



# Kane County

## KC Human Services Committee

### Agenda

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

SURGES, Linder, Allan, Garcia, Gripe, Lewis, Tarver, ex-officios Roth (County Vice Chair) & Pierog (County Chair)

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**Wednesday, March 12, 2025**

**9:00 AM**

**County Board Room**

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#### **2025 Committee Goals**

- Expand measures to improve employee morale through equitable compensation, new and comprehensive benefits options, and employee appreciation efforts
  - Committee recognizes the value to the County and the community in internship and volunteer opportunities. The Committee would like to review policy and procedures to ensure the resources are available to support County departments in the creation and effective implementation of internship opportunities
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- 1. Call To Order**
  - 2. Roll Call**
  - 3. Remote Attendance Requests**
  - 4. Approval of Minutes: February 14, 2025**
  - 5. Public Comment**
  - 6. Monthly Financial Reports**
    - A. Monthly Finance Reports**
  - 7. Department of Human Resource Management**
    - A. Monthly Blue Cross Blue Shield Invoice**
    - B. Monthly BCBS and MERP Totals**
    - D. Monthly Applicants and Staff Changes**
    - E. Monthly Workers Comp and Liability Reports**
    - F. Risk Management**
  - 8. Compliance**
    - A. Monthly Training Report**
  - 9. Old Business**
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**10. New Business**

**A. Resolution:** Amending Kane County Financial Policies Related to Travel

**B.** Hiring Freeze Discussion

**11. Reports Placed On File**

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

**13. Adjournment**

STATE OF ILLINOIS )











SS.

COUNTY OF KANE )

**REPORT NO. TMP-25-328**

**MONTHLY FINANCE REPORTS**























Committee Revenue Budget Report - by Account Detail  
Through February 28, 2025 (25.00% YTD)  
\*2020, 2021, 2022, 2023 Actual Full Fiscal Year \*\*2024 (DRAFT)

Department / Fund / Account Classification	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount**	2024 Adopted Budget	2024 YTD% Actual/Budget	2025 Actual Amount	2025 Adopted Budget	2025 YTD% Actual/Budget	2020 - 2025 Trend
120 Human Resource Management	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509	0.0%	
246 Employee Events Fund	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509	0.0%	
Revenue	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509	0.0%	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Interest Revenue	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 430	\$ 709	60.7%	\$ -	\$ 709	0.0%	
38000 - Investment Income	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 430	\$ 709	60.7%	\$ -	\$ 709	0.0%	
Reimbursements	\$ 621	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 800	125.5%	\$ -	\$ 800	0.0%	
37900 - Miscellaneous Reimbursement	\$ 621	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 800	125.5%	\$ -	\$ 800	0.0%	
Grand Total	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509	0.0%	

Committee Expense Budget Report - by Account Detail  
Through February 28, 2025 (25.00% YTD, 23.08% Payroll Expense through Pay Period Ending 02/15/2025)  
\*2020, 2021, 2022, 2023 Actual Full Fiscal Year \*\*2024 (DRAFT)

Department / Fund / Account Classification	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount**	2024 Adopted Budget	2024 YTD% Actual/Budget	2025 Actual Amount	2025 Adopted Budget	2025 YTD% Actual/Budget	2020 - 2025 Trend
<b>120 Human Resource Management</b>	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,496,888	\$ 5,331,996	\$ 5,075,990	99.5%	\$ 1,935,649	\$ 5,294,814	36.5%	
<b>001 General Fund</b>	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 260,846	86.6%	\$ 50,287	\$ 285,884	17.4%	
<b>Expenses</b>	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 260,846	86.6%	\$ 50,287	\$ 285,884	17.4%	
<b>Personnel Services- Salaries &amp; Wages</b>	\$ 181,653	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 202,946	98.0%	\$ 48,923	\$ 227,634	21.1%	
40000 - Salaries and Wages	\$ 181,794	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 202,945	108.0%	\$ 48,923	\$ 227,634	21.1%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
40007 - Equity Study Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
40009 - Salaries and Wages Subsidy	\$ (142)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Personnel Services- Employee Benefits</b>	\$ 35,578	\$ 31,088	\$ 29,810	\$ 49,754	\$ 59,224	\$ -	0.0%	\$ -	\$ 99,554	0.0%	
45000 - Healthcare Contribution	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ 57,116	\$ -	0.0%	\$ -	\$ 63,646	0.0%	
45009 - Healthcare Subsidy	\$ (60)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45010 - Dental Contribution	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ 2,108	\$ -	0.0%	\$ -	\$ 2,117	0.0%	
45019 - Dental Subsidy	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45100 - FICA/SS Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 17,420	0.0%	
45200 - IMRF Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 12,431	0.0%	
53010 - Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 3,940	0.0%	
<b>Contractual Services</b>	\$ 26,163	\$ 26,863	\$ 10,471	\$ 12,018	\$ 16,905	\$ 48,150	35.1%	\$ 1,040	\$ 48,500	2.1%	
50000 - Project Administration Services	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
52140 - Repairs and Maint- Copiers	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ 605	\$ 1,500	40.4%	\$ -	\$ 1,500	0.0%	
53050 - Employment Advertising	\$ -	\$ -	\$ 85	\$ 731	\$ 4,752	\$ 6,800	69.9%	\$ -	\$ 6,800	0.0%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ 500	\$ 3,043	\$ 4,392	\$ 5,500	79.8%	\$ -	\$ 5,500	0.0%	
53110 - Employee Training	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ 44	\$ 92	\$ 248	\$ 150	165.6%	\$ -	\$ 150	0.0%	
53130 - General Association Dues	\$ -	\$ -	\$ -	\$ 732	\$ 528	\$ 1,200	44.0%	\$ -	\$ 1,200	0.0%	
55000 - Miscellaneous Contractual Exp	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 6,380	\$ 23,000	27.7%	\$ 1,040	\$ 23,350	4.5%	
<b>Commodities</b>	\$ 5,259	\$ 5,448	\$ 4,995	\$ 2,780	\$ 5,575	\$ 7,500	74.3%	\$ 324	\$ 7,500	4.3%	
60000 - Office Supplies	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 2,740	\$ 4,800	57.1%	\$ 324	\$ 4,800	6.8%	
60010 - Operating Supplies	\$ -	\$ 1,763	\$ -	\$ -	\$ 2,381	\$ 2,200	108.2%	\$ -	\$ 2,200	0.0%	
60080 - Employee Recognition Supplies	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ 455	\$ 500	91.0%	\$ -	\$ 500	0.0%	
<b>Capital</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ 2,250	95.4%	\$ -	\$ 2,250	0.0%	
70080 - Office Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250	0.0%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ 2,250	95.4%	\$ -	\$ -	0.0%	
<b>Services</b>	\$ -	\$ -	\$ -	\$ -	\$ (59,224)	\$ -	0.0%	\$ -	\$ (99,554)	0.0%	
45005 - Healthcare Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ (57,116)	\$ -	0.0%	\$ -	\$ (63,646)	0.0%	
45015 - Dental Insurance Contra Account	\$ -	\$ -	\$ -	\$ -	\$ (2,108)	\$ -	0.0%	\$ -	\$ (2,117)	0.0%	
45105 - FICA/SS Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (17,420)	0.0%	
45205 - IMRF Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (12,431)	0.0%	
53015 - Worker's Comp Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (3,940)	0.0%	
<b>010 Insurance Liability</b>	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,086,408	\$ 4,813,635	100.2%	\$ 1,885,363	\$ 5,007,421	37.6%	
<b>Expenses</b>	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,086,408	\$ 4,813,635	100.2%	\$ 1,885,363	\$ 5,007,421	37.6%	
<b>Personnel Services- Salaries &amp; Wages</b>	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 159,043	107.7%	\$ 40,551	\$ 264,084	15.2%	
40000 - Salaries and Wages	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 154,410	110.9%	\$ 40,551	\$ 264,084	15.2%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,633	0.0%	\$ -	\$ -	0.0%	
<b>Personnel Services- Employee Benefits</b>	\$ 1,188,560	\$ 607,281	\$ 543,154	\$ 1,114,693	\$ 1,964,756	\$ 1,491,615	131.7%	\$ 136,981	\$ 83,741	162.7%	
45000 - Healthcare Contribution	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 21,219	\$ 20,856	101.7%	\$ 4,411	\$ 42,796	10.3%	
45010 - Dental Contribution	\$ 749	\$ 238	\$ 486	\$ 889	\$ 1,027	\$ 456	225.1%	\$ 126	\$ 1,749	7.2%	
45100 - FICA/SS Contribution	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,455	\$ 12,515	\$ 12,167	102.9%	\$ 3,009	\$ 20,206	14.7%	
45200 - IMRF Contribution	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,776	\$ 7,516	\$ 7,285	103.2%	\$ 2,120	\$ 14,420	14.5%	
53010 - Workers Compensation	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,922,480	\$ 1,450,851	132.5%	\$ 127,315	\$ 4,570	2,754.6%	
<b>Contractual Services</b>	\$ 1,938,929	\$ 2,182,801	\$ 2,801,437	\$ 2,959,226	\$ 2,946,360	\$ 3,158,996	86.2%	\$ 1,707,830	\$ 3,158,994	54.1%	
50000 - Project Administration Services	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ 79,432	\$ 108,975	72.9%	\$ 53,770	\$ 108,975	49.3%	

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Department / Fund / Account Classification	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount**	2024 Adopted Budget	2024 YTD% Actual/Budget	2025 Actual Amount	2025 Adopted Budget	2025 YTD% Actual/Budget	2020 - 2025 Trend
50150 - Contractual/Consulting Services	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ 1,094	\$ 185,000	0.6%	\$ -	\$ 185,000	0.0%	
53000 - Liability Insurance	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,814,506	\$ 2,788,079	\$ 2,837,941	90.0%	\$ 1,665,595	\$ 2,837,940	58.7%	
53020 - Unemployment Claims	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 77,756	\$ 27,080	287.1%	\$ (11,799)	\$ 27,079	(43.6%)	
53130 - General Association Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 264	\$ -	0.0%	
<b>Commodities</b>	<b>\$ 13</b>	<b>\$ (13)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
60000 - Office Supplies	\$ 13	\$ (13)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,659</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
70070 - Automotive Equipment	\$ -	\$ -	\$ 22,659	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Contingency and Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Transfers Out</b>	<b>\$ -</b>	<b>\$ 417,912</b>	<b>\$ 3,575</b>	<b>\$ 4,078</b>	<b>\$ 3,981</b>	<b>\$ 3,981</b>	<b>100.0%</b>	<b>\$ -</b>	<b>\$ 4,935</b>	<b>0.0%</b>	
99000 - Transfer To Other Funds	\$ -	\$ 417,912	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
99001 - Transfer to General Fund 001	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ 3,981	\$ 3,981	100.0%	\$ -	\$ 4,935	0.0%	
<b>Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 1,495,667</b>	<b>0.0%</b>	
53011 - Worker's Comp from the General Fund Departments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 1,495,667	0.0%	
<b>246 Employee Events Fund</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,509</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 1,509</b>	<b>0.0%</b>	
<b>Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,509</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 1,509</b>	<b>0.0%</b>	
<b>Commodities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 984</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 984</b>	<b>0.0%</b>	
60080 - Employee Recognition Supplies	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
<b>Contingency and Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 525</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 525</b>	<b>0.0%</b>	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	0.0%	\$ -	\$ 525	0.0%	
<b>Grand Total</b>	<b>\$ 3,512,266</b>	<b>\$ 3,544,253</b>	<b>\$ 3,710,258</b>	<b>\$ 4,496,888</b>	<b>\$ 5,331,996</b>	<b>\$ 5,075,990</b>	<b>99.5%</b>	<b>\$ 1,935,649</b>	<b>\$ 5,294,814</b>	<b>36.5%</b>	



# Human Services Accounts Payable by GL Distribution

Payment Date Range 02/01/25 - 02/28/25

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>55000 - Miscellaneous Contractual Exp</b>										
1299 - Kane County Regional Office of Education	8002500146	Background Checks - 2025 January Fingerprinting	Paid by EFT # 94651		02/04/2025	02/13/2025	02/13/2025		02/24/2025	520.00
Account <b>55000 - Miscellaneous Contractual Exp</b> Totals									Invoice Transactions 1	\$520.00
Account <b>60000 - Office Supplies</b>										
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 011825	Water delivery 01/02 & 01/16 & Rental Fee	Paid by EFT # 94283		01/18/2025	01/30/2025	01/30/2025		02/10/2025	13.97
3578 - Warehouse Direct, Inc dba Midwest Office Interiors	5867652-0	Office Supplies January 2025	Paid by EFT # 94452		01/27/2025	01/30/2025	01/30/2025		02/10/2025	48.02
Account <b>60000 - Office Supplies</b> Totals									Invoice Transactions 2	\$61.99
Sub-Department <b>120 - Human Resource Management</b> Totals									Invoice Transactions 3	\$581.99
Department <b>120 - Human Resource Management</b> Totals									Invoice Transactions 3	\$581.99
Fund <b>001 - General Fund</b> Totals									Invoice Transactions 3	\$581.99
<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.	113	Liability Repair Payment RPO-KC-24-0037	Paid by EFT # 94372		01/02/2025	01/28/2025	01/28/2025		02/10/2025	5,797.39
9385 - H&H Electric Co.	44657	Liability Repair Payment	Paid by EFT # 94315		10/19/2024	01/28/2025	01/28/2025		02/10/2025	4,370.18
9385 - H&H Electric Co.	44856	Liability Repair Payment	Paid by EFT # 94315		11/13/2024	01/28/2025	01/28/2025		02/10/2025	3,312.20
13605 - The Cincinnati Insurance Company	2000762141	Bond - Monica Silva	Paid by Check # 386238		01/02/2025	01/30/2025	01/30/2025		02/10/2025	266.00
11377 - Via Carlita, LLC dba Hawk Ford St. Charles	93707	Liability Repair Payment 25D45M535656	Paid by EFT # 94448		01/27/2025	01/28/2025	01/28/2025		02/10/2025	597.02
12798 - West Bend Mutual Insurance Company	2637158	Notary Bond - Morales 2637158	Paid by Check # 386247		01/22/2025	01/30/2025	01/30/2025		02/10/2025	20.00
12798 - West Bend Mutual Insurance Company	2638241	Notary Bond - Schluchter 2638241	Paid by Check # 386339		02/04/2025	02/13/2025	02/13/2025		02/24/2025	20.00
12798 - West Bend Mutual Insurance Company	2638057	Notary Bond - Wallace 2638057	Paid by Check # 386339		02/03/2025	02/13/2025	02/13/2025		02/24/2025	20.00
11058 - JP Morgan Chase Bank N.A.	5067-CM-01/25	January Pcard Charges & Statement	Paid by EFT # 94645		01/31/2025	02/11/2025	02/11/2025		02/24/2025	335.00
8258 - CCMSI	0169036-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 94528		01/31/2025	02/13/2025	02/13/2025		02/24/2025	6,071.20
8258 - CCMSI	0169741-IN	CCMSI Pre-Funding 22D45K874966	Paid by EFT # 94528		02/10/2025	02/13/2025	02/13/2025		02/24/2025	50,000.00



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Payment Date Range 02/01/25 - 02/28/25

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>										
8728 - State Street Collision, Inc.	21703045	Liability Repair Payment RPO-KC-25-0002	Paid by EFT # 94764		02/11/2025	02/13/2025	02/13/2025		02/24/2025	2,898.99
Account <b>53000 - Liability Insurance</b> Totals									Invoice Transactions 12	<u>\$73,707.98</u>
Account <b>53010 - Workers Compensation</b>										
8258 - CCMSI	0169802-IN	CCMSI Pre-Funding 24D45M025159	Paid by EFT # 94528		02/12/2025	02/13/2025	02/13/2025		02/24/2025	21,117.43
8258 - CCMSI	0169035-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 94528		01/31/2025	02/13/2025	02/13/2025		02/24/2025	73,834.92
13202 - Matthew J. Goncher	20250201	Goncher February 2025 PSEBA Payment	Paid by EFT # 94605		02/01/2025	02/13/2025	02/13/2025		02/24/2025	978.10
Account <b>53010 - Workers Compensation</b> Totals									Invoice Transactions 3	<u>\$95,930.45</u>
Sub-Department <b>130 - Insurance Liability- HRM</b> Totals									Invoice Transactions 15	<u>\$169,638.43</u>
Department <b>120 - Human Resource Management</b> Totals									Invoice Transactions 15	<u>\$169,638.43</u>
Fund <b>010 - Insurance Liability</b> Totals									Invoice Transactions 15	<u>\$169,638.43</u>
Grand Totals									Invoice Transactions 18	<u>\$170,220.42</u>



**Kane County Purchasing Card Information**  
**Human Services Committee**  
**February 2025 Statement**

HUMAN RESOURCE MANAGEMENT			
Transaction Date	Merchant Name	Additional Information	Transaction Amount
2/11/2025	AMAZON MKTPL	AMZN.COM/BILL	\$38.98
			Total: \$38.98
			Total all: \$38.98



# Tuition Reimbursement FYTD

Payment Date Range 12/01/24 - 02/28/25

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>										
14449 - Emilia Guntz	2408-02	Tuition Reimbursement	Paid by EFT # 93326		12/09/2024	12/18/2024	11/30/2024		12/30/2024	931.20
14669 - Brenna E. Russell	2402-01	Tuition Reimbursement	Paid by EFT # 93457		12/02/2024	12/17/2024	11/30/2024		12/30/2024	1,105.00
Account <b>45420 - Tuition Reimbursement</b> Totals							Invoice Transactions	2		<u>\$2,036.20</u>
Sub-Department <b>020 - Riverboat</b> Totals							Invoice Transactions	2		<u>\$2,036.20</u>
Department <b>010 - County Board</b> Totals							Invoice Transactions	2		<u>\$2,036.20</u>
Fund <b>120 - Grand Victoria Casino Elgin</b> Totals							Invoice Transactions	2		<u>\$2,036.20</u>
Grand Totals							Invoice Transactions	2		<u>\$2,036.20</u>

**Health Insurance Fund**  
**Revenue and Expenses**  
**Through February 28, 2025 (25.00% YTD, 23.08% Payroll Expense through Pay Period Ending 02/15/2025)**  
**with comparative for Full Fiscal Year 2022 and 2023**

	2022 Actual	2023 Actual	2024 Actual	2025 Actual
<b>Revenue</b>				
652.800.000.38000 - Investment Income	\$ (89,645)	\$ 338,532	\$ 187,993	\$ -
652.800.000.38900 - Miscellaneous Other	\$ 17,880	\$ -	\$ -	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 13,116,149	\$ 14,469,417	\$ 16,153,512	\$ 4,220,108
652.800.000.38915 - Dental Employer Portion	\$ 425,507	\$ 407,933	\$ 473,351	\$ 121,107
652.800.000.38920 - Healthcare Employee Portion	\$ 3,197,317	\$ 2,925,521	\$ 3,385,325	\$ 888,329
652.800.000.38921 - Dental Employee Portion	\$ 281,567	\$ 269,619	\$ 299,829	\$ 76,811
652.800.000.38927 - MERP Employer Portion	\$ 998,731	\$ 1,120,209	\$ 1,324,816	\$ 351,151
652.800.000.38930 - Retiree Payments - Healthcare	\$ 609,359	\$ 707,560	\$ 689,732	\$ 158,162
652.800.000.38935 - Retiree Payments - Dental	\$ 2,615	\$ 3,815	\$ 2,886	\$ 619
652.800.000.38940 - Cobra Payments - Healthcare	\$ 47,684	\$ 24,367	\$ 20,799	\$ 18,354
652.800.000.38945 - Cobra Payments - Dental	\$ 2,696	\$ 2,010	\$ 1,644	\$ 1,193
<b>Total Revenue</b>	<b>\$ 18,609,860</b>	<b>\$ 20,268,984</b>	<b>\$ 22,539,886</b>	<b>\$ 5,835,834</b>
<b>Expenses - Health Insurance General</b>				
652.800.814.45010 - Dental Contribution	\$ -	\$ -	\$ 132	\$ 22
652.800.814.50150 - Contractual/Consulting Services	\$ 114,000	\$ 108,000	\$ 110,250	\$ 27,750
652.800.814.50520 - Healthcare Admin Services	\$ 11,244	\$ 11,665	\$ 15,703	\$ 3,391
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (624,786)	\$ (806,784)	\$ (2,027,628)	\$ (35,191)
652.800.814.53032 - Self Insured Healthcare Claims Administration	\$ -	\$ -	\$ -	\$ -
652.800.814.53036 - Healthcare Taxes	\$ -	\$ -	\$ -	\$ -
652.800.814.53038 - Healthcare - Vision Insurance	\$ 74,975	\$ 81,318	\$ 83,696	\$ 21,059
652.800.814.53039 - Affordable Care Act Fee	\$ 3,210	\$ 5,217	\$ 5,699	\$ -
652.800.814.53300 - Healthcare - Health Insurance	\$ 23,031	\$ -	\$ -	\$ -
652.800.814.53310 - Healthcare - Dental Insurance	\$ 732,083	\$ 804,932	\$ 742,246	\$ 204,850
652.800.814.53320 - Healthcare - Life Insurance	\$ 42,029	\$ 40,678	\$ 57,705	\$ 4,440
652.800.814.53380 - Healthcare - Wellness	\$ -	\$ (100,000)	\$ (375,000)	\$ (15,000)
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ -	\$ 46,550	\$ (1,050)	\$ -
652.800.814.53385 - Financial Wellness	\$ 7,500	\$ 10,000	\$ 10,000	\$ 2,500
<b>Total Health Insurance General Expenses</b>	<b>\$ 383,286</b>	<b>\$ 201,575</b>	<b>\$ (1,378,247)</b>	<b>\$ 213,820</b>

**Health Insurance Fund**  
**Revenue and Expenses**  
**Through February 28, 2025 (25.00% YTD, 23.08% Payroll Expense through Pay Period Ending 02/15/2025)**  
**with comparative for Full Fiscal Year 2022 and 2023**

	2022 Actual	2023 Actual	2024 Actual	2025 Actual
<b>Expenses - Health Insurance MERP</b>				
652.800.814.53340 - MERP - Premium Reimbursement	\$ 55,424	\$ 62,949	\$ 83,841	\$ 6,904
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 4,202	\$ 8,216	\$ 6,465	\$ 317
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 331,406	\$ 447,562	\$ 535,057	\$ 128,128
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 14,316	\$ -	\$ -	\$ -
Total MERP Expenses	\$ 405,349	\$ 518,727	\$ 625,362	\$ 135,349
<b>Expenses - Health Insurance PPO</b>				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 505,541	\$ 723,948	\$ 893,817	\$ 171,027
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,180,965	\$ 7,738,450	\$ 10,233,290	\$ 1,541,210
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 218,379	\$ 245,663	\$ 289,635	\$ 44,207
652.800.817.53033 - Healthcare Facility Access Fee	\$ 76,025	\$ 13,041	\$ 231,063	\$ 10,853
652.800.817.53037 - Healthcare Credits	\$ (260,803)	\$ (350,324)	\$ (586,275)	\$ (109,695)
Total Health Insurance PPO Expenses	\$ 6,720,108	\$ 8,370,778	\$ 11,061,530	\$ 1,657,603
<b>Expenses - Health Insurance HMO</b>				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 462,946	\$ 555,815	\$ 604,545	\$ 106,510
652.800.818.53031 - Self Insured Healthcare Claims	\$ 6,714,631	\$ 6,963,453	\$ 7,279,419	\$ 1,287,858
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 394,430	\$ 372,131	\$ 368,937	\$ 59,929
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 92,087	\$ 104,647	\$ 104,847	\$ 16,929
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,658,797	\$ 2,594,715	\$ 2,612,488	\$ 375,743
652.800.818.53037 - Healthcare Credits	\$ (497,551)	\$ (564,106)	\$ (833,433)	\$ (144,926)
Total Health Insurance HMO Expenses	\$ 9,825,340	\$ 10,026,655	\$ 10,136,802	\$ 1,702,043
<b>Expenses - Retiree</b>				
652.800.820.53300 - Healthcare - Health Insurance	\$ 106,764	\$ 125,395	\$ 160,639	\$ 56,169
<b>Total Expenses</b>	<b>\$ 17,440,846</b>	<b>\$ 19,243,130</b>	<b>\$ 20,606,086</b>	<b>\$ 3,764,983</b>
<b>Revenue Net Expenses</b>	<b>\$ 1,169,014</b>	<b>\$ 1,025,854</b>	<b>\$ 1,933,801</b>	<b>\$ 2,070,851</b>
<b>Fund Balance</b>	<b>\$ 6,416,869</b>	<b>\$ 7,442,723</b>	<b>\$ 9,376,523</b>	<b>\$ 2,070,851</b>
<i>Target Fund Balance at 25%</i>	\$ 4,360,212	\$ 4,810,783	\$ 5,151,521	\$ 941,246
<i>Target Fund Balance at 50%</i>	\$ 8,720,423	\$ 9,621,565	\$ 10,303,043	\$ 1,882,492

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-25-294**

**MONTHLY BLUE CROSS BLUE SHIELD INVOICE**

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>825316076655</b>
Invoice Date	<b>01/31/2025</b>
Invoice Period	<b>01/01/2025 - 01/31/2025</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>\$1,760,535.92</b>
<b>Date Due</b>	<b>03/04/2025</b>
See footnotes for important Wire & ACH payment instructions	

<b>Claim Charges/Credits - Paid 1/1/25 – 1/31/25</b>	
Value Based Care-Value Incentive	256.08
Medical-Facility	478,370.63
Value Based Care-Care Coordination	455.09
Medical-Professional	344,318.19
Pharmacy	657,062.35
<b>Total Claim Charges/Credits</b>	<b>\$1,480,462.34</b>

<b>Administration Fees</b>	<b>Calculation Method</b>	
RX Rebate Credit	Per Contract Per Month	(132,328.84)
Wellness Credit	Flat Fee	(15,000.00)
Data Exchange	Flat Fee	400.00
IL Access Fee	Monthly IL Access Fee	1,875.75
HMO Managed Care Fee	Per Contract Per Month	8,281.38
Physician Service Fee - Allocated	Monthly Claims	15,974.21
Administration Fee	Per Contract Per Month	53,410.08
Aggregate Stop Loss	Flat Fee	55,976.00
Specific Stop Loss	Per Contract Per Month	145,838.76
Physician Service Fee - Direct	Monthly Claims	145,861.59
<i>(continued on next page)</i>		

**<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	
APR Savings Program-Data Mining & Post Pay Recovery	Claim Based	208.54
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	(441.83)
APR Savings Program-Coordination of Benefits	Claim Based	17.94
<b>Total Administration Fees</b>		<b>\$280,073.58</b>

<b>Total Claim Charges/Credits</b>	<b>\$1,480,462.34</b>
<b>Total Administration Fees &amp; Adjustments</b>	<b>\$280,073.58</b>
<b>Total Charges</b>	<b>\$1,760,535.92</b>

#### Administration Fees Notes

Effective November 1, 2024, the draft schedule for monthly groups on autopay will be 15th of each month.

#### Billing Contact

ARCHANA KELAVKAR  
Email: ASO\_Billing\_Team@bcbsil.com

#### Account Executive Contact

Dee Roberts  
Email: Dee\_Roberts@BCBSIL.COM

#### Electronic payment is preferred. Check payment is acceptable.

Make checks payable to Health Care Service Corporation	If sending via Overnight Courier	If sending via 1st Class Mail
<b>Include</b> Account ID Number      8253175154 Amount Due                \$1,760,535.92 Date Due                    03/04/2025	Health Care Service Corporation Attn: 14169 5505 N. Cumberland Ave. Suite 307 Chicago, IL 60656-1471	Health Care Service Corporation Dept. CH 14169 Palatine, IL 60055-4169

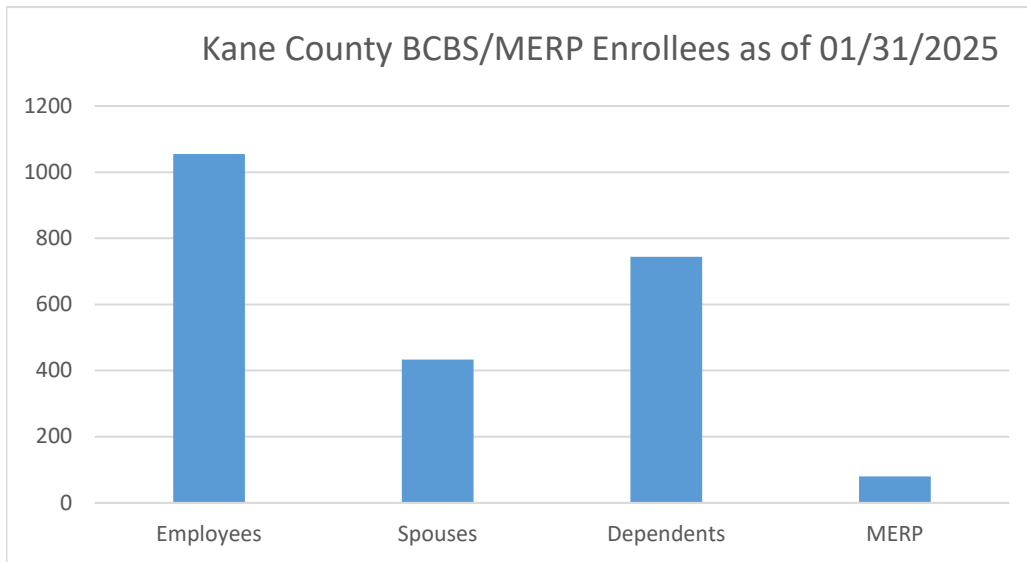
STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-25-295**  
**MONTHLY BCBS AND MERP TOTALS**



**Kane County BCBS/MERP Enrollees as of  
01/31/2025**

Employees	Spouses	Dependents	MERP
1055	433	744	80



STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**REPORT NO. TMP-25-297**

**MONTHLY APPLICANTS AND STAFF CHANGES**

# Job Applicants for February 2025 by Position

Title	Post Date - Deadline	Internal/External	Applicants
<b>Auditor</b>			
Accounts Payable Specialist -Level 1	1/13/2025 - N/A	External	17
Total Auditor Applicants			17
<b>Building Management</b>			
Chief Building Engineer	2/14/2025 - N/A	External	1
Director of Building Maintenance	1/9/2025 - N/A	External	1
Director of Building Management	7/4/2024 - N/A	External	1
Director of Building Management	7/5/2024 - N/A	External	1
Janitor	11/8/2024 - N/A	External	5
Stockroom/Buyer	9/9/2024 - N/A	External	3
Total Building Management Applicants			12
<b>Circuit Court Clerk</b>			
Financial Support Team	1/22/2025 - N/A	External	11
Intern/Volunteer	Open - N/A	External	1
Total Circuit Court Clerk Applicants			12
<b>County Board</b>			
Intern/Volunteer	Open - N/A	External	1
Total County Board Applicants			1
<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
Juvenile Detention Specialist	1/26/2025 - 5/21/2025	External	2
Juvenile Detention Specialist	1/27/2025 - 5/21/2025	External	13
Probation Officer	2/3/2025 - 2/14/2025	External	16
Program Manager (Deputy Director Level)	1/22/2025 - 2/7/2025	External	1
Program Manager (Deputy Director Level)	1/23/2025 - 2/7/2025	External	2
Supervisor	1/22/2025 - 2/7/2025	External	1
Supervisor	1/23/2025 - 2/7/2025	External	6
Total Court Services Applicants			42

## Division of Transportation

Chief Financial Officer (Revised)	2/21/2025 - N/A	External	2
Chief of Planning & Programming/Executive Director of Council of Mayors	2/20/2025 - N/A	External	4
Construction Manager - Engineering Technician	2/9/2025 - N/A	External	1
Construction Manager - Engineering Technician	2/10/2025 - N/A	External	1
Construction Manager – Civil Engineer II, III or IV	1/6/2025 - N/A	External	1
Permit & Traffic Engineer – Civil Engineer II, III or IV	1/6/2025 - N/A	External	1
Project Manager – Civil Engineer II, III, IV or V	1/6/2025 - N/A	External	1
Project Manager – Civil Engineer II, III, IV or V (2 Openings)	1/6/2025 - N/A	External	1
Total Division of Transportation Applicants			12

## Finance Department

Buyer - Purchasing	1/21/2025 - N/A	External	1
Buyer - Purchasing	1/22/2025 - N/A	External	7
Total Finance Department Applicants			8

## Health Department

CD Surveillance Practitioner	1/28/2025 - N/A	External	1
CD Surveillance Practitioner	1/29/2025 - N/A	External	5
Environmental Health Practitioner	5/15/2024 - N/A	External	3
Epidemiologist (Communicable Disease)	2/3/2025 - N/A	External	8
Long Term Care Infection Prevention & Control Outreach Coordinator	9/23/2024 - N/A	External	5
Total Health Department Applicants			22

## Information Technology Department

CAD ANALYST	3/4/2025 - N/A	External	1
CAD MANAGER	2/20/2025 - N/A	External	1
Deputy Chief Information Officer	10/9/2024 - N/A	External	12
Total Information Technology Department Applicants			14

## KANECOMM

9-1-1 Telecommunicator	12/5/2024 - N/A	External	1
9-1-1 Telecommunicator	12/6/2024 - N/A	External	17
Total KANECOMM Applicants			18

## Office of Community Reinvestment

Program Assistant	1/6/2025 - N/A	External	1
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Program Assistant	1/7/2025 - N/A	External	13
Total Office of Community Reinvestment Applicants			14

### Public Defender

Assistant Public Defender – Misdemeanor Division	1/29/2025 - N/A	External	3
Intern/Volunteer	Open - N/A	External	1
Total Public Defender Applicants			4

### Sheriff

Aramark - Kane County Jail and Commissary	4/26/2024 - N/A	External	4
Correction Officers *Lateral Transfer *	5/17/2024 - N/A	External	4
Information Data Processor – Intake/Corrections	2/21/2025 - 3/7/2025	External	5
Intern/Volunteer	Open - N/A	External	1
Total Sheriff Applicants			14

### State's Attorney

Bilingual Intake/Multidisciplinary Team Coordinator & Outreach	2/7/2025 - N/A	External	3
Deferred Prosecution Case Manager	1/22/2025 - N/A	External	1
Deferred Prosecution Case Manager	1/23/2025 - N/A	External	7
Intern/Volunteer	Open - N/A	External	1
Paralegal – Child Support Division	1/27/2025 - N/A	External	1
Paralegal – Child Support Division	1/28/2025 - N/A	External	6
Total State's Attorney Applicants			19

**Total Applicants for February** **210**

# New Hire Report

## from 02/01/2025 - 02/28/2025

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Building Management</b>				
	GARDUNO, MARISELA	Janitor	ACTIVE	02/10/2025
	GUTOWSKI, ELIZABETH E	Mailroom Clerk	ACTIVE	02/18/2025
	KAHL, GRANT M	Chief Building Engineer	ACTIVE	02/10/2025
		Lead Maintenance Worker	ACTIVE	02/10/2025
		Maintenance Tech III	ACTIVE	02/10/2025
<b>County Clerk</b>				
	MURO, ALEJANDRO A	Clerk V	ACTIVE	02/03/2025
		Clerk VI	ACTIVE	02/03/2025
<b>Court Services/Court Services Administration</b>				
	CHAPRASHAKOV, DIMITAR H	Probation Officer	ACTIVE	02/10/2025
<b>Court Services/Juvenile Justice Center</b>				
	WEEMS, ALYSSA J	Youth Counselor JJC	ACTIVE	02/04/2025
<b>Health</b>				
	ESPINO, MICHELLE	Receptionist	ACTIVE	02/03/2025
	EVANS, NICOLE M	CHS II Environ Hlth Practitioner	ACTIVE	02/18/2025
	LOZADA, JENNIFER P	Bilingual Advocate	ACTIVE	02/03/2025
		CHS III Comm Health Init Coord	ACTIVE	02/03/2025
<b>Regional Office of Education</b>				
	DONOHUE, CATHLEEN A	Licensure Specialist	ACTIVE	02/18/2025

**New Hire Report**  
**from 02/01/2025 - 02/28/2025**

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**Sheriff/Adult Corrections**

CERVANTES, ROGELIO	Correctional Officer	ACTIVE	02/03/2025
CORTEZ, STEFYN O	Correctional Officer	ACTIVE	02/03/2025
RAMIRO, REGINALD E	Correctional Officer	ACTIVE	02/03/2025

**Total New Hires 13**

# Termination Report

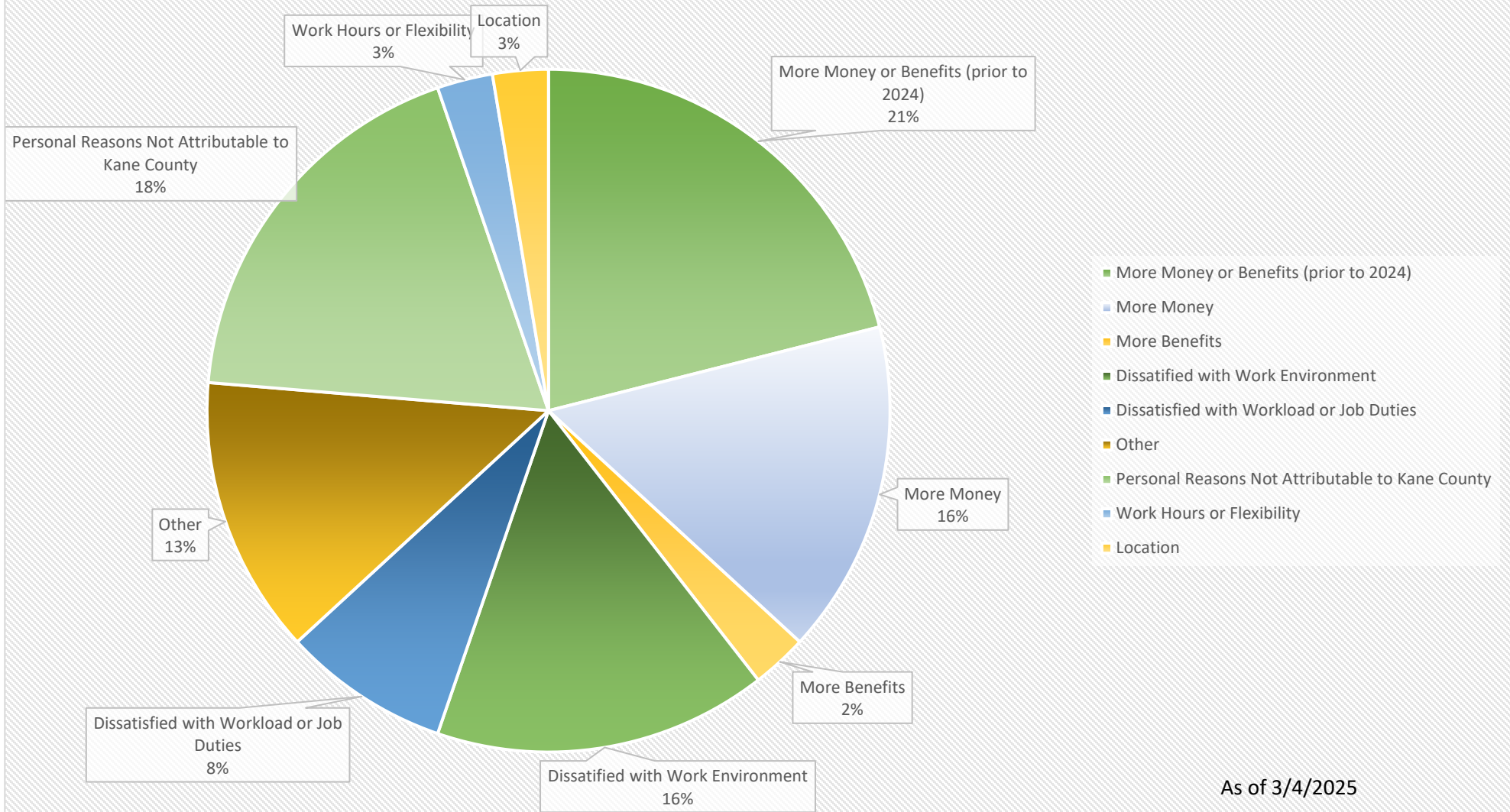
## from 02/01/2025 - 02/28/2025

Department		
Employee Name		Termination Date
<b>Information Technologies</b>		
AHMED, MAZHER		02/10/25
<b>Public Defender</b>		
RUIZ, GERARDO		02/07/25
<b>Sheriff/Adult Corrections</b>		
ALKURDI, DONNAMARIE N		02/03/25
GULANCZYK, GREG		02/02/25
HUGHES, KELLY M		02/01/25
<b>Sheriff/Court Security</b>		
GARTNER, THOMAS G		02/07/25
<b>State's Attorney</b>		
AVILES, ABIGAIL N		02/05/25
HARROD, SUSAN S		02/03/25
NORKUS, SARAH J		02/11/25
SEREDIUK, ELIZABETH M		02/13/25
<b>Transportation</b>		
RIZZA, VINCENT C		02/14/25
VANVOOREN, JUSTIN E		02/06/25

**Total Terminations 12**



## Reason Employees Left Kane County



STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

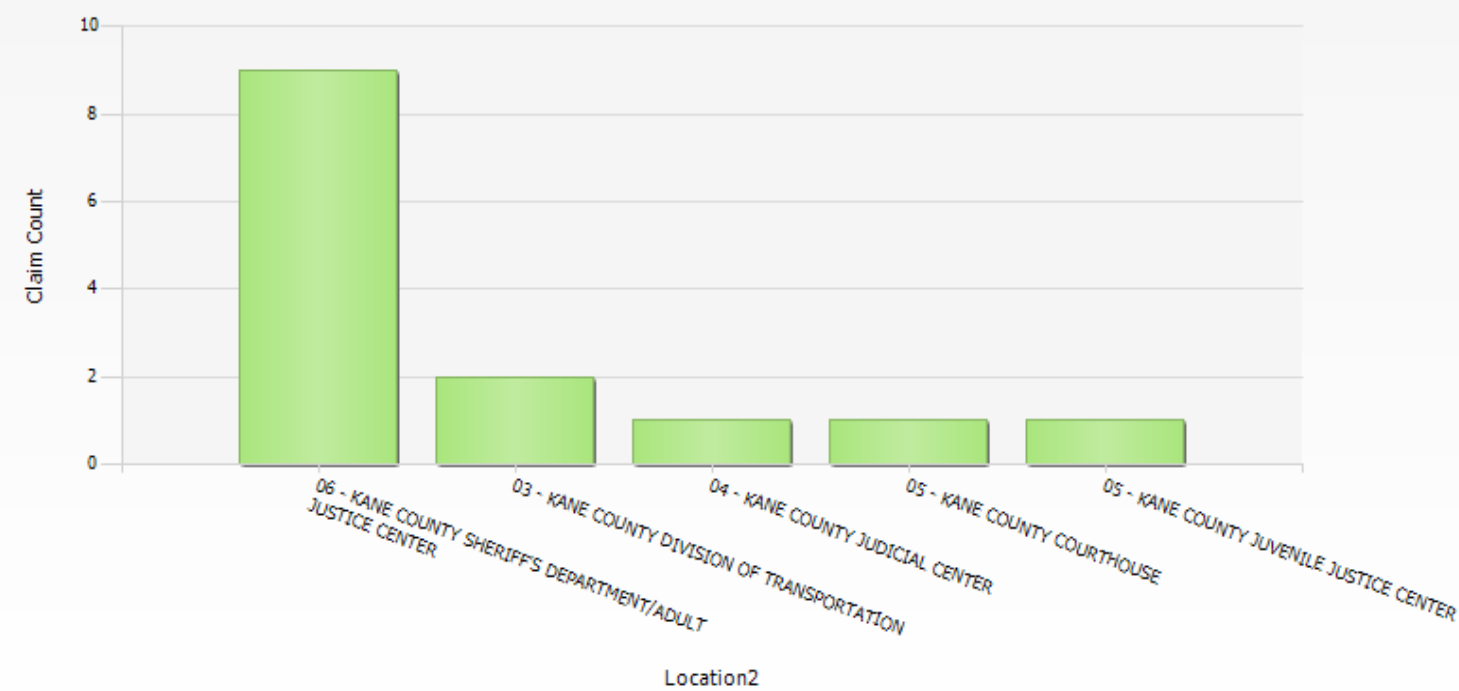
**REPORT NO. TMP-25-299**

**MONTHLY WORKERS COMP AND LIABILITY REPORTS**

Kane County Top 5 Locations where the most incidents have occurred 12/01/2025-11/30/2025 as of 02/28/25

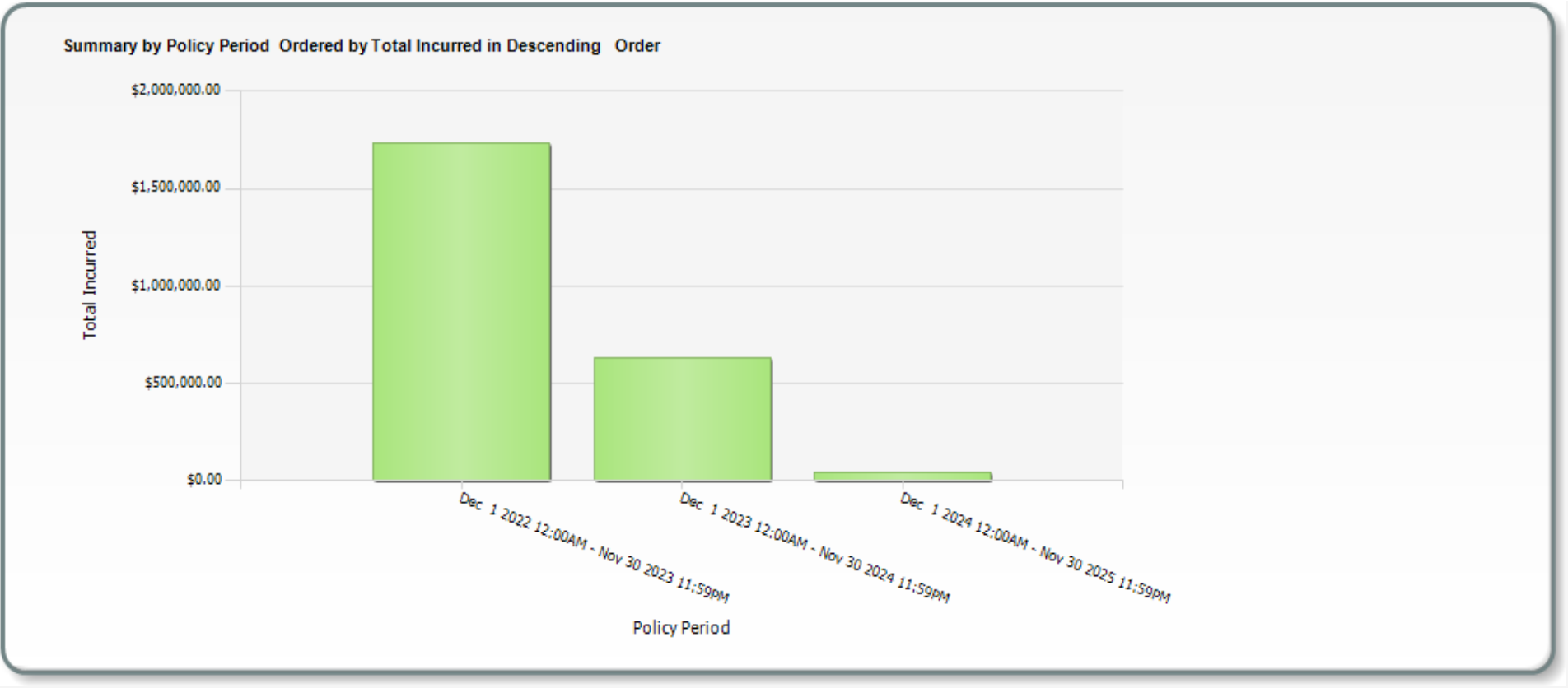
Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	9	\$5,393.65	\$23,795.35	\$0.00	\$29,189.00	\$0.00	\$29,189.00	\$3,243.22	56%	70%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	2	\$606.23	\$493.77	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$550.00	13%	3%
04 - KANE COUNTY JUDICIAL CENTER	1	\$45.00	\$3,805.00	\$0.00	\$3,850.00	\$0.00	\$3,850.00	\$3,850.00	6%	9%
05 - KANE COUNTY COURTHOUSE	1	\$0.00	\$1,325.00	\$0.00	\$1,325.00	\$0.00	\$1,325.00	\$1,325.00	6%	3%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	1	\$1,660.21	\$1,439.79	\$0.00	\$3,100.00	\$0.00	\$3,100.00	\$3,100.00	6%	7%

Summary by Location2 Ordered by Claim Count in Descending Order



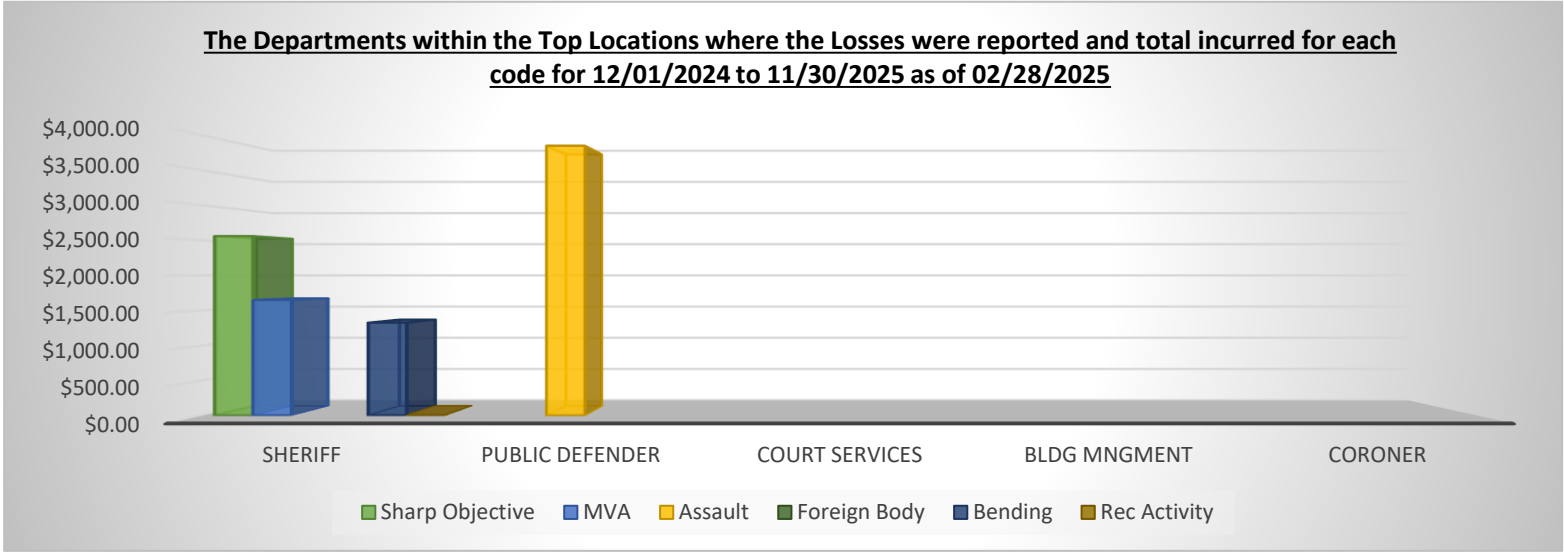
Kane County Worker's Compensation trend from the 3 policy periods(12/01/22-11/30/25), in descending order by total incurred as of 02/28/25

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	\$1,183,567.80	\$549,884.31	\$0.00	\$1,733,452.11	\$0.00	\$1,733,452.11	\$24,763.60	44%	72%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	73	\$336,101.46	\$298,676.69	\$0.00	\$634,778.15	\$0.00	\$634,778.15	\$8,695.59	46%	26%
Dec 1 2024 12:00AM - Nov 30 2025 11:59PM	16	\$8,673.07	\$32,990.93	\$0.00	\$41,664.00	\$0.00	\$41,664.00	\$2,604.00	10%	2%



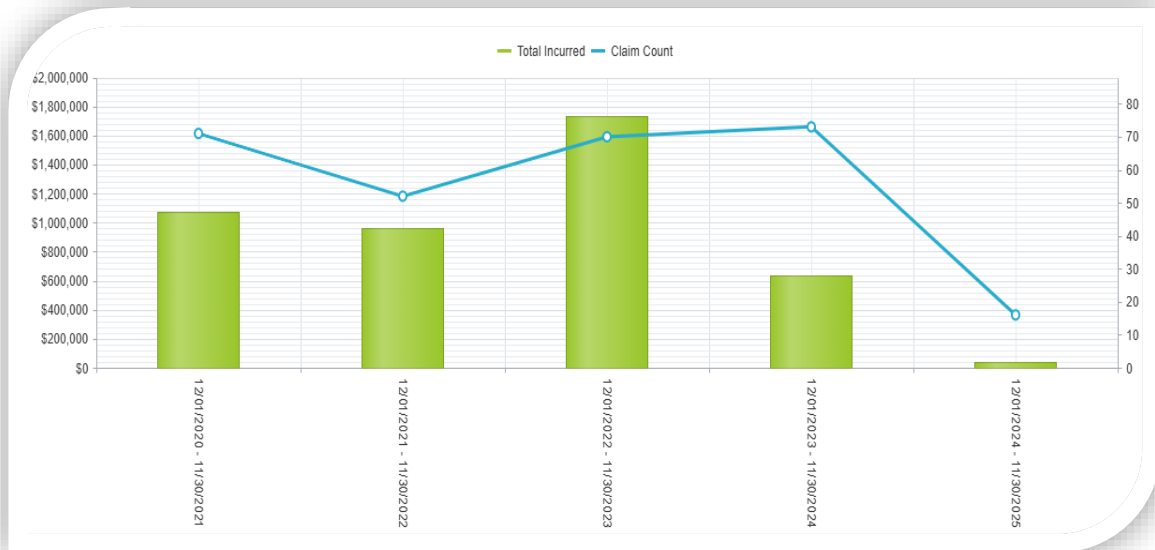
**The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2024 -11/30/2025 as of 02/28/2025**

Departments	Slip/Trip/ Fall	Combative	Sharp Objective	MVA	Assault	Foreign Body	Bending	Rec Activity
Sheriff	\$18,102.00	\$5,550.00	\$2,561.00	\$1,650.00			1325	1
Public Defender					\$3,850.00			
Court Services		\$3,100.00						
Bldg Mngment	\$1,700.00							
Coroner	\$1,400.00							



Departments	Count	Total Incurred
Sheriff	9	\$29,189.00
Public Defender	1	\$3,850.00
Court Services	1	\$3,100.00
Bldg Mngment	1	\$1,700.00
Coroner	1	\$1,400.00
Total	13	\$39,239.00

**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 02/28/2025**



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2020 - 11/30/2021	\$1,077,023.96	\$21,256.41	\$23,736.71	\$1,074,543.66	71	\$15,134.42
12/01/2021 - 11/30/2022	\$697,261.71	\$277,078.96	\$8,647.62	\$965,693.05	52	\$18,571.02
12/01/2022 - 11/30/2023	\$1,183,567.80	\$549,884.31	\$0.00	\$1,733,452.11	70	\$24,763.60
12/01/2023 - 11/30/2024	\$336,101.46	\$298,676.69	\$0.00	\$634,778.15	73	\$8,695.59
12/01/2024 - 11/30/2025	\$8,673.07	\$32,990.93	\$0.00	\$41,664.00	16	\$2,604.00
<b>Totals:</b>	<b>\$3,302,628.00</b>	<b>\$1,179,887.30</b>	<b>\$32,384.33</b>	<b>\$4,450,130.97</b>	<b>282</b>	<b>\$15,780.61</b>

-Total incurred for the current policy period is at \$41,664.00 with 16 claims reported. The average cost per claim is \$2,604.00. These claims will continue to develop along with new claims reported.

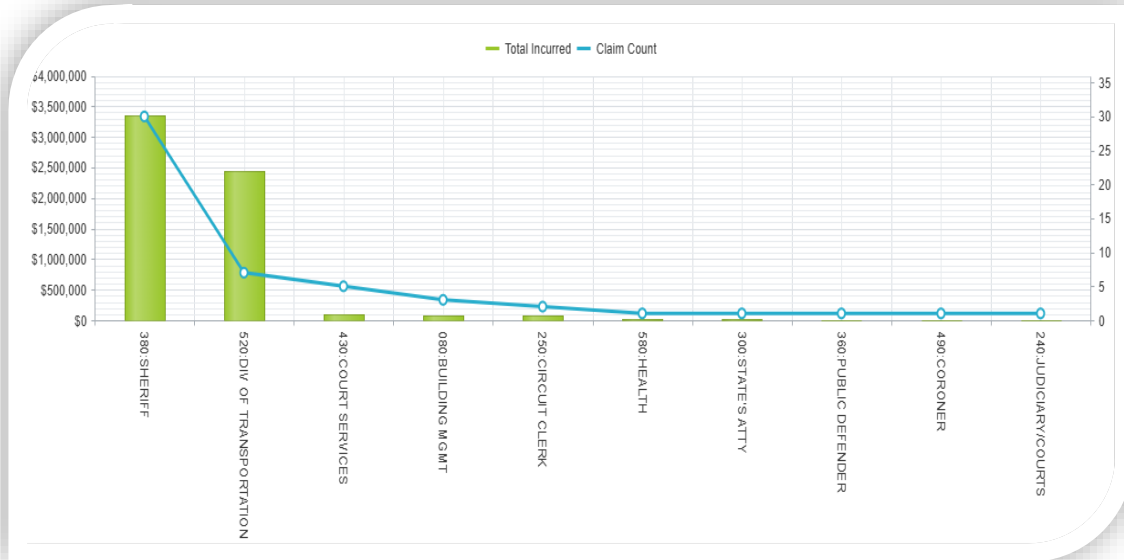
**Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 02/28/2025**



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2020 - 11/30/2021	\$562,839.04	\$58,000.00	\$163,936.41	\$456,902.63	45	\$10,153.39
12/01/2021 - 11/30/2022	\$418,756.80	\$55,000.00	\$174,180.39	\$299,576.41	71	\$4,219.39
12/01/2022 - 11/30/2023	\$605,292.83	\$48,817.59	\$270,585.34	\$383,525.08	80	\$4,794.06
12/01/2023 - 11/30/2024	\$365,999.35	\$50,360.85	\$67,315.28	\$349,044.92	70	\$4,986.36
12/01/2024 - 11/30/2025	\$983.84	\$37,855.54	\$0.00	\$38,839.38	11	\$3,530.85
<b>Totals:</b>	<b>\$1,953,871.86</b>	<b>\$250,033.98</b>	<b>\$676,017.42</b>	<b>\$1,527,888.42</b>	<b>277</b>	<b>\$5,515.84</b>

- Total incurred for the current policy period is \$38,839.38 with 11 claims reported for the current period and that will change upon receipt of additional information. Average cost per claim is \$3,530.85 for the current policy period.

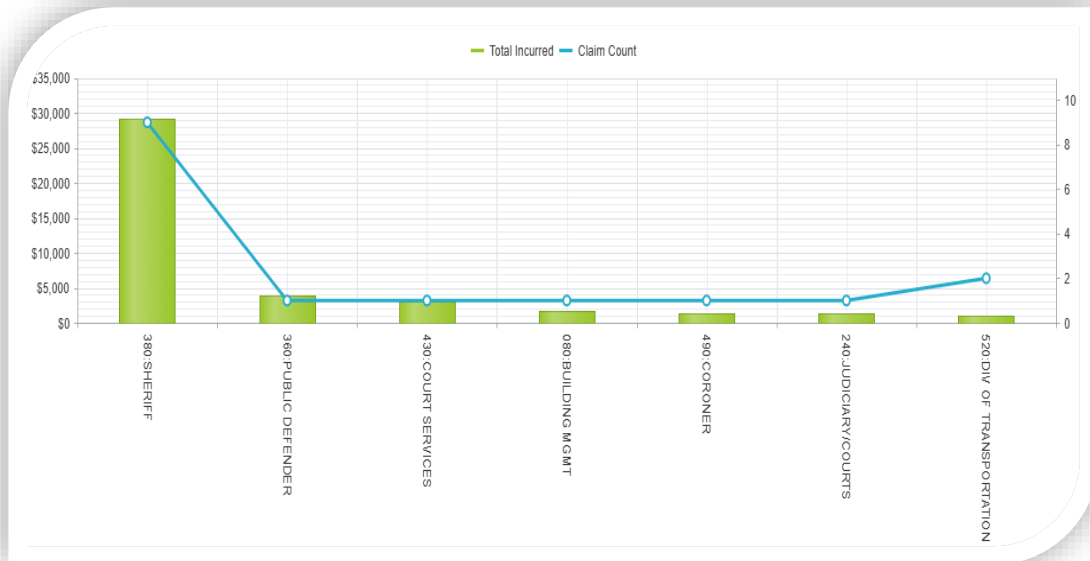
**All open Worker's Compensation Claims for Kane County as of 02/28/2025 with the oldest date of injury to be 06/15/2000 by Department**



Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$2,045,722.60	\$1,302,754.15	\$0.00	\$3,348,476.75	30	\$111,615.89
520:DIV OF TRANSPORTATION	\$1,555,634.34	\$882,147.89	\$0.00	\$2,437,782.23	7	\$348,254.60
430:COURT SERVICES	\$91,646.46	\$9,777.08	\$0.00	\$101,423.54	5	\$20,284.71
080:BUILDING MGMT	\$27,795.17	\$44,784.83	\$0.00	\$72,580.00	3	\$24,193.33
250:CIRCUIT CLERK	\$26,311.79	\$42,390.92	\$0.00	\$68,702.71	2	\$34,351.36
580:HEALTH	\$296.87	\$21,848.00	\$0.00	\$22,144.87	1	\$22,144.87
300:STATE'S ATTY	\$15,140.30	\$246.07	\$0.00	\$15,386.37	1	\$15,386.37
360:PUBLIC DEFENDER	\$45.00	\$3,805.00	\$0.00	\$3,850.00	1	\$3,850.00
490:CORONER	\$0.00	\$1,400.00	\$0.00	\$1,400.00	1	\$1,400.00
240:JUDICIARY/COURTS	\$0.00	\$1,325.00	\$0.00	\$1,325.00	1	\$1,325.00
<b>Totals:</b>	<b>\$3,762,592.53</b>	<b>\$2,310,478.94</b>	<b>\$0.00</b>	<b>\$6,073,071.47</b>	<b>52</b>	<b>\$116,789.84</b>



**Open Worker's Compensation Claims that occurred from 12/01/2024 to 11/30/2025 as of 02/28/25**

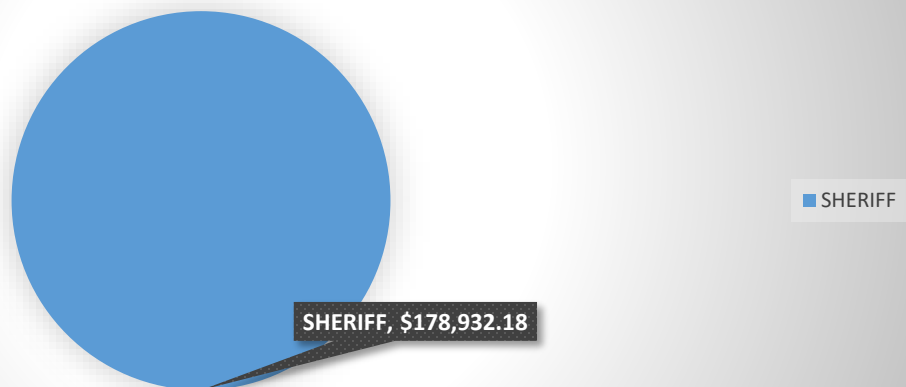


Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$5,393.65	\$23,795.35	\$0.00	\$29,189.00	9	\$3,243.22
360:PUBLIC DEFENDER	\$45.00	\$3,805.00	\$0.00	\$3,850.00	1	\$3,850.00
430:COURT SERVICES	\$1,660.21	\$1,439.79	\$0.00	\$3,100.00	1	\$3,100.00
080:BUILDING MGMT	\$967.98	\$732.02	\$0.00	\$1,700.00	1	\$1,700.00
490:CORONER	\$0.00	\$1,400.00	\$0.00	\$1,400.00	1	\$1,400.00
240:JUDICIARY/COURTS	\$0.00	\$1,325.00	\$0.00	\$1,325.00	1	\$1,325.00
520:DIV OF TRANSPORTATION	\$606.23	\$493.77	\$0.00	\$1,100.00	2	\$550.00
<b>Totals:</b>	<b>\$8,673.07</b>	<b>\$32,990.93</b>	<b>\$0.00</b>	<b>\$41,664.00</b>	<b>16</b>	<b>\$2,604.00</b>

**Kane County Settlements by Department for Policy Period**  
**December 1, 2024- November 30, 2025 as of February 28,2025**

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	\$0.00	0%	0
HEALTH	\$0.00	0%	
JUDICIARY COURTS	\$0.00	0%	0
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$178,932.18	100%	6
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$178,932.18</b>	<b>100%</b>	<b>6</b>

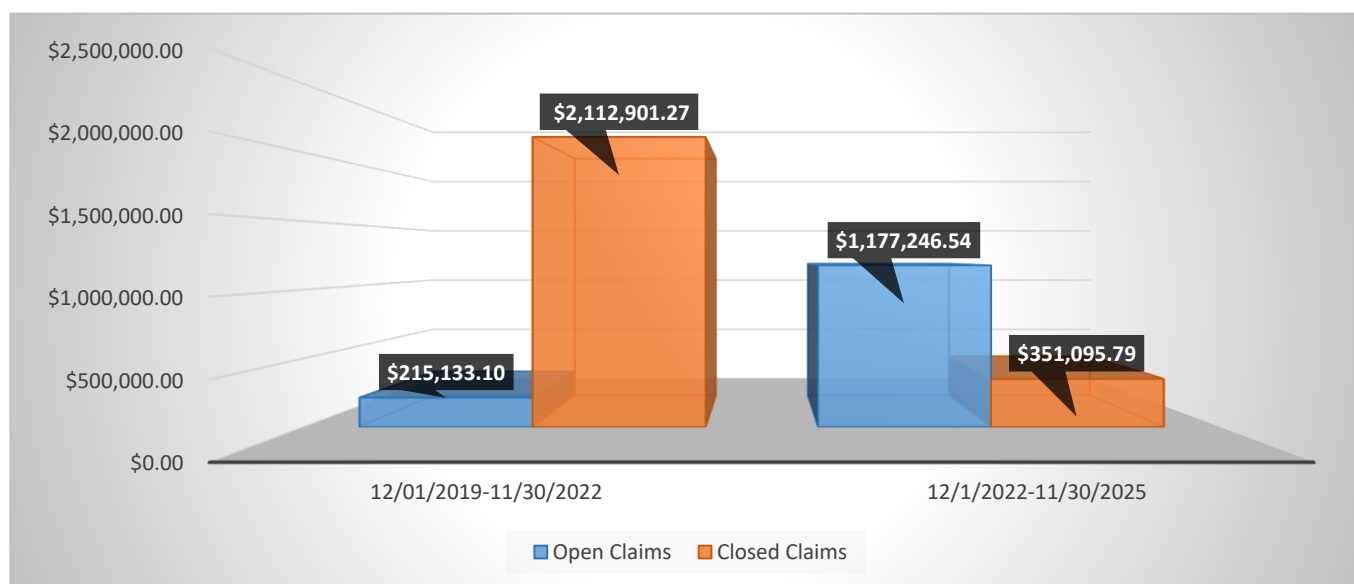
**Settlements by Department as of February 28,2025**



**Kane County Claims (open and closed) and paid amounts from  
12/01/2019-11/30/2022 and 12/01/2022-11/30/25 periods as of 02/28/2025**

	Open Claims	Closed Claims	Claim Count
12/01/2019- 11/30/2022	\$215,133.10	\$2,112,901.27	169
12/1/2022- 11/30/2025	\$1,177,246.54	\$351,095.79	159

**There are 10 more claims reported from 12/01/202019-11/30/2022, compared to the 12/01/2022-11/30/2025 period. The amount paid from claims that occurred 12/01/2019-12/1/2022 is \$799,692.00 more compared to 12/01/2022-11/30/25 period.**



STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**PRESENTATION/DISCUSSION NO. TMP-25-346**

**RISK MANAGEMENT**

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-25-300**

**MONTHLY TRAINING REPORT**

Sexual Harassment Training Compliance 3/4/2025					
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	943	08.31.2025
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	168	08.31.2025
Active Employees: 1331					



Exhibit A

Kane County Financial Policies	Travel Policy
	Amended by the County Board: Res. 24-277, July 9, 2024

**TRAVEL POLICY**

1. Authorization; Schedule: Reimbursement for expenses of county board members, elected officials and county employees traveling on county business shall be authorized and paid in accordance with the following unless otherwise provided for by State Statute:

***Overnight and Multi-Day Travel***

a) Permitted Rates:

i. *Transportation:*

- a. Private Auto: *With prior supervisor approval Employee travel on County business by private auto is reimbursable at the IRS mileage rate. Mileage allowance is to compensate traveler for gas, oil, insurance and normal vehicle operating expenses. There is no mileage reimbursement for the trip from home to each employee's assigned workplace, which is defined as commutation mileage. Where private auto is used on out of town trips, the mileage allowance is not to exceed the related cost of coach airfare. Travelers attending the same conference or seminar should car pool. County vehicles should be used whenever possible. Only reimbursement for out of pocket expenses when a private vehicle is used. Travelers using their personal vehicle must carry auto insurance equivalent to that maintained on county vehicles and must show evidence that their policy is in force.*
- b. Airfare Or Train: The actual cost, not to exceed coach air fare. Private airplane at private auto mileage rate but not to exceed the related cost of coach airfare. Airfare shall normally assume seven (7) day advance purchase and non-cancelable basis. Internet bookings should be used when available as the lowest possible air fare for the destination. Exceptions must be explained and approved by the elected official or department head.
- c. Mode: All travel by the most economical mode of transportation available.
- d. Rental Vehicles for county business: The actual cost for use of the vehicle, which includes gas, taxes, optional insurance coverage and any other fees imposed by the rental agency. When a vehicle is used for both business and personal purposes, there must be a daily allocation with personal usage being



paid by the employee. Vehicle must be an automobile with a classification not to exceed that which is required by the county function for which the vehicle is being used by the employee. If the employee selects a vehicle classification that exceeds that which is required by the county function, the differential cost shall be paid by the employee.

*ii. Reserved:*

*iii. Meals:*

Per diem for each day during which County personnel are performing official business, which includes the day of departure and day of arrival. Per diem allocation on arrival and departure date depends upon meals consumed at out-of-town travel destination. The amount per day for breakfast, lunch and dinner is established by the Human Service Committee and approved by the County Board. Communication to employees is by the county auditor after County Board approval. The daily per diem will be reduced by meals included in conference registration or included in lodging costs.

*iv. Lodging:*

Actual cost of a room with a maximum double occupancy capacity at the facility where the seminar or conference is being held. The County will not reimburse for more than the conference rate, if a conference rate is available. When rooms are not available at this facility, room reservations are permitted at a nearby facility with comparable room rates. For other business trips, actual cost of a room at a facility location convenient to the business nature of the trip. Actual cost includes all applicable taxes. Travelers are encouraged but not required to share lodging accommodations. Receipts are necessary to support actual cost. Non seminar/conference lodging rates are reimbursable up to the GSA CONUS per diem lodging rate applicable to the location plus 20%. GSA CONUS per diem rates are available at [www.gsa.gov](http://www.gsa.gov) and a printout of the applicable per diem rate page should be submitted with the PEV.

*v. e. Other allowed and disallowed expenses:*

Taxi / Limo fares, tolls and parking fees. Not allowable are parking and / or traffic tickets, towing charges for removal from illegal parking zones. Not allowable are entertainment, movie rentals, personal phone calls, alcoholic beverages and tips in excess of twenty percent (20%) of the meal and beverage cost. Tips are not allowed for per diems and meals included in the conference and or seminar cost.

## ***Local Travel***

### **b) Permitted Rates:**

#### ***i. Transportation:***

Private Auto: with prior supervisor approval, employee travel on county business by private auto is reimbursable at the IRS mileage rate which is communicated to employees by the County Auditor. Mileage allowance is to compensate traveler for gas, oil insurance and normal vehicle operating expenses. There is no mileage reimbursement for the trip from home to each employee's assigned workplace, which is defined as commutation mileage. When the duties of the employee require travel from the employee's primary worksite to another worksite, mileage driven in private auto will be reimbursed at the internal revenue service rate. Travelers attending the same conference should carpool. County vehicles should be used whenever possible. Only reimbursement for out of pocket expenses when a private vehicle is used. Travelers using their personal vehicle must carry auto insurance equivalent to that maintained on county vehicles and must show evidence that their policy is in force.

#### ***ii. Meals:***

Meal cost reimbursement must not exceed the per diem for the meal and will be reduced for meals included in registration fees. Employees traveling locally on County business will not be reimbursed for meal cost unless reimbursement is required by an applicable collective bargaining agreement or the elected official/department head agrees (as indicated by their approval of the request) that the circumstances related to the travel (such as time limitations or conditions) prevented the employees from providing the meal they normally would have provided for themselves at their workplace. Exceptions for grant funded programs, collective bargaining agreements and other special circumstances require the approval of the elected official or department head.

#### ***iii. Guests:***

Actual cost of meals, receipts necessary. Business purpose only. Guests do not include elected officials, appointed officials and other county employees.

#### ***iv. Department meetings and events:***

No county reimbursement for refreshments unless there is at least one guest in attendance who is not a county employee. No reimbursement for mileage to and

from the meeting or event without prior department head approval.

v. *Other allowed and disallowed expenses:*

Taxi/limo fares, tolls and parking fees. Not allowable are parking and/or traffic tickets, towing charges for removal from illegal parking zones, laundry, entertainment, movie rentals, personal phone calls, alcoholic beverages and tips in excess of twenty percent (20%) of the meal and beverage cost. Tips are not allowed for per diems and meals included in the conference and/or seminar cost.

c) Required Documentation:

i. *All travel reimbursement claims must be documented on a personal expense voucher:*

- a. Purpose of the trip including reason for expenses, dates and places.
- b. Traveler identification including names of people and their business affiliation at meals along with the reason they are being entertained.
- c. Meal tickets when guests are being entertained.
- d. Approval by an employee's supervisor or other designated party and submitted to the Auditor's office along with supporting documentation within sixty (60) days of the travel date. Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement prior to the assigned closing date in December.
- e. *Overnight and Multiday travel on personal expense voucher must also include the attachment of motel/hotel bills, train/ plane tickets and auto rental bills.*
- f. Travel expense policy is administered by and any exceptions must be approved by the auditor.

d) Reimbursement:

- i. Reimbursement of expenses shall include per diem payments, fees, mileage, airfare / train tickets, meals, and any other county business expenses.
- ii. Travel expenses eligible for reimbursement by a non- county entity should be reimbursed by this separate entity. No travel expenses are to be reimbursed by more than one source. The Kane County Ethics regulation must be observed at all times.
- iii. If a person who has received reimbursement from the county receives any reimbursement from any other source, any such other reimbursement must be submitted to the county treasurer.

- iv. It is the duty of the person seeking reimbursement for expenses to obtain and provide all documentation requested by the county auditor. Reimbursement will be withheld until requested documentation is provided.
- v. The duty to provide documentation shall be of a continuing nature and shall not terminate once the county has paid the submitted claim.
- vi. Failure to comply with the requirements of this policy will be referred to the State's Attorney for disposition.
- vii. County government credit cards can be used for county business travel expenses. Unauthorized usage or a history of lost credit cards will result in a forfeiture of credit card privileges.

e) Arbitration:

- i. Any dispute between the traveler and the auditor will be submitted to and resolved by the county board chairman. (Ord. 94-118, 5-10-1994, eff. 12-1-1994; Ord. 96-265, 10-8-1996; Ord. 97-256, 9-9-1997; Ord. 01-230, 7-10-2001; Ord. 03-255, 8-12-2003; Ord. 07-78, 3-13-2007; Res. 07-338, 10-9-2007)
- ii. Elected Officials adopting their office policy must have a policy which is at least as restrictive as the County policy. A copy of the elected official's policy must be submitted to the County Auditor. Any dispute between the traveler and the auditor will be submitted to and resolved by the county elected official.

f) Required Approval:

- i. For County employees under a department head or elected official: Approval by the department head or elected official, or his/her designee must be submitted to the Auditor's office along with supporting documentation within sixty (60) days of the travel date. Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement prior to the assigned closing date in December.
- ii. For County Board Members and the County Board Chairman: Expenses for travel within Kane County will not be reimbursed.
- iii. For County Board Members and the County Board Chairman: Travel expenses for travel outside of Kane County for purposes that benefit Kane County Government or its residents may be reimbursed subject to the following provisions:
  - a. Travel Purpose and Evaluation Form must be completed summarizing the experience and its benefit to Kane County.
  - b. Travel expenses in excess of \$300 total for a single purpose may be

reimbursed subject to prior approval as follows:

1. Prior to travelling, Board Members and the Chairman of the Board must submit to the home committee with jurisdiction over the subject matter a Travel Purpose and Evaluation form with the purpose completed along with a reasonable estimate of the total expenses for the purpose. If the committee with jurisdiction over the subject matter deems the estimated expenses are a suitable use of County funds for the purpose provided, they shall approve the purpose and estimated expenses up to a maximum allowable amount for the purpose. If it is not clear which committee has jurisdiction over the subject matter, or if the traveler is the chair of said committee, such travel shall be pre-approved by the Executive Committee.
  2. Approval must be made by roll call vote of the approving committee.
  3. Committee Chairperson shall sign the Travel Purpose and Evaluation form indicating committee approval.
- iv. Following travel, County Board members and the County Board Chairman must submit the Travel Purpose and Evaluation Form, personal expense voucher, and any supporting documentation to the County Board Office for entry into New World or other similar software for the Auditor's Office for review. The Auditor's Office will advise the County Board Office or the Finance Department if adjustments to the request are recommended.
- v. In accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 et seq., (the "Travel Expense Control Act"), all reimbursements for travel, meals and lodging of County Board members and County Board Chairman must be approved by a roll call vote of the County Board. Such reimbursement requests should be advanced through the Finance Committee and the Executive Committee before submission to the County Board for approval.
- vi. In accordance with the Travel Expense Control Act, all reimbursements for travel, meals and lodging that exceed the maximum amounts allowed under this policy – including those incurred or approved by an elected official – must be approved by a roll call vote of the County Board. Such reimbursement requests should be advanced through the Standing Committee to which the department head or elected official makes reports, the Finance Committee, and the Executive Committee before submission to the County Board for approval.



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### **Title**

Amending Kane County Financial Policies Related To Travel

### **Committee Flow:**

Human Services Committee, Executive Committee, County Board

### **Contact:**

Cliff Surges

### **Budget Information:**

Was this item budgeted? N/A	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

### **Summary:**

This resolution is amending the Kane County Financial Policies, Travel Policy, to include an approval process and additional limitations for County Board members outlined in Exhibit A.



## Kane County Travel Purpose and Evaluation Form

Participant:

Travel Date:

Event or meeting attended:

Name/host of the meeting:

Purpose and Benefit to Kane County:

Following travel, please rate the value of this experience to help determine if others may benefit from future meetings: (1 being the lowest and 10 the highest)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Explain the rating above:

Kane County Financial Policies	Travel Policy
	Amended by the County Board: Res. 24-277, July 9, 2024

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- b. Airfare Or Train: The actual cost, not to exceed coach air fare. Private airplane at private auto mileage rate but not to exceed the related cost of coach airfare. Airfare shall normally assume seven (7) day advance purchase and non-cancelable basis. Internet bookings should be used when available as the lowest possible air fare for the destination. Exceptions must be explained and approved by the elected official or department head.
- c. Mode: All travel by the most economical mode of transportation available.
- d. Rental Vehicles for county business: The actual cost for use of the vehicle, which includes gas, taxes, optional insurance coverage and any other fees imposed by the rental agency. When a vehicle is used for both business and personal purposes, there must be a daily allocation with personal usage being



paid by the employee. Vehicle must be an automobile with a classification not to exceed that which is required by the county function for which the vehicle is being used by the employee. If the employee selects a vehicle classification that exceeds that which is required by the county function, the differential cost shall be paid by the employee.

*ii. Reserved:*

*iii. Meals:*

Per diem for each day during which County personnel are performing official business, which includes the day of departure and day of arrival. Per diem allocation on arrival and departure date depends upon meals consumed at out-of-town travel destination. The amount per day for breakfast, lunch and dinner is established by the Human Service Committee and approved by the County Board. Communication to employees is by the county auditor after County Board approval. The daily per diem will be reduced by meals included in conference registration or included in lodging costs.

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*v. e. Other allowed and disallowed expenses:*

Taxi / Limo fares, tolls and parking fees. Not allowable are parking and / or traffic tickets, towing charges for removal from illegal parking zones. Not allowable are entertainment, movie rentals, personal phone calls, alcoholic beverages and tips in excess of twenty percent (20%) of the meal and beverage cost. Tips are not allowed for per diems and meals included in the conference and or seminar cost.

## ***Local Travel***

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#### ***iv. Department meetings and events:***

No county reimbursement for refreshments unless there is at least one guest in attendance who is not a county employee. No reimbursement for mileage to and

from the meeting or event without prior department head approval.

v. *Other allowed and disallowed expenses:*

Taxi/limo fares, tolls and parking fees. Not allowable are parking and/or traffic tickets, towing charges for removal from illegal parking zones, laundry, entertainment, movie rentals, personal phone calls, alcoholic beverages and tips in excess of twenty percent (20%) of the meal and beverage cost. Tips are not allowed for per diems and meals included in the conference and/or seminar cost.

c) Required Documentation:

i. *All travel reimbursement claims must be documented on a personal expense voucher:*

- a. Purpose of the trip including reason for expenses, dates and places.
- b. Traveler identification including names of people and their business affiliation at meals along with the reason they are being entertained.
- c. Meal tickets when guests are being entertained.
- d. Approval by an employee's supervisor or other designated party and submitted to the Auditor's office along with supporting documentation within sixty (60) days of the travel date. Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement prior to the assigned closing date in December.
- e. *Overnight and Multiday travel on personal expense voucher must also include the attachment of motel/hotel bills, train/ plane tickets and auto rental bills.*
- f. Travel expense policy is administered by and any exceptions must be approved by the auditor.

d) Reimbursement:

- i. Reimbursement of expenses shall include per diem payments, fees, mileage, airfare / train tickets, meals, and any other county business expenses.
- ii. Travel expenses eligible for reimbursement by a non- county entity should be reimbursed by this separate entity. No travel expenses are to be reimbursed by more than one source. The Kane County Ethics regulation must be observed at all times.
- iii. If a person who has received reimbursement from the county receives any reimbursement from any other source, any such other reimbursement must be submitted to the county treasurer.

- iv. It is the duty of the person seeking reimbursement for expenses to obtain and provide all documentation requested by the county auditor. Reimbursement will be withheld until requested documentation is provided.
  - v. The duty to provide documentation shall be of a continuing nature and shall not terminate once the county has paid the submitted claim.
  - vi. Failure to comply with the requirements of this policy will be referred to the State's Attorney for disposition.
  - vii. County government credit cards can be used for county business travel expenses. Unauthorized usage or a history of lost credit cards will result in a forfeiture of credit card privileges.
- e) Arbitration:
- i. Any dispute between the traveler and the auditor will be submitted to and resolved by the county board chairman. (Ord. 94-118, 5-10-1994, eff. 12-1-1994; Ord. 96-265, 10-8-1996; Ord. 97-256, 9-9-1997; Ord. 01-230, 7-10-2001; Ord. 03-255, 8-12-2003; Ord. 07-78, 3-13-2007; Res. 07-338, 10-9-2007)
  - ii. Elected Officials adopting their office policy must have a policy which is at least as restrictive as the County policy. A copy of the elected official's policy must be submitted to the County Auditor. Any dispute between the traveler and the auditor will be submitted to and resolved by the county elected official.
- f) Required ~~County Board~~ Approval:
- i. For County employees under a department head or elected official: Approval by the department head or elected official, or his/her designee must be submitted to the Auditor's office along with supporting documentation within sixty (60) days of the travel date. Reimbursable expenses that have been incurred in the last quarter of the fiscal year must be submitted for reimbursement prior to the assigned closing date in December.
  - ii. For County Board Members and the County Board Chairman: Expenses for travel within Kane County will not be reimbursed.
  - iii. For County Board Members and the County Board Chairman: Travel expenses for travel outside of Kane County for purposes that benefit Kane County Government or its residents may be reimbursed subject to the following provisions:
    - a. Travel Purpose and Evaluation Form must be completed summarizing the experience and its benefit to Kane County.
    - b. Travel expenses in excess of \$300 total for a single purpose may be

reimbursed subject to prior approval as follows:

1. Prior to travelling, Board Members and the Chairman of the Board must submit to the home committee with jurisdiction over the subject matter a Travel Purpose and Evaluation form with the purpose completed along with a reasonable estimate of the total expenses for the purpose. If the committee with jurisdiction over the subject matter deems the estimated expenses are a suitable use of County funds for the purpose provided, they shall approve the purpose and estimated expenses up to a maximum allowable amount for the purpose. If it is not clear which committee has jurisdiction over the subject matter, or if the traveler is the chair of said committee, such travel shall be pre-approved by the Executive Committee.
2. Approval must be made by roll call vote of the approving committee.
3. Committee Chairperson shall sign the Travel Purpose and Evaluation form indicating committee approval.

~~i. In accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 et seq., (the "Travel Expense Control Act"), all reimbursements for travel, meals and lodging of County Board members and County Board Chairman must be approved by a roll call vote of the County Board. Such reimbursement requests should be advanced through the Finance Committee and the Executive Committee before submission to the County Board for approval.~~

iv. Following travel, County Board members and the County Board Chairman must submit the Travel Purpose and Evaluation Form, will, before presenting a reimbursement for expenses through the committee process, submit the personal expense voucher, and any supporting documentation, to the County Board Office for entry into New World or other similar software for the Auditor's Office for review. The Auditor's Office will advise the County Board Office or the Finance Department if adjustments to the request are recommended.

v. In accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 et seq., (the "Travel Expense Control Act"), all reimbursements for travel, meals and lodging of County Board members and County Board Chairman must be approved by a roll call vote of the County Board. Such reimbursement requests should be advanced through the Finance Committee and the Executive Committee before submission to the County Board for approval.

~~v.~~ vi. In accordance with the Travel Expense Control Act, all reimbursements for travel, meals and lodging that exceed the maximum amounts allowed under this policy – including those incurred or approved by an elected official – must be approved by a roll call vote of the County Board. Such reimbursement requests should be advanced through the Standing Committee to which the department head or

elected official makes reports, the Finance Committee, and the Executive Committee before submission to the County Board for approval.

STATE OF ILLINOIS )  
COUNTY OF KANE ) SS.

**PRESENTATION/DISCUSSION NO. TMP-25-345**

**HIRING FREEZE DISCUSSION**