



# Kane County

## KC Human Services Committee

### Agenda

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

SURGES, Linder, Allan, Kenyon, Lewis, Silva, Tarver & ex-officios Pierog (County Chair) and Tepe (County Vice Chair)

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**Wednesday, March 13, 2024**

**9:00 AM**

**County Board Room**

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1. **Call To Order**
2. **Roll Call**
3. **Remote Attendance Requests**
4. **Approval of Minutes: February 14, 2024**
5. **Public Comment (Agenda Items)**
6. **Monthly Financial Reports**
  - A. Monthly Finance Reports (attached)
7. **Department of Human Resource Management**
  - A. Monthly Blue Cross Blue Shield Invoice (attached)
  - B. Monthly BCBS and MERP Totals (attached)
  - C. Monthly Assured Partners Report (not attached)
  - D. Monthly Applicants and Staff Changes (attached)
  - E. Monthly Workers Comp and Liability Reports (attached)
  - F. Risk Management
8. **Compliance**
  - A. Monthly Training Report (attached)
9. **Old Business**
10. **New Business**
  - A. **Resolution:** Authorizing Number of Procurement Cards Issued to the Department of Human Resource Management and Each of their Transaction Limits
  - B. **Resolution:** Authorizing a Full Time Operations Manager for the Office of Emergency Management and Associated Budget Adjustment

**C. Resolution:** Amending Resolution 23-518 Approving the Kane County Per Diem Meal Rates for Calendar Year 2024

**D.** Sick Leave Donation Policy

**11. Reports Placed On File**

**12. Executive Session (if needed)**

**13. Public Comment (Non-Agenda Items)**

**14. Adjournment**

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**FINANCE REPORT NO. TMP-24-2027**

**MONTHLY FINANCE REPORTS (ATTACHED)**



# Tuition Reimbursement FYTD

Payment Date Range 12/01/23 - 02/29/24

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>120 - Grand Victoria Casino Elgin</b>										
Department <b>010 - County Board</b>										
Sub-Department <b>020 - Riverboat</b>										
Account <b>45420 - Tuition Reimbursement</b>										
13612 - Rachel L. Hall	2307-01	Tuition Reimb - CMRJ 201, CMRJ 303	Paid by EFT # 84628		11/13/2023	12/07/2023	11/30/2023		12/18/2023	1,482.00
5043 - Kristin Johnson	2305-01	Tuition Reimb - PBHL 6898, PBHL-6203	Paid by EFT # 85303		12/22/2023	01/02/2024	11/30/2023		01/16/2024	2,400.00
13311 - Heidi Lichtenberger	2302-03	Tuition Reimb - GEOGR-1154	Paid by EFT # 85319		12/21/2023	01/02/2024	11/30/2023		01/16/2024	273.60
14283 - Ally Logan	2306-01	Tuition Reimb - SWK 6045-F2-02	Paid by EFT # 85614		01/08/2024	01/12/2024	11/30/2023		01/29/2024	1,483.20
							Account <b>45420 - Tuition Reimbursement</b> Totals	Invoice Transactions	4	<u>\$5,638.80</u>
							Sub-Department <b>020 - Riverboat</b> Totals	Invoice Transactions	4	<u>\$5,638.80</u>
							Department <b>010 - County Board</b> Totals	Invoice Transactions	4	<u>\$5,638.80</u>
							Fund <b>120 - Grand Victoria Casino Elgin</b> Totals	Invoice Transactions	4	<u>\$5,638.80</u>
							Grand Totals	Invoice Transactions	4	<u>\$5,638.80</u>



# Human Services Accounts Payable by GL Distribution

Payment Date Range 02/01/24 - 02/29/24

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 001 - General Fund</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>120 - Human Resource Management</b>										
Account <b>52140 - Repairs and Maint- Copiers</b>										
13153 - Toshiba America Business Solutions, Inc	6208941	Copier charges - 11/01/23 - 01/31/24	Paid by EFT # 86316		02/02/2024	02/15/2024	02/15/2024		02/26/2024	234.20
							Account <b>52140 - Repairs and Maint- Copiers</b> Totals		Invoice Transactions 1	<u>\$234.20</u>
Account <b>55000 - Miscellaneous Contractual Exp</b>										
1299 - Kane County Regional Office of Education	8002400136	Background Checks - 2024 January Fingerprinting	Paid by EFT # 86201		02/09/2024	02/15/2024	02/15/2024		02/26/2024	800.00
							Account <b>55000 - Miscellaneous Contractual Exp</b> Totals		Invoice Transactions 1	<u>\$800.00</u>
Account <b>60000 - Office Supplies</b>										
4907 - HR Direct	INV15223701	Personnel File Folders	Paid by Check # 383439		01/29/2024	02/01/2024	02/01/2024		02/13/2024	106.87
3854 - Identisys, Inc.	651772	ID Badge Supplies	Paid by EFT # 85906		01/24/2024	02/01/2024	02/01/2024		02/13/2024	22.00
3854 - Identisys, Inc.	652003	ID Badge - New Printer	Paid by EFT # 85906		01/25/2024	02/01/2024	02/01/2024		02/13/2024	2,145.38
3854 - Identisys, Inc.	654679	ID Badge Supplies	Paid by EFT # 86179		02/12/2024	02/15/2024	02/15/2024		02/26/2024	115.00
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 012024	Water delivery 01/04 & 01/18 & Feb Rental Fee	Paid by EFT # 86128		01/20/2024	02/15/2024	02/15/2024		02/26/2024	15.22
							Account <b>60000 - Office Supplies</b> Totals		Invoice Transactions 5	<u>\$2,404.47</u>
							Sub-Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 7	<u>\$3,438.67</u>
							Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 7	<u>\$3,438.67</u>
							Fund <b>001 - General Fund</b> Totals		Invoice Transactions 7	<u>\$3,438.67</u>
<b>Fund 010 - Insurance Liability</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>130 - Insurance Liability- HRM</b>										
Account <b>53000 - Liability Insurance</b>										
1654 - Northern Contracting, Inc.	10089	Liability Claim 23D45K972318	Paid by EFT # 85956		12/21/2023	01/29/2024	01/29/2024		02/13/2024	5,997.16
1654 - Northern Contracting, Inc.	10156	Liability Repair Payment 23D45M023161	Paid by EFT # 85956		12/29/2023	02/02/2024	02/02/2024		02/13/2024	3,643.94
12798 - West Bend Mutual Insurance Company	2563300	Notary Bond - Galley 2563300	Paid by Check # 383496		12/29/2023	01/05/2024	01/05/2024		02/13/2024	20.00
12798 - West Bend Mutual Insurance Company	2563297	Notary Bond - Knudtson 2563297	Paid by Check # 383496		12/29/2023	01/05/2024	01/05/2024		02/13/2024	20.00
12798 - West Bend Mutual Insurance Company	2563298	Notary Bond - Orlando 2563298	Paid by Check # 383496		12/29/2023	01/05/2024	01/05/2024		02/13/2024	20.00
13382 - C&D Autobody Repair, Inc.	5288	Liability Claim 23D45K963273	Paid by EFT # 85804		12/15/2023	01/29/2024	01/29/2024		02/13/2024	14,545.97



# Human Services Accounts Payable by GL Distribution

Payment Date Range 02/01/24 - 02/29/24

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 010 - Insurance Liability</b>											
Department <b>120 - Human Resource Management</b>											
Sub-Department <b>130 - Insurance Liability- HRM</b>											
Account <b>53000 - Liability Insurance</b>											
8258 - CCMSI	0149662-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 86097		01/31/2024	02/15/2024	02/15/2024		02/26/2024	4,240.16	
									Account <b>53000 - Liability Insurance</b> Totals	Invoice Transactions 7	<u>\$28,487.23</u>
Account <b>53010 - Workers Compensation</b>											
13202 - Matthew J Goncher	20240201	Goncher February PSEBA Payment	Paid by EFT # 85888		02/01/2024	02/02/2024	02/02/2024		02/13/2024	859.98	
8258 - CCMSI	0149661-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 86097		01/31/2024	02/15/2024	02/15/2024		02/26/2024	163,147.77	
									Account <b>53010 - Workers Compensation</b> Totals	Invoice Transactions 2	<u>\$164,007.75</u>
Account <b>53020 - Unemployment Claims</b>											
3594 - Illinois Department of Employment Security	20240207	Unemployment claims paid 4Q 2023	Paid by Check # 383582		02/07/2024	02/15/2024	02/15/2024		02/26/2024	28,764.00	
									Account <b>53020 - Unemployment Claims</b> Totals	Invoice Transactions 1	<u>\$28,764.00</u>
									Sub-Department <b>130 - Insurance Liability- HRM</b> Totals	Invoice Transactions 10	<u>\$221,258.98</u>
									Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions 10	<u>\$221,258.98</u>
									Fund <b>010 - Insurance Liability</b> Totals	Invoice Transactions 10	<u>\$221,258.98</u>
									Grand Totals	Invoice Transactions 17	<u>\$224,697.65</u>

**Health Insurance Fund**

**Revenue and Expenses**

**Through February 29, 2024 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 2/17/2024)  
with comparative for Full Fiscal Year 2021 and 2022**

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
<b>Revenue</b>				
652.800.000.38000 - Investment Income	\$ 5,673	\$ (89,645)	\$ 243,999	\$ -
652.800.000.38900 - Miscellaneous Other		\$ 17,880	\$ -	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 12,211,311	\$ 13,116,149	\$ 14,469,417	\$ 1,290,055
652.800.000.38915 - Dental Employer Portion	\$ 421,550	\$ 425,507	\$ 407,933	\$ 36,589
652.800.000.38920 - Healthcare Employee Portion	\$ 2,501,115	\$ 3,197,317	\$ 2,925,521	\$ 259,937
652.800.000.38921 - Dental Employee Portion	\$ 267,158	\$ 281,567	\$ 269,619	\$ 23,181
652.800.000.38927 - MERP Employer Portion	\$ 888,142	\$ 998,731	\$ 1,120,209	\$ 106,159
652.800.000.38930 - Retiree Payments - Healthcare	\$ 577,472	\$ 609,359	\$ 657,037	\$ 9,874
652.800.000.38935 - Retiree Payments - Dental	\$ 2,886	\$ 2,615	\$ 3,815	\$ 342
652.800.000.38940 - Cobra Payments - Healthcare	\$ 55,784	\$ 47,684	\$ 24,367	\$ 4,212
652.800.000.38945 - Cobra Payments - Dental	\$ 2,977	\$ 2,696	\$ 2,010	\$ 108
<b>Total Revenue</b>	<b>\$ 16,934,067</b>	<b>\$ 18,609,860</b>	<b>\$ 20,123,927</b>	<b>\$ 1,730,458</b>
<b>Expenses - Health Insurance General</b>				
652.800.814.50150 - Contractual/Consulting Services	\$ 100,800	\$ 114,000	\$ 108,000	\$ 9,000
652.800.814.50520 - Healthcare Admin Services	\$ 10,860	\$ 11,244	\$ 11,665	\$ 1,012
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (1,469,791)	\$ (624,786)	\$ (806,784)	\$ -
652.800.814.53032 - Self Insured Healthcare Claims Administration		\$ -	\$ -	\$ -
652.800.814.53036 - Healthcare Taxes		\$ -	\$ -	\$ -
652.800.814.53038 - Healthcare - Vision Insurance	\$ 79,982	\$ 74,975	\$ 81,318	\$ 6,891
652.800.814.53039 - Affordable Care Act Fee	\$ 4,878	\$ 3,210	\$ 5,217	\$ -
652.800.814.53300 - Healthcare - Health Insurance		\$ 23,031	\$ -	\$ -
652.800.814.53310 - Healthcare - Dental Insurance	\$ 726,514	\$ 732,083	\$ 804,932	\$ -
652.800.814.53320 - Healthcare - Life Insurance	\$ 34,494	\$ 42,029	\$ 40,678	\$ 5,211
652.800.814.53380 - Healthcare - Wellness		\$ -	\$ (100,000)	\$ -
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ 14,750	\$ -	\$ 46,550	\$ -
652.800.814.53385 - Financial Wellness	\$ 10,000	\$ 7,500	\$ 10,000	\$ -
<b>Total Health Insurance General Expenses</b>	<b>\$ (487,514)</b>	<b>\$ 383,286</b>	<b>\$ 201,575</b>	<b>\$ 22,113</b>

**Health Insurance Fund**

**Revenue and Expenses**

**Through February 29, 2024 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 2/17/2024)  
with comparative for Full Fiscal Year 2021 and 2022**

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
<b>Expenses - Health Insurance MERP</b>				
652.800.814.53340 - MERP - Premium Reimbursement	\$ 54,593	\$ 55,424	\$ 64,554	\$ 5,470
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 5,012	\$ 4,202	\$ 8,338	\$ 277
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 163,392	\$ 331,406	\$ 447,562	\$ 13,243
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 164,946	\$ 14,316	\$ -	\$ -
Total MERP Expenses	\$ 387,944	\$ 405,349	\$ 520,454	\$ 18,990
<b>Expenses - Health Insurance PPO</b>				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 424,614	\$ 505,541	\$ 723,948	\$ -
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,292,190	\$ 6,180,965	\$ 7,738,450	\$ -
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 188,336	\$ 218,379	\$ 245,663	\$ -
652.800.817.53033 - Healthcare Facility Access Fee	\$ 43,966	\$ 76,025	\$ 13,041	\$ -
652.800.817.53037 - Healthcare Credits	\$ (190,164)	\$ (260,803)	\$ (350,324)	\$ -
Total Health Insurance PPO Expenses	\$ 6,758,941	\$ 6,720,108	\$ 8,370,778	\$ -
<b>Expenses - Health Insurance HMO</b>				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 397,022	\$ 462,946	\$ 555,815	\$ -
652.800.818.53031 - Self Insured Healthcare Claims	\$ 8,180,201	\$ 6,714,631	\$ 6,963,453	\$ -
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 389,186	\$ 394,430	\$ 372,131	\$ -
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 82,666	\$ 92,087	\$ 104,647	\$ -
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,360,426	\$ 2,658,797	\$ 2,594,715	\$ -
652.800.818.53037 - Healthcare Credits	\$ (394,368)	\$ (497,551)	\$ (564,106)	\$ -
Total Health Insurance HMO Expenses	\$ 11,015,133	\$ 9,825,340	\$ 10,026,655	\$ -
<b>Expenses - Retiree</b>				
652.800.820.53300 - Healthcare - Health Insurance	\$ 89,873	\$ 106,764	\$ 125,395	\$ 12,638
<b>Total Expenses</b>	<b>\$ 17,764,377</b>	<b>\$ 17,440,846</b>	<b>\$ 19,244,858</b>	<b>\$ 53,741</b>
<b>Revenue Net Expenses</b>	<b>\$ (830,310)</b>	<b>\$ 1,169,014</b>	<b>\$ 879,070</b>	<b>\$ 1,676,717</b>
<b>Fund Balance</b>	<b>\$ 5,247,855</b>	<b>\$ 6,416,869</b>	<b>\$ 7,295,939</b>	<b>\$ 8,972,656</b>
<i>Target Fund Balance at 25%</i>	\$ 4,441,094	\$ 4,360,212	\$ 4,811,214	\$ 13,435
<i>Target Fund Balance at 50%</i>	\$ 8,882,188	\$ 8,720,423	\$ 9,622,429	\$ 26,870



**Committee Revenue Budget Report - by Account Detail**  
**Through February 29, 2024 (25.0% YTD)**  
**\*2019, 2020, 2021, 2022 Actual Full Fiscal Year, \*\*2023 DRAFT**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount**	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>120 Human Resource Management</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	
<b>246 Employee Events Fund</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	
<b>Revenue</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
38900 - Miscellaneous Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Interest Revenue</b>	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 664	\$ 184	360.6%	\$ -	\$ 709	0.0%	
38000 - Investment Income	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 664	\$ 184	360.6%	\$ -	\$ 709	0.0%	
<b>Reimbursements</b>	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ 800	77.0%	\$ 139	\$ 800	17.4%	
37900 - Miscellaneous Reimbursement	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ 800	77.0%	\$ 139	\$ 800	17.4%	
<b>Grand Total</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	

**Committee Expense Budget Report - by Account Detail**  
**Through February 29, 2024 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 2/17/2024)**  
**\*2019, 2020, 2021, 2022 Actual Full Fiscal Year, \*\*2023 DRAFT**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount**	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>120 Human Resource Management</b>	\$ 3,006,918	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,450,959	\$ 4,824,028	95.1%	\$ 3,753,430	\$ 5,075,990	73.9%	
<b>001 General Fund</b>	\$ 234,941	\$ 248,652	\$ 230,337	\$ 205,373	\$ 266,126	\$ 322,813	74.7%	\$ 56,387	\$ 260,846	21.6%	
<b>Expenses</b>	\$ 234,941	\$ 248,652	\$ 230,337	\$ 205,373	\$ 266,126	\$ 322,813	74.7%	\$ 56,387	\$ 260,846	21.6%	
<b>Personnel Services- Salaries &amp; Wages</b>	\$ 152,144	\$ 181,653	\$ 166,938	\$ 160,097	\$ 201,575	\$ 219,656	91.8%	\$ 45,860	\$ 202,946	22.6%	
40000 - Salaries and Wages	\$ 152,144	\$ 181,794	\$ 166,938	\$ 160,097	\$ 201,575	\$ 213,239	94.5%	\$ 45,860	\$ 202,945	22.6%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417	0.0%	\$ -	\$ 1	0.0%	
40009 - Salaries and Wages Subsidy	\$ -	\$ (142)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Personnel Services- Employee Benefits</b>	\$ 40,506	\$ 35,578	\$ 31,088	\$ 29,810	\$ 49,754	\$ 50,057	99.4%	\$ -	\$ -	0.0%	
45000 - Healthcare Contribution	\$ 39,448	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ 48,874	98.0%	\$ -	\$ -	0.0%	
45009 - Healthcare Subsidy	\$ -	\$ (60)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45010 - Dental Contribution	\$ 1,058	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ 1,183	155.6%	\$ -	\$ -	0.0%	
45019 - Dental Subsidy	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Contractual Services</b>	\$ 36,213	\$ 26,163	\$ 26,863	\$ 10,471	\$ 12,018	\$ 45,600	15.2%	\$ 6,076	\$ 48,150	12.6%	
50000 - Project Administration Services	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0.0%	\$ -	\$ -	0.0%	
52140 - Repairs and Maint- Copiers	\$ 852	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ 1,500	80.7%	\$ 234	\$ 1,500	15.6%	
53050 - Employment Advertising	\$ -	\$ -	\$ -	\$ 85	\$ 731	\$ 500	146.3%	\$ 4,722	\$ 6,800	69.4%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ -	\$ 500	\$ 3,043	\$ 5,500	55.3%	\$ -	\$ 5,500	0.0%	
53110 - Employee Training	\$ -	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	0.0%	\$ -	\$ -	0.0%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ -	\$ 44	\$ 92	\$ 150	61.6%	\$ -	\$ 150	0.0%	
53130 - General Association Dues	\$ 607	\$ -	\$ -	\$ -	\$ 732	\$ 1,200	61.0%	\$ -	\$ 1,200	0.0%	
55000 - Miscellaneous Contractual Exp	\$ 34,754	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 25,250	8.1%	\$ 1,120	\$ 23,000	4.9%	
<b>Commodities</b>	\$ 6,078	\$ 5,259	\$ 5,448	\$ 4,995	\$ 2,780	\$ 7,500	37.1%	\$ 4,450	\$ 7,500	59.3%	
60000 - Office Supplies	\$ 4,291	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 4,800	47.8%	\$ 3,287	\$ 4,800	68.5%	
60010 - Operating Supplies	\$ 1,612	\$ -	\$ 1,763	\$ -	\$ -	\$ 2,200	0.0%	\$ 1,163	\$ 2,200	52.9%	
60050 - Books and Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60080 - Employee Recognition Supplies	\$ 175	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ 500	97.0%	\$ -	\$ 500	0.0%	
<b>Capital</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250	0.0%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250	0.0%	
<b>010 Insurance Liability</b>	\$ 2,769,103	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,184,833	\$ 4,500,231	96.8%	\$ 3,697,044	\$ 4,813,635	76.8%	
<b>Expenses</b>	\$ 2,769,103	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,184,833	\$ 4,500,231	96.8%	\$ 3,697,044	\$ 4,813,635	76.8%	
<b>Personnel Services- Salaries &amp; Wages</b>	\$ 136,022	\$ 136,111	\$ 105,936	\$ 133,016	\$ 156,582	\$ 143,005	109.5%	\$ 37,402	\$ 159,043	23.5%	
40000 - Salaries and Wages	\$ 136,022	\$ 136,111	\$ 105,936	\$ 133,016	\$ 156,582	\$ 138,827	112.8%	\$ 37,402	\$ 154,410	24.2%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,178	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 4,633	0.0%	
<b>Personnel Services- Employee Benefits</b>	\$ 39,008	\$ 36,442	\$ 23,828	\$ 31,488	\$ 39,379	\$ 34,718	113.4%	\$ 9,304	\$ 40,764	22.8%	
45000 - Healthcare Contribution	\$ 18,520	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 15,905	119.6%	\$ 4,650	\$ 20,856	22.3%	
45010 - Dental Contribution	\$ 305	\$ 749	\$ 238	\$ 486	\$ 889	\$ 508	175.0%	\$ 254	\$ 456	55.8%	
45100 - FICA/SS Contribution	\$ 10,260	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,580	\$ 10,940	105.8%	\$ 2,738	\$ 12,167	22.5%	
45200 - IMRF Contribution	\$ 9,922	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,886	\$ 7,365	107.1%	\$ 1,662	\$ 7,285	22.8%	
<b>Contractual Services</b>	\$ 2,594,073	\$ 3,091,047	\$ 2,766,253	\$ 3,313,104	\$ 3,984,794	\$ 4,318,430	96.2%	\$ 3,646,357	\$ 4,609,847	79.1%	
50000 - Project Administration Services	\$ 107,843	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ 108,975	79.9%	\$ 26,212	\$ 108,975	24.1%	
50150 - Contractual/Consulting Services	\$ 289,672	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ 185,000	0.0%	\$ -	\$ 185,000	0.0%	
53000 - Liability Insurance	\$ 224,201	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,764,526	\$ 2,619,000	105.7%	\$ 2,541,152	\$ 2,837,941	89.5%	
53010 - Workers Compensation	\$ 1,939,711	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,378,395	77.3%	\$ 1,050,284	\$ 1,450,851	72.4%	
53020 - Unemployment Claims	\$ 32,646	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 27,060	210.3%	\$ 28,710	\$ 27,080	106.0%	
53110 - Employee Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Commodities</b>	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60000 - Office Supplies	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	

**Committee Expense Budget Report - by Account Detail**  
**Through February 29, 2024 (25.0% YTD, 23.08% Payroll Expense through Pay Period Ending 2/17/2024)**  
**\*2019, 2020, 2021, 2022 Actual Full Fiscal Year, \*\*2023 DRAFT**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount**	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>Capital</b>	\$ -	\$ -	\$ -	\$ 22,659	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
70070 - Automotive Equipment	\$ -	\$ -	\$ -	\$ 22,659	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Contingency and Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Transfers Out</b>	\$ -	\$ -	\$ 417,912	\$ 3,575	\$ 4,078	\$ 4,078	100.0%	\$ 3,981	\$ 3,981	100.0%	
99000 - Transfer To Other Funds	\$ -	\$ -	\$ 417,912	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
99001 - Transfer to Fund 001	\$ -	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ 4,078	100.0%	\$ 3,981	\$ 3,981	100.0%	
<b>246 Employee Events Fund</b>	\$ 2,874	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 1,509	0.0%	
<b>Expenses</b>	\$ 2,874	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 1,509	0.0%	
<b>Contractual Services</b>	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
50150 - Contractual/Consulting Services	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
60080 - Employee Recognition Supplies	\$ -	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
<b>Contingency and Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 525	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 525	0.0%	
<b>Grand Total</b>	\$ 3,006,918	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,450,959	\$ 4,824,028	95.1%	\$ 3,753,430	\$ 5,075,990	73.9%	

**Kane County Purchasing Card Information  
Human Services Committee  
February 2024 Statement**

**HUMAN RESOURCES**

Transaction Date	Merchant Name	Additional Information	Transaction Amount
2/13/2024	TARGET.COM	800-591-3869	\$29.45
3/1/2024	SOCIETYFORHUMANRESOURC	ALEXANDRIA	\$2,095.00
3/1/2024	SOCIETYFORHUMANRESOURC	ALEXANDRIA	\$2,095.00
			Total: \$4,219.45
			Total all: \$4,219.45

STATE OF ILLINOIS )

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**REPORT NO. TMP-24-2044**

**MONTHLY BLUE CROSS BLUE SHIELD INVOICE (ATTACHED)**

Group Health Plan	<b>KANE COUNTY 719 BATAVIA AVENUE GENEVA, IL 60134-3077</b>
Employer Account No.	<b>IL1-238541</b>
Bill Group	<b>0579517327</b>
Account ID Number	<b>8253175154</b>
Invoice Number	<b>825319460113</b>
Invoice Date	<b>01/31/2024</b>
Invoice Period	<b>01/01/2024 - 01/31/2024</b>
Billing Cycle	<b>MONTHLY</b>

<b>Make Electronic (Wire<sup>1</sup> or ACH<sup>2</sup>) Payments to</b>	
Mellon Bank Health Care Service Corporation	
HCSC ABA Number	043000261
HCSC Bank Account Number	120-5032
Account ID Number	8253175154
<b>Amount Due</b>	<b>\$1,557,646.13</b>
<b>Date Due</b>	<b>03/04/2024</b>
See footnotes for important Wire & ACH payment instructions	

<b>Claim Charges/Credits - Paid 1/1/24 – 1/31/24</b>	
Value Based Care-Value Incentive	(196.10)
Medical-Facility	836,062.81
Value Based Care-Care Coordination	136.00
Medical-Professional	341,024.15
Pharmacy	407,651.18
<b>Total Claim Charges/Credits</b>	<b>\$1,584,678.04</b>

<b>Prior Period Corrections – Claim Charges/Credits</b>	
Value Based Care-Value Incentive	(81.66)
Value Based Care-Care Coordination	284.00
<b>Total Claim Charges/Credits</b>	<b>\$202.34</b>

<b>Stop Loss - 1/1/24 – 1/31/24</b>	
Specific Stop Loss Credit/Charge	(17,807.12)
<b>Total Stop Loss</b>	<b>\$(17,807.12)</b>

<b>Administration Fees</b>	<b>Calculation Method</b>
Wellness Credit	Flat Fee (375,000.00)

*(continued on next page)*

**<sup>1</sup>For Electronic payment via Wire**

You MUST include the following in the "Reference for Beneficiary" (RFB) (1@16) and "Originator to Beneficiary" (OBI) (1@35) in the following order: **1** Account name, **2** IL, MT, NM, OK or TX (depending on sales location), **3** Account ID number and due date (mmddyy). Please reference the "Make Electronic Payments to" portion at the top right of your invoice for the correct information.

**<sup>2</sup>For Electronic payment via ACH**

The PPD and CCD formats have different fields named "Individual ID" or "Identification Number." Please add your account description as directed in the wire instructions in the "Company Description Data" field.

Administration Fees <i>(continued from previous page)</i>	Calculation Method	
RX Rebate Credit	Per Contract Per Month	(120,396.70)
Medical Rx Rebate Credit	Per Contract Per Month	(1,042.50)
Data Exchange	Flat Fee	400.00
Benefits Value Advisor	Per Contract Per Month	1,230.15
HMO Managed Care Fee	Per Contract Per Month	8,747.51
IL Access Fee	Monthly IL Access Fee	10,339.60
Other Services	Flat Fee	25,000.00
Physician Service Fee - Allocated	Monthly Claims	33,195.96
Administration Fee	Per Contract Per Month	51,232.20
Aggregate Stop Loss	Flat Fee	65,613.00
Specific Stop Loss	Per Contract Per Month	125,181.31
Physician Service Fee - Direct	Monthly Claims	164,876.71
APR Savings Program-Data Mining & Post Pay Recovery	Claim Based	103.90
APR Savings Program-OON Rate Negotiation	Claim Based	905.75
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	77.95
APR Savings Program-OON Price Service	Claim Based	108.03
<b>Total Administration Fees</b>		<b>\$(9,427.13)</b>

<b>Total Claim Charges/Credits</b>	<b>\$1,567,073.26</b>
<b>Total Administration Fees &amp; Adjustments</b>	<b>\$(9,427.13)</b>
<b>Total Charges</b>	<b>\$1,557,646.13</b>

<b>Billing Contact</b> ARCHANA KELAVKAR Email: ASO_Billing_Team@bcbsil.com	<b>Account Executive Contact</b> Dee Roberts Email: dee_roberts@bcbsil.com
----------------------------------------------------------------------------------	----------------------------------------------------------------------------------

Electronic payment is preferred. Check payment is acceptable.		
<b>Make checks payable to</b> Health Care Service Corporation  <b>Include</b> Account ID Number    8253175154 Amount Due            \$1,557,646.13 Date Due                03/04/2024	<b>If sending via Overnight Courier</b>  Health Care Service Corporation Attn: 14169 5505 N. Cumberland Ave. Suite 307 Chicago, IL 60656-1471	<b>If sending via 1st Class Mail</b>  Health Care Service Corporation Dept. CH 14169 Palatine, IL 60055-4169

STATE OF ILLINOIS )

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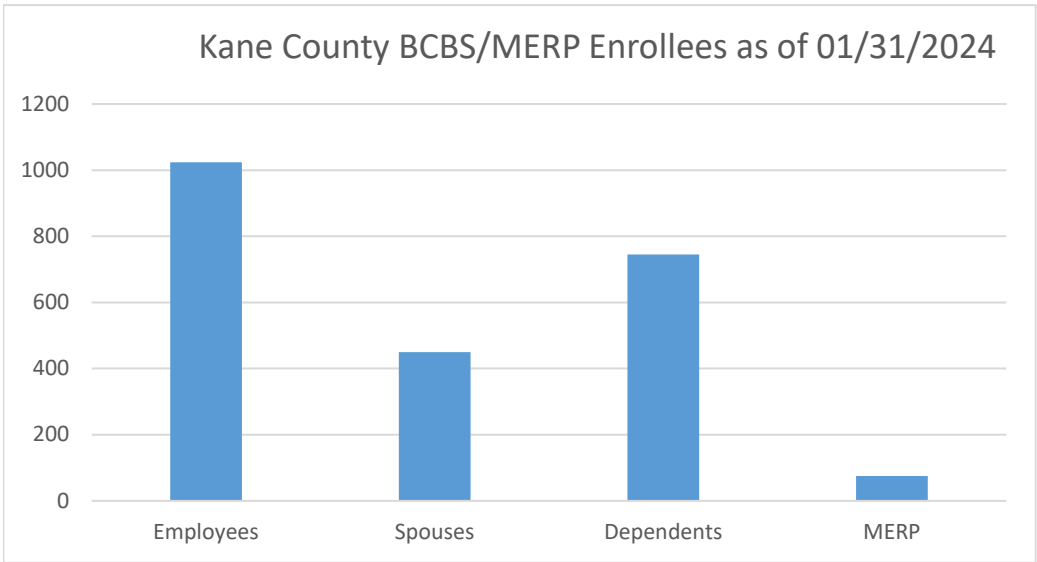
**REPORT NO. TMP-24-2045**

**MONTHLY BCBS AND MERP TOTALS (ATTACHED)**



**Kane County BCBS/MERP Enrollees as of  
01/31/2024**

Employees	Spouses	Dependents	MERP
1024	450	745	75



STATE OF ILLINOIS )  
                          ) SS.  
COUNTY OF KANE )

**REPORT NO. TMP-24-2047**  
**MONTHLY ASSURED PARTNERS REPORT (NOT ATTACHED)**

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-2048**

**MONTHLY APPLICANTS AND STAFF CHANGES (ATTACHED)**

# Job Applicants for February 2024 by Position

Title	Post Date - Deadline	Internal/External	Applicants
<b>Auditor</b>			
Internal Staff Auditor – Level 1	12/17/2023 - N/A	External	1
Internal Staff Auditor – Level 1	12/18/2023 - N/A	External	3
Internal Staff Auditor – Level 2	12/17/2023 - N/A	External	1
Internal Staff Auditor – Level 2	12/18/2023 - N/A	External	5
Total Auditor Applicants			10
<b>Building Management</b>			
Chief Building Engineer	2/2/2024 - N/A	External	6
Janitor	1/8/2024 - N/A	External	1
Janitor	2/27/2024 - N/A	External	1
Maintenance Technician II	2/9/2024 - N/A	External	1
Maintenance Technician III	2/22/2024 - N/A	External	1
Total Building Management Applicants			10
<b>Circuit Court Clerk</b>			
Deputy Clerk	2/5/2024 - N/A	External	1
Deputy Clerk	2/6/2024 - N/A	External	22
Total Circuit Court Clerk Applicants			23
<b>County Clerk</b>			
Intern/Volunteer	Open - N/A	External	1
Total County Clerk Applicants			1
<b>Court Services</b>			
Intern/Volunteer	Open - N/A	External	1
Youth Counselor	1/29/2024 - 3/31/2024	External	14
Total Court Services Applicants			15
<b>Development and Community Services</b>			
Building Inspector	12/1/2023 - N/A	External	2
Code Enforcement Inspector	2/7/2024 - N/A	External	9
Total Development and Community Services Applicants			11
<b>Division of Transportation</b>			
Chief of Traffic Operations – Civil Engineer VI	1/31/2024 - N/A	External	1
Construction Manager – Civil Engineer II, III or IV	1/30/2024 - N/A	External	2

Permit & Traffic Engineer – Civil Engineer II, III or IV	1/30/2024 - N/A	External	1
Project Manager – Civil Engineer II, III, IV or V (2 Openings)	1/30/2024 - N/A	External	1
Regional Planning Liaison & County Bicycle/Pedestrian Planner	11/8/2023 - N/A	External	3
Total Division of Transportation Applicants			8

### Finance Department

Grant Administrator	1/24/2024 - N/A	External	10
Intern/Volunteer	Open - N/A	External	2
Internship	12/27/2023 - N/A	External	1
Total Finance Department Applicants			13

### Health Department

Clinical Manager for Behavioral Health	1/5/2024 - N/A	External	7
Communicable Disease Supervisor	12/19/2023 - N/A	External	4
Community Case Manager	1/4/2024 - N/A	External	1
Community Case Manager	1/5/2024 - N/A	External	14
Early Childhood Mental Health Consultant (2 positions - Grant Funded)	7/19/2023 - N/A	External	2
Environmental Health Practitioner	10/30/2023 - N/A	External	3
Intern/Volunteer	Open - N/A	External	1
Lead Inspector	10/4/2023 - N/A	External	1
Public Health Nurse (Grant Funded Position for the Nurse Family Partnership Program)	8/8/2023 - N/A	External	2
Total Health Department Applicants			35

### Information Technology Department

Desktop Support Analyst II	1/31/2024 - N/A	External	16
Systems Administrator I	2/16/2024 - N/A	External	15
Web Developer II	11/24/2023 - N/A	External	13
Total Information Technology Department Applicants			44

### Judiciary

Courtroom Bailiff	2/2/2024 - 2/29/2024	External	1
Courtroom Bailiff (Part-Time Afternoons)	2/2/2024 - 2/29/2024	External	9
Staff Attorney	1/16/2024 - 2/19/2024	External	1
Total Judiciary Applicants			11

### KANECOMM

9-1-1 Telecommunicator	1/16/2024 - N/A	External	26
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9-1-1 Training Manager	1/25/2024 - 2/13/2024	External	2
Intern/Volunteer	Open - N/A	External	1
Total KANECOMM Applicants			29

### KCDEE

Intern/Volunteer	Open - N/A	External	1
Total KCDEE Applicants			1

### Office of Community Reinvestment

Business Services Representative	1/26/2024 - N/A	External	14
Career Navigator	1/26/2024 - N/A	External	20
Community Development Program Manager	11/21/2023 - N/A	External	3
Community Development Program Manager	2/14/2024 - N/A	External	8
Continuum of Care (COC) Program Analyst	2/1/2024 - N/A	External	5
Program Assistant	11/9/2023 - N/A	External	15
Total Office of Community Reinvestment Applicants			65

### Public Defender

Bilingual Receptionist	1/22/2024 - 2/2/2024	External	1
Investigator	2/26/2024 - 3/8/2024	External	1
Total Public Defender Applicants			2

### Sheriff

Aramark: Commissary Worker	1/24/2023 - N/A	External	3
Correction Officers *Lateral Transfer*	7/19/2023 - N/A	External	3
Human Resources Manager	2/19/2024 - 3/8/2024	External	2
Human Resources Manager	2/20/2024 - 3/8/2024	External	31
Human Resources Manager	2/27/2024 - 3/8/2024	External	5
Total Sheriff Applicants			44

### State's Attorney

Assistant State's Attorney/Felony Division	12/21/2023 - N/A	External	1
Bilingual Advocate/Case Manager- Child Advocacy Center	12/21/2023 - N/A	External	6
Bilingual Victim Advocate	12/21/2023 - N/A	External	5
Paralegal / Civil Division	2/22/2024 - N/A	External	2
Total State's Attorney Applicants			14

### Total Applicants for February

336

## New Hire Report from 02/01/2024 - 02/29/2024

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Building Management</b>				
	CHAVARRIA, MARICELA	Janitor	ACTIVE	02/05/2024
	GARCIA, ROSA M	Janitorial Manager	ACTIVE	02/05/2024
	HERNANDEZ, MARIA C	Janitor	ACTIVE	02/05/2024
	LEWANDOWSKI, NICHOLAS A	Painter	ACTIVE	02/20/2024
	MONCADA, MA G	Janitor I	ACTIVE	02/20/2024
	ZELEK, HARRISON D	Janitor I	ACTIVE	02/20/2024
<b>Community Reinvestment</b>				
	RYAN, JENNIFER L	Housing Specialist	ACTIVE	02/13/2024
<b>Court Services/Court Services Administration</b>				
	GARCIA, ALONDRA V	Probation Officer	ACTIVE	02/20/2024
	HENDRIX, CARMELLA L	Probation Officer	ACTIVE	02/20/2024
	KEELING, KELLYN N	Probation Officer	ACTIVE	02/20/2024
		Senior Probation Officer	ACTIVE	02/20/2024
	MIHALEC, JOSEPH J	Probation Officer	ACTIVE	02/20/2024
<b>Court Services/Juvenile Justice Center</b>				
	TURNQUIST, LEAH J	Youth Counselor JJC	ACTIVE	02/26/2024
<b>Development/County Development</b>				
	GEDRITIS, NICHOLAS R	Admin Officer Code Enforcement	ACTIVE	02/26/2024
		Building Inspector	ACTIVE	02/26/2024
<b>Health</b>				
	AMIN, BINAL	COVID19 Specialist	ACTIVE	02/20/2024
	DAVIS, SARAH R	Public Health Intern	ACTIVE	02/20/2024
<b>Kane Comm</b>				
	GILLOGLY, MORGAN C	Telecommunicator	ACTIVE	02/26/2024
<b>Public Defender</b>				
	ORTEGA, ANA C	Secretary Receptionist	ACTIVE	02/26/2024
<b>Regional Office of Education</b>				
	SAMPSON, JUSTIN L	Dir Communications & Marketing	ACTIVE	02/20/2024
<b>Sheriff/Adult Corrections</b>				

**New Hire Report**  
**from 02/01/2024 - 02/29/2024**

	CZUBAJ, DOMINIK M	Correctional Officer	ACTIVE	02/20/2024
	WHISENANT, DYLAN S	Correctional Officer	ACTIVE	02/20/2024
<b>Sheriff/Court Security</b>				
	BAILEY, RENA M	Court Security Officer	ACTIVE	02/20/2024
	HATANAKA JR, SHIGEHARU B	Court Security Officer	ACTIVE	02/20/2024
<b>Sheriff/Sheriff</b>				
	KOPEC, DAVID	Peace Officer	ACTIVE	02/20/2024
<b>State's Attorney</b>				
	JENZ, NICHOLAS D	Public Information Officer	ACTIVE	02/21/2024
	RYAN, ERIC J	Assistant States Attorney	ACTIVE	02/07/2024
<b>Transportation</b>				
	LOPEZ, MYRA B	Admin Ofc I Receptionist	ACTIVE	02/05/2024
		Administrative Officer I	ACTIVE	02/05/2024
		Customer Service/Program Asst	ACTIVE	02/05/2024
		Office Administrator	ACTIVE	02/05/2024

**Total New Hires 26**



## Termination Report from 02/01/2024 - 02/29/2024

Department	Employee Name	Termination Date
<b>Building Management</b>	SANDRICK, BAILEY A	02/09/24
<b>Circuit Clerk</b>	EISENMENGER, SEMRA	02/05/24
<b>Coroner</b>	RANSOM, ASHANTI I	02/16/24
<b>County Auditor</b>	HOFFMAN, DANIELLE M	02/02/24
<b>Court Services/Juvenile Justice Center</b>	GIBSON-TUCKER, TOMICA D	02/09/24
<b>Regional Office of Education</b>	GARCIA, AMELIA J	02/14/24
<b>Sheriff/Adult Corrections</b>	DAVIS, NICHOLAS P	02/08/24
	FLOWERS, SCOTT A	02/02/24
<b>Sheriff/Sheriff</b>	RUCHAJ, CHRISTOPHER M	02/14/24
<b>Transportation</b>	ZULKOWSKI, STEPHEN D	02/15/24

**Total Terminations 10**

STATE OF ILLINOIS )

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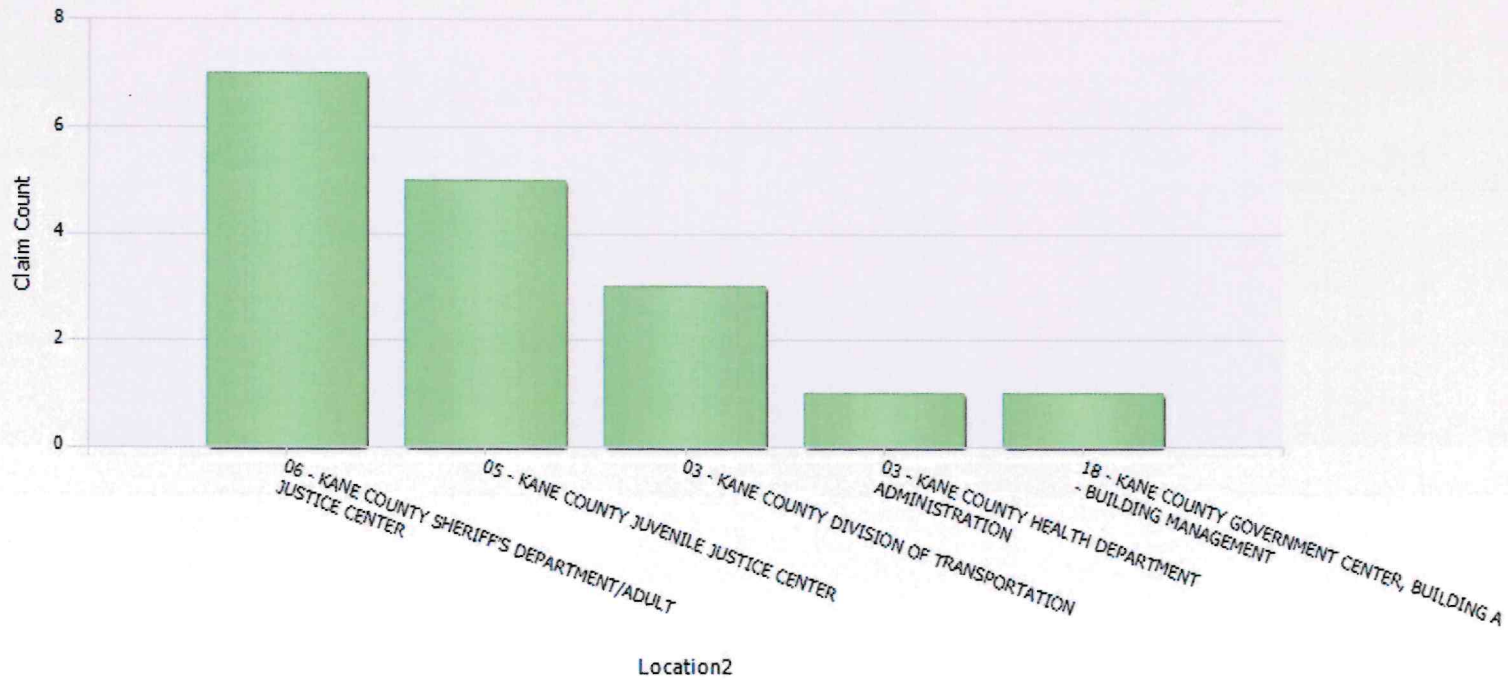
**REPORT NO. TMP-24-2049**

**MONTHLY WORKERS COMP AND LIABILITY REPORTS (ATTACHED)**

**Kane County Top 5 Locations where the most incidents have occurred 12/01/2023-11/30/2024 as of 02/29/2024**

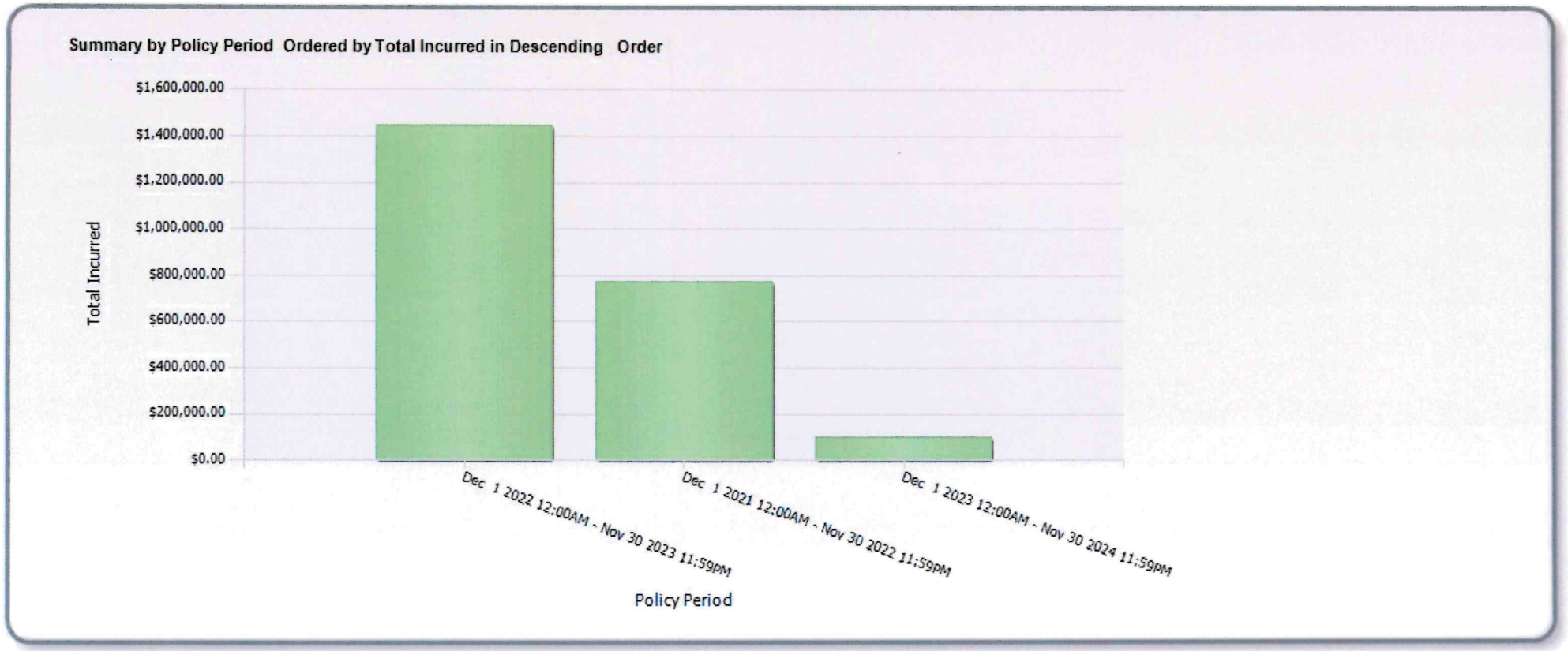
Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	7	\$9,047.74	\$66,028.22	\$0.00	\$75,075.96	\$0.00	\$75,075.96	\$10,725.14	41%	77%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	5	\$933.32	\$7,866.68	\$0.00	\$8,800.00	\$0.00	\$8,800.00	\$1,760.00	29%	9%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	3	\$743.78	\$2,297.17	\$0.00	\$3,040.95	\$0.00	\$3,040.95	\$1,013.65	18%	3%
03 - KANE COUNTY HEALTH DEPARTMENT ADMINISTRATION	1	\$121.79	\$8,379.21	\$0.00	\$8,501.00	\$0.00	\$8,501.00	\$8,501.00	6%	9%
18 - KANE COUNTY GOVERNMENT CENTER, BUILDING A - BUILDING MANAGEMENT	1	\$0.00	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$1,650.00	\$1,650.00	6%	2%

Summary by Location2 Ordered by Claim Count in Descending Order



**Kane County Workman's Compensation trend from the 3 policy periods (12/01/21-11/30/24), in descending order by total incurred as of 02/29/2024**

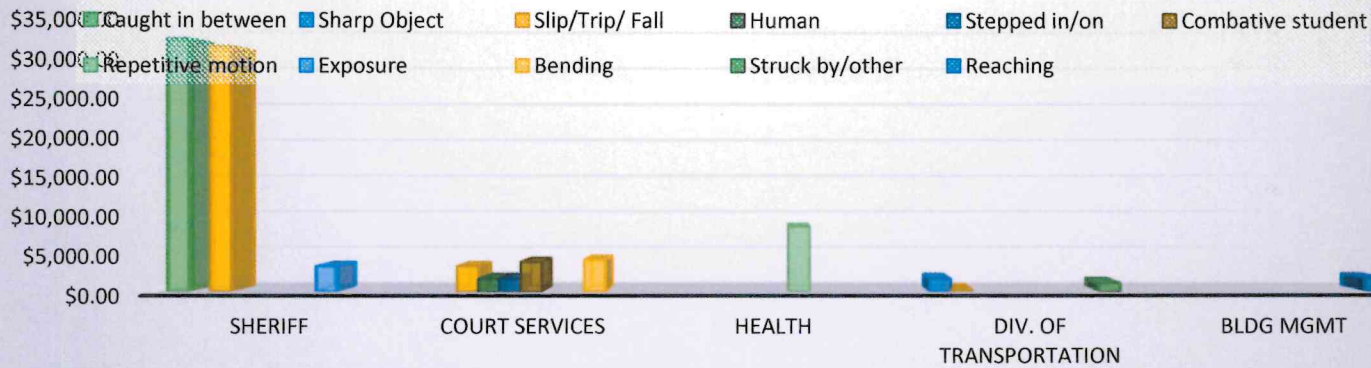
Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	70	\$765,402.47	\$679,572.99	\$0.00	\$1,444,975.46	\$0.00	\$1,444,975.46	\$20,642.51	50%	62%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	52	\$489,708.36	\$291,971.14	\$8,647.62	\$773,031.88	\$0.00	\$773,031.88	\$14,866.00	37%	33%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	17	\$10,846.63	\$86,221.28	\$0.00	\$97,067.91	\$0.00	\$97,067.91	\$5,709.88	12%	4%



**The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2023 -11/30/2024 as of 02/29/2024**

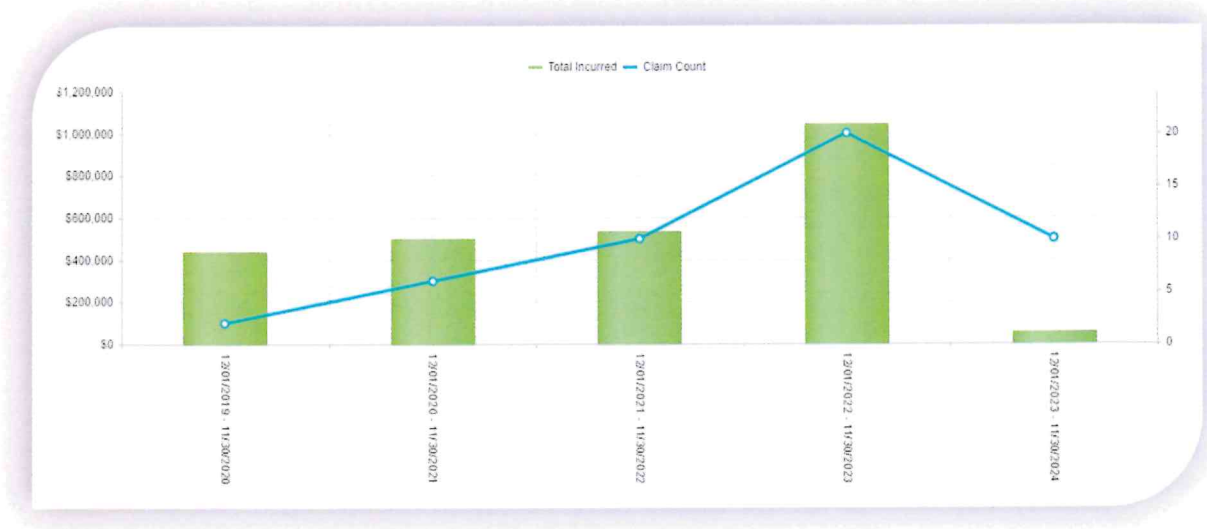
Departments	Caught in between	Sharp Object	Slip/Trip/ Fall	Human	Stepped in/on	Combative student	Repetitive motion	Exposure	Bending	Struck by/other	Reaching
Sheriff	\$33,002.00		\$32,002.00					\$3,300.00			
Court Services			\$3,300.00	\$1,650.00	\$1,650.00	\$3,850.00			\$4,151.00		
Health							\$8,501.00				
Div. of Transportation		\$1,650.00	\$290.95							\$1,100.00	
Bldg Mgmt											\$1,650.00

**The Departments within the Top Locations where the losses were reported and total Incurred for each code for 12/01/2023 to 11/30/2024 as of 02/29/2024**



Departments	Count	Total Incurred
Sheriff	5	\$69,274.96
Court Services	7	\$14,601.00
Health	1	\$8,501.00
Div. of transportation	3	\$3,040.95
Blding Mgmt	1	\$1,650.00
<b>Total</b>	<b>17</b>	<b>\$97,067.91</b>

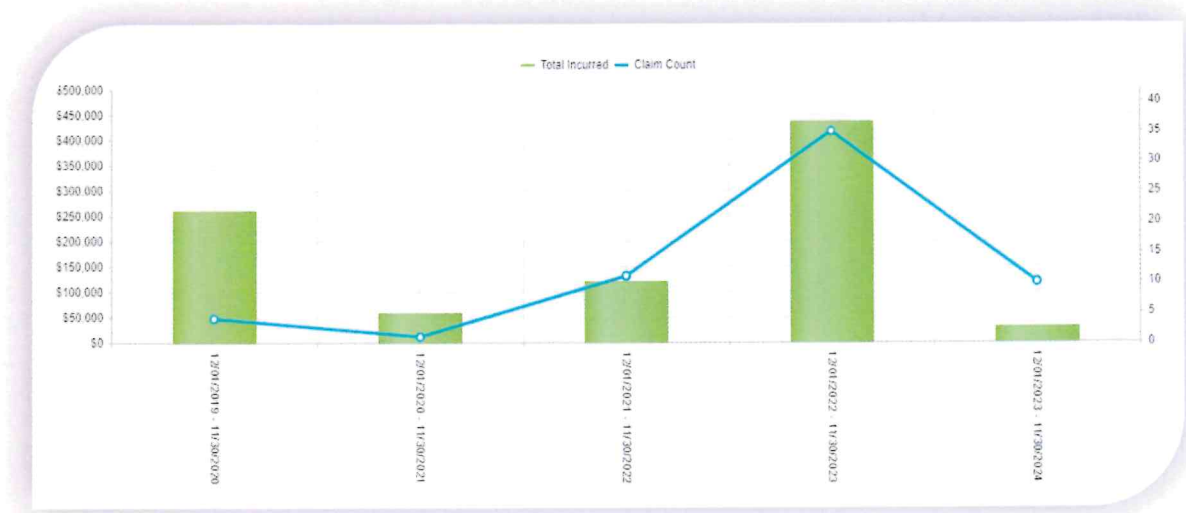
**Executive Reports for Kane County Worker’s Compensation Program for the last 4 years and the current year – By policy period and chronological order as of 01/31/2024**



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$261,737.00	\$174,728.81	\$0.00	\$436,465.81	2	\$218,232.91
12/01/2020 - 11/30/2021	\$173,147.72	\$326,132.73	\$0.00	\$499,280.45	6	\$83,213.41
12/01/2021 - 11/30/2022	\$232,275.08	\$299,369.84	\$0.00	\$531,644.92	10	\$53,164.49
12/01/2022 - 11/30/2023	\$567,719.11	\$474,789.19	\$0.00	\$1,042,508.30	20	\$52,125.42
12/01/2023 - 11/30/2024	\$3,155.82	\$49,897.18	\$0.00	\$53,053.00	10	\$5,305.30
<b>Totals:</b>	<b>\$1,238,034.73</b>	<b>\$1,324,917.75</b>	<b>\$0.00</b>	<b>\$2,562,952.48</b>	<b>48</b>	<b>\$53,394.84</b>

-Total incurred for the current policy period is at \$53,053.00 with 10 claims reported. The average cost per claim is \$5,305.30 these claims continue to develop and new claims are reported for the new period.

**Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 01/31/2024**



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$4,794.31	\$255,000.00	\$0.00	\$259,794.31	4	\$64,948.58
12/01/2020 - 11/30/2021	\$40.00	\$58,000.00	\$0.00	\$58,040.00	1	\$58,040.00
12/01/2021 - 11/30/2022	\$81,529.59	\$39,981.64	\$573.50	\$120,937.73	11	\$10,994.34
12/01/2022 - 11/30/2023	\$208,653.86	\$239,476.77	\$11,980.45	\$436,150.18	35	\$12,461.43
12/01/2023 - 11/30/2024	\$20.00	\$29,025.00	\$0.00	\$29,045.00	10	\$2,904.50
<b>Totals:</b>	<b>\$295,037.76</b>	<b>\$621,483.41</b>	<b>\$12,553.95</b>	<b>\$903,967.22</b>	<b>61</b>	<b>\$14,819.13</b>

-Total incurred for the current policy period is \$29,045.00 with 10 claims reported for the current period and that will change as additional information is received, to set reserves.

**All open Worker’s Compensation Claims for Kane County as of 01/31/2024 with the oldest date of injury to be 06/15/2000 by Department**



Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
520:DIV OF TRANSPORTATION	\$3,039,871.40	\$1,138,149.75	\$0.00	\$4,178,021.15	9	\$464,224.57
380:SHERIFF	\$2,504,121.71	\$1,462,804.33	\$0.00	\$3,966,926.04	42	\$94,450.62
430:COURT SERVICES	\$26,162.11	\$93,570.04	\$0.00	\$119,732.15	5	\$23,946.43
250:CIRCUIT CLERK	\$26,271.79	\$42,430.92	\$0.00	\$68,702.71	2	\$34,351.36
240:JUDICIARY/COURTS	\$40.00	\$30,027.64	\$0.00	\$30,067.64	1	\$30,067.64
300:STATE'S ATTY	\$15,140.30	\$246.07	\$0.00	\$15,386.37	1	\$15,386.37
080:BUILDING MGMT	\$5,970.64	\$5,560.36	\$0.00	\$11,531.00	1	\$11,531.00
580:HEALTH	\$20.00	\$10,131.00	\$0.00	\$10,151.00	2	\$5,075.50
490:CORONER	\$2,978.47	\$321.53	\$0.00	\$3,300.00	1	\$3,300.00
<b>Totals:</b>	<b>\$5,620,576.42</b>	<b>\$2,783,241.64</b>	<b>\$0.00</b>	<b>\$8,403,818.06</b>	<b>64</b>	<b>\$131,309.66</b>



**Open Worker’s Compensation Claims that occurred from 12/01/2023 to 11/30/2024 as of 01/31/2024**

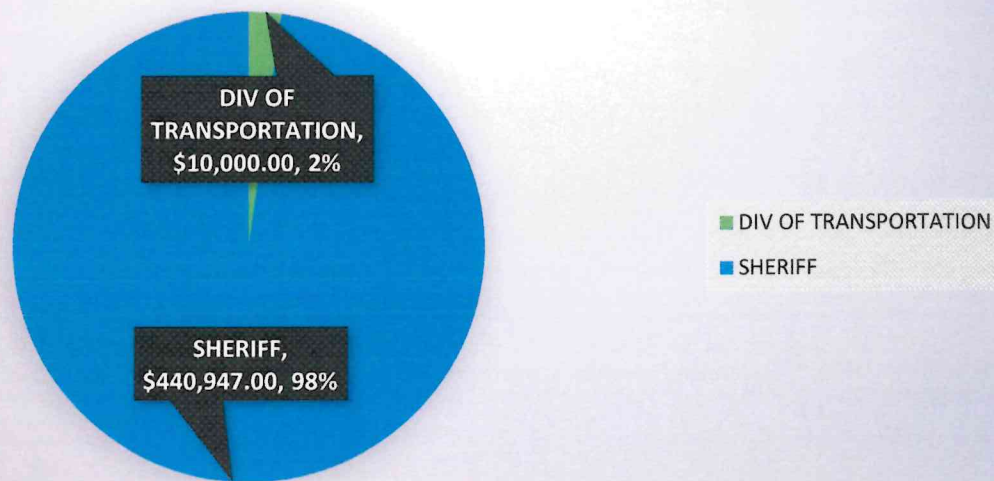


Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
520:DIV OF TRANSPORTATION	\$452.83	\$2,297.17	\$0.00	\$2,750.00	2	\$1,375.00
430:COURT SERVICES	\$50.00	\$5,450.00	\$0.00	\$5,500.00	3	\$1,833.33
580:HEALTH	\$20.00	\$8,481.00	\$0.00	\$8,501.00	1	\$8,501.00
380:SHERIFF	\$2,632.99	\$33,669.01	\$0.00	\$36,302.00	4	\$9,075.50
<b>Totals:</b>	<b>\$3,155.82</b>	<b>\$49,897.18</b>	<b>\$0.00</b>	<b>\$53,053.00</b>	<b>10</b>	<b>\$5,305.30</b>

**Kane County Settlements by Department for Policy Period  
December 1, 2023- November 30, 2024 as of February 29, 2024**

Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$0.00	0%	
DIV OF TRANSPORTATION	\$10,000.00	2%	1
HEALTH	\$0.00	0%	
KCDEE	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$440,947.00	98%	4
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$450,947.00</b>	<b>100%</b>	<b>5</b>

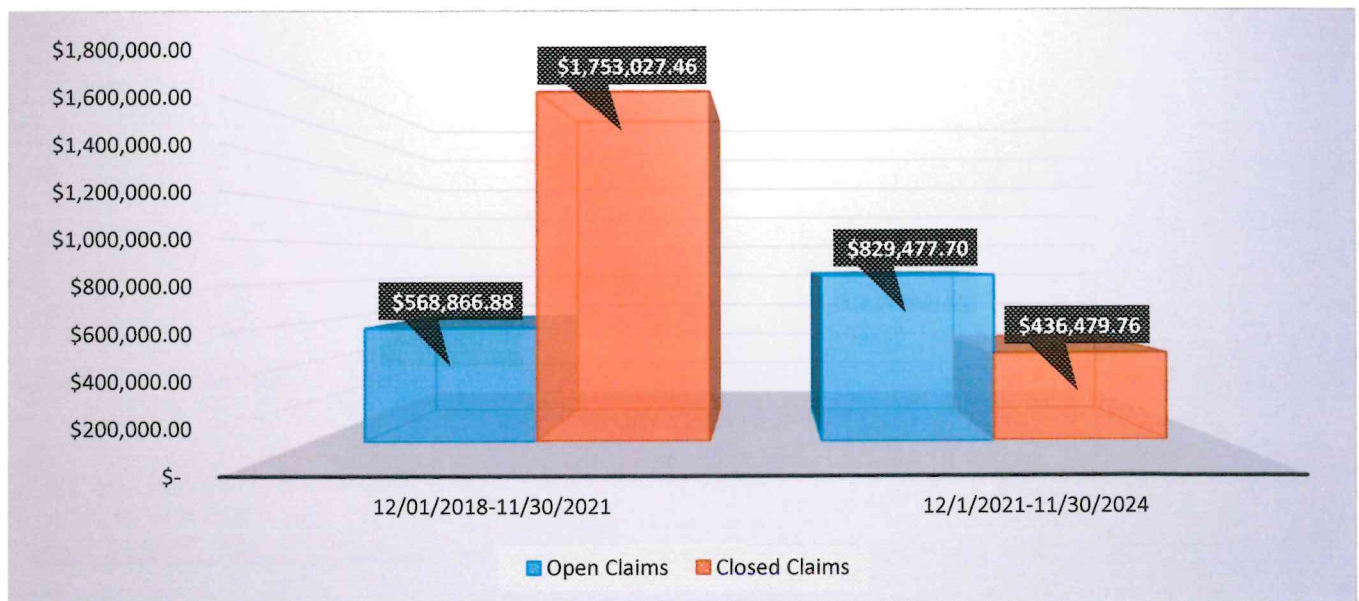
**Settlements by Department as of February 29, 2024**



**Kane County Claims (open and closed) and paid amounts from 12/01/2018-11/30/2021 and 12/01/2021-11/30/24 periods as of 02/29/2024**

	Open Claims	Closed Claims	Claim Count
12/01/2018-11/30/2021	\$ 568,866.88	\$ 1,753,027.46	209
12/1/2021-11/30/2024	\$ 829,477.70	\$ 436,479.76	139

**There are 77 more claims reported from 12/01/2011-11/30/2021, compared to the 12/01/2021-11/30/2024 period. The amount paid from claims that occurred 12/01/2018-12/1/2021 is \$1,055,937.00 more compared to 12/01/2021-11/30/2024 period.**



STATE OF ILLINOIS )  
 )  
COUNTY OF KANE ) SS.

**PRESENTATION/DISCUSSION NO. TMP-24-2079**

**RISK MANAGEMENT**

## 2023 Workers Compensation and Liability Claims

(Year to Date 3/6/2024)

	Total	Paid	Net Incurred W/ Reserves
<b>Workers Compensation Claims</b>	<b>66</b>	<b>\$731,067.81</b>	<b>\$1,434,410.69</b>
Preventable Claims	9	\$80,655.86	\$152,330.90
Unpreventable Claims	57	\$650,411.95	\$1,282,079.79
<b>Liability Claims</b>	<b>106</b>	<b>\$453,730.90</b>	<b>\$705,651.15</b>
Preventable Claims	23	\$122,905.12	\$158,202.60
Unpreventable Claims	83	\$330,825.78	\$547,448.55

## 2023 Workers Compensation and Liability Claims

(Year to Date 3/6/24)

Department	Workers Comp		\$1,434,410.69		Liability		\$705,651.15
<b>Sheriff</b>		<b>37</b>	<b>\$1,236,958.11</b>			<b>38</b>	<b>\$320,320.63</b>
	Preventable	7	\$145,613.29		Preventable	14	\$139,930.38
<b>Court Services</b>		<b>11</b>	<b>\$109,747.76</b>			<b>4</b>	<b>\$3,265.83</b>
	Preventable	0			Preventable	3	\$2,691.43
<b>Transportation</b>		<b>8</b>	<b>\$33,463.82</b>			<b>36</b>	<b>\$365,879.91</b>
	Preventable	0			Preventable	1	\$6,519.18
<b>Building MGMT</b>		<b>4</b>	<b>\$14,010.58</b>			<b>1</b>	<b>\$6,548.77</b>
	Preventable	0			Preventable	0	
<b>Health</b>		<b>2</b>	<b>\$6,717.61</b>			<b>0</b>	<b>\$0.00</b>
	Preventable	2	\$6,717.61				
<b>Reg Off of ED</b>		<b>1</b>	<b>\$297.36</b>			<b>0</b>	<b>\$0.00</b>
	Preventable	0					
<b>Judiciary/Courts</b>		<b>1</b>	<b>\$30,067.64</b>			<b>3</b>	<b>\$3,265.83</b>
	Preventable	0			Preventable	2	\$2,691.43
<b>Coroner</b>		<b>1</b>	<b>\$2,978.47</b>			<b>0</b>	<b>\$0.00</b>
	Preventable	0					

<b>Circuit Clerk</b>	<b>1</b>	<b>\$169.34</b>		<b>1</b>	<b>\$250.00</b>
Preventable	0			Preventable	1
					\$250.00
<b>Com. Reinvestment</b>	<b>0</b>	<b>\$0.00</b>		<b>1</b>	<b>\$6,120.18</b>
				Preventable	1
					\$6,120.18
<b>County Board</b>	<b>0</b>			<b>0</b>	
<b>HR</b>	<b>0</b>			<b>0</b>	
<b>Auditor</b>	<b>0</b>			<b>0</b>	
<b>Treasurer</b>	<b>0</b>			<b>0</b>	
<b>Supv of Assmnts</b>	<b>0</b>			<b>0</b>	
<b>Development</b>	<b>0</b>			<b>0</b>	
<b>County Clerk</b>	<b>0</b>			<b>0</b>	
<b>Recorder</b>	<b>0</b>			<b>0</b>	
<b>Animal Control</b>	<b>0</b>			<b>0</b>	
<b>SAO</b>	<b>0</b>			<b>0</b>	
<b>Merit Comm</b>	<b>0</b>			<b>0</b>	
<b>Kane Comm</b>	<b>0</b>			<b>0</b>	
<b>Emergency MGMT</b>	<b>0</b>			<b>0</b>	
<b>Veterans Comm</b>	<b>0</b>			<b>0</b>	
<b>Environmental MGM</b>	<b>0</b>			<b>0</b>	
<b>IT</b>	<b>0</b>			<b>0</b>	
<b>Public Defender</b>	<b>0</b>			<b>0</b>	
<b>Finance</b>	<b>0</b>			<b>0</b>	

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-2061**

**MONTHLY TRAINING REPORT (ATTACHED)**



**Sexual Harassment Training Compliance  
3/6/2024**

Type of Training Delivered	Training Title	Source of Training	Departments invited	Total number of attendees	Deadline
Webinar	Prevention of Sexual Harassment at work - Employee	Illinois Chamber of Commerce	All	883	08.31.2024
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	151	08.31.2024

**Active Employees: 1285**

STATE OF ILLINOIS )

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**RESOLUTION NO. TMP-24-2043**

**AUTHORIZING NUMBER OF PROCUREMENT CARDS ISSUED TO THE  
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT AND EACH OF  
THEIR TRANSACTION LIMITS**

WHEREAS, the Kane County Board approved resolution #22-21 on January 11, 2022 amending the Kane County Financial Policies regarding the use and administration of Kane County procurement cards; and

WHEREAS, the amended Financial Policies regarding procurement cards now require each department head to obtain the advice and consent of their standing committee regarding the number of procurement cards issued to their department and the single and monthly transaction limits set for each card; and

WHEREAS, the amended Financial Policies regarding procurement cards now require the number of procurement cards issued and the transaction limits established for each cardholder to be reviewed annually by the standing committee to which the cardholder's department head reports as well as by the Finance Committee;

NOW, THEREFORE, BE IT RESOLVED, by the Human Services Committee and by the Finance Committee that the attached list of procurement cards for the Department of Human Resource Management and their single and monthly transaction limits have been reviewed and are hereby approved; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Human Services Committee and by the Finance Committee that the temporary increases to the single and monthly transaction limits as specified for each procurement card are also approved in advance.

Passed by the Kane County Human Services Committee on March 13, 2024 and by the Finance Committee on March 27, 2024.

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Cliff Surges, Chair  
Human Services Committee  
Kane County, Illinois

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Dale Berman, Chair  
Finance Committee  
Kane County, Illinois



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### **Title**

Authorizing Number Of Procurement Cards Issued To The Department Of Human Resource Management And Each Of Their Transaction Limits.

### **Committee Flow:**

Finance and Budget Committee

### **Contact:**

Jamie Lobrillo, 630.208.3836

### **Budget Information:**

Was this item budgeted? N/A	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	

### **Summary:**

Per the P-Card Policy, each year the number of P-Cards issued and the transaction limits established for each County department/office shall be approved annually by the standing committee to which the department/office reports and by the Finance Committee.

**2024 Human Resources**

**P-Card Holders and Transaction Limits**

<b>Name</b>	<b>Single Purchase</b>	<b>Credit Limit</b>
Christine Miller	\$2,500	\$5,000

STATE OF ILLINOIS )  
 )  
 ) SS.  
COUNTY OF KANE )

**RESOLUTION NO. TMP-24-2035**

**AUTHORIZING A FULL TIME OPERATIONS MANAGER FOR THE OFFICE  
OF EMERGENCY MANAGEMENT AND ASSOCIATED BUDGET  
ADJUSTMENT**

WHEREAS, the Office of Emergency Management maintains a volunteer response group of 45 people and growing, who primarily respond to emergency calls for assistance by law enforcement, fire departments, and other government agencies as well as damage assessment, access control, evacuation, flood control, and shelter operations during times of disaster, and

WHEREAS, the Office of Emergency Management employs a part-time Assistant Director who is responsible for oversight of volunteer response operations, but is limited to less than 600 hours per year (approximately 11 hours per week), and

WHEREAS, a full time employee is necessary to ensure availability for emergencies, and

WHEREAS, Emergency Management volunteers worked over 11,000 hours during FY 2023, which is the equivalent of 5.3 full time employees, and the current part-time position is insufficient to effectively oversee volunteer response operations, and

WHEREAS, the Operations Manager job description was developed in consultation with the Human Resources Management Department and is attached as Exhibit A; and

WHEREAS, the Operations Manager position will replace the existing part time Assistant Director position; and

WHEREAS, the Human Resources Management Department has assigned a grade of 510 and the requested annual salary of \$74,224 is within the graded salary range for the Compensation and Position Management Policy established by Resolution 23-541.

WHEREAS, an increase in the 2024 Appropriation and Budget for the General Fund is necessary to fund the salary and related benefit increases.

NOW, THEREFORE, BE IT RESOLVED that the Kane County Board approves of the position of Operations Manager for the Office of Emergency Management; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Kane County Board that the following supplemental appropriation budget adjustment be made to the Fiscal Year 2024 Budget:

<i>Line Item:</i> 001.510.510.40000	\$35,504.29	Salaries and Wages
001.800.809.45000	\$ 3,603.45	Healthcare Contribution
001.800.809.45010	\$ 2,425.85	Dental Contribution
001.000.000.39900	\$41,533.59	Fund Balance Utilization
111.800.803.45100	\$3,037.47	FICA/SS Contribution
111.000.000.39900	\$3,037.47	Fund Balance Utilization
110.800.802.45200	\$2,044.83	IMRF Contribution
110.000.000.39900	\$2,044.83	Fund Balance Utilization

*Line Item Description:* See above

*Was Personnel/Item/Service approved in original budget or a subsequent budget revision?* No

*Are funds currently available for this Personnel/Item/Service in the specific line item?* No

*If funds are not currently available in the specified line item, where are the funds available?*

*Reserves*

Passed by the Kane County Board on April 9, 2024.

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

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Corinne M. Pierog MA, MBA  
Chairman, County Board  
Kane County, Illinois

Vote:



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### Title

Authorizing a Full Time Operations Manager for the Office of Emergency Management and Associated Budget Adjustment

### **Committee Flow:**

Judicial Public Safety Committee, Finance and Budget Committee, Executive Committee, County Board

### **Contact:**

Scott Buziecki 630-232-5986

### **Budget Information:**

Was this item budgeted? No	Appropriation Amount: \$46,615.89
If not budgeted, explain funding source: Reserves	

### **Summary:**

The Office of Emergency Management maintains a volunteer group of 45 volunteers who annually work over 11,000 hours, equivalent to 5.3 full-time employees. This group is overseen by a part-time Assistant Director, who is limited to 600 hours per year (about 11 hours per week), which is insufficient to effectively oversee volunteer operations and a full-time position is needed to ensure availability for emergencies. A new full-time Operations Manager job description was developed in consultation with Human Resources Management, who assigned a grade of 510. This new position would replace the part-time Assistant Director position and would have a starting salary up to \$74,224, which is within range for the Compensation and Position Management Policy. This resolution authorizes the new position as well as necessary budget changes.

# COUNTY OF KANE

DEPARTMENT OF HUMAN  
RESOURCE MANAGEMENT



719 Batavia Avenue  
Geneva, Illinois 60134  
Phone: (630) 232-3560  
Fax: (630) 232-3421  
www.countyofkane.org

## JOB DESCRIPTION

**Job Title:** Operations Manager  
**Department:** Office of Emergency Management  
**FLSA Status:** Full Time – Exempt, 40 hours per week  
**Grade:** 510  
**Bargaining Unit:** No

**General Summary:** The Operations Manager is responsible for supporting agency response functions through a combination of supervision and hands-on involvement. He/she may temporarily assume agency leadership when the Director and Chief Deputy Director are unavailable. All OEM positions are subject to recall around the clock for emergency management operations, which may require irregular hours, work at locations other than the official duty location, and may include duties other than those specified in the official position description.

### ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the agency command staff and has supervisory authority as outlined in the Office of Emergency Management Policy Manual.
2. Provides direct leadership and supervision to volunteer supervisors and members.
3. Oversees agency volunteer recruitment and training, field response operations, the county-wide ground search and rescue team, damage assessment operations, and all aspects of special events.
4. Ensures operational readiness of department's emergency vehicles and equipment including researching, analyzing, and recommending enhancements, improvements, and replacements for agency response vehicles and equipment.
5. Recommends the creation, implementation, and revision of policies and procedures related to emergency response operations and volunteer management and participates in the annual budgeting for their functional area.
6. Activates agency emergency notification system during emergency incidents and disasters.
7. Responds to routine incidents and emergencies as needed, depending on availability.
8. Serves in a command and general staff function in the County EOC or Incident Command Post during large emergencies and disasters, and may assist with municipal response as assigned.
9. Leads the development of After Action Reports (AAR) and Improvement Plans after major field responses; facilitate and support AAR reviews by leading discussions and preparing meeting materials.
10. Performs other duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Comprehensive knowledge of emergency management operations, principles, practices, laws and local government operations.
2. Ability to work with little supervision in a busy office with attention to detail.
3. Ability to work at emergency and disaster scenes under stressful conditions.
4. Working knowledge of Microsoft Office Suite programs such as Word, Excel, PowerPoint, Outlook, etc.
5. Ability to attend evening and weekend meetings and activities and respond 24/7 in the event of an emergency.
6. Must be at least 21 years of age and be in possession of a valid Illinois Driver's License. Class "B" or higher Non-CDL Illinois Driver's license required within 1 year.



**TRAINING, EDUCATION AND WORK EXPERIENCE:**

1. A Bachelor’s degree in emergency management or closely related field and 5 years of professional emergency management or public safety experience; or a high school diploma and equivalent combination of professional experience, education, and training as needed to demonstrate the knowledge and ability to successfully complete the requirements of the position. Volunteer and/or part-time paid experience with Kane County Office of Emergency Management may be substituted for professional emergency management or public safety experience.
2. Experience must include 2 years of supervisory responsibility at emergency incidents or working in an Emergency Operations Center during an emergency.
3. Completion of the IEMA Professional Development Series or ability to complete within two years; IEMA Professional Emergency Manager Certification or be able to obtain within four years.
4. Completion of National Incident Management System (NIMS)/Incident Command System (ICS) 100, 200, 700. within 90 days.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prolonged periods of sitting, talking, listening, working on a computer = 50%

Lifting up to 20 pounds at a time, sitting, standing, walking, using legs to climb stairs, balancing, kneeling, crouching, crawling; using hands to handle or feel objects, using hands and arms to reach, push or pull, standing for an extended period of time without a significant rest period= 50%

**EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:**

Office equipment (computers, copier, phones, etc.), radio equipment, emergency response vehicles, generators, chainsaws, hand tools, power tools, general emergency and rescue equipment, etc.

**WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:**

Office work is performed in a typical office environment where there is no physical discomfort or exposure to external hazards. Work performed in the field is subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, sudden temperature changes, and poor visibility at the job site or during travel. Travel to and from field locations may subject worker to increased risk of driving hazards. Field locations may subject worker to communicable diseases, raw sewage, immobilizing mud, biting insects, pathogens, poison ivy, toxins, hazardous materials, chemicals, and animals. May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.

**REPORTING RELATIONSHIPS:**

Reports to: Chief Deputy Director

Directs Work of: Volunteer Lieutenants, Volunteer Sergeants, Volunteer Members

Employee:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**RESOLUTION NO. TMP-24-2072**

**AMENDING RESOLUTION 23-518 APPROVING THE KANE COUNTY PER DIEM MEAL RATES FOR CALENDAR YEAR 2024**

WHEREAS, Kane County Financial Policies state that “The amount per day for breakfast, lunch and dinner is established by the Human Services Committee and approved by the County Board.” Communication to employees is by the County Auditor after County Board approval; and

WHEREAS, Resolution 23-518 was passed on December 12, 2023 approving per diem meal rates for calendar year 2024 setting the daily meal per diem rate to Sixty-Four Dollars (\$64) per day allocated to breakfast at Fourteen Dollars (\$14), lunch at Sixteen Dollars (\$16) and dinner at Thirty-Four Dollars (\$34); and

WHEREAS, to the Kane County Auditor’s Office requires receipts for all meal reimbursements and reimbursements are for actual expenses; and

WHEREAS, the per diem has been utilized as the maximum allowable for reimbursement; and

WHEREAS, the term “per diem” is used by the Internal Revenue Service to indicate receipts are not needed; and

WHEREAS, to reduce confusion, it is in the best interests of Kane County and its employees to eliminate the use of the term “per diem” and replace it with “maximum meal reimbursement.”

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that Resolution 23-518 be amended by replacing all instances of “per diem” and replacing them with “maximum meal reimbursement amount.”

Passed by the Kane County Board on April 9, 2024.

\_\_\_\_\_  
John A. Cunningham, MBA, JD, JD  
Clerk, County Board  
Kane County, Illinois

\_\_\_\_\_  
Corinne M. Pierog MA, MBA  
Chairman, County Board  
Kane County, Illinois

Vote:



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### **Title**

Amending Resolution 23-518 Approving The Kane County Per Diem Meal Rates For Calendar Year 2024

### **Committee Flow:**

Human Services Committee, Executive Committee, County Board

### **Contact:**

Jamie Lobrillo, 630.208.3836

### **Budget Information:**

Was this item budgeted? N/A	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	

### **Summary:**

This resolution removes the IRS use of the term to indicate that receipts are not needed. Kane County reimburses actual expenses with receipt only.

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**PRESENTATION/DISCUSSION NO. TMP-24-2071**

**SICK LEAVE DONATION POLICY**

<b>Sick Leave Donation Policy</b>	<b>Sick Leave Donation</b>		
<b>Effective Date:</b> June 1, 2024	<b>Applicable Law/Statute:</b>	<b>Source Doc/Dept.:</b>	<b>Authorizing I.C. Sec:</b>
<b>Last Amended Date:</b>			

## SICK LEAVE DONATION

### Policy

Kane County recognizes that employees may be affected by a major illness, injury, or impairment resulting in a need for additional time off in excess of their available sick/personal time. Therefore, it is the policy of Kane County that eligible employees will be permitted to voluntarily donate their available, unused sick/personal leave hours or vacation hours to a co-worker with a qualifying need. Accrued Extended Illness Leave days are not eligible for donation.

### Eligibility

Any full-time employee is eligible to receive donated sick/personal time under the following conditions:

- The employee is recorded with the County as on an active and approved FMLA leave or extended medical leave for their own illness or injury at the time the donation occurs.
- The donated hours are used only for the duration of the current FMLA leave, and cannot be used for an extended leave.
- The employee's own accrued time in addition to any donated time cannot exceed the 12-week annual FMLA maximum.
- The employee has fully exhausted their own paid leave hours, including but not limited to sick/personal leave, extended illness leave, and vacation time.

Any full-time employee is eligible to donate sick/personal or vacation time to another employee under the following conditions:

- The donated days are available in the employees personal/sick bank or vacation bank at the time of donation;
- The donation is made in full work-day increments for the daily hours standard of the recipient employee (i.e. 7, 7.5, or 8 hours applicably);
- The employee must retain at least one week total or either vacation, personal/sick, or a combination thereof in case of the employee's own illness or emergency.

### Procedure for Requesting Sick/Personal Leave Donation

- A. The request for donation must be submitted using the designated Leave Donation Request forms established by the Human Resource Department.
- B. Leave donation request forms must be approved by the department head or elected official of the donating and receiving employee and forwarded to the Human Resources Department and Payroll Department.

Donated but unused time will be forfeited upon expiration of the receiving employee's medical certification.