



KANE COUNTY

SURGES, Lenert, Allan, Barreiro, Davoust, Hoscheit, Lewis

HUMAN SERVICES COMMITTEE

WEDNESDAY, JULY 10, 2019

County Board Room

Agenda

9:00 AM

Kane County Government Center, 719 S. Batavia Ave., Bldg. A, Geneva, IL 60134

1. **Call to Order**
2. **Approval of Minutes: June 12, 2019**
3. **Public Comment**
4. **Monthly Financial Reports**
 - A. June Monthly Reports (attached)
5. **Veteran's Assistance Commission**
 - A. Monthly Report (attached)
6. **Department of Human Resource Management**
 - A. Monthly Applicant and Staff Changes Report (attached)
 - B. Monthly Training Report (attached)
 - C. MERP Enrollment (attached)
 - D. Kane County Monthly Medical Premiums (attached)
 - E. Workers' Compensation Presentation by Dora Delima, CCMSI and Rich Ryan, Presidio
7. **Compliance**
8. **Old Business**
 - A. **Resolution:** Adopting Kane County's Guiding Policy for Board and Committee Members
9. **New Business**
 - A. **Resolution:** Approving Personnel Replacements for Vacancies in Human Resource Management
 - B. IMRF Presentation by Kevin Davis, IMRF Field Service Representative
10. **Reports Placed On File**
11. **Executive Session (If Needed)**
12. **Adjournment**

**Human Services Committee Revenue Report - Summary
Through June 30, 2019 (58.3% YTD)**

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	Total % Received
120 Human Resource Management		\$ 1,000	\$ (1,975)	(197.46%)
246 Employee Events Fund		\$ 1,000	\$ (1,975)	(197.46%)
660 Veterans' Commission	\$ 124,919	\$ 331,000	\$ 132,478	40.02%
380 Veterans' Commission	\$ 124,919	\$ 331,000	\$ 132,478	40.02%
Grand Total	\$ 124,919	\$ 332,000	\$ 130,503	39.31%

**Human Services Committee Expenditure Report - Summary
Through June 30, 2019 (58.3% YTD, 57.69% Payroll)**

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	YTD Encumbrances	Total % Used
120 Human Resource Management	\$ 241,210	\$ 2,841,254	\$ 2,875,674	\$ 35,660	102.47%
001 General Fund	\$ 16,652	\$ 290,436	\$ 125,927	\$ (0)	43.36%
010 Insurance Liability	\$ 224,557	\$ 2,549,818	\$ 2,749,747	\$ 35,660	109.24%
246 Employee Events Fund		\$ 1,000	\$ -	\$ -	0.00%
660 Veterans' Commission	\$ 22,255	\$ 331,000	\$ 158,413	\$ -	47.86%
380 Veterans' Commission	\$ 22,255	\$ 331,000	\$ 158,413	\$ -	47.86%
Grand Total	\$ 263,465	\$ 3,172,254	\$ 3,034,086	\$ 35,660	96.77%

**Human Services Committee Expenditure Report - Detail
Through June 30, 2019 (58.3% YTD, 57.69% Payroll)**

	Current Month Transactions	Total Amended Budget	YTD Transactions	YTD Encumbrances	Total % Used
120 Human Resource Management	\$ 241,210	\$ 2,841,254	\$ 2,875,674	\$ 35,660	102.47%
001 General Fund	\$ 16,652	\$ 290,436	\$ 125,927	\$ (0)	43.36%
Personnel Services- Salaries & Wages	\$ 11,486	\$ 179,607	\$ 82,891	\$ -	46.15%
Personnel Services- Employee Benefits	\$ 3,686	\$ 71,578	\$ 23,920	\$ -	33.42%
Commodities	\$ 667	\$ 6,800	\$ 2,657	\$ (0)	39.07%
Contractual Services	\$ 813	\$ 32,451	\$ 16,458	\$ -	50.72%
010 Insurance Liability	\$ 224,557	\$ 2,549,818	\$ 2,749,747	\$ 35,660	109.24%
Personnel Services- Salaries & Wages	\$ 10,435	\$ 136,777	\$ 78,188	\$ -	57.16%
Personnel Services- Employee Benefits	\$ 3,109	\$ 41,627	\$ 21,935	\$ -	52.69%
Contractual Services	\$ 211,013	\$ 2,371,414	\$ 2,649,623	\$ 35,660	113.24%
246 Employee Events Fund	\$ -	\$ 1,000	\$ -	\$ -	0.00%
Commodities	\$ -	\$ 1,000	\$ -	\$ -	0.00%
660 Veterans' Commission	\$ 22,255	\$ 331,000	\$ 158,413	\$ -	47.86%
380 Veterans' Commission	\$ 22,255	\$ 331,000	\$ 158,413	\$ -	47.86%
Personnel Services- Salaries & Wages	\$ 14,519	\$ 190,206	\$ 108,470	\$ -	57.03%
Personnel Services- Employee Benefits	\$ 6,437	\$ 93,218	\$ 44,278	\$ -	47.50%
Commodities	\$ 46	\$ 4,211	\$ 650	\$ -	15.43%
Contractual Services	\$ 1,253	\$ 43,365	\$ 5,015	\$ -	11.56%
Grand Total	\$ 263,465	\$ 3,172,254	\$ 3,034,086	\$ 35,660	96.77%



Human Services Accounts Payable by GL Distribution

Payment Date Range 06/01/19 - 06/30/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 001 - General Fund										
Department 120 - Human Resource Management										
Sub-Department 120 - Human Resource Management										
Account 52140 - Repairs and Maint- Copiers										
4371 - Toshiba Business Solutions, Inc.	15395929	Copies 2/2/19-5/1/19	Paid by Check # 366997		05/16/2019	05/30/2019	05/30/2019		06/10/2019	370.05
							Account 52140 - Repairs and Maint- Copiers Totals		Invoice Transactions 1	<u>370.05</u>
Account 55000 - Miscellaneous Contractual Exp										
3854 - Identisys, Inc.	437123	Service contract for ID machine 6/1/2019 - 5/31/2020	Paid by EFT # 53276		05/10/2019	05/30/2019	05/30/2019		06/10/2019	1,754.83
1299 - Kane County Regional Office of Education	8001900042	Fingerprinting for May 2019	Paid by EFT # 53535		06/04/2019	06/12/2019	06/12/2019		06/24/2019	760.00
8437 - Phoenix Staffing & Management Systems	24819-2	Receptionist, Nancy McGary	Paid by EFT # 53575		06/09/2019	06/12/2019	06/12/2019		06/24/2019	53.45
							Account 55000 - Miscellaneous Contractual Exp Totals		Invoice Transactions 3	<u>2,568.28</u>
Account 60000 - Office Supplies										
1024 - Ready Refresh by Nestle (Ice Mountain)	19E8106207791	Water Delivery 5/7/19	Paid by EFT # 53339		05/30/2019	05/30/2019	05/30/2019		06/10/2019	25.72
3854 - Identisys, Inc.	439743	ID Supplies	Paid by EFT # 53276		05/24/2019	05/30/2019	05/30/2019		06/10/2019	303.96
3578 - Warehouse Direct Office Products	4305380-0	Red Folders	Paid by EFT # 53384		05/29/2019	05/30/2019	05/30/2019		06/10/2019	40.64
1425 - IDenticard Systems	9340272213	ID lanyards	Paid by EFT # 53516		05/29/2019	06/12/2019	06/12/2019		06/24/2019	423.00
							Account 60000 - Office Supplies Totals		Invoice Transactions 4	<u>\$793.32</u>
							Sub-Department 120 - Human Resource Management Totals		Invoice Transactions 8	<u>\$3,731.65</u>
							Department 120 - Human Resource Management Totals		Invoice Transactions 8	<u>\$3,731.65</u>
							Fund 001 - General Fund Totals		Invoice Transactions 8	<u>\$3,731.65</u>
Fund 010 - Insurance Liability										
Department 120 - Human Resource Management										
Sub-Department 130 - Insurance Liability- HRM										
Account 50000 - Project Administration Services										
8258 - CCMSI	0120056-IN	May 2019 Claims & Administration Fee	Paid by EFT # 53182		05/22/2019	05/30/2019	05/30/2019		06/10/2019	5,884.17
8258 - CCMSI	0120256-IN	Claims & Administration Fee, June 2019	Paid by EFT # 53434		06/05/2019	06/12/2019	06/12/2019		06/24/2019	5,884.17
							Account 50000 - Project Administration Services Totals		Invoice Transactions 2	<u>\$11,768.34</u>
Account 53000 - Liability Insurance										
1016 - Acrisure LLC dba Presidio (Wine Sergi)	138158	Notary - Gaber	Paid by EFT # 53158		05/28/2019	05/30/2019	05/30/2019		06/10/2019	25.00
1063 - Meade Inc.	686884	Kirk & Legacy Traffic Signal repair	Paid by EFT # 53305		03/06/2019	05/30/2019	05/30/2019		06/10/2019	4,427.71



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Payment Date Range 06/01/19 - 06/30/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 010 - Insurance Liability											
Department 120 - Human Resource Management											
Sub-Department 130 - Insurance Liability- HRM											
Account 53000 - Liability Insurance											
10407 - Physicians Immediate Care North Chicago, LLC	4107599	Hep B Vaccinations March-April 2019 HRM	Paid by EFT # 53331		05/22/2019	05/30/2019	05/30/2019		06/10/2019	270.00	
8728 - State Street Collision, Inc.	8784	2015 Ford Taurus - 1FAHP2MK4FG178294	Paid by EFT # 53363		05/21/2019	05/30/2019	05/30/2019		06/10/2019	1,593.70	
10407 - Physicians Immediate Care North Chicago, LLC	4109995	Hep B Vaccines HRM	Paid by EFT # 53578		06/05/2019	06/12/2019	06/12/2019		06/24/2019	380.00	
8728 - State Street Collision, Inc.	8858	2017 Ford Explorer hail damage	Paid by EFT # 53610		06/06/2019	06/12/2019	06/12/2019		06/24/2019	2,467.42	
									Account 53000 - Liability Insurance Totals	Invoice Transactions 6	<u>\$9,163.83</u>
Account 53010 - Workers Compensation											
8258 - CCMSI	0070995-IN	Checks Issued in May 2019-WC	Paid by EFT # 53434		05/31/2019	06/12/2019	06/12/2019		06/24/2019	176,321.33	
8258 - CCMSI	0071718-IN	Advanced Funding Settlement- 17D45F296317	Paid by EFT # 53434		06/05/2019	06/12/2019	06/12/2019		06/24/2019	15,000.00	
									Account 53010 - Workers Compensation Totals	Invoice Transactions 2	<u>\$191,321.33</u>
									Sub-Department 130 - Insurance Liability- HRM Totals	Invoice Transactions 10	<u>\$212,253.50</u>
									Department 120 - Human Resource Management Totals	Invoice Transactions 10	<u>\$212,253.50</u>
									Fund 010 - Insurance Liability Totals	Invoice Transactions 10	<u>\$212,253.50</u>
Fund 380 - Veterans' Commission											
Department 660 - Veterans' Commission											
Sub-Department 660 - Veterans' Commission											
Account 52140 - Repairs and Maint- Copiers											
8930 - Impact Networking, LLC	1446015	Copier Overage for May	Paid by EFT # 53281		05/28/2019	06/27/2019	05/31/2019	05/31/2019	06/10/2019	28.91	
									Account 52140 - Repairs and Maint- Copiers Totals	Invoice Transactions 1	<u>\$28.91</u>
Account 53110 - Employee Training											
4526 - Fifth Third Bank	8705-JZ-05/19	Purchasing Card Expenses	Paid by EFT # 53483		06/04/2019	06/14/2019	06/14/2019	06/14/2019	06/24/2019	(33.50)	
10531 - Nathaniel Johnson	061219nrj	Travel Expenses for NACVSO Conference - Cleveland, OH	Paid by Check # 367113		06/12/2019	07/12/2019	06/14/2019	06/12/2019	06/24/2019	304.00	
4749 - Steven L. Wells	061219slw	Travel Expenses http://counfor Conference - Cleveland, OH	Paid by EFT # 53648		06/12/2019	07/12/2019	06/14/2019	06/12/2019	06/24/2019	304.00	



Human Services Accounts Payable by GL Distribution

Payment Date Range 06/01/19 - 06/30/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 380 - Veterans' Commission										
Department 660 - Veterans' Commission										
Sub-Department 660 - Veterans' Commission										
Account 53110 - Employee Training										
9019 - Jacob Zimmerman	061219jaz	Travel Expenses for NACVSO Conference - Cleveland, OH	Paid by EFT # 53656		06/12/2019	07/12/2019	06/14/2019	06/12/2019	06/24/2019	304.00
							Account 53110 - Employee Training Totals		Invoice Transactions 4	\$878.50
Account 60000 - Office Supplies										
1024 - Ready Refresh by Nestle (Ice Mountain)	19E8106647400	Water Services for May	Paid by EFT # 53339		05/24/2019	06/13/2019	05/31/2019	05/24/2019	06/10/2019	16.70
							Account 60000 - Office Supplies Totals		Invoice Transactions 1	\$16.70
							Sub-Department 660 - Veterans' Commission Totals		Invoice Transactions 6	\$924.11
							Department 660 - Veterans' Commission Totals		Invoice Transactions 6	\$924.11
							Fund 380 - Veterans' Commission Totals		Invoice Transactions 6	\$924.11
							Grand Totals		Invoice Transactions 24	\$216,909.26



Tuition Reimbursement FYTD

Payment Date Range 12/01/18 - 06/30/19

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 120 - Grand Victoria Casino Elgin										
Department 010 - County Board										
Sub-Department 020 - Riverboat										
Account 45420 - Tuition Reimbursement										
10354 - Erin Rauscher	18-06-01	PHHE 605 - Biostatistics in Public Health	Paid by Check # 365053		12/19/2018	12/26/2018	11/30/2018		01/07/2019	952.83
4856 - Tim Mescher	1807-01	Intro to Python 3 Programming	Paid by Check # 365247		01/11/2019	01/10/2019	11/30/2018		01/22/2019	115.00
10873 - Brittany Scott	1805-01	Courses: LAW113; LAW162; LAW190; LAW424	Paid by EFT # 50998		01/11/2019	01/10/2019	11/30/2018		01/22/2019	2,400.00
11910 - Kathleen Skubisz	1804-01	Courses: SWK6160;SWK6140;S WK6725;SWK6381;SW K6382	Paid by Check # 365294		01/04/2019	01/10/2019	11/30/2018		01/22/2019	2,400.00
10873 - Brittany Scott	1902-01	LAW132; LAW140; LAW192	Paid by EFT # 53597		06/14/2019	06/14/2019	06/14/2019		06/24/2019	2,400.00
11910 - Kathleen Skubisz	1901-01	SWK6511; SWK6700; SWK6721; SWK6730	Paid by Check # 367167		06/07/2019	06/14/2019	06/14/2019		06/24/2019	2,400.00
							Account 45420 - Tuition Reimbursement Totals		Invoice Transactions 6	<u>\$10,667.83</u>
							Sub-Department 020 - Riverboat Totals		Invoice Transactions 6	<u>\$10,667.83</u>
							Department 010 - County Board Totals		Invoice Transactions 6	<u>\$10,667.83</u>
							Fund 120 - Grand Victoria Casino Elgin Totals		Invoice Transactions 6	<u>\$10,667.83</u>
							Grand Totals		Invoice Transactions 6	<u>\$10,667.83</u>

COUNTY OF KANE

VETERANS ASSISTANCE COMMISSION

JACOB A. ZIMMERMAN
Superintendent



COUNTY GOVERNMENT CENTER
719 South Batavia Avenue, Building A
Geneva, Illinois 60134-3077

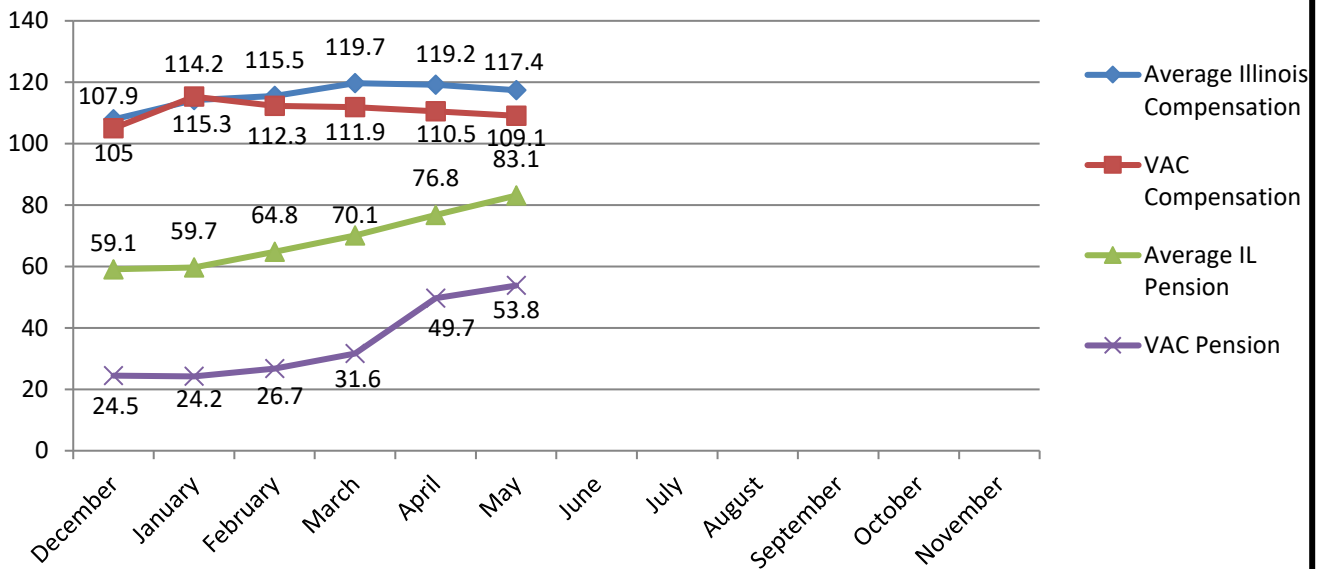
Phone: (630) 232-3550

Fax: (630) 232-5403

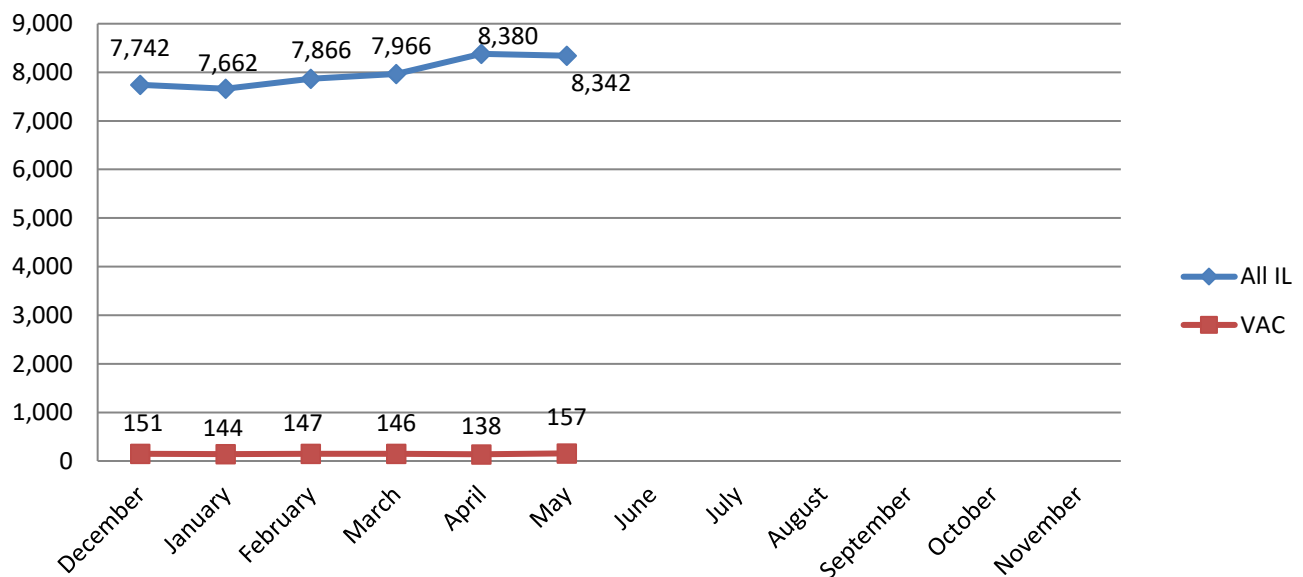
www.countyofkane.org/pages/veterans.aspx

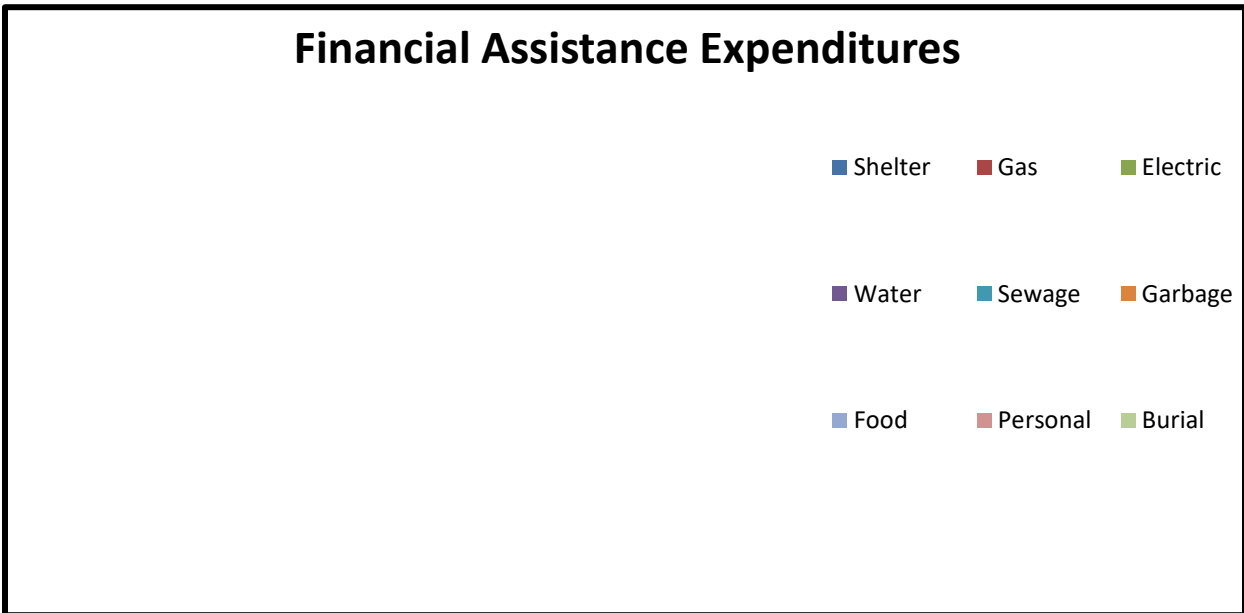
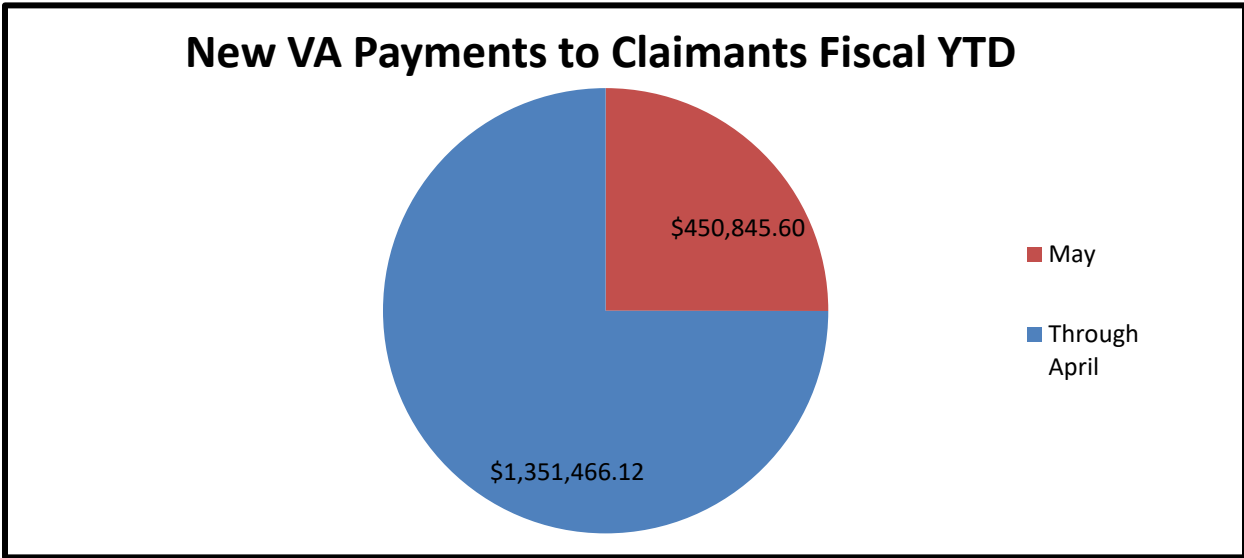
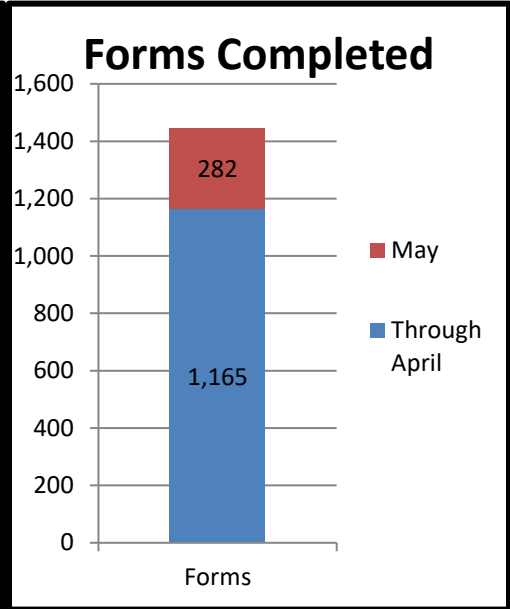
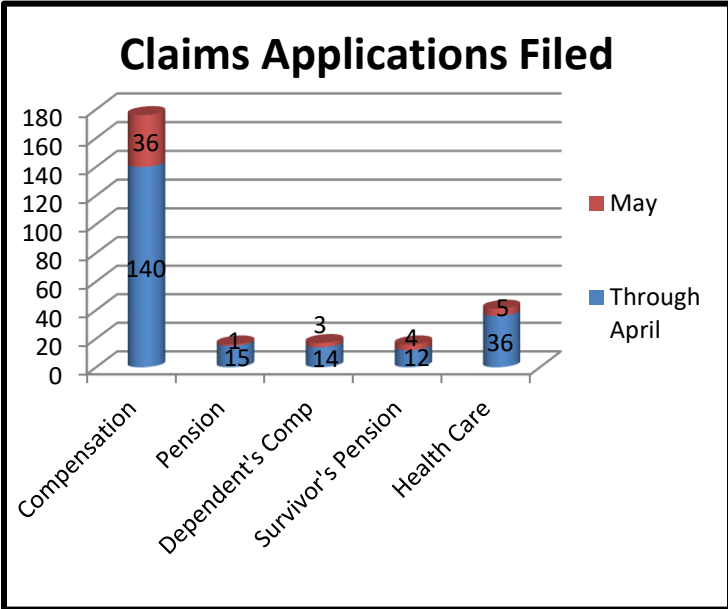
Monthly Report on Commission Activities

Average Days Pending for Claims Fiscal YTD



Total Claims Pending





VETERANS ASSISTANCE COMMISSION CLAIM REPORT

Category	December	January	February	March	April	May	June	July	August	September	October	November	FY 2018 Total
Service-Connected Disability Claims	31	23	37	25	24	36							176
Non-Service Connected Pension Claims	3	0	8	3	1	1							16
Dependent's Compensation Claims	1	1	3	7	2	3							17
Survivor's Pension Claims	1	6	1	1	3	4							16
Intent-to-File	16	25	13	28	23	36							141
§5103 Response / Claims Follow up	15	8	11	13	20	20							87
Total Forms Completed	221	198	259	261	226	282							1,447
Claims Decision Reviews	16	2	4	11	2	8							43
Appeals Filed	4	1	6	10	7	14							42
VA Health Care Applications	8	6	5	7	10	5							41
Federal Ancillary Benefit Applications	1	2	0	3	4	3							13
Burial Benefits Applications	5	4	10	4	3	1							27
eBenefits Registration	1	2	2	0	2	0							7
DD-214 / Military Records Requests	17	80	134	39	55	30							355
Corrections / Upgrade Military Records	1	3	0	0	1	1							6
Dependent's Ancillary Applications	0	2	1	1	1	2							7
State Ancillary Benefit Applications	13	8	12	17	9	6							65
VAC Outreach (Man Hours)	51.5	53.5	24.0	57.0	52.5	52.8							291.3
Training (Man Hours)	26.25	3.0	1.0	29	13.0	0.0							72
Total Claims Pending	151	144	147	146	138	157							
Intent-to-File Pending	122	138	141	152	145	161							
New VA Monetary Awards	\$ 322,308.33	\$362,285.25	\$ 155,878.89	\$ 285,261.60	\$ 225,732.05	\$ 450,845.60							\$ 1,802,311.72

**Termination Report
from 05/19/2019 - 06/29/2019**

Department	Employee Name	Termination Date
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Court Services/Juvenile Justice Center

CAVENDER, FAITH A	05/22/19
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Health

VIYUOH, DAISY A	05/28/19
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Public Defender

ZINK, ELIZABETH A	05/24/19
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Sheriff/Adult Corrections

SNAREY, JOYCELEE B	06/01/19
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Sheriff/Court Security

GARCIA, RAYMOND K	05/24/19
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OLSON, VICKI L	05/31/19
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ZOCHERT, SARAH T	05/31/19
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Total Terminations 7

Job Applicants for June 2019 by Position

Title	Post Date - Deadline	Open/Closed	Applicants
Animal Control (Brett Youngsteadt, Administrator)			
Kennel Assistant	03/01/2019 - N/A	Open	1
Shelter Programs and Operations Manager - Geneva	06/19/2019 - N/A	Open	1
Total Animal Control Applicants			2
Building Management (Rickey Sparks, Executive Director)			
Maintenance - Corrections/Sheriff's facility	03/25/2019 - N/A	Open	1
Maintenance-Building Management Operations	03/25/2019 - N/A	Open	1
Jail Janitor	04/24/2019 - N/A	Open	4
Total Building Management Applicants			6
Circuit Clerk (Thomas Hartwell, Elected Official Circuit Clerk)			
Intern/Volunteer	N/A	Open	1
Deputy Clerk	05/14/2019 - N/A	Closed on 6/3/2019	0
Deputy Clerk	06/27/2019 - N/A	Open	1
Total Circuit Clerk Applicants			2
Coroner (Rob Russell, Elected Official County Coroner)			
Intern/Volunteer	N/A	Open	1
Total Coroner Applicants			1
Court Services (Lisa Aust, Executive Director)			
Youth Counselor	11/30/2018 - N/A	Open	5
Total Court Services Applicants			5
Environmental/Water Resources Division (Jodie Wollnik, Director)			
Administrative Officer Technician	06/27/2019 - N/A	Open	0
Total Environmental/Water Resources Division Applicants			0
Finance (Joseph Onzick, Executive Director)			
Payroll/Accounting Clerk	05/17/2019 - N/A	Open	8
Total Finance Applicants			8
Information Technologies (Roger Fahnstock, Executive Director)			
Desktop Support Analyst I	10/19/2018 - N/A	Open	2
Total Information Technologies Applicants			2
Judiciary (Susan Clancy Boles, Chief Judge)			
Paralegal	06/04/2019 - 06/21/2019	Closed on 6/21/2019	4
Total Judiciary Applicants			4
Kane Comm (Michelle Guthrie, Director)			
Deputy Director	06/13/2019 - N/A	Closed on 6/20/2019	3
Total Kane Comm Applicants			3
KDOT (Carl Schoedel, Director and County Engineer Transportation)			
Construction Resident Engineer	02/01/2019 - N/A	Open	1
Project Manager/Traffic Safety Engineer	02/01/2019 - N/A	Open	1
2019 Summer Internship Job Openings	03/22/2019 - N/A	Closed on 6/4/2019	0
Administrative Officer I	06/25/2019 - 07/09/2019	Open	5
Total KDOT Applicants			7
Office of Emergency Management (Sean Madison, Interim Director Office of Emergency Management)			
Intern/Volunteer	N/A	Open	1
Total Office of Emergency Management Applicants			1
Public Health Department (Barbara Jeffers, Executive Director)			

Assistant Director for Communicable Disease	09/04/2018 - N/A	Open	5
Substance Abuse Prevention Specialist	12/10/2018 - N/A	Open	8
Clinical Nursing Supervisor for Nurse-Family Partnership Program	03/04/2019 - N/A	Open	0
Community Health Specialist III: Data & Quality Coordinator	03/04/2019 - N/A	Open	5
Community Health Specialist III: Community Health Initiatives Coordinator	03/13/2019 - N/A	Closed on 6/13/2019	6
CHS II: Environmental Health Practitioner	04/09/2019 - N/A	Open	8
Public Health Intern/Volunteer (Trap Collection for West Nile Program)	04/09/2019 - N/A	Closed on 6/4/2019	1
CHS II: Public Health Nurse	04/12/2019 - N/A	Open	0
CHS II: Public Health Nurse	04/15/2019 - N/A	Open	0
Total Public Health Department Applicants			33

Sheriff (Ron Hain, Sheriff)

Intern/Volunteer	N/A	Open	1
Court Security Officer	05/10/2019 - 06/01/2019	Closed on 6/1/2019	1
Intake/Release Civilian	06/03/2019 - N/A	Open	14
Court Security Officer	06/06/2019 - N/A	Open	20
Total Sheriff Applicants			36

State's Attorney (Joseph McMahon, Elected Official States Attorney)

Assistant State's Attorney	11/13/2018 - N/A	Closed on 6/18/2019	1
Administrative Assistant	06/19/2019 - N/A	Open	6
Total State's Attorney Applicants			7

Supervisor of Assessments (Mark Armstrong, Supervisor of Assessments)

Data Specialist	02/28/2019 - N/A	Open	2
Total Supervisor of Assessments Applicants			2

Total Applicants for June

119

New Hire Report
from 05/19/2019 - 06/29/2019

Department	Employee Name	Job Title	Employee Status	Hire Date
Circuit Clerk	THORNTON, TRICIA N	Deputy Clerk	ACTIVE	06/17/2019
Coroner	STEVENS, ROBERT E	Para Deputy Coroner	ACTIVE	06/16/2019
County Clerk	RICKERT, REBECCA L	Clerk I	ACTIVE	05/28/2019
Court Services/Juvenile Justice Center	CHIONE, KURTIS P	Youth Counselor JJC	ACTIVE	06/11/2019
	THOMAS, HOUSTON L III	Youth Counselor JJC	ACTIVE	06/11/2019
Health	STACK, SUSAN R	CHS III Health Communicate Coord	ACTIVE	05/20/2019
	ZALEWSKI, CHRISTINA K	Public Health Intern	ACTIVE	05/28/2019
Human Resource Management	NATHAN, BARBARA D	Senior HR Generalist	ACTIVE	06/12/2019
Information Technologies	BAEZ, LYNN M	Administrative Assistant	ACTIVE	05/20/2019
Sheriff/Sheriff	DOUGLAS, JUSTIN E	Peace Officer	ACTIVE	06/02/2019
State's Attorney	BLOOD, CHARLES K	Administrative Assistant	ACTIVE	06/03/2019
	PATEL, HEENA K	Assistant States Attorney	ACTIVE	06/17/2019
	RODRIGUEZ, DARLENE	Receptionist	ACTIVE	06/17/2019

New Hire Report
from 05/19/2019 - 06/29/2019

Transportation

GRENDZINSKI, MATTHEW J	Engineering Co op Intern	ACTIVE	05/28/2019
WAY, MICHAEL A	Highway Maintainer I	ACTIVE	06/03/2019
	Peace Officer	ACTIVE	06/03/2019

Total New Hires 15

2019

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
30	1 BCBS/Prime On Site Presentations	2	3	4	5	6
7	8 BCBS/Prime On Site Presentations	9	10	11	12	13
14	15	16	17	18 Hold the Meat! The Benefits of a Plant-based Diet, 12 - 12:45p, Auditorium, Interactive Health	19	20
21	22	23	24 Webinar: Positive Psychology for Leaders (Management only)	25	26	27
28	29	30	31	1	2	3
4	5	NOTES:				

2019

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8 Flexible Spending Account Presentation, Auditorium, 8:30 - Noon	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	NOTES:				

MERP ENROLLMENT

As of 7/2/19 - 54 employees are on MERP.

COUNTY OF KANE

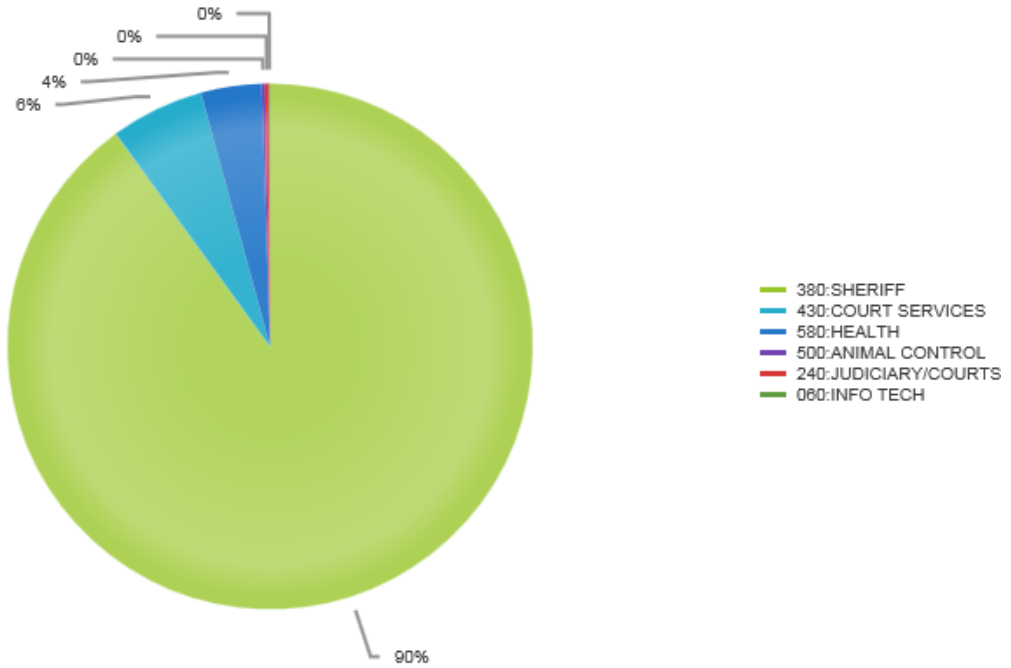
**HUMAN RESOURCES
DEPARTMENT**
Sylvia Wetzel, Executive
Director



County Government Center
719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-5932
FAX: (630) 208-0116

Blue Cross Blue Shield of Illinois (BCBSIL) required a binder payment of \$111,872.44, this amount is an estimate of the July 2019 Medical Premium based on an assumed enrollment of 999 lives. The binder check was applied against the July 2019 monthly customer statement. The balance will be billed when the first statement is generated, August 1, 2019.

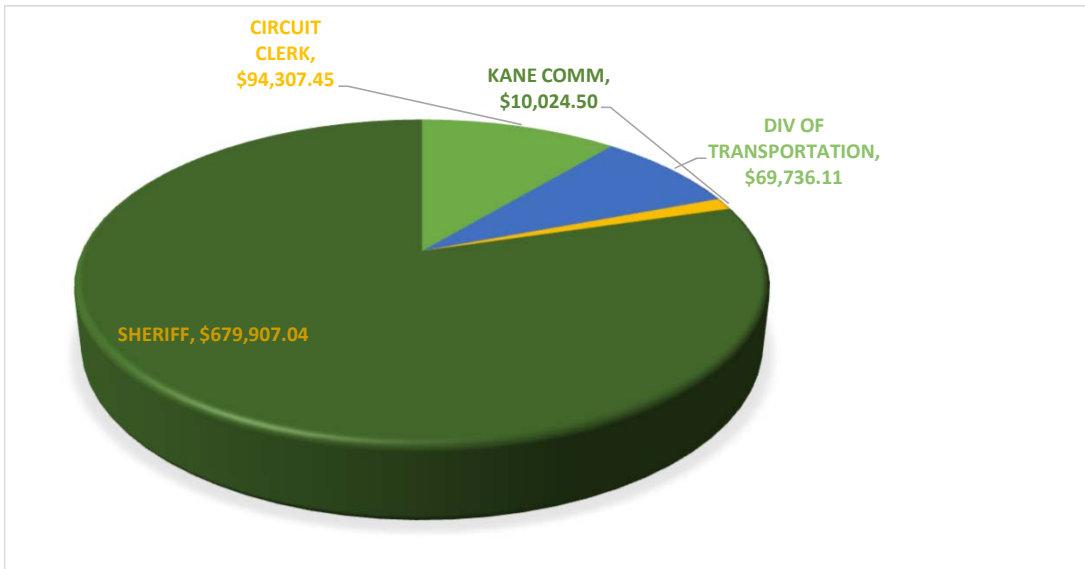
Kane County of Illinois Open (WC)Claims that occurred 07/01/2018-06/30/2019



Departments (Group 1)	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$105,109.33	\$563,532.64	\$0.00	\$668,641.97	20	\$33,432.10
430:COURT SERVICES	\$9,635.13	\$33,038.52	\$0.00	\$42,673.65	15	\$2,844.91
580:HEALTH	\$5,550.98	\$22,097.66	\$0.00	\$27,648.64	1	\$27,648.64
500:ANIMAL CONTROL	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
240:JUDICIARY/COURTS	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
060:INFO TECH	\$0.00	\$550.00	\$0.00	\$550.00	1	\$550.00
Totals:	\$120,295.44	\$622,518.82	\$0.00	\$742,814.26	39	\$19,046.52

Settlements by Department for Period July 1, 2018- June 30,2019

Department	Settlement Amount	Percentage %
ANIMAL CONTROL	\$0.00	0.00%
BUILDING MAINT	\$0.00	0.00%
CIRCUIT CLERK	\$94,307.45	11.04%
CORONER	\$0.00	0.00%
COUNTY CLERK	\$0.00	0.00%
COURT SERVICES	\$0.00	0.00%
DIV OF TRANSPORTATION	\$69,736.11	8.17%
HEALTH	\$0.00	0.00%
INFO TECH	\$0.00	0.00%
KANE COMM	\$10,024.50	1.17%
RECORDER	\$0.00	0.00%
SHERIFF	\$679,907.04	79.62%
STATES ATTY	\$0.00	0.00%
Total	\$853,975.10	100.00%





RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

Resolution No. 19 - 200

Adopting Kane County's Guiding Policy for Board and Committee Members

Committee Flow: Human Services Committee, Executive Committee, County Board Human Services Committee,

Contact: Sylvia Wetzel, 630.232.5932

Budget Information:

Was this item budgeted?	Appropriation Amount:
If not budgeted, explain funding source:	

Summary:

Adopting Kane County's Guiding Policy for Board and Committee Members meetings and attendance.

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. 19 - 200

ADOPTING KANE COUNTY'S GUIDING POLICY FOR BOARD AND COMMITTEE MEMBERS

WHEREAS, the County Board considers it desirable to adopt certain Policies and Procedures regarding Board and Committee Members meetings and attendance; and

WHEREAS, as public official(s) seek to ensure that their public body operates in accordance with the public's interest and the principles of good governance; and

WHEREAS, the purpose of the guideline is to assure a framework of conducting meetings.

NOW, THEREFORE, BE IT RESOLVED that the Kane County Board hereby approves the Guiding Policy for Board and Committee Members meetings and attendance.

Passed by the Kane County Board on August 13, 2019.

John A. Cunningham
Clerk, County Board
Kane County, Illinois

Christopher J. Lauzen
Chairman, County Board
Kane County, Illinois

Vote:

19-06 Res Board

The County of Kane
Geneva, Illinois

Guiding Policy
For
Chairman/Board/Committee Members
Meetings and Attendance

Mission Statement:

In the conduct of their duties, the County Chairman and Board member(s) are urged to be thorough in preparation, conscientious attendance, and respectful of opinions divergent from their own. Conduct during meetings shall be considerate of those differences and supportive of the ultimate goal that we be good stewards of our constituents' assets and tax dollars and honor their reasonable expectation of sensible and responsive county government.

A public official has the responsibility to ensure that their public body operates in accordance with the public's interest and the principles of good governance. Paramount to these principals is to preserve a spirit of cooperation among the County Chairman, Board and Committee members.

GUIDELINES FOR EFFECTIVE BOARDS/COMMITTEES:

1. Attendance is crucial, not only to meet the needs for a quorum, but to fulfill one's responsibilities as an elected or appointed member.
2. Be prepared for the meeting.
3. Members address topics objectively.
4. Be respectful, even if a member personally disagrees.
5. Keep confidentiality as needed, stay on agenda topic.
6. Discuss matters in the proper forum, share information on issues.
7. Adhere to confidentiality of executive sessions.
8. Seek to inform and include all members in any discussions of issues.
9. No Board/Committee member or County Board chairperson shall exert individual action, direct any county employee, or initiate any action that would require a county employee to perform any action contrary to the laws, ordinances or policies of Kane County.

Conduct of Meetings:

1. A Chairperson shall preside at meetings. In the Chairperson's absence, the Vice Chairperson shall preside. This is inclusive of Board /Committee Meetings.
2. Board members wishing to be heard shall first obtain the approval of the Chairperson and each person who speaks shall address the Chairperson. Individuals attending the meeting shall speak upon being recognized by the Chairperson.
3. The Chairperson shall call to order any person who is disorderly by speaking or otherwise disrupting the proceedings.
4. Audible signals from cell phones shall be disabled during Board/Committee meetings. Cell phone utilization during meetings should be limited to emergencies only; a member will use good judgement and exit the meeting for such a situation.

5. The official record will record the time at which the member enters or leaves the Board/Committee meeting in session.

Attendance:

Each board member has the potential to influence board decisions. Essential factors to ensure the decisions a board makes are fair and meaningful are preparedness, good judgement and regular attendance by all members.

Members of the Board or of any committee, to which they are an appointed member, shall be expected to attend scheduled meetings, absent extenuating circumstances, to which they have been appointed. Attendance will be tracked to ensure other members and the public are aware of the attendance history of the elected members.

1. Board members shall endeavor to attend all regular Board meetings, and Committee meetings of which they are members. Members who cannot attend a meeting shall endeavor to notify the Committee Chair forty-eight (48) hours prior to the meeting time.

SEVERABILITY AND APPLICATION OF LAW:

A. All of the foregoing rules are intended to comply with all federal and state law. Any rule or portion thereof, which is contrary to law, is null and void to the extent of the contradiction and shall operate in accordance with the law. If any rule or portion thereof is deemed contrary to law, the remainder of the rules shall remain in effect.

B. It is the intent of the Board to comply with the letter and spirit of all applicable laws, including all provisions of the Illinois Open Meetings Act. Additional information about the Open Meetings Act can be obtained by visiting: <http://foia.ilattorneygeneral.net/>.

C. Members of Public Bodies: One-Time Training Requirement - OMA requires that each elected or appointed member of a public body subject to OMA must successfully complete the electronic training curriculum developed and administered by the PAC, and file a copy of the certificate of completion with the public body. 5 ILCS 120/1.05(b). New members of a public body subject to OMA must complete the training not later than the 90th day after taking the oath of office or otherwise assuming responsibilities as a member of the governmental body.

D. If you are a member of a committee or subcommittee of a public body, or a member of more than one public body, taking the training once fulfills the requirement for each position you hold. A member is only required to complete this training one time during his or her term of office, not annually, unless that member is also an OMA designee, in which case annual training is required. The OMA electronic training curriculum is updated each year, therefore public body members may wish to periodically review the training to stay abreast of the law.



RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

Resolution No.

Approving Personnel Replacements for Vacancies in Human Resource Management

Committee Flow: Human Services Committee, Finance and Budget Committee, Executive Committee, County Board

Contact: Sylvia Wetzel, 630.232.5932

Budget Information:

Was this item budgeted? Yes	Appropriation Amount:
If not budgeted, explain funding source:	

Summary:

In accordance with the County Board Resolution #17-202, the Kane County Human Resource Management Department is seeking County Board approval to fill vacancies in the Department. Fulfillment of these positions is critical in order to provide efficient and effective administrative services.

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO.

APPROVING PERSONNEL REPLACEMENTS FOR VACANCIES IN HUMAN RESOURCE MANAGEMENT

WHEREAS, the Kane County Human Resource Management Department seeks at this time to fill the vacant positions of Human Resources Coordinator and Senior HR Generalist; and

WHEREAS, these vacancies are currently budgeted positions; and

WHEREAS, these positions are critical to the assurance of performing essential duties within the Human Resource Management Department; and

WHEREAS, Kane County Board adopted Resolution 17-202, instituting a moratorium on the hiring or replacement of County personnel, which resolution requires no new personnel shall be hired unless specifically approved by the County Board; and

WHEREAS, the Executive Director of the Human Resource Management Department has requested the Kane County Board to allow exception to the hiring moratorium as it is in the best interest of the County to fill this vacancy in the Human Resource Management Department in order for it to efficiently and effectively provide administrative services.

NOW, THEREFORE, BE IT RESOLVED, by the Kane County Board that the Department of Human Resource Management is hereby authorized to hire and fill the vacancies of Human Resources Coordinator and Senior HR Generalist.

Line Item	Line Item Description	Was Personnel/Item/Service approved in original budget or a subsequent budget revision?	Are funds currently available for this Personnel/Item/Service in the specific line item?	If funds are not currently available in the specified line item, where are the funds available?
001.120.120.4000	Salaries and Wages	Yes	Yes	

Passed by the Kane County Board on August 13, 2019.

 John A. Cunningham
 Clerk, County Board
 Kane County, Illinois

 Christopher J. Lauzen
 Chairman, County Board
 Kane County, Illinois

Vote:

19-08 Replacement Vacancies