

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, March 4, 2024, at 5:30 p.m.

Call to Order

The meeting was called to order by Committee Chair Ruben Rodriguez at 5:30pm.

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Here		
Jason Peterson	Here		
Elizabeth Flowers	Here		
Zach Bachmann	Here		
Matt Kellogg	Here		

With 5 members present a quorum was established.

Staff Present: Leslie Johnson, Payton Karlovich, and Amanda Pazdan

Approval of Agenda – Member Peterson made a motion to approve the agenda, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

Approval of Minutes- Member Kellogg made a motion to approve the February 5, 2024, minutes, second by Member Flowers. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

Committee Reports and Updates –

A. Monthly Benefits Report

Kendall County Deputy Treasurer provided a monthly insurance report to the Committee. (Report included in packet).

B. Monthly Human Resources Department Report

Human Resource Director, Leslie Johnson, updated the Committee on highlights throughout the month of February. (Report included in packet.)

HR department assisted elected and appointed offices with implementation of NeoGov Training portal. All departments have access to utilize the program.

Staff has been busy working on the 2024 Summer Internship program. Staff also attended the very first job and intern fair at Northern Illinois University on February 21, 2024. Aurora University has also invited the Human Resource Department to be part of their Career Fair on March 20, 2024.

The Employee Service awards will be presented at the March 20, 2024, County Board Meeting.

Committee discussion talking points:

- There are a few paid internships. Not all positions are paid but are eligible for school credit.

- Some County offices are allowing High School students to join in the Internship program. Yorkville High School has an internship program that their students can go through.

C. Executime & Tyler Munis Update

Human Resource Generalist, Payton Karlovich, updated the committee on the Time and Attendance (Executime) Phase 2 timeline. With the help of Technology Director, Matt Kinsey, Tyler Munis was able to give support to staff regarding the syncing of the test environment to the live environment. With the updated system staff are now able to move through the timeline a little faster. (Timeline provided in packet)

New Committee Business –

A. *PRESENTATION: Kendall County Employee Benefits: Planning for 2025

Human Resource Director, Leslie Johnson, presented to the committee on brokerage services options for 2025 . A copy of the PowerPoint presentation was provided to the committee.

Kendall County is currently in contract with Horton Group, Inc since July 1, 2019. The current contract expires on June 30, 2024. The fee for the contract is \$3,693 per month. The contract has the option to renew for two additional one-year terms with a 3% increase per year.

The monthly service fee includes:

- Strategic planning and marketing insight
- Financial and benefit analytics
- Employee benefits compliance support
- Human Resource assistance
- Worksite wellness initiatives
- Employee claims, billing advocacy, and administration assistance

Ms. Johnson presented three options for planning purposes for the upcoming year.

- **Option 1:** Renew with the Horton Group, Inc-

Pros to continue with The Horton Group: The Horton Group would continue to provide the same services and maintain the pre-existing relationship and services. Horton will provide the County with a mid-year and annual report.

Cons to continue with the Horton Group: Renewing with Horton the rate increases by 3% which equals no reduction in brokerage fees. The broker offers a limited scope of services to assist the county with cost containment solutions. And no additional information is provided to the county at any other time during the year.

- **Option 2:** Issue request for proposal for employee benefits insurance brokerage services-

Pros of issuing an RFP: The county could receive several quotes which could result in brokerage fee savings. RFP is an opportunity to research and review the current marketplace for insurance brokers and an opportunity for the County to develop and expand its brokerage services to assist with cost containment.

Cons of issuing an RFP: It is unknown what quotes the County will receive so there is no guarantee of rate savings next year. There is uncertainty with a new provider, and the time and resources required to complete RFP process (preparation and issuance of RFP, vetting brokers, contract negotiations, etc)

- **Option 3**: Join a municipal insurance pool (IPBC)- IPBC is a partnership of local government entities in Illinois that are committed to the philosophy of risk pooling and working together to provide cost-effective health and related benefits to our employees and their families. IPBC was established in 1979 and has grown from 8-162 member entities, as of January 1, 2024, and covers over 20,000 employees and retirees. IPBC is open to municipalities, Counties, Special Districts, and Intergovernmental Agencies. New members are admitted by majority vote of the Executive Board for a 1-year membership term (July 1 Renewal). Members own their own cooperative. Each member appoints a delegate to the Board of Directors or sub-pool Board. IPBC members include- Boone County, Dekalb County, DuPage County Forest Preserve, Lake County, Lee County, McHenry County, Village of Montgomery, Village of Oswego, and Oswego Park District, & Village of Plainfield.

Kendall County currently has a 6.28% increase in a 5-year trend while IPBC has a 3.50% increase (2.78% savings). IPBC estimated a savings of over \$3.7 million in a 5-year period. Committee members discussed savings for employee premium rates along with savings as a member. There would be no change to the network. Employees would still have the same options as they do now with BCBS plans. Being part of this “pool” employees would have more access to nurse case managers or additional support.

Timeline for IPBC implementation includes:

- April 11, 2024 - IPBC presenting to the Committee of the Whole
- June 30, 2024 – Deadline for Kendall County to provide requested documentation to IPBC
- July 31, 2024 – Deadline for IPBC to provide final quote to Kendall County
- August 20, 2024 – Present ordinance to Kendall County Board to join the IPBC
- September 12, 2024 – IPBC Executive Board votes to approve new members.
- September 12, 2024 - IPBC service team begins immediately after Kendall County’s membership status is approved
- Early December 2024 – Implementation is completed
- January 1, 2025 – Kendall County goes live with IPBC

Pros to joining IPBC: IPBC’s 5-year average premium rate increase is 3% for PPO and 2.1% for HMO which is lower than the County’s average rate increase although the rate increases depend on the entire pool’s performance. Monthly reports provided by IPBC about the member’s claims, allocated expenses, and reserves, which allows spotting of positive or negative trends. Dividends and greater purchasing power, and IPBC takes an aggressive approach to cost containment.

Cons to joining IPBC: There will be additional time commitment for staff to transition to IPBC and to attend membership meetings. We must stay within IPBC’s sphere of providers. There is uncertainty on how county employees will respond to IPBC’s cost containment measures.

Staff recommendation is for the Human Resources & Insurance Committee to invite IPBC to present to the next Committee of the Whole meeting for further information and to answer more specific questions. It is consensus of the committee to move forward and invite IPBC to the April 11, 2024, Committee of the Whole and for staff to work with Horton for a 6-month extension for Horton Group, INC.

B. *MOTION (VV) (Forward to CB 3/20/24 Meeting): Kendall County Animal Control Kennel Technician Job Description

Member Flowers made a motion to forward to the County Board meeting, second by Member Bachmann. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

C. *MOTION (VV) (Forward to CB 3/20/24 Meeting): Kendall County Animal Control Administrator/Veterinarian Job Description

Member Flowers made a motion to forward to the County Board meeting, second by Member Peterson. **With 5 members voting aye, the motion was carried by a vote of 5-0.**

D. *MOTION (VV) (Forward to CB 3/20/24 Meeting): Employee Agreement between Kendall County, Illinois, and Dr. Gary Schlapp with an annual base salary of \$15,000/year

Member Flowers made a motion to forward to the County Board meeting, second by Member Bachmann. **With members voting aye, the motion was carried by a vote of 5-0.**

E. *MOTION (VV) (Forward to CB 3/20/24 Meeting): Revised Kendall County Organizational Chart and Headcount

Member Peterson made a motion to forward to the County Board meeting, second by Member Bachmann. **With members voting aye, the motion was carried by a vote of 5-0.**

F. *DISCUSSION: Discussion Regarding Holiday Policy and FMLA policy

Human Resource Department has received questions from employees regarding the current Holiday and FMLA policy in the Employee Handbook.

Under Holiday Pay *“To be eligible for time off with Holiday pay, the holiday must fall on the employee’s regularly scheduled workday. Also, an eligible employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday in order to be compensated for the holiday, unless absence on either or both days is pre-approved by their executive.”* The committee discussed possible changes to the Holiday Pay policy. Staff will put together a revised policy and present it to an upcoming Human Resources & Insurance Committee Meeting.

Under FMLA policy, *“Holiday pay will not be paid during the FMLA leave, except in those instances where the employee is on an intermittent or reduced work schedule which makes the employee otherwise eligible for holiday pay.”* It was consensus of the committee to leave the FMLA policy as is.

Old Committee Business – None

Chairman’s Report –None

Public Comment – None

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.

Elizabeth Flowers	Yes
Jason Peterson	Yes
Matt Kellogg	No
Zach Bachmann	Yes
Ruben Rodriguez	Yes

Open Session reconvened at 6:34pm

Items for the Committee of the Whole Meeting –

Action Items for County Board –

1. Under Consent Agenda

- Kendall County Animal Control Kennel Technician Job Description
- Kendall County Animal Control Administrator/Veterinarian Job Description
- Employment Agreement between Kendall County, Illinois and Dr. Gary Schlapp with an annual salary of \$15,000/year
- Revised Kendall County Organizational Chart and Headcount

2. Items for Committee Business

Adjournment – Member Kellogg made a motion to adjourn, second by Member Peterson. **With 5 members present in agreement, the meeting was adjourned at 6:37pm.**

Respectfully submitted,
Nancy Villa
Executive Administrative Assistant