny, or modify those parameters as best meets the Employer's policies, legal requirements, and other operational needs.

All AI chatbot-generated content must be properly cited, as must the use of AI chatbot-generated content when used as a resource for the employee's work, except for general correspondence such as email.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the chatbot, that information cannot be used for work purposes.

Any violation of this policy will result in disciplinary action, up to and including termination of employment.

E. Training

All employees using AI chatbots for work purposes must be trained on the proper use of these technologies before using them. All questions related to this training should be addressed with the applicable Human Resources Representative and/or the Director of Kendall County's Information, Communication and Technology Department.

F. Ethical Use

Employees must use generative AI chatbots in accordance with all the Employer's conduct and antidiscrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory, or otherwise harmful to others or to the Employer. Such use will result in disciplinary action, up to and including termination of employment.

G. Monitoring

The Employer's Technology and Record Retention Policies set forth in this Employee Handbook still apply when using generative AI chatbots with the Employer's equipment.

KENDALL COUNTY, ILLINOIS

SEPARATION OF EMPLOYMENT/FINAL PAYCHECK FORM

To ensure that you timely receive your final paycheck, please complete this form and email it to Benefits@kendallcountyil.gov **at least two (2) business day before your last day of employment.**

Last Name: _____	First Name: _____
ID #: ¹ _____	Job Title: _____
Job Title: _____	Department/Office: _____
Last Day of Work: _____	Last Day of Employment: _____

Employee's Contact Information:

Mailing Address: _____

Telephone #: _____

Personal Email: _____

Any updates to the above should be sent to Benefits@kendallcountyil.gov

Please review and initial to confirm your understanding:

_____ Your final paycheck will include all accrued but unused vacation and compensatory time pursuant to Kendall County's policies. **To review your final vacation and compensatory balances, please request the information from your supervisor before your last day of employment.**

_____ By initialing here, you authorize Kendall County to establish an account for you to access your final paystub and tax information in the Employee Self Service Portal. **This account will not be established until you complete this entire form and email it to: Benefits@kendallcountyil.gov.**

Your account's username will be your employee ID #. The ICT Department will email your temporary password to your personal email address listed above within two (2) weeks after receipt of your completed form. If you do not receive it, please email TechnologyServices@kendallcountyil.gov.

Please check one to confirm how you would like to receive your final paycheck:

_____ I would like my final check to go via direct deposit to the account on file with payroll.

_____ I will pick up my final paycheck at the Kendall County Treasurer's Office. I will contact the Kendall County Treasurer's Office to arrange a time to pick up my final paycheck.

_____ Please send my final paycheck to the mailing address set forth above via U.S. mail.

Employee's Signature

Date Signed

FOR ADMINISTRATIVE USE ONLY

Date received by Payroll: _____

Initials: _____

¹ Your Employee ID # can be found in the Employee Self Service Portal under "Personal Information".



**KENDALL COUNTY, ILLINOIS
PERSONNEL FILE REVIEW REQUEST FORM**

Requester's Name: _____

Mailing Address: _____

Telephone: _____ **Email address:** _____

Employment Status: ___ Current Employee ___ Former Employee

As provided by the Illinois Personnel Records Review Act (820 ILCS 40/0.01 et seq.), I hereby request (check one):

- An opportunity to review and/or copy the documents from my personnel records listed below pursuant to 820 ILCS 40/2.
- Because I am unable to review my personnel records at my employing unit, I request pursuant to 820 ILCS 40/2 that you send me a copy of the documents from my personnel records listed below. I understand that I will be charged for the actual cost of copying these documents, as provided in 820 ILCS 40/3.
- Because a grievance is pending, I ask that the following representative be granted an opportunity to review the documents listed below on my behalf pursuant to 820 ILCS 40/5:
_____.

The documents I wish to inspect and/or copy are as follows (check one):

- Any personnel documents which are, have been or are intended to be used in determining my qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action except as provided in Section 10 of the Personnel Records Review Act.
- Only these selected documents (clearly identify specific items you wish to inspect):

Signature of Requesting Employee: _____

FOR OFFICE USE ONLY: *to be completed by Kendall County Human Resources Department*

Date and Time Request Received: _____ **Processed by:** _____

ACKNOWLEDGMENT OF RECEIPT: *to be completed by recipient upon receipt of above request records.*

By signing below, I certify that I received a copy of the requested records on _____, 20____.

Recipient's Printed Name: _____ **Recipient's Signature:** _____

Please send completed request form to HRDepartment@kendallcountyil.gov.