



**COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES & INSURANCE**
Kendall County Historic Courthouse
110 West Madison, Second Floor Courtroom,
Yorkville, IL 60560
Monday, April 7, 2025 at 5:30 p.m.

MEETING AGENDA

1. **Call to Order**
2. **Roll Call:** Ruben Rodriguez (Chairman), Jason Peterson, Elizabeth Flowers, Zach Bachmann, and Matt Kellogg
3. ***MOTION (VV): Approval of Agenda (page 1)**
4. ***MOTION (VV): Approval of Minutes for the January 6, 2025 Human Resources & Insurance Committee Meeting (pages 2-5)**
5. **Committee Reports and Updates**
 - A. **Monthly Benefits Report (pages 6-7)**
 - B. **Monthly Human Resources Department Report (page 8)**
 - C. **Executime & Tyler Munis Update (page 9)**
6. **New Committee Business**
 - A. **Onsite Wellness Screenings – Presentation by David Hall of Empower Health (pages 10-31) AFTER PRESENTATION: *MOTION (VV) (approval to proceed with onsite wellness screenings utilizing services of Empower Health)**
 - B. ***MOTION (VV) (Forward to CB 4/15/2025): Emergency Management Agency Intern Job Description (pages 32-36)**
 - C. ***MOTION (VV) (Forward to CB 4/15/2025): Direct Deposit Form (pages 37-38)**
 - D. **Discussion of 2026 Property, Casualty, General Liability, Auto, and Cyber Insurance**
7. **Old Committee Business**
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.

COUNTY OF KENDALL, ILLINOIS
HUMAN RESOURCES AND INSURANCE COMMITTEE
Meeting Minutes for Monday, January 6, 2025, at 5:30 p.m.

Call to Order

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

Roll Call

Attendee	Status	Arrived	Left Meeting
Ruben Rodriguez	Present		
Jason Peterson	Not Present		
Elizabeth Flowers	Not Present		
Zach Bachmann	Present		
Matt Kellogg	Present		

With 3 members present a quorum was established.

Staff Present: Leslie Johnson, Tricia Sohst, Payton Karlovich, and Christina Burns

Others Present: Matthew Kinsey and Nancy Villa

Approval of Agenda – Member Bachman made a motion to approve the agenda, second by Member Kellog. **With 3 members voting aye, the motion was carried by a vote of 3 -0.**

Approval of Minutes- Member Bachman made a motion to approve November 4, 2024 minutes, second by Member Kellog. **With 3 members voting aye, the motion was carried by a vote of 3-0.**

Committee Reports and Updates –

A. Monthly Benefits Report

Leslie Johnson stated the Monthly Benefits Report is located on pages 7 and 8 of the packet, and the Monthly Benefits Report was prepared by Bob Jones. No questions were asked about the Monthly Benefits Report.

B. Monthly Human Resources Department Report

Leslie Johnson provided the Committee with the Monthly Human Resources Department Report.

Leslie Johnson stated the County completed its insurance renewals for 2025 policy year.

Leslie Johnson also provided the committee with an update on recruitment stating they have been busy with recruitment and have recruited for multiple positions in the month of December. Nicolas Garcia and Casey Gilkerson were new hires recruited through the Human Resources Department. A new part time driver with the Veteran's Assistance Commission was also recruited.

Communications between the County and IPBC have been excellent and efficient as Kendall County transitions to membership with the IPBC.

The Employee of the Year award received several nominations, and two different groups met to decide the award recipient. The award recipient will be announced at the January 21st County Board meeting.

The Human Resources Department has been working with the Facilities Department to distribute new ID key cards, so they are consistent across the county. Tricia Springman has been working on the badges and helping with distribution.

Ruben Rodriguez thanked Leslie Johnson for her work with negotiations. Leslie Johnson mentioned mediation for the Corrections Sergeants is coming up.

C. Executime & Tyler Munis Update

Payton Karlovich referred to page 10 and provided an update on Executime and Tyler Munis. Since the last HR and Insurance meeting, the Human Resources Department has completed two payrolls in live with several departments and is moving forward with adding more each payroll. Payton Karlovich also provided an updated Go Live Schedule to show when each department and office will start Live in Executime.

New Committee Business –

A. Appointment of Human Resources & Insurance Committee Vice Chair

Ruben Rodriguez announced that he appointed Jason Peterson as the Human Resources & Insurance Committee Vice Chair.

Member Kellog made a motion to forward to County Board meeting, second by member Bachman. With 3 members voting aye, the motion was carried by a vote of 3-0.

B. Management Analyst Job Description

Christina Burns provided the committee with more information about the new Management Analyst position. This position will support the upcoming Finance Department and aid all departments with projects. The Human Resources Department will start to recruit for this position sometime in March or April.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

C. Revised Executive Assistant Job Description

Christina Burns provided the committee the explanation for the revised Executive Assistant Job Description. This position will now report directly to the County Administrator.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

D. Revised Economic Development Coordinator Job Description

Christina Burns provided the committee with the Revised Economic Development Coordinator Job Description. Historically this position was originally in Administration and has since moved to the Planning, Building and Zoning Department. This revision is to move the position back to the Administration Department, to report directly to the County Administrator, to provide more seamless work and increase outreach effectiveness.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

E. Revised Organizational Chart & Approved Headcount

Leslie Johnson referred the committee to page 26. There was no discussion.

Member Kellog made a motion to forward to County Board meeting, second by member Bachman. With 3 members voting aye, the motion was carried by a vote of 3-0.

F. Paycheck Correction Form

Leslie Johnson explained that this new form is to help with the roll over of Executime. Leslie Johnson provided the information that the county is currently using paper timesheets and now that the county is transitioning to Executime, there needs to be documentation of changes after a payroll has been processed.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

G. Revised Final Paycheck Form

Leslie Johnson referred to the amended Personnel Action Review Act. This revision ensures employees rights to receive printed copies of pay stubs to comply with the amended law.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

H. Revised Personnel File Review Request Form

Leslie Johnsons provided the committee with the information pertaining to this revision. It is for the same reason as section G stated, to comply with the new amended law.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

I. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook

No discussion.

Member Bachman made a motion to forward to County Board meeting, second by member Kellog. With 3 members voting aye, the motion was carried by a vote of 3-0.

Old Committee Business – None

Chairman's Report – None

Public Comment – None

Executive Session – None

Items for the Committee of the Whole Meeting –

Matthew Kellog asked to have an Executime and Tyler Munis update presented to the Committee of the Whole.

Action Items for County Board –

1. Under Consent Agenda

- A. Management Analyst Job Description
- B. Revised Executive Assistant Job Description
- C. Revised Economic Development Coordinator Job Description
- D. Revised Organizational Chart & Approved Headcount
- E. Paycheck Correction Form
- F. Revised Final Paycheck Form
- G. Revised Personnel File Review Request Form
- H. Revised Section 8.1 Personal and Banked Sick Leave Policy in the Kendall County Employee Handbook.

2. Items for Committee Business

None

Adjournment – Member Bachman made a motion to adjourn, second by Member Kellog. With 3 members present in agreement, the meeting was adjourned at 5:48 p.m.

Respectfully submitted,
Payton Karlovich
Payroll Specialist

FY 2025 Medical and Dental Plan Enrollments

HMO - B04425	Current Premiums	Employee Only	27	HDHP - 632602 BCO	Current Premiums	Employee Only	12
		Employee + Spouse	4			Employee + Spouse	3
		Employee + Children	4			Employee + Children	1
		Employee + Family	14			Employee + Family	8
	Retro Adjustments	Employee Only	0		Retro Adjustments	Employee Only	0
		Employee + Spouse	0			Employee + Spouse	0
		Employee + Children	0			Employee + Children	0
		Employee + Family	0			Employee + Family	0
Subtotal			49	Subtotal			24
HDHP - PM1646	Current Premiums	Employee Only	109	HDHP - 632603 BCO	Current Premiums	Employee Only	2
		Employee + Spouse	27			Employee + Spouse	1
		Employee + Children	22			Employee + Children	0
		Employee + Family	52			Employee + Family	2
	Retro Adjustments	Employee Only	0		Retro Adjustments	Employee Only	0
		Employee + Spouse	0			Employee + Spouse	0
		Employee + Children	0			Employee + Children	0
		Employee + Family	0			Employee + Family	0
Subtotal			210	Subtotal			5
HDHP - PM1648	Current Premiums	Employee Only	5	Dental ASO	Current Premiums	Employee Only	164
		Employee + Spouse	3			Employee + Family	162
		Employee + Children	1				
		Employee + Family	2				
	Retro Adjustments	Employee Only	0		Retro Adjustments	Employee Only	0
		Employee + Spouse	0			Employee + Family	0
		Employee + Children	0				
		Employee + Family	0				
Subtotal			11				

Retirees/COBRA (12/1/24 -11/30/25) (50 Retirees /1 COBRA)			
Vision	Family	11	606.69
Vision	Single	16	383.40
Medical	Family	1	17,148.18
Medical	Single	6	15,976.86
Dental	Family	32	5,726.51
Dental	Single	16	6,382.32
TOTAL		82	46,223.96

FY 25 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,401,817

41.74% 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	502437	490076	494684	504213									\$1,991,410	5,498,931	36.21%
BCBS Dental Premium	27987	28067	28384	28934									\$113,373	291,549	38.89%
Securian Life Premium	0	618	631	635									\$1,884	7837	24.04%
Health Savings Account	0	557250	14000	-6150									\$565,100	600,000	94.18%
FSA Admin Fee	118	121	-118	0									\$121	3,500	3.47%
TOTALS	\$530,542	\$1,076,133	\$537,581	\$527,632	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,671,887	6,401,817	41.74%

FY 24 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$7,144,922

94.48% 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	951670	489801	474064	479759	498476	491948	502924	488397	490926	497320	488655	-7590	\$5,846,348	6,230,253	93.84%
BCBS Dental Premium	39526	28294	45175	28046	28019	28259	28330	27820	27936	28096	27934	-325	\$337,108	303,332	111.14%
BCBS Life Premium	624	661	642	636	632	637	651	623	634	630	631	469	\$7,469	7837	95.31%
Health Savings Account	125	529125	3875	5500	4500	3875	875	6750	1250	500	1750	0	\$558,125	600,000	93.02%
FSA Admin Fee	98	102	129	129	129	118	121	121	121	121	118	118	\$1,425	3,500	40.71%
TOTALS	\$992,043	\$1,047,982	\$523,885	\$514,070	\$531,756	\$524,836	\$532,902	\$523,712	\$520,867	\$526,666	\$519,087	-\$7,329	\$6,750,476	7,144,922	94.48%

FY 23 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,430,808

96.07% 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	431265	436721	433971	434132	456685	-8013	\$5,296,191	5,438,252	97.39%
BCBS Dental Premium	28221	-218	28489	27428	28208	27358	26922	27246	-4026	26989	28720	55462	\$300,799	381,879	78.77%
BCBS Life Premium	595	612	591	610	615	606	604	619	593	640	630	627	\$7,342	9677	75.87%
Health Savings Account	375	540750	7230	895	5250	4000	3875	4000	2250	2375	500	1250	\$572,750	597,500	95.86%
FSA Admin Fee	95	95	112	116	109	102	98	95	95	95	98	98	\$1,204	3,500	34.40%
TOTALS	\$496,399	\$1,437,320	\$461,033	\$467,675	\$487,303	\$463,941	\$462,764	\$468,681	\$432,882	\$464,230	\$486,633	\$49,424	\$6,178,287	6,430,808	96.07%

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



KENDALL COUNTY HUMAN RESOURCES DEPARTMENT REPORT TO HUMAN RESOURCES & INSURANCE COMMITTEE April 7, 2025

Here are a few highlights from the Human Resources Department for the month of March 2025:

COMPLIANCE & RISK MANAGEMENT:

- Director Johnson attended ICRMT's Workers Compensation Seminar in Tinley Park on March 27th.
- Director Johnson will present a training about the Americans with Disabilities Act and the Interactive Process on April 4, 2025, via Teams to Kendall County's human resources and management-level professionals.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- We completed recruitment for the full-time Code Enforcement Officer (PBZ) position, the Management Analyst (Administration) position, and the Victim and Family Advocate (SAO) position.
- We completed recruitment for summer internships with the following departments: Administration, Emergency Management Agency, Human Resources, and GIS. We continue recruitment for summer internships with the following departments: the Health Department (Environmental Health, Mental Health, Community Action, and Community Health divisions), and the Planning, Building, and Zoning Department.
- We completed onboarding for a new full-time Assistant State's Attorney for the State's Attorney's Office.

LABOR RELATIONS:

- Union negotiations continue for Corrections Sergeants.
- We have begun preparing for upcoming negotiations with the Facilities Management Department bargaining unit.

MISCELLANEOUS:

- We continue to rollout Executime Live. All offices except for the Kendall County Circuit Court Clerk's Office have completed one or more payrolls in Executime!
- The Human Resources Department now performs payroll for all departments and elected offices except for KenCom and the Circuit Clerk's Office. When the Circuit Clerk's Office completes a payroll in Executime, the Human Resources Department will assume payroll for the Circuit Clerk's Office.
- Employee Appreciation Breakfasts will be held on April 16th and April 17th at the following times and locations:
 - April 16th – breakfast from 8:15 a.m. to 10:15 a.m. at the Jury Assembly Room in the Kendall County Courthouse and at the WIC Room in the Health and Human Services Building.
 - April 17th – breakfast from 8:15 a.m. to 10:15 a.m. at the Jury Assembly Room in the Kendall County Courthouse and the Break Room at the Public Safety Center.
 - April 17th – dinner from 5:30 p.m. to 7:30 p.m. at the Break Room in the Public Safety Center.
- Director Johnson attended IPBC's Annual Member Meeting in Naperville on March 21st.

Tyler Munis Update

Human Resources and Insurance Committee Meeting

ITEMS COMPLETED SINCE 01/06/2025 MEETING
<ol style="list-style-type: none"> 1. We are moving forward with transitioning departments and offices into Executime. 2. We now have all departments and offices in Executime! The Circuit Clerk's Office went live in Executime on 4/5/2025.

The Departments that will be added to the next payroll: Court Services, Forest Preserve and Judicial

GO LIVE SCHEDULE AS OF 4/5/2025	
<u>Department/Elected Office:</u>	<u>Estimated Go Live Date:</u>
Human Resources Department	11/30/2024
Administration Department	11/30/2024
GIS Department	12/14/2024
Planning, Building & Zoning Department	12/14/2024
Animal Control Department	12/14/2024
Emergency Management Agency	12/28/2024
Coroner's Office	12/28/2024
Highway Department	12/28/2024
Public Defender's Office	1/11/2025
Veteran's Assistance Commission	1/11/2025
ICT Department	1/25/2025
Facilities Department	1/25/2025
Assessments	2/8/2025
Treasurer's Office	2/8/2025
County Clerk's Office	2/8/2025
State's Attorney's Office	2/22/2025
Health Department	3/8/2025
Forest Preserve	3/22/2025
Court Services	3/22/2025
Judicial	3/22/2025
Circuit Clerk	4/5/2025

*The Sheriff's Office and KenCom will be utilizing Pace in lieu of Executime.



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 4/7/2025
Subject: Onsite Biometric Health Screening
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

Approval to proceed with onsite biometric health screenings this fall utilizing the services of Empower Health.

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

The IPBC Wellness Program is available to all member groups at the start of each fiscal year (July 1st). The program includes four tiers, and members can earn a monetary wellness incentive by qualifying for one of these tiers. Each tier requires certain tasks to be completed by the member each fiscal year. Every tier requires, at a minimum, a biometric health screening. For biometric screenings (either finger-stick or venipuncture), IPBC will reimburse members up to \$135 for each screening completed by their active employees, retirees, and their spouses/civil union partners who are health insurance participants in an IPBC medical plan. IPBC has a Master Services Agreement with Empower Health to provide onsite biometric health screenings. The Human Resources Department is seeking approval from the Human Resources & Insurance Committee to proceed with onsite biometric health screenings this fall utilizing the services of Empower Health.

Staff Recommendation:

Approval to proceed with onsite biometric health screenings this fall utilizing the services of Empower Health.

Attachments:

1. Presentation by Empower Health

Capabilities Presentation

PRESENTED BY: EMPOWER HEALTH SERVICES



Kendall County
ILLINOIS

Agenda



- Who is Empower Health?
- Why partner with Empower Health?
- Biometric Screening Program
- Ongoing Engagement and Support

Who We Are And What We Do



Empower Health Services is a nationwide provider

serving private industries, school districts, and government entities.



Empower Health Services has an experienced team

of professionals that have been in the health and wellness industry for over 35 years.



Empower Health Services provides tailored solutions

that are flexible and customized based on the needs and goals of each individual client.



Empower Health Services provides comprehensive services

including health screenings, health risk assessments, flu vaccinations, healthcare intervention initiatives, activities-based or outcomes-based incentive programs, and access to an expansive personal health portal.

What Sets EHS Apart?

A La Carte Services

We want to provide only the services that you need and want



Pricing Made Simple

We offer easy-to-understand and straightforward pricing options

We Have Our Own Staff

No subcontractors and no middle-man
– All events are staffed by the EHS team



Data Integration

We provide the ability to partner with third-party vendors and doctors

Team-Driven Events

Events are staffed with a team, not one or two employees



Ongoing Engagement

We offer ongoing engagement and support throughout the year

Multiple Screening Options

We offer onsite screenings, an offsite option through nationwide labs, and physician forms



Incentives

Customizable activities-based and outcomes-based incentive programs

Core Screening Package

5

A fresh approach to a healthy life

	Blood Chemistry Profile Our venipuncture or finger-stick testing detects warning signs of illness		Summary Report All participants receive a detailed screening report (available online and as a hard copy)		Outreach and Support At-risk participants receive timely critical-care outreach with targeted follow-up
Biometrics Screening programs include blood pressure readings and body mass index calculation		Empower Health Assessment™ Our online self-evaluation provides insight into lifestyle habits		Online Portal Our proprietary Empower.Health portal features expansive health and wellness tools (mobile-friendly)	

Programs include an in-depth aggregate management report and operations review presentation

Comprehensive Venipuncture Testing

Through the EHS Comprehensive Panel C, **which includes 42 preventative laboratory tests**, you are given the ability to better understand your health and work towards preventing serious illness.

- Heart Disease and Stroke
- Diabetes
- Anemia, Infections, and Certain Cancers
- Liver and Gallbladder Abnormalities
- Thyroid Diseases
- Gastrointestinal Disorders
- Nutritional Disorders

HEART & DIABETES	COMPLETE BLOOD COUNT	KIDNEY, LIVER & THYROID	NUTRITION
Glucose	Red Blood Cells	BUN & Creatinine	Calcium
Total Cholesterol	White Blood Cells	T4 & Potassium	Total Protein
HDL (Good Chol.)	Hemoglobin	Phosphorus & eGFR	Albumin
Non-HDL	Hematocrit	Chloride & Sodium	Uric Acid
LDL (Bad Chol.)	Platelet Count	Alkaline Phosphatase	Iron
Cholesterol Ratio	Red Blood Cell Distribution	Total & Direct Bilirubin	Magnesium
Triglycerides	MCH, MCHC, MCV	SGOT, SGPT, Gamma GTP & LD	✓ Hemoglobin A1c

Age/Gender Smart Testing may be added to any venipuncture profile

Comprehensive Venipuncture Testing – Expanded Packages

Covered by IPBC at 100%

SCREENING PACKAGE OPTIONS	PANEL C	PANEL C & A1c	PANEL C+
Panel C - Testing that consists of a 42-component blood chemistry profile and screens for various health conditions. (Included for all participants)	✓	✓	✓
Hemoglobin A1c - A screening to determine average blood sugar levels over the period of 90 to 120 days prior to the test. High levels can suggest diabetes or problems managing the glucose level of a person who may have diabetes. (Included for all participants)	✗	✓	✓
Prostate Specific Antigen (PSA) - A screening for benign or cancerous growth of the prostate in men. (Included for male participants age 50+)	✗	✗	✓
Thyroid Stimulating Hormone (TSH) - A screening to determine thyroid function. (Included for female participants age 50+)	✗	✗	✓



Additional Services

8

Optional Blood Tests – Reimbursable expenses for HSA/FSA accounts

Covered at 100% for BCBSIL PPO Members (pending benefits verification)

Allergy (RAST)

Common allergens include *Alternaria tenuis* (mold), English plantain, Kentucky bluegrass, Bermuda grass, short ragweed, oak, elm, dust mites, and cats and dogs. This panel tests your body's sensitivities to these substances. Those who have undergone any radioactive scans or treatment in the past week should avoid this test.

Blood Type (ABO & Rh Factor)

This test determines your blood type: A, B, AB, or O. Since not every blood type (A, B, AB, or O) is compatible with the other, knowing your type is useful for donating blood or in the instance of transfusion or transplant.

ColoCARE® men's health women's health

Colorectal cancer is one of the most common cancers found in adult men and women. A take-home ColoCARE® self-test can help determine if there is hidden blood in the stool, a symptom of colorectal cancer.

Female Hormone Profile women's health

The hormones tested in this screening are follicle-stimulating hormone (FSH) and luteinizing hormone (LH). Testing FSH levels can help identify menstrual irregularities or menopause, and LH can help determine fertility issues. Several factors can cause abnormal test results, including medications, estrogen, progesterone, and if you are menstruating.

H. Pylori (*Helicobacter Pylori*)

This test identifies the presence of the *H. Pylori* bacteria, linked to digestive issues, gastritis, and ulcers. Some people with *H. Pylori* won't notice any symptoms of infection, while others experience a variety of digestive disorders.

Hemoglobin A1C diabetes

This test can help diagnose type 2 diabetes and prediabetes. It assesses blood sugar levels over the past 90 to 120 days. If you have diabetes, this test can help determine how well it is being managed. It differs from the routine blood sugar checks people with diabetes do daily. Certain medications, recent blood loss, or kidney and liver disease can affect this result.

Homocysteine heart health

Homocysteine is an amino acid in our bodies that can be measured through a blood test. High levels of this amino acid are linked to an increased risk of heart attack or stroke.

Inflammatory Joint Disease

This panel tests levels of RF Factor, C-Reactive Protein, Uric Acid, and ANA. Testing these together can help diagnose autoimmune diseases like rheumatoid arthritis and lupus, as well as gout.

Prostate Specific Antigen (PSA) men's health

This test can help determine signs of prostate cancer in men. The American Cancer Society and many healthcare providers recommend that men age 50 and over routinely screen for prostate cancer. Men younger than age 50 with a family history of prostate cancer are also encouraged to screen.

T4, Free men's health women's health

The thyroxine (T4) hormone comes in two forms, free T4 and bound T4. This test measures the amount of free T4 in the blood and can help identify thyroid issues or aid in monitoring people with a diagnosed thyroid problem.

Testosterone (Male Hormone) men's health women's health

Testosterone is a reproductive hormone produced at differing levels in both men and women. This test measures testosterone levels to aid in the detection and diagnosis of infertility or glandular disorders.

Thyroid-Stimulating Hormone (TSH) men's health women's health

The testing of thyroid-stimulating hormone (TSH) is routinely used for the diagnosis of thyroid disease. TSH is produced by the pituitary gland and stimulates the release of T3 and T4 from the thyroid gland.

Vitamin D men's health women's health diabetes heart health

This test measures the amount of vitamin D in the body. Healthy amounts of vitamin D help control your system's calcium and phosphate levels. Your body thrives on vitamin D and needs it to absorb calcium and promote bone growth.

Vitamin Deficiency Anemia men's health women's health

Without enough vitamin B12, folate, and iron in the body, there is a risk for health conditions such as anemia. This test measures if you are getting enough of these vitamins and minerals.

Additional Services

Flu Vaccination Program

- Onsite flu vaccinations offered nationwide
- Offered with screening or stand-alone
- Customized promotional materials
- Covered at 100% for BCBSIL PPO
- Quick and easy online registration
- Confirmation and reminder messaging
- Easy access to vaccination record within portal



**EHS provides a detailed
geo-access survey for
every client**



**The nearest available lab
patient service center is
less than 1 mile away**

**Empower Health has 7
available patient service
centers within a 15-mile
radius**

Primary Service Options

10

Award-Winning Onsite Screening Program

- Designed for larger populations
- Events are staffed by our team of licensed professionals

Offsite Individual Program

- A flexible option for remote workers, field staff and spouses
- Ideal make-up opportunity for those unable to attend an onsite screening event
- Participants can complete their screening at a local LabCorp or Quest Diagnostics patient service center. This network of 11,000+ labs is available nationwide.

Alternate Service Options

11



Health Provider Form – This service allows participants to visit their primary care physician if they are unable to complete testing at an onsite screening or at a patient service center.

Their physician may complete a Health Provider Form to have data reported and results returned to EHS.

Customized Promotional Campaign

EHS provides customized promotional materials to market your program to eligible participants.

We can support your initiative with brochures, posters, flyers, email campaigns, and group web presentations.



SAVE THE DATE

You are invited to the Empower Wellness Screening Program

Participating in this quick and easy health screening can detect and prevent serious illness. Save the date for your event and take the next step toward understanding your health.

Location
Tuesday, March 4, 2025
 2:00 am - 4:00 pm
 Room

EHS | EMPOWER HEALTH SERVICES Additional information coming soon!

Company XYZ **EHS | EMPOWER HEALTH SERVICES**

Detect early signs of illness with the Empower Wellness Screening Program

SCREENING LOCATION & DATE

Location
Tuesday, January 7, 2025
 6:30 am - 11:30 am
 Room

WHO CAN PARTICIPATE?	SCREENING FEES	ADDITIONAL TEST FEES
Employees & Spouses with BCBS PPO	No cost to you, billed to BCBS of IL PPO	No cost to you, billed to BCBS of IL PPO
Employees & Spouses <u>without</u> BCBS PPO	No cost to you, covered by the	Self-pay, please see Additional Tests Menu for tests & fees

Sign up today at empower.health

Returning Participants: If you previously created an account, sign in under "Welcome Back!"
New Participants: Complete "New User" fields and enter client code: XXXXXXXX

On-Site Convenience • Fast Appointments • Comprehensive Testing

- Panel C** - Testing that consists of a 37-component blood chemistry profile.
- Hemoglobin A1c** - Assesses blood sugar levels over the past 90 to 120 days. This test can help diagnose type 2 diabetes and prediabetes.
- Prostate Specific Antigen (PSA)** - Screens for signs of prostate cancer in men. (Included at no cost for men age 50+)
- Thyroid-Stimulating Hormone (TSH)** - Screens for signs of thyroid cancer. (Included at no cost for women age 50+)
- Blood Pressure Reading
- A personalized report available 2-3 days after your event (pending additional tests ordered) and one year of unlimited access to empower.health.

Please see your program guide for full details!

Company XYZ **EHS | EMPOWER HEALTH SERVICES**

Stay Healthy with an Annual Flu Shot

EHS is pleased to offer the influenza vaccine for the flu season!
 This vaccine includes two type-A strains and one type-B strain. Getting an annual flu vaccine is the best way to protect yourself and others during flu season. This easy step can:

- Reduce flu illnesses
- Reduce missed work
- Reduce doctor visits
- Prevent flu-related hospitalization

ELIGIBLE PARTICIPANTS	FLU VACCINE FEES
Employees on BCBS of IL PPO Plan	No cost to you, billed to BCBS of IL PPO
Employees <u>not</u> on BCBS of IL PPO Plan	No cost to you, covered by company

Participants must present their BCBS of IL PPO card at the time of service.

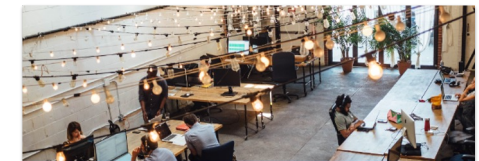
SIGN UP TODAY!
empower.health

Returning Participants: If you previously created an account, sign in under "Welcome Back!"
New Participants: Complete "New User" fields and enter client code: XXXXX

Once you have scheduled your appointment, please print and bring a copy of your flu requisition to bring to your event

LOCATION & DATE

Company
 Address
Friday, September 19, 2024
 1:00 pm - 4:00 pm
 Room



WHY PARTICIPATE IN A SCREENING?

Our onsite wellness screenings are:

- Convenient - Screenings take only 10-15 minutes to complete!
- Comprehensive - Includes a 37-component blood chemistry profile and personalized report.
- Confidential - Results are provided to the participant only. View sample report [HERE](#).

View full program details [HERE](#).

SIGN UP TODAY!
empower.health

Returning Participants: If you previously created an account, sign in under "Welcome Back!"
New Participants: Complete "New User" fields and enter client code: XXXXX

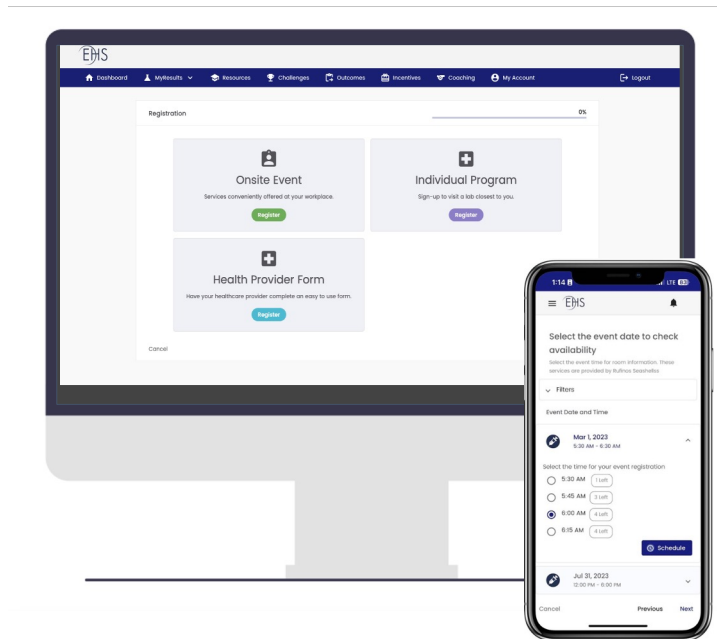
LOCATION & DATE

Location
Friday, April 11, 2025
 6:30 am - 9:30 am
 Room

NOTE: If you have recently experienced any cold, flu, or COVID-19 symptoms, please do not attend your event.

EHS | EMPOWER HEALTH SERVICES

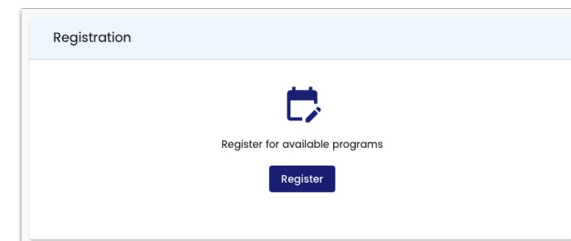
Online Registration Through Empower.Health



Participants can schedule a screening, select testing options, and learn additional details about their event through the user-friendly Empower.Health portal.

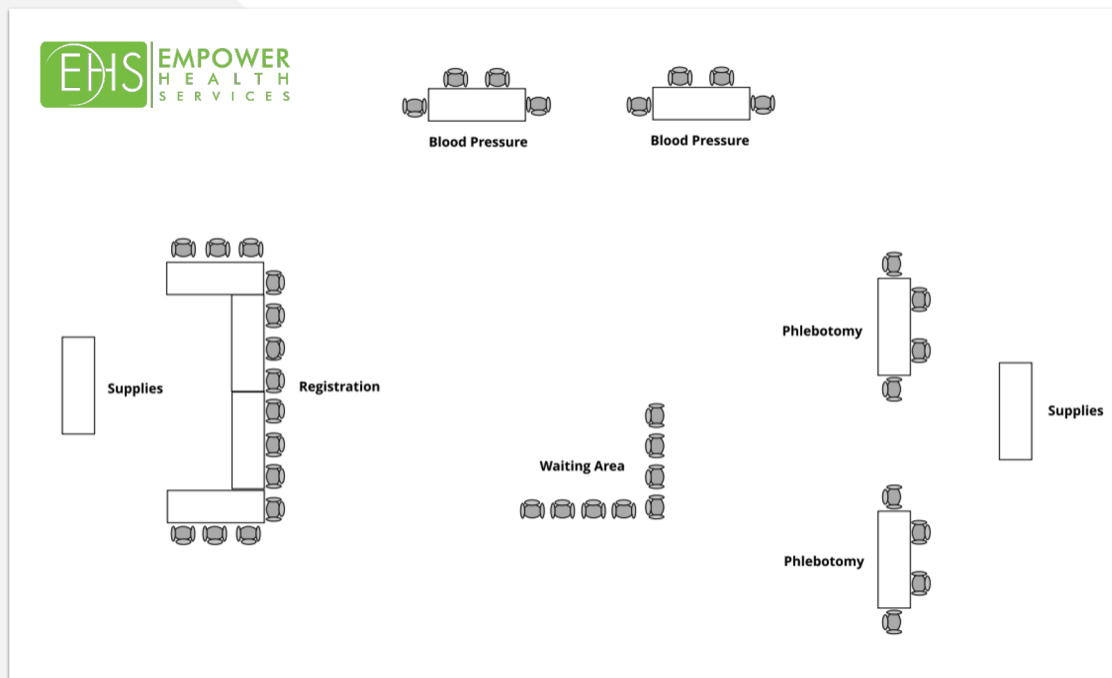
Once their account is created, a participant can click the “Register” button on the dashboard to select their appointment.

After registration, participants receive confirmation and reminder messaging.



Participants may also register via telephone by calling the EHS Customer Support Team number provided.

Onsite Room Setup



- Our setup in the room location of your choice is designed for the best customer experience
- Every onsite event is staffed by a team of licensed professionals who are employed by EHS
- Room setups include various stations to maximize privacy, flow, and efficiency: Waiting Area, Registration, Blood Pressure, and Phlebotomy

Personal Reports – Biometric Screening

Participants can download their full lab report and securely fax a copy to their primary care physician.



Your Wellness Report

Empower Health

Thoughtfully designed to help you take control of your health.



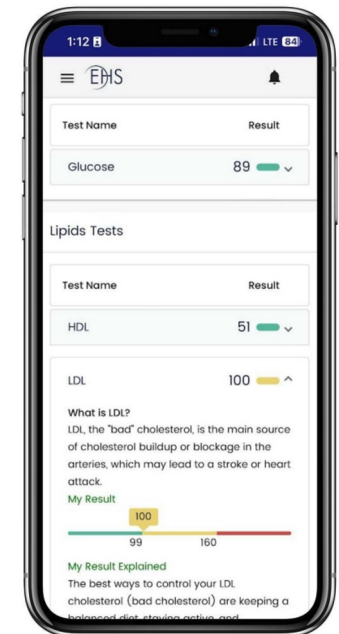
RESULTS

TEST NAME	RESULT	REFERENCE / UNITS
Blood Pressure - Systolic	96	70-119 mmHg
Blood Pressure - Diastolic	140	39-79 mmHg
Cholesterol	178	100-199 mg/dL
Triglycerides	129	0-149 mg/dL
LDL	98	0-99 mg/dL
Total Chol / HDL Ratio	3.1	0.0-5.0 ratio
HDL	57	>39 mg/dL
Non HDL Cholesterol	121	0-129 mg/dL (calc)

Tips for making the most of your doctor's visit

1. Think about specific questions you would like to ask your doctor. Writing out these questions, and stating the areas that are a "must" for discussion, is a way to ensure that you touch on the topics most important to you.
2. Prepare to honestly discuss personal matters such as lifestyle habits, the state of your mental and emotional well-being, home and work environment, and any medications or supplements you are currently taking.
3. Arrive 15 minutes before your scheduled appointment to complete any required paperwork. Make sure to bring your driver's license or photo ID and your insurance card.
4. Be ready to discuss new medical information such as health changes, recent procedures, available vaccines, and screening results. If you are a new patient, be prepared to discuss medical history, allergies, surgeries, diagnoses, etc.

Screening results can be viewed on Empower.Health with any device, and include educational resources.



Individual Wellness Report

A personalized report is accessible online within 2-3 days of testing (hard copy available)

Confidential And Secure

Participants will have access to their screening results through our secure Empower.Health portal.

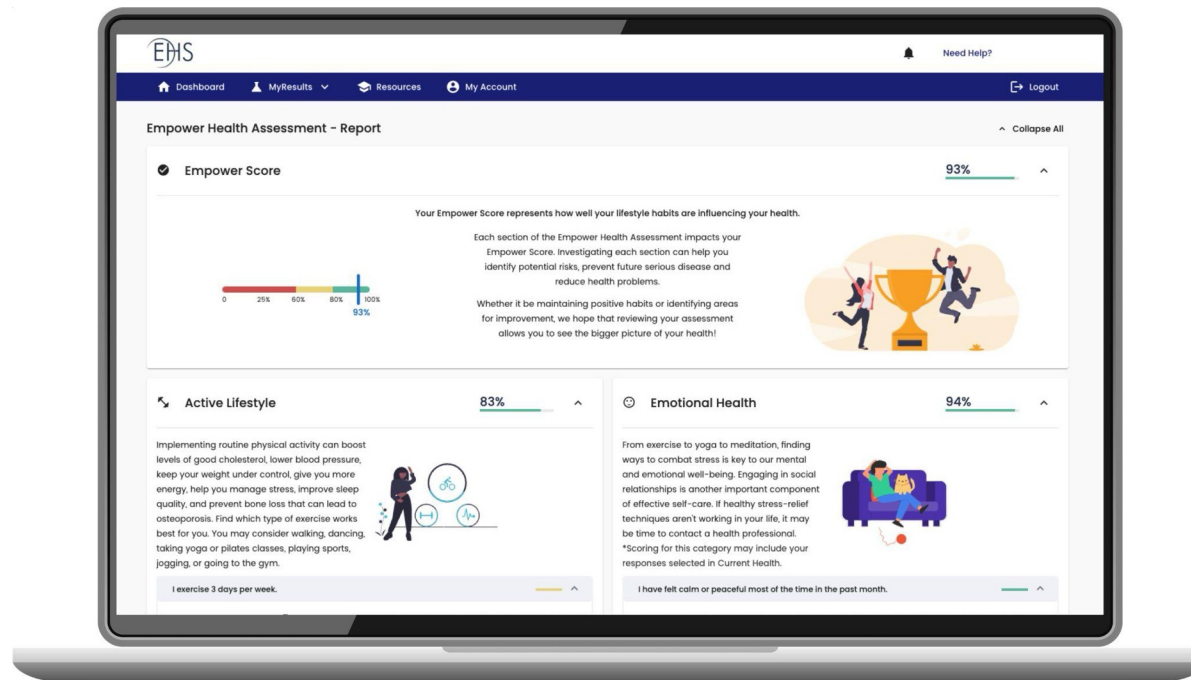
Easy-To-Understand Results

Reports include test descriptions and an in-range, out-of-range, or high-risk designator.

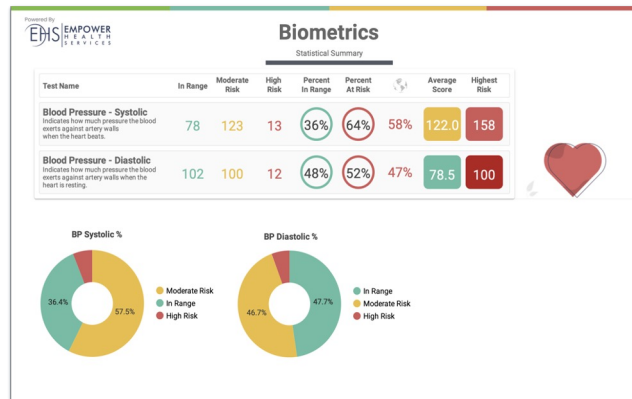
Personal Reports – Empower Health Assessment™

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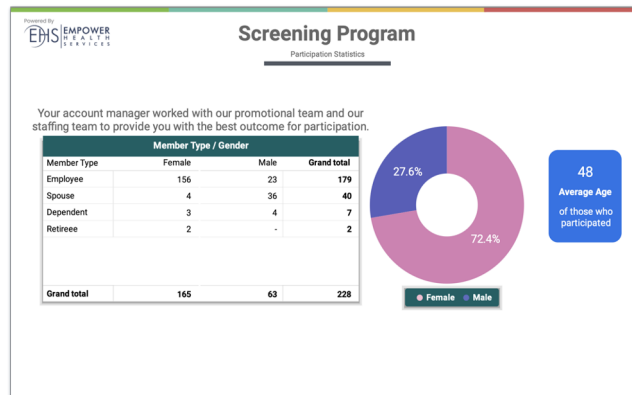
Participants who complete this online assessment will discover lifestyle strengths and areas for improvement. A full report, including educational resources, will be available on Empower.Health.



Aggregate Reports & Operations Review Presentation



Our **aggregate reporting** includes a risk profile for your overall population, as well as risk profiles for subsets of your population (specific eligibility groups, locations, etc.)



Schedule a full **operations review presentation** to thoroughly dive into aggregate reporting, discuss program goals and objectives, risk profiles, year-over-year data, participant satisfaction, and recommendations for future initiatives.

Screening Program Implementation Timeline



8 Weeks Before Program Launch: Select screening event dates, times and locations



4-6 Weeks Before Program Launch: Promotional materials developed, approved and distributed



4-6 Weeks Before Event(s): Registration begins (online or telephonic)



36-72 Hours After Event(s): Critical calls made and personal reports delivered



4-6 Weeks After Program: Aggregate Report review



4-6 Weeks After Program: Billing and data transfers

Customer Satisfaction

Book of business participant questionnaire responses

- **99.6%** were satisfied to very satisfied with the staff
- **98.0%** were satisfied to very satisfied with the program
- **97.5%** were satisfied to very satisfied with blood draw
- **72.9%** of repeat participants made a positive lifestyle change
- **Convenience** was the #1 reason for participating



Measurable Outcomes

EHS impact book of business comparison year 1 to year 2:

- 78% of participants report positive lifestyle changes because of what they learned from the program!
- 5.2% improvement in hygiene and immunization compliance
- 8% improvement in completion of recommended self-care exams
- 4.6% improvement in dietary habits
- 8.7% improvement in exercise habits
- 4.1% reduction in alcohol and tobacco consumption
- 4.4% improvement in stress reduction
- Improvement in 37 of 43 key biometric measures including:
 - Total Cholesterol, HDL Cholesterol, LDL Cholesterol, Cholesterol Ratio (2-4%)
 - Blood Pressure (7%)
 - Glucose (1-3%)
 - Kidney Function, Liver Function, Thyroid Function (2-5%)
 - Overall risk reduction of 13.9%

**What kind of IMPACT
can an Empower Health
Services program have
on your population?**



Empower Health Services

495 N. Commons Drive, Suite 100
Aurora, IL 60504

EHS | EMPOWER
H E A L T H
S E R V I C E S



dave@empowerhealthservices.com



630.299.9349



EmpowerHealthServices.com



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 4/7/2025
Subject: EMA Intern Job Description
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the EMA Intern job description to the County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

The Kendall County Emergency Management Agency (EMA) is joining Kendall County's Internship Program this summer! The attached job description is for the new EMA Intern position.

Staff Recommendation:

To forward the EMA Intern job description to the County Board for approval.

Attachments:

1. EMA Intern job description

Kendall County Internship Job Description

TITLE: Intern
DEPARTMENT: Emergency Management Agency
SUPERVISED BY: Director
FULL TIME/PART TIME: Part Time or Full Time (Hours vary)
FLSA STATUS: Non-Exempt
UNION STATUS: Non-Union
APPROVED/REVISED: In Progress

I. Position Summary:

This internship provides support to the Kendall County Emergency Management Agency (EMA). During the internship, the intern will gain hands on experience in a broad range of emergency management services including but not limited to school evacuation drills and schedules; monitoring the weather for public safety hazards; creating public safety alerts; alerting volunteers in the event of an EMA call out for services; and basic radio communications. The intern will also support the Emergency Management Director and Deputy Director in managing EMA volunteers and supporting the Kendall County Local Emergency Planning Committee (LEPC). This internship may be paid or unpaid and eligible for school credit (at the discretion of the EMA Director).

II. Essential Duties and Responsibilities:

The essential duties for this internship include, but are not limited to the following:

- A. Provides support to the EMA and gains hands on experience in a broad range of emergency management services including but not limited to school evacuation drills and schedules; monitoring the weather for public safety hazards; creating public safety alerts; alerting volunteers in the event of an EMA call out for services; and basic radio communications.
- B. Completes FEMA independent study classes, as assigned by the EMA Director.
- C. Provides support to the LEPC.
- D. Develops familiarity and understanding of the Illinois Emergency Management Act, Kendall County's Emergency Operations Plan (EOP), Kendall County's Hazard Mitigation Plan, ILCAT, IPP, the Illinois Plan for Radiological Accidents (IPRA), the structure of the Illinois Emergency Management Agency (IEMA), and the role of dosimetry in a nuclear accident.
- E. Participates in the Kendall County Community Emergency Response Team (CERT) program.
- F. Assists the Emergency Management Director and Deputy Director in managing EMA volunteers.
- G. Leads emergency management-related meetings, at the request of the Emergency Management Director and/or Deputy Director.
- H. Provides research support for various emergency management issues.

Kendall County Internship Job Description

- I. Operates a variety of equipment and tools associated with emergency management activities, which may include a motor vehicle, radio communications equipment, personal protective equipment, various emergency equipment, audio/visual equipment and general office equipment.
- J. Attends meetings, workshops, seminars, and training both within and outside of Kendall County, as needed.
- K. Assists with filing documents, pulling documents from storage, and putting files away in storage.
- L. Complies with record retention and destruction procedures in compliance with the Illinois Local Records Act.
- M. Assists with the preparation and revision of correspondence, reports, newsletters, flyers, brochures, and any other documentation, as needed, to perform assigned internship responsibilities.
- N. Handles confidential matters daily relating to all functions of the EMA and maintains confidentiality of such information.
- O. Maintains positive and professional working relationships with Kendall County's elected officials, department heads, employees, other government agencies, unions, and other third parties.
- P. Complies with all applicable laws, regulations, and County policies and procedures regarding or relating to assigned job duties.
- Q. Maintains regular attendance and punctuality.
- R. Performs other duties as assigned.

III. **Qualifications:**

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

A. Language Skills:

- 1. Ability to research, read, and interpret documents and simple instructions.
- 2. Ability to prepare documents, reports, marketing materials, and correspondence.
- 3. Requires proficient knowledge of the English language, spelling and grammar and ability to alphabetize.

B. Mathematical Skills:

- 1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- 3. Ability to assist with preparation and analysis of statistical data/reports.

Kendall County Internship Job Description

C. Reasoning Ability:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Current and valid driver's license.

E. Other Skills, Knowledge, and Abilities:

1. Strong organization and multi-tasking skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. The ability to display a positive, cooperative, professional and team orientated attitude.
4. The ability to listen, understand information and ideas, and work effectively with County personnel, department heads, and elected officials.
5. The ability to follow guidance and work independently until project completion.
6. Must be proficient in the use of computers and in Microsoft Outlook, Excel, Word, Teams, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and maintaining filing systems.
8. Skills in operating a personal computer, facsimile machine, copier, and typewriter.

F. Education and Experience:

1. At least 16 years of age or older; and
2. Either currently enrolled or recently graduated (i.e., within the three (3) months prior to submission of an internship application) from one of the following: high school, or an associate degree program, undergraduate degree program, or graduate school program at an accredited college or university.

IV. Physical Demands:

While performing the duties of this internship, the intern must be able to:

- A. Frequently sit for long periods of time at a desk, in meetings, and/or a vehicle.
- B. Frequently standing and/or walking for long periods of time.
- C. Occasionally lift and/or move up to 50 pounds.
- D. Frequently lift and/or move up to 30 pounds.
- E. Use hands to finger, handle, feel, grip, and type.
- F. Bending, climbing, and/or balancing.
- G. Stoop, kneel, crouch, and/or crawl.
- H. Reach, push, and pull with hands and arms.
- I. Talk and hear in person and via telephone.
- J. Specific vision abilities include close and distance vision, as well as depth perception.

Kendall County Internship Job Description

- K. Travel independently to other locations both within and outside of Kendall County.

V. Work Environment:

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

- A. Inside and outside conditions, which may include inclement weather.
- B. The noise level in the work environment varies from moderate to noisy.
- C. The intern may be exposed to varying temperatures and weather patterns depending on the season.
- D. Confined space situations may occur.
- E. The intern may be exposed to graphic, stressful, and difficult situations while working with users, law enforcement, County staff, elected officials, vendors, and the general public.
- F. The intern may be required to provide their own transportation to travel to and from meetings, trainings, conferences, etc.

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

Intern Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, intern



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 4/7/2025
Subject: Direct Deposit Form
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To forward the direct deposit form to the County Board for approval.

Board/Committee Review:

N/A

Fiscal impact:

None

Background and Discussion:

In the past, employees were only able to select one account for direct deposit of their paycheck. With approval of this direct deposit form, employees will have the option of selecting more than one account for their direct deposits.

Staff Recommendation:

To forward the direct deposit form to the County Board for approval.

Attachments:

1. Direct deposit form



Direct Deposit Authorization Form

I hereby authorize Kendall County to directly deposit my pay in the bank account listed below. I have attached a voided check or other bank confirmation for the account specified below. This authorization is to remain in force until Kendall County has received written authorization from me of its termination or change. Also, I hereby grant Kendall County the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment. I understand that if such debit is created, I will receive notification from the County.

Employee name (printed): _____

Signature: _____ Date: _____

Account #1 (Check only one)

☐ Checking

☐ Savings

Financial institution: _____

Street address: _____

City, State and Zip code: _____

Telephone: (____) _____

Personal Account Number:																			
ABA (Routing) Number:																			

Amount of pay to be deposited into this account: ____%

Account # 2 (Check only one)

☐ Checking

☐ Savings

Financial institution: _____

Street address: _____

City, State and Zip code: _____

Telephone: (____) _____

Personal Account Number:																			
ABA (Routing) Number:																			

Amount of pay to be deposited into this account: ____%

☐ I have attached a voided check or other bank confirmation for the account(s) specified above.

Form Approved: TBD