



COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
Remote Meeting
Wednesday, July 15, 2020 at 5:30p.m.

MEETING AGENDA

- 1. Call to Order**
- 2. Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Matthew Prochaska, Robyn Vickers
- 3. Approval of Agenda**
- 4. Approval of Minutes from July 6, 2020**
- 5. Department Head and Elected Official Reports**
- 6. Public Comment**
- 7. Committee Business**
 - Presentation ISACo & GIS Benefits Cash in Lieu Program
 - Presentation Codification American Legal Publishing Corporation
 - Presentation Codification Municode
 - KAT Capital Grant Application for the KAT Fleet
- 8. Executive Session**
- 9. Items for Committee of the Whole**
- 10. Action Items for County Board**
- 11. Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

Kendall County Admin HR Committee

July 15, 2020 Remote Meeting Attendance



In accordance with the Governor's Executive Order 2020-07, Kendall County Board Chairman Scott Gryder is encouraging social distancing by allowing remote attendance to the **Admin HR Committee** meeting scheduled for **5:30PM on Wednesday, July 15, 2020**. Instructions for joining the meeting are listed below.

For your safety and others, please attend the meeting by phone or computer. All business that can be postponed until a later date will be postponed.

If anyone from the public would like to make a comment during the meeting there will be an allotted time on the agenda for public comment, and all of the county board rules of order still apply. We will also accept public comment by emailing: kadmin@co.kendall.il.us. Members of the public may contact Kendall County Administration Department prior to the meeting for assistance in making public comments at 630-553-4171.

[Join Microsoft Teams Meeting](#)

[+1 309-248-0701](tel:+13092480701) United States, Rock Island (Toll)

Conference ID: 722 743 990#

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Kendall County

[Legal](#)

Kendall County Admin HR Meeting Information:

<https://www.co.kendall.il.us/transparency/agendas-packets-and-meetings-schedules/administration-human-resources-committee>

For information about how to join a Microsoft Teams meeting, please see the following link.

<https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

**COUNTY OF KENDALL, ILLINOIS
ADMIN HR REMOTE MEETING**

Monday, July 6, 2020

CALL TO ORDER – Member Flowers called the meeting to order at 5:31.

ROLL CALL

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

Others in Attendance: Mera Johnson, Matt Kinsey, Scott Koeppel, Tracy Page

APPROVAL OF AGENDA – Motion made by Member Vickers second by Member Gilmour to approve the agenda. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gilmour, second by Member Prochaska to approve the June 17, 2020 minutes. **Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the agenda was approved by a 5-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

- *Administration* – Mr. Koeppel explained that ISACO has a third party company called GIS Benefits that offers a fee in lieu program for Insurance Benefits. Staff would like permission to provide aggregate data so GIS can provide information on what if any savings they can provide the County. **There was consensus from the Committee to have Bob Jones provide the aggregate data to GIS.**

Mr. Koeppel asked the Committee about what they preferred in terms of the Codification process. There were two companies that submitted RFQs. **There was consensus from the Committee to have both companies present in front of the Committee.**

PUBLIC COMMENT - None

COMMITTEE BUSINESS

- *Discussion and Approval of Maximum Vacation Time and COVID-19 Policy* – Mr. Koepfel explained that the County’s current vacation time accrual policy allows employees to only accrue one and a half times their annual accrual rate. With the COVID-19 Pandemic travel is limited and key positions need to be on the job to ensure the County functions appropriately. This policy would temporarily lift this restriction for a year to allow employees to take vacation without losing anytime. **Motion made by Member Gilmour, second by Member Vickers to forward this temporary vacation accrual revision to the County Board for approval. Roll Call: Chair Flowers - Aye, Member Gengler – Yes, Member Gilmour – Yes, Member Prochaska – Yes, Member Vickers – Yes, the motion passed unanimously.**

- *Discussion and Approval of Tyler Socrata Open Finance quote not to exceed \$21,600* – Mr. Kinsey explained that this is an add on to the Tyler Munis Program that was implemented late last year. This program provides a financial dashboard on the County’s Transparency website. Member Gilmour asked if this was previously budgeted for and what budget it would be taken from. Mr. Kinsey explained that the initial cost would be taken from the Treasurer’s budget. However, reoccurring costs of \$16,000 would come from the General Fund in future budget years. Mr. Koepfel showed the Committee a demonstration via the Village of Oswego website. Member Gilmour asked that because this is a large reoccurring cost and is something we already do, even though it would provide more data and make data more accessible to citizens the entire Board should see what benefits this provides before a decision is made. **Member Gengler made a motion, second for Member Vickers to have the program demonstrated at a Committee of the Whole Meeting. Chair Flowers called for a roll call vote with all members present voting yes the motion passed unanimously.**

- *Discussion and Approval of a Resolution of the County of Kendall Authorizing the Execution of an Intergovernmental Cooperation Agreement Between the County and the Town of Normal, McLean County, Illinois, Authorizing Normal to Exercise the Powers of the County of Kendall in Connection with an MCC Program and a Loan Finance Program* – Mr. Koepfel explained that this is an ongoing program that assists those purchasing a home in Kendall County. The Program just needs to be renewed and is a Federal Program that requires an IGA with Town of Normal that administers the Program. **Member Gilmour made a motion, second by Member Vickers to have the State’s Attorney’s Office review the IGA then on to the County Board for Approval. Chair Flowers called for a roll call vote with all members present voting yes the motion passed unanimously.**

EXECUTIVE SESSION - None

ITEMS FOR COMMITTEE OF THE WHOLE –

- *Tyler Socrata Open Finance Program Demonstration*

ACTION ITEMS FOR COUNTY BOARD –

- *Maximum Vacation Time and COVID-19 Policy*
- *Resolution of the County of Kendall Authorizing the Execution of an Intergovernmental Cooperation Agreement Between the County and the Town of Normal, McLean County, Illinois, Authorizing Normal to Exercise the Powers of the County of Kendall in Connection with an MCC Program and a Loan Finance Program.*

ADJOURNMENT – Member Vickers made a motion to adjourn the meeting, second by Member Gilmour **Chair Flowers called for a roll call vote, with all members present voting yes the meeting adjourned at 6:11 p.m.**

Respectfully Submitted,

Mera Johnson
Risk Management and Compliance Coordinator

MONTHLY MEDICAL INSURANCE REPORT

June FY 20

	Non-Union Union		<u>Total Enrolled</u>				Annual Plan Cost						
			<u>Jun-19</u>	<u>Jul-19</u>	<u>Jun-20</u>	<u>Jul-20</u>							
HMO EE	13	12	37	37	26	25	\$6,125.22						
HMO FAM	8	15	20	20	23	23	\$11,569.53						
H.S.A. \$1500 EE	64	51	104	104	115	115	\$9,303.11 *						
H.S.A. \$1500 FAM	49	66	112	112	114	115	\$17,739.11 *						
H.S.A. \$2800 EE	2	1	4	4	3	3	\$8,547.97 *						
H.S.A. \$2800 FAM	4	2	8	8	6	6	\$16,312.81 *						
Total Enrolled	140	147	<u>285</u>	<u>285</u>	<u>287</u>	<u>287</u>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Dental EE</td> <td style="text-align: center;">169</td> </tr> <tr> <td>Dental Family</td> <td style="text-align: center;">190</td> </tr> <tr> <td style="padding-top: 5px;">Total Enrolled</td> <td style="text-align: center; border-top: 1px solid black;"><u>359</u></td> </tr> </table>								Dental EE	169	Dental Family	190	Total Enrolled	<u>359</u>
Dental EE	169												
Dental Family	190												
Total Enrolled	<u>359</u>												

NOTES:

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

FY 19 MONTHLY MEDICAL INSURANCE INVOICES

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

	December	January	February	March	April	May	June	July	August	September	October	November	Totals
BCBS Medical Premium	355324	164572	359064	353709	361141	369973	358602	370815	366397	366645	368565	377012	\$4,171,818
UHC Final Bill	0	0	1513	0	0	0	0	0	0	0	0	0	\$1,513
Met Life Dental Premium	0	48213	23852	24138	24249	24733	23914	24374	24400	24311	24113	24485	\$290,781
Met Life Life Premium	0	0	1383	932	471	482	465	484	479	479	476	483	\$6,134
Health Savings Account	516000	1250	6875	1250	1125	3500	0	3000	0	0	500	1250	\$534,750
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	0	0	0	105	0	95	0	95	95	189	0	91	\$669
FSA Admin Fee	84	84	84	105	0	123	0	0	0	0	0	0	\$480
TOTALS	\$871,408	\$214,119	\$392,771	\$380,239	\$386,986	\$398,905	\$382,980	\$398,767	\$391,371	\$391,624	\$393,653	\$403,321	\$5,006,143*

0102-027-6547

FY 18 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,502,000) * 94.72 % of Budget

	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018	5/31/2018	6/30/2018	7/31/2018	8/31/2018	9/30/2018	10/31/2018	11/30/2018	Totals
UHC Medical Premium	0	742810	366253	358682	347181	359265	366182	362562	372862	363407	358936	358725	\$4,356,865
UHC Dental Premium	0	54544	26965	27327	27145	27734	27607	27412	27691	27858	26978	27495	\$328,755
UHC Life Premium	0	0	1679	559	564	561	568	0	1133	560	560	563	\$6,746
Health Savings Account	495000	10500	3625	0	0	0	4125	625	1250	750	375	750	\$517,000
Insurance Refunds	0	0	0	0	0	0	0	0	0	0	0	0	\$0
HRA Admin Fee	83	0	83	165	83	0	165	0	0	0	0	0	\$578
FSA Admin Fee	170	0	188	376	188	0	393	0	0	0	168	84	\$1,566
TOTALS	\$495,252	\$807,854	\$398,792	\$387,109	\$375,160	\$387,559	\$399,040	\$390,599	\$402,935	\$392,575	\$387,017	\$387,617	\$5,211,509*

0102-027-6547

FY 17 MONTHLY MEDICAL INSURANCE INVOICES

(BUDGETED: \$5,106,257)*98.84% of Budget

	12/31/2016	1/31/2017	2/28/2017	3/31/2017	4/30/2017	5/31/2017	6/30/2017	7/31/2017	8/31/2017	9/30/2017	10/31/2017	11/30/2017	Totals
UHC Medical Premium	350000	366848	346172	347668	346995	355552	357994	358354	355637	353212	365533	356453	\$4,260,420
BCBS Final Invoice	0	0	5200	0	0	0	0	0	0	0	0	0	\$5,200
Lincoln Life Dental Premium	25384	25884	27025	24392	26197	25788	25670	25842	25579	25525	25894	25604	\$308,783
Lincoln Life Premium	792	840	616	725	672	734	723	727	718	716	732	726	\$8,721
Health Savings Account	443800	1750	4375	0	0	1750	0	3625	2000	875	0	250	\$458,425
Insurance Refunds	271	0	0	0	142	594	0	0	1439	0	0	0	\$2,446
HRA Admin Fee	0	83	83	83	83	83	83	83	83	83	83	83	\$909
FSA Admin Fee	311	0	323	162	0	339	170	170	170	170	170	170	\$2,153
TOTALS	\$820,558	\$395,405	\$383,793	\$373,029	\$374,090	\$384,840	\$384,639	\$388,800	\$385,625	\$380,581	\$392,412	\$383,285	\$5,047,057*

0102-027-6547

MONTHLY BENEFITS SUMMARY REPORT

June FY 20

Retirees/COBRA (12/1/19 -11/30/20) (42 Retirees / 1 COBRA)			
Vision	Family	8	\$823.70
Vision	Single	11	\$563.04
Medical	Family	3	\$13,164.93
Medical	Single	13	\$46,326.45
Dental	Family	36	\$9,985.28
Dental	Single	14	\$10,037.38
TOTAL		85	\$80,900.78

UNEMPLOYMENT CHARGES 11000827-65460	
1st Quarter	\$6,886
2nd Quarter	\$8,138
3rd Quarter	
4th Quarter	
TOTAL	\$15,024

Full Time New Hires/Terminations (12/1/18 -11/30/19)				
DEPARTMENT	New Hires		Resignations/Terms	
	YTD	Current Month	YTD	Current Month
Administration				
Animal Contr				
Assessment				
Circuit Clerk	1		1	1
Coroner				
County Clerk	2			
Facilities				
Forest Pres				
Health Dept.			3	1
HWY				
KenCom			1	1
PBZ				
Probation	2		2	
Public Defender				
Sheriff	8	3	5	
State's Att	2	1	1	
Technology/GIS				
VAC				
Totals	15	4	13	3

BENEFITWALLET HSA FUNDING	
Month	Deposit
December	537,125
January	0
February	0
March	1,750
April	2,000
May	3,750
June	2,500
July	
August	
September	
October	
November	
Total	\$ 547,125

MONTHLY ADMINISTRATION / HR SUMMARY REPORT

June 30, 2020

W.C. Claims Expense (12/1/19 - 11/30/20)						
	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	2019-20 Policy	Total Claims
December	\$ -	\$ 2,023	\$ 5	\$ 4,829	\$ -	\$ 6,857
January			10	24,345	-	24,355
February	241	500		44,862	-	45,602
March	1,739	769	-	5,135	492	8,134
April	962	2,188		4,095	158	7,403
May	185	407		1,869	15	2,476
June	315	941		3,752	880	5,888
July						
August						
September						
October						
November						
Total Claims Expense	\$ 3,441	\$ 6,827	\$ 15	\$ 88,886	\$ 1,546	\$ 100,715

PEDA Payments (included in Total Claims Expense)

PEDA Reimbursements YTD \$ -

W.C. Annual Premium

W.C. Premium \$ 131,080 \$ 139,096 \$ 171,411 \$ 175,442 \$ 156,177

Self Insured Retention (SIR)

Self Insured Amount \$ 250,000 \$ 250,000 \$ 250,000 \$ 250,000 \$ 250,000

No. of claims >\$250k	1	1	0	0	0
No. of claims >\$100k & <\$250k	0	2	0	0	0
No. of claims <\$100k	39	43	20	27	8
Total claims paid	40	46	20	27	9

W.C. Claims

	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	2019-20 Policy
W.C. Claims paid prior year	\$ 320,364	\$ 609,121	\$ 32,234	\$ 79,912	\$ -
W.C. Claims paid current year	3,441	6,827	15	88,886	1,546
Total claims paid	\$ 323,805	\$ 615,948	\$ 32,249	\$ 168,798	\$ 1,546

Workers' Comp. Claims	Policy Year					
	2015-16 Policy	2016-17 Policy	2017-18 Policy	2018-19 Policy	2019-20 Policy	
	Prior Year Total	Prior Year Total	Prior Year Total	Prior Year Total	DEC-MAY	JUN
Administration	1					
Animal Control	6	1	4	2		
Circuit Clerk	1	1	1	1	1	
Coroner						
County Clerk	1	2				
Facilities				1	1	
Forest Preserve	3	2		3		
Health Dept.	3	2	2	2	1	
Highway	1	2	1	2		
Judiciary						
PBZ						
Probation	1				1	
Public Defender						
Sheriff - Corrections	5	18	2	4	2	1
Sheriff - Patrol/Admin	16	16	10	10	2	
State's Attorney	2	2		1		
Technology						
VAC				1		
Totals	40	46	20	27	8	1

Illinois Counties Risk Management Trust
Claims Analysis
7/1/2020

Worker's Compensation

FY19-20 - Current Year's Total Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
1	12/20/2019	Health	open	-	N	Y
2	12/27/2019	Probation	open	397	N	Y
3	12/31/2019	Facilities	open	96	N	Y
4	3/3/2020	Corrections	open	173	N	Y
5	4/11/2020	Corrections	open	880	N	Y
6	5/27/2020	Circuit Clerk	open		N	Y
7	5/29/2020	Sheriff	closed		N	Y
8	5/27/2020	Corrections	open		N	

Total FY19-20 Claims Paid To Date \$ 1,546

Worker's Compensation

Prior Years' Active Claims

	Incident Date	Department/Office	Status	Paid	Missed > 3 Days Work	Returned to Work
	2015-16 Policy					
5	4/12/2016	Sheriff	open	990,609	Y	Y
				990,609		
	2016-17 Policy					
6	2/28/2017	Corrections	closed	159,492	Y	Retired
7	10/26/2017	Corrections	closed	405,177	Y	Retired
8	4/19/2017	Sheriff	open	91,028	Y	Retired
9	11/21/2017	Sheriff	closed	220,011	Y	Y
				875,707		
	2017-18 Policy					
10	12/12/2017	Corrections	open	23,205	Y	y
11	5/2/2018	Sheriff	closed	3,432	N	Y
				26,637		
	2018-19 Policy					
12	2/17/2019	Sheriff	open	66,141	Y	Y
13	5/23/2019	VAC	open	35,721	N	Y
14	6/21/2019	Sheriff	closed	9,289	N	Y
15	6/29/2019	Corrections	open	28,208	Y	Y
	8/30/2019	Corrections	open	35	N	Y
17	9/3/2019	Sheriff	closed	11,831	N	Y
18	9/19/2019	Sheriff	open	9,102	N	Y
19	11/5/2019	Sheriff	open	1,657	N	y
20	11/6/2019	Health Department	open	288	N	Y
21	11/18/2019	Animal Control	open	223	N	Y
				162,495		

Total Prior Year's Active Claims \$ 2,055,448

Illinois Counties Risk Management Trust
Claims Analysis
7/1/2020

Property & Casualty

FY19 -20 Auto PC

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	11/3/2019	Sheriff	closed		
2	1/31/2020	Sheriff	closed	4,417	
3	2/24/2020	Veterans	closed	384	
4	2/26/2020	Highway	closed	11,924	
5	3/20/2020	Sheriff	closed	5,764	

Total FY19-20 Auto Claims \$ 22,489

FY18-19 - General Liability

	Incident Date	Department/Office	Status	Paid	Coverage Type
1	8/16/2019	Sheriff	Open	7,429	

Total FY18-19 General Liability Claims \$ 7,429

Prior Years'- General Liability

	Incident Date	Department/Office	Status	Paid	Coverage Type
2015-16 Policy					
1	8/9/2016	Sheriff	open	53,607	Law Enforcement Liability
2	11/4/2016	Sheriff	open	16,665	Law Enforcement Liability
				70,273	
2017-18 Policy					
3	7/1/2018	Sheriff	open	3,702	General Liability

Total Prior Year's General Liability Claims \$ 72,123