



COUNTY OF KENDALL, ILLINOIS HUMAN RESOURCES & INSURANCE

Kendall County Historic Courthouse
110 West Madison, Courtroom,
Yorkville, IL 60560

Monday, June 2, 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 May 5, 2025, Human Resources & Insurance Committee Meeting (pages 2- 6)
5. Committee Reports and Updates
 - A. Monthly Benefits Report (pages 7-8)
 - B. Monthly Human Resources Department Report (page 9)
6. New Committee Business
 - A. **DISCUSSION ONLY:** Kendall County Mid-Year Stewardship Report presented by Dane Mall of Alliant Insurance Services, Inc.
 - B. ***MOTION (VV) (Forward to CB 6/17/2025):** Revised Kendall County Employment Application (pages 10-14)
 - C. ***MOTION (VV) (Forward to CB 6/17/2025):** New Kendall County Credit Card Policy (Section 4.14 in the Kendall County Employee Handbook) Effective July 1, 2025 (pages 15-18)
7. Old Committee Business
 - A. **DISCUSSION ONLY:** Revised Vacation Policy effective July 1, 2025 (Section 8.2 of the Kendall County Employee Handbook)
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. ***MOTION (VV):** 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, May 5, 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	Here	5:30 p.m.	
Jason Peterson	Here	5:30 p.m.	
Elizabeth Flowers	Here	5:30 p.m.	
Zach Bachmann	Here	5:31 p.m.	
Matt Kellogg	Here	5:30 p.m.	

With 5 members present, a quorum was established.

Staff Present: Director of Human Resources Leslie Johnson and Human Resources Generalist Tricia Sohst.

Others Present: None

Approval of Agenda – Member Matt Kellogg made a motion to approve the agenda, second by Member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

Approval of Minutes- Member Matt Kellogg made a motion to approve April 7, 2025, minutes, second by Member Elizabeth Flowers. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

Committee Reports and Updates –

A. Monthly Benefits Report

Human Resources Director Leslie Johnson stated that Bob Jones provided the monthly benefits report, which is in the packet. Director Johnson provided everyone with a chart comparing total medical claims and total pharmacy claims for 2023 versus 2024. The loss ratio for both the PPO and HMO plans increased from 2023 to 2024. IPBC will look at the claims from the last three years to help determine premiums for the following year.

B. Monthly Human Resources Department Report

Human Resources Director Leslie Johnson provided the monthly Human Resources Department Report. The department has been busy with recruitment for the Human Resources Generalist. There are still internships available in the Animal Control

Department. Onboarding has been completed for Management Analyst, Natalia Borowska, Code Compliance Officer, Larry Simmons, Outreach Specialist, Sara Gavin, and Bailiff, James Stafford. For Labor Relations, a Memorandum of Understanding was negotiated for Corrections Deputies bargaining unit to change how overtime is filled, which will be presented to the County Board for approval on May 6th. The Employee Appreciation Breakfast was held on April 16th and 17th. Director Johnson attended a presentation with the County Administrator and Sheriff's Office command staff regarding retirement healthcare funding plans, called 115 Trusts. There will be a presentation at the Committee of the Whole on May 15, 2025, by Joel Babbitt from NPPFA regarding the 115 Trust Plans.

New Committee Business –

A. Resolution Amending Kendall County Wellness Program Guidelines

Director Leslie Johnson explained that the County Board previously approved the Wellness Program Guidelines regarding getting an annual physical. With the approval of the Empower Biometric Screenings Agreement, the County will offer onsite biometric screenings to County employees and their spouses enrolled in the County's medical insurance plans. The proposed resolution would allow the onsite biometric screening to serve as the employee's annual physical and would qualify the employee for the insurance discount set forth in the Wellness Program Guidelines. Member Flowers stated that she would like to provide this option to employees.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

B. Empower Health Services, LLC Biometric Screening Agreement

Director Leslie Johnson explained this agreement would allow the County to provide onsite biometric screenings for Kendall County retirees, employees, and their spouses enrolled in the County's medical insurance plans. Per the Agreement, there is a fee of \$135 per person for the onsite screening. IPBC will reimburse the County for every onsite screening completed. There is a 30-person minimum for each onsite screening date. If this minimum is not met, then the County will have to pay \$135 for each slot that is not filled. IPBC will not reimburse for those screenings not filled to reach the 30-person minimum. The proposed Agreement provides for three separate onsite screening days. Member Kellogg suggested scheduling at the courthouse on one of the least busy days at the courthouse. Director Johnson explained there will be two separate screenings at the Courthouse on two separate weeks. The screenings will run from 7:00 a.m. until 11:00 a.m. There will also be an option for the employee to complete the screening offsite at a nearby lab at any time of their choosing.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Matt Kellogg. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

C. Revised Employment of Minors Policy effective July 1, 2025 (Section 3.1 of the Kendall County Employee Handbook)

Member Flowers asked if this revision to the policy was just to get the County into compliance with Illinois State Law. Director Leslie Johnson explained that this policy revision will comply with the recent amendments to the Illinois Child Labor Law.

Member Zach Bachmann made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Jason Peterson. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

D. Revised Drug and Alcohol Use/Abuse Policy effective July 1, 2025 (Section 5.4 of the Kendall County Employee Handbook)

Director Johnson explained that Physicians Immediate Care provides the County's drug testing. Physicians Immediate Care no longer provides a five-panel test and, instead, now provides a seven-panel drug test. So, the proposed policy revision removes the five-panel drug screening and replaces it with the seven-panel drug screening, which is offered by Physicians Immediate Care.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

E. Revised Work-Related Injury or Illness Reporting Policy effective July 1, 2025 (Section 5.10 of the Kendall County Employee Handbook)

Director Leslie Johnson explained the current policy has the Administration Department overseeing risk management functions. However, when the Human Resources Department was created, the Human Resources Department began overseeing these risk management functions. So, the proposed policy would replace all references to the Administration Department with the Human Resources Department for the risk management functions set forth in the policy.

Member Jason Peterson made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Elizabeth Flowers. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

F. Revised Jury and Witness Duty Policy effective July 1, 2025 (Section 8.4 of the Kendall County Employee Handbook)

Director Leslie Johnson explained this policy revision would allow supervisors to request documentation from employees to verify the employee attended jury duty or testified in a court proceeding. Also, this policy revision explains what employees must do if they receive jury duty pay.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

G. Revised Bereavement Leave Policy effective July 1, 2025 (Section 8.8 of the Kendall County Employee Handbook)

Director Leslie Johnson stated that this revision complies with the recent amendments to the Child Extended Bereavement Leave Act.

Member Elizabeth Flowers made a motion to forward to the May 20, 2025, County Board meeting for approval, second by member Zach Bachmann. **Chairman Rodriguez asked for a voice vote on the motion. All members present voting aye. Motion carried.**

H. Discussion of Revised Vacation Policy effective July 1, 2025 (Section 8.2 of the Kendall County Employee Handbook)

The County recently approved changes to the vacation accrual amounts for all of the Sheriff's Office's FOP bargaining units. The first part of the proposed vacation policy mirrors the vacation accrual rates recently approved for the Sheriff's Office's union contracts. Director Johnson explained the second part of the proposed policy revision would allow a department head or elected official with the discretion to offer three weeks of vacation to full-time supervisors who have 0-6 years of service with Kendall County. Member Kellogg stated that he realized the additional vacation time for supervisors would be helpful for recruitment when the County was doing the County Administrator's recruitment. Member Kellogg said this change would make Kendall County more appealing. Director Johnson explained these proposed policy revisions were brought first to the Committee for discussion to see if the Committee would be in favor of these policy revisions. If so, the intent is to then speak with the elected officials and department heads to see if they are comfortable with these proposed changes from an operations perspective. Member Rodriguez stated he believes it is fair to make the vacation accruals even across the board for the union and non-union employees. Member Bachmann stated that these proposed policy revisions would equalize vacation time for all County staff and would increase retention of staff. Member Flowers said this makes Kendall County more enticing and gives people a different benefit. The Committee authorized Director Johnson to discuss the proposed revision with the elected officials and department heads to see if they support the proposed revisions to the County's vacation policy. Director Johnson will report back to the Committee after speaking with the elected officials and department heads.

Old Committee Business –

None

Chairman's Report –

None

Public Comment –

None

Executive Session –

None

Items for the Committee of the Whole Meeting –

1. Empower Health Services, LLC Biometric Screening Agreement in an amount not to exceed \$135 per plan participant

Action Items for County Board –

1. Under Consent Agenda

- a. Resolution Amending Kendall County Wellness Program Guidelines
- b. Revised Employment of Minors Policy effective July 1, 2025 (Section 3.1 of the Kendall County Employee Handbook)
- c. Revised Drug and Alcohol Use/Abuse Policy effective July 1, 2025 (Section 5.4 of the Kendall County Employee Handbook)
- d. Revised Work-Related Injury or Illness Reporting Policy effective July 1, 2025 (Section 5.10 of the Kendall County Employee Handbook)
- e. Revised Jury and Witness Duty Policy effective July 1, 2025 (Section 8.4 of the Kendall County Employee Handbook)
- f. Revised Bereavement Leave Policy effective July 1, 2025 (Section 8.8 of the Kendall County Employee Handbook)

2. Items for Committee Business

None

Adjournment – Member Elizabeth Flowers made a motion to adjourn, seconded by Member Zach Bachmann. **With all members present in agreement, the meeting was adjourned at 5:57 p.m.**

Respectfully submitted,
Tricia Sohst
Human Resources Generalist

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	816.57
Vision	Single	16	507.60
Medical	Family	1	17,148.18
Medical	Single	6	26,413.87
Dental	Family	32	7,495.99
Dental	Single	16	9,574.39
TOTAL		82	61,956.60

FY 25 MONTHLY MEDICAL INSURANCE INVOICES

BUDGETED \$6,401,817 58.04% 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	494378	485512							\$2,971,300	5,498,931	54.03%
BCBS Dental Premium	27987	28067	28384	28934	28542	27911							\$169,825	291,549	58.25%
Securian Life Premium	0	618	631	635	632	625							\$3,141	7837	40.08%
Health Savings Account	0	557250	14000	-6150	6375	0							\$571,475	600,000	95.25%
FSA Admin Fee	118	121	-118	0	0	0							\$121	3,500	3.47%
TOTALS	\$530,542	\$1,076,133	\$537,581	\$527,632	\$529,927	\$514,048	\$0	\$0	\$0	\$0	\$0	\$0	\$3,715,862	6,401,817	58.04%

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 June 2, 2025

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

COMPLIANCE & RISK MANAGEMENT:

- We continue working with all County departments and elected offices to obtain signed annual motor vehicle records check authorizations for all authorized drivers to complete the County's comprehensive annual motor vehicle records check in June.
- On June 17, 2025, at 1:00 p.m., Dane Mall of Alliant Insurance Services, Inc. will be providing training about Accident Investigations to Kendall County's supervisors and Human Resources personnel.

RECRUITMENT, ONBOARDING & OFFBOARDING:

- We completed recruitment for the part-time Deputy Treasurer position.
- We continue recruitment for the full-time Human Resources Generalist position to replace Human Resources Generalist Tricia Sohst's current vacancy.
- We began recruitment for Court Services' Part Time Male Drug Test Technician position.

LABOR RELATIONS:

- Union negotiations continue for Corrections Sergeants.
- We continue preparation for upcoming negotiations with the Facilities Management Department.

MISCELLANEOUS:

- Thank you to County Board Chairman Matt Kellogg and County Administrator Christina Burns for joining us for a recent Kendall County Summer Internship Roundtable discussion. The interns enjoyed learning more about County government and future planning for Kendall County!
- We assisted the Kendall County Health Department and the Veteran's Assistance Commission with updating their access cards and identification badges to eliminate duplicate access card numbers in the Executime timeclock system.
- Our Human Resources Department Intern, Payton Maughan, is busy preparing for Kendall County's third annual Employee Olympics to be held throughout the month of July. Stay tuned for more information!
- Payroll Specialist Payton Karlovich and Human Resources Generalist Brenda Benz continue to develop and update coding in the Tyler Munis system for various payroll functions like wage garnishments and child support withholdings.
- We continue researching and preparing salary surveys for the Kendall County Sheriff's Office and the Kendall County Assessor's Office.



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 6/2/2025
Subject: Revised Kendall County Employment Application
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve the revised Kendall County Employment Application

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

The Kendall County Health Department requested a revision to Kendall County's Employment Application. Specifically, the Health Department recommended that applicants be asked to include email addresses for each professional reference they provide. Collecting email addresses would offer County departments an additional means of contacting references during the reference check process. The attached updated Kendall County Employment Application requests applicants include email addresses for each professional reference listed on the Employment Application.

Staff Recommendation:

To approve the revised Kendall County Employment Application

Attachments:

1. Revised Kendall County Employment Application



KENDALL COUNTY, ILLINOIS APPLICATION FOR EMPLOYMENT

Kendall County is committed to complying with the Americans with Disabilities Act. If an applicant requires a reasonable accommodation for purposes of completing the job application process, please contact the Kendall County Human Resources Department at 630-381-9149 or email us at HRDepartment@kendallcountyil.gov. A resume and cover letter may be attached to the completed employment application.

Date Completed: _____

Department/Elected Office: _____

Position Desired: _____ ☐ Part time ☐ Full time

Applicant's Name: _____

(Print) Last First Middle

Present Mailing Address: _____

City State Zip Code

Phone: (____) _____ Email Address (optional): _____

How did you hear about this employment opportunity? _____

Have you ever worked for Kendall County before? ☐ Yes ☐ No

If yes, please give dates and position: _____

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time including military services and any period of unemployment. If self-employed, give business name and supply business references. (Add additional page if necessary.)

Present or Last Employer	Employed From mo/yr To mo/yr	Your Title or Position Name & Title of Supervisor	Reason for Leaving
Name of Employer Address Phone			
Last Employer	Employed From mo/yr To mo/yr	Your Title or Position Name & Title of Supervisor	Reason for Leaving
Name of Employer Address Phone			

Last Employer <hr/> Name of Employer <hr/> Address <hr/> Phone	<u>Employed</u> From mo/yr <hr/> To mo/yr <hr/>	<u>Your Title or Position</u> <hr/> <u>Name & Title of</u> <u>Supervisor</u> <hr/>	<u>Reason for Leaving</u>
Last Employer <hr/> Name of Employer <hr/> Address <hr/> Phone	<u>Employed</u> From mo/yr <hr/> To mo/yr <hr/>	<u>Your Title or Position</u> <hr/> <u>Name & Title of</u> <u>Supervisor</u> <hr/>	<u>Reason for Leaving</u>

May we contact your current and previous employers? ☐ Yes ☐ No
If no, please explain:

Please indicate any actual experience, special training, and/or qualifications that you have which you feel are relevant to the position for which you are applying.

If hired, can you furnish proof that you are over 18 years of age? ☐ Yes ☐ No

Are you able to perform the essential functions of this job with or without reasonable accommodation?
☐ Yes ☐ No

Will you be able to work the position's required work hours? ☐ Yes ☐ No

Will you be able to work on-site? ☐ Yes ☐ No

EDUCATIONAL BACKGROUND

School Name	Years Completed	Diploma/Degree	School Name
High School:			
College/University:			
Graduate/Professional:			
Trade or Correspondence:			
Other:			

PROFESSIONAL REFERENCES

Please list three professional references who are **not your** previous employers or relatives.

Name	Occupation	<u>Mailing</u> Address	<u>Email</u> Address	Telephone Number	Number of Years Known

ACKNOWLEDGMENTS AND DISCLAIMER

By signing my name below, I certify that all information provided in this application, my resume, other employment application documents, and interview are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions in my application, resume, other employment documents, or interviews(s) may be cause for rejection of my application, or may be cause for subsequent dismissal at anytime if hired by Kendall County or one of its elected offices (hereinafter collectively referred to as "Kendall County")

I understand that Kendall County is not obligated to provide employment and that I am not obligated to accept employment should an offer of employment be made to me. **NOTHING IN THIS APPLICATION, OR IN ANY PRIOR OR SUBSEQUENT ORAL OR WRITTEN STATEMENT, IS INTENDED TO OR DOES CREATE ANY CONTRACT OF EMPLOYMENT. SHOULD THIS APPLICATION AND THE PROCESS SURROUNDING THIS APPLICATION RESULT IN MY EMPLOYMENT WITH KENDALL COUNTY, I UNDERSTAND THAT I WOULD BE HIRED AS AN EMPLOYEE AT WILL (SUBJECT TO THE TERMS OF AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, IF ANY) AND NOTHING IN THIS APPLICATION WOULD RESTRICT MY RIGHT AS AN EMPLOYEE OR KENDALL COUNTY'S RIGHT AS AN EMPLOYER TO TERMINATE MY EMPLOYMENT AT ANY TIME.**

Kendall County is an equal opportunity employer and does not discriminate against applicants and/or employees on the basis of their race, color, religion, sex, pregnancy, sexual orientation, national origin, marital status, age, ancestry, military status, veteran status, disability, genetic information, pregnancy and/or any other basis prohibited by state, federal and/or local laws, regulations and ordinances.

If selected for the position and upon commencement of employment, I understand that I will be required to submit verification that I am legally authorized to work in the United States as required by federal law.

I understand and agree that all information furnished in this application may be verified by Kendall County or its authorized representatives. I waive any right I may have to be notified by any individuals and organizations named in this application prior to the release of any information to Kendall County. I further authorize all individuals and organizations named in this application to give Kendall County and its authorized agents all information relative to such verification. I hereby release such individuals and organizations and Kendall County from any and all liability for any claim or damage resulting therefrom. If Kendall County determines that I am qualified for the position, and I have been notified that I have been selected for an interview or, if there is no interview, I have been made a conditional offer of employment with Kendall County, I may be required to submit to a criminal history background check, employment verification, and/or reference check. By signing my name below, I affirm my understanding that certain offenses may disqualify me from employment in a particular position with Kendall County to the extent permitted by applicable law.

BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ AND AGREE TO ALL OF THE ABOVE. BY SIGNING MY NAME BELOW, I ALSO HEREBY AFFIRM THAT ALL OF THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

Date



Kendall County Agenda Briefing

Meeting Type: Human Resources and Insurance
Meeting Date: 6/2/2025
Subject: Kendall County Credit Card Policy (Section 4.14 in the Kendall County Employee Handbook), effective July 1, 2025
Prepared by: Leslie Johnson, Human Resources Director
Department: Human Resources Department

Action Requested:

To approve the Kendall County Credit Card Policy (Section 4.14 in the Kendall County Employee Handbook) effective July 1, 2025

Board/Committee Review:

None

Fiscal impact:

None

Background and Discussion:

The attached proposed Credit Card Policy incorporates the recently approved Resolution 2025-19 (Kendall County Credit Card Policy) into the Kendall County Employee Handbook.

Staff Recommendation:

To approve the Kendall County Credit Card Policy (Section 4.14 in the Kendall County Employee Handbook), effective July 1, 2025

Attachments:

1. Kendall County Credit Card Policy (Section 4.14 in the Kendall County Employee Handbook), effective July 1, 2025

Section 4.14	Credit Card Policy
<u>Effective Date:</u> 7/1/2025	<u>Source Doc/Dep.:</u> None/HR
<u>Last Amended Date:</u>	

Section 4.14 CREDIT CARD POLICY

Pursuant to Kendall County Board Resolution 2025-19, all Kendall County employees and elected officials must comply with the following Credit Card Policy:

1. All credit card requests shall be presented by the employee's department head (or by the department head if the department head is requesting a credit card for themselves) at the Finance & Budget Committee meeting prior to establishing an account with the bank.
2. If the Finance and Budget Committee approves the request for the employee to receive a credit card, the card shall be issued in the name of the employee.
3. The credit card accounts for County-issued cards shall be administered and cards shall be issued by the Treasurer's Office.
4. The Administration Department shall review monthly credit card statements and receipts, and process payment of the statements.
5. Credit cards are a method of payment and supplement to the procurement process and all purchases must be made in accordance with the County's Procurement Ordinance.
6. All purchases made with a County-issued credit card shall be accounted for with itemized purchase receipts retained from the point of sale at which the item(s) were purchased. The cardholder is responsible for monthly reconciliation of credit card statements. All itemized receipts and necessary documentation are to be attached to the credit card statement, signed and dated by the cardholder, and be submitted to the designated accounts-payable person in their department to be entered for payment in the first check run of the month.
7. Personal use of any kind of a County-issued credit card is strictly prohibited and unauthorized charges are the responsibility of the employee. A purchase that would be ineligible for reimbursement under the Reimbursement Policy established by the County's Employee Handbook may not be made with a County-issued credit card unless the employee's supervisor deems the purchase necessary for the employee's current work assignment. Misuse of a County-issued

credit card will be considered grounds for disciplinary action up to and including termination.

8. County-issued credit cards may not be used to pay for meals that have been paid through per diem.
9. Issues with lost or stolen cards or suspected fraudulent activity must be reported immediately to the Treasurer's office.
10. All employees issued a credit card must sign a credit card acknowledgement form referencing this policy (see Attachment A). Additional cardholder responsibilities will be communicated as necessary.
11. If an Elected Official with control of the internal operations of their office wishes for themselves or any of their employees to obtain a credit card administered through the Treasurer's Office, the Elected Official shall request the card be issued in accordance with this policy. Nothing in this policy shall be construed as prohibiting an Elected Official with control of the internal operations of their office from establishing and administering their own credit card account for the use of themselves and their employees.

Attachment A
Kendall County
Credit Card Acknowledgement

Employee Name: _____

Job Title: _____

Department: _____

Credit Limit: _____

I understand and agree that:

1. The card is issued in my name, and I will be responsible for its safe keeping.
2. The card is used for purchases related to official Kendall County (County) business only.
3. I will not use the credit card to withdraw cash.
4. I will not use the credit card for personal purchases for myself or others.
5. I will ensure all purchases will be made in accordance with the County's Procurement Ordinance.
6. I will advise all vendors that the purchase is tax exempt and will provide a copy of the tax-exempt certificate if requested.
7. I will report a lost or stolen card immediately to the Treasurer's Office.
8. I will report any suspected fraudulent activity immediately to the Treasurer's Office.
9. I will assist the Treasurer's Office in resolving any disputes.
10. I will retain and submit all itemized purchase receipts from the point of sale at which the item(s) were purchased.
11. I am responsible for the monthly reconciliation of my credit card statements. I will download the monthly credit card statement, attach all itemized receipts and necessary documentation, and submit the signed and dated reconciliation to the designated accounts payable person in my department to be processed.
12. I acknowledge that any late fees and interest is the responsibility of my department.
13. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
14. I understand that I am subject to routine verification of my credit card and may be asked to provide it to verify at any given time.
15. The County can terminate my privilege to use the credit card at any time for any reason. I agree to return the card to Kendall County immediately upon request.
16. I have reviewed Kendall County's Credit Card Policy and understand the procedures and requirements for using the County issued credit card.

Employee signature: _____

Date: _____

Manager's signature: _____

Date: _____