



# 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, January 15, 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: November 12, 2024**
  - 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**
    - C. Monthly Assured Partners Report**
    - D. Monthly Applicants and Staff Changes**
    - E. Monthly Workers Comp and Liability Reports**
    - F. Annual Ethics Advisor Report**
  - 8. Compliance**
    - A. Monthly Training Report**
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9. **Old Business**
10. **New Business**
  - A. **Resolution:** Authorizing Number of Procurement Cards Issued to Human Resources Department and Each of Their Transaction Limits
  - B. **Resolution:** Amending the Personnel Policy Handbook Section Regarding Absences and Tardiness
  - C. Discussion Regarding Director of Building Management
11. **Reports Placed On File**
12. **Executive Session**
  - A. Release of Closed Session Minutes
13. **Open Session**
  - A. Vote on Release of Closed Session Minutes
14. **Adjournment**

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-25-040**

**MONTHLY FINANCE REPORTS**

**Committee Revenue Budget Report - by Account Detail**  
**Through December 31, 2024 (8.33% 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
<b>120 Human Resource Management</b>	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509.00	0.00%	
<b>246 Employee Events Fund</b>	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509.00	0.00%	
<b>Revenue</b>	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509.00	0.00%	
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
<b>Interest Revenue</b>	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 430	\$ 709	60.7%	\$ -	\$ 709.00	0.00%	
38000 - Investment Income	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 430	\$ 709	60.7%	\$ -	\$ 709.00	0.00%	
<b>Reimbursements</b>	\$ 621	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 800	125.5%	\$ -	\$ 800.00	0.00%	
37900 - Miscellaneous Reimbursement	\$ 621	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 800	125.5%	\$ -	\$ 800.00	0.00%	
<b>Grand Total</b>	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 1,434	\$ 1,509	95.0%	\$ -	\$ 1,509.00	0.00%	

**Committee Expense Budget Report - by Account Detail**  
**Through December 31, 2024 (8.33% YTD, 7.69% Payroll Expense through Pay Period Ending 12/21/2024)**  
**\*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	\$ 5,306,673	\$ 5,075,990	99.0%	\$ 68,406	\$ 5,294,814.00	1.29%	
<b>001 General Fund</b>	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 260,846	86.6%	\$ 13,490	\$ 285,884.00	4.72%	
<b>Expenses</b>	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 260,846	86.6%	\$ 13,490	\$ 285,884.00	4.72%	
<b>Personnel Services- Salaries &amp; Wages</b>	\$ 181,653	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 202,946	98.0%	\$ 13,310	\$ 227,634.00	5.85%	
40000 - Salaries and Wages	\$ 181,794	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 202,945	108.0%	\$ 13,310	\$ 227,634.00	5.85%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	0.0%	\$ -	\$ 0.00	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
40007 - Equity Study Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
40009 - Salaries and Wages Subsidy	\$ (142)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
<b>Personnel Services- Employee Benefits</b>	\$ 35,578	\$ 31,088	\$ 29,810	\$ 49,754	\$ -	\$ -	0.0%	\$ -	\$ 99,554.00	0.00%	
45000 - Healthcare Contribution	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ -	\$ -	0.0%	\$ -	\$ 63,646.00	0.00%	
45009 - Healthcare Subsidy	\$ (60)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
45010 - Dental Contribution	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ -	\$ -	0.0%	\$ -	\$ 2,117.00	0.00%	
45019 - Dental Subsidy	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
45100 - FICA/SS Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 17,420.00	0.00%	
45200 - IMRF Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 12,431.00	0.00%	
53010 - Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 3,940.00	0.00%	
<b>Contractual Services</b>	\$ 26,163	\$ 26,863	\$ 10,471	\$ 12,018	\$ 16,905	\$ 48,150	35.1%	\$ -	\$ 48,500.00	0.00%	
50000 - Project Administration Services	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ 10,000	0.0%	\$ -	\$ 10,000.00	0.00%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
52140 - Repairs and Maint- Copiers	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ 605	\$ 1,500	40.4%	\$ -	\$ 1,500.00	0.00%	
53050 - Employment Advertising	\$ -	\$ -	\$ 85	\$ 731	\$ 4,752	\$ 6,800	69.9%	\$ -	\$ 6,800.00	0.00%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ 500	\$ 3,043	\$ 4,392	\$ 5,500	79.8%	\$ -	\$ 5,500.00	0.00%	
53110 - Employee Training	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ 44	\$ 92	\$ 248	\$ 150	165.6%	\$ -	\$ 150.00	0.00%	
53130 - General Association Dues	\$ -	\$ -	\$ -	\$ 732	\$ 528	\$ 1,200	44.0%	\$ -	\$ 1,200.00	0.00%	
55000 - Miscellaneous Contractual Exp	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 6,380	\$ 23,000	27.7%	\$ -	\$ 23,350.00	0.00%	
<b>Commodities</b>	\$ 5,259	\$ 5,448	\$ 4,995	\$ 2,780	\$ 5,575	\$ 7,500	74.3%	\$ 179	\$ 7,500.00	2.39%	
60000 - Office Supplies	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 2,740	\$ 4,800	57.1%	\$ 179	\$ 4,800.00	3.74%	
60010 - Operating Supplies	\$ -	\$ 1,763	\$ -	\$ -	\$ 2,381	\$ 2,200	108.2%	\$ -	\$ 2,200.00	0.00%	
60080 - Employee Recognition Supplies	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ 455	\$ 500	91.0%	\$ -	\$ 500.00	0.00%	
<b>Capital</b>	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ 2,250	95.4%	\$ -	\$ 2,250.00	0.00%	
70080 - Office Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250.00	0.00%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ 2,250	95.4%	\$ -	\$ 0.00	0.00%	
<b>Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (99,554.00)	0.00%	
45005 - Healthcare Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (63,646.00)	0.00%	
45015 - Dental Insurance Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (2,117.00)	0.00%	
45105 - FICA/SS Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (17,420.00)	0.00%	
45205 - IMRF Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (12,431.00)	0.00%	
53015 - Worker's Comp Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (3,940.00)	0.00%	
<b>010 Insurance Liability</b>	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,061,085	\$ 4,813,635	99.7%	\$ 54,916	\$ 5,007,421.00	1.10%	
<b>Expenses</b>	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,061,085	\$ 4,813,635	99.7%	\$ 54,916	\$ 5,007,421.00	1.10%	
<b>Personnel Services- Salaries &amp; Wages</b>	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 159,043	107.7%	\$ 10,153	\$ 264,084.00	3.84%	
40000 - Salaries and Wages	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 154,410	110.9%	\$ 10,153	\$ 264,084.00	3.84%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,633	0.0%	\$ -	\$ 0.00	0.00%	
<b>Personnel Services- Employee Benefits</b>	\$ 1,188,560	\$ 607,281	\$ 543,154	\$ 1,114,693	\$ 1,964,756	\$ 1,491,615	131.7%	\$ 3,126	\$ 83,741.00	3.73%	
45000 - Healthcare Contribution	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 21,219	\$ 20,856	101.7%	\$ 1,700	\$ 42,796.00	3.97%	
45010 - Dental Contribution	\$ 749	\$ 238	\$ 486	\$ 889	\$ 1,027	\$ 456	225.1%	\$ 64	\$ 1,749.00	3.64%	
45100 - FICA/SS Contribution	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,455	\$ 12,515	\$ 12,167	102.9%	\$ 745	\$ 20,206.00	3.69%	
45200 - IMRF Contribution	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,776	\$ 7,516	\$ 7,285	103.2%	\$ 503	\$ 14,420.00	3.49%	
53010 - Workers Compensation	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,922,480	\$ 1,450,851	132.5%	\$ 115	\$ 4,570.00	2.51%	
<b>Contractual Services</b>	\$ 1,938,929	\$ 2,182,801	\$ 2,801,437	\$ 2,959,226	\$ 2,921,037	\$ 3,158,996	85.4%	\$ 41,637	\$ 3,158,994.00	1.32%	
50000 - Project Administration Services	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ 79,432	\$ 108,975	72.9%	\$ -	\$ 108,975.00	0.00%	

**Committee Expense Budget Report - by Account Detail**  
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**\*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
50150 - Contractual/Consulting Services	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ 1,094	\$ 185,000	0.6%	\$ -	\$ 185,000.00	0.00%	
53000 - Liability Insurance	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,814,506	\$ 2,762,756	\$ 2,837,941	89.2%	\$ 41,644	\$ 2,837,940.00	1.47%	
53020 - Unemployment Claims	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 77,756	\$ 27,080	287.1%	\$ (7)	\$ 27,079.00	(0.03%)	
<b>Commodities</b>	<b>\$ 13</b>	<b>\$ (13)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>0.00%</b>	
60000 - Office Supplies	\$ 13	\$ (13)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,659</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>0.00%</b>	
70070 - Automotive Equipment	\$ -	\$ -	\$ 22,659	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
<b>Contingency and Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>0.00%</b>	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
<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>\$ 4,935.00</b>	<b>0.00%</b>	
99000 - Transfer To Other Funds	\$ -	\$ 417,912	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 0.00	0.00%	
99001 - Transfer to General Fund 001	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ 3,981	\$ 3,981	100.0%	\$ -	\$ 4,935.00	0.00%	
<b>Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ 1,495,667.00</b>	<b>0.00%</b>	
53011 - Worker's Comp from the General Fund Departments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 1,495,667.00	0.00%	
<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>\$ 1,509.00</b>	<b>0.00%</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>\$ 1,509.00</b>	<b>0.00%</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>\$ 984.00</b>	<b>0.00%</b>	
60080 - Employee Recognition Supplies	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 984	0.0%	\$ -	\$ 984.00	0.00%	
<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>\$ 525.00</b>	<b>0.00%</b>	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	0.0%	\$ -	\$ 525.00	0.00%	
<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>\$ 5,306,673</b>	<b>\$ 5,075,990</b>	<b>99.0%</b>	<b>\$ 68,406</b>	<b>\$ 5,294,814.00</b>	<b>1.29%</b>	



# Human Services Accounts Payable by GL Distribution

Payment Date Range 12/01/24 - 12/31/24

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>55000 - Miscellaneous Contractual Exp</b>											
1299 - Kane County Regional Office of Education	8002500098	Background Checks - 2024 October Fingerprinting	Paid by EFT # 92670		11/14/2024	11/21/2024	11/21/2024		12/02/2024	200.00	
1299 - Kane County Regional Office of Education	8002500114	Background Checks - 2024 November Fingerprinting	Paid by EFT # 93034		12/03/2024	12/05/2024	11/30/2024		12/16/2024	440.00	
									Account <b>55000 - Miscellaneous Contractual Exp</b> Totals	Invoice Transactions 2	<u>\$640.00</u>
Account <b>60000 - Office Supplies</b>											
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 112324	Water delivery 11/07 & 11/21/2024 - Finance	Paid by EFT # 92933		11/23/2024	11/26/2024	11/26/2024		12/16/2024	16.97	
3578 - Warehouse Direct, Inc.	5835384-0	Office Supplies November 2024	Paid by EFT # 93173		11/26/2024	12/05/2024	11/30/2024		12/16/2024	78.91	
3578 - Warehouse Direct, Inc.	5839506-0	Office Supplies December 2024	Paid by EFT # 93173		12/05/2024	12/05/2024	12/05/2024		12/16/2024	79.33	
3854 - Identisys, Inc.	697098	ID Badge Supplies	Paid by EFT # 93342		12/13/2024	12/19/2024	12/19/2024		12/30/2024	100.00	
									Account <b>60000 - Office Supplies</b> Totals	Invoice Transactions 4	<u>\$275.21</u>
Account <b>60010 - Operating Supplies</b>											
11058 - JP Morgan Chase Bank N.A.	5067-CM-11/24	November Pcard Charges & Statement	Paid by EFT # 93028		11/29/2024	12/05/2024	11/30/2024		12/16/2024	1,217.63	
									Account <b>60010 - Operating Supplies</b> Totals	Invoice Transactions 1	<u>\$1,217.63</u>
									Sub-Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions 7	<u>\$2,132.84</u>
									Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions 7	<u>\$2,132.84</u>
									Fund <b>001 - General Fund</b> Totals	Invoice Transactions 7	<u>\$2,132.84</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>											
7862 - Builders Paving, LLC	272209007	Liability Repair Payment 24D45M423800	Paid by EFT # 92524		09/06/2024	11/21/2024	11/21/2024		12/02/2024	20,103.22	
13382 - C&D Autobody Repair, Inc.	5562	Liability Repair Payment 24D45M393276	Paid by EFT # 92526		09/19/2024	11/21/2024	11/21/2024		12/02/2024	2,561.96	
13382 - C&D Autobody Repair, Inc.	5611	Liability Repair Payment 24D45M370221	Paid by EFT # 92526		09/03/2024	11/21/2024	11/21/2024		12/02/2024	16,598.39	
13605 - The Cincinnati Insurance Company	6796502	Bond - Wegman	Paid by Check # 385749		11/06/2024	11/21/2024	11/21/2024		12/02/2024	300.00	



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Payment Date Range 12/01/24 - 12/31/24

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>											
1011 - Curran Contracting Company	23783	Liability Repair Payment 24D45M249503	Paid by EFT # 92579		10/31/2024	11/21/2024	11/21/2024		12/02/2024	43,489.75	
10407 - Physicians Immediate Care Chicago, PLLC	25934-4430608	Hepatitis B Immunization	Paid by EFT # 92740		11/07/2024	11/21/2024	11/21/2024		12/02/2024	360.00	
14551 - Ann C. Whitson	CourtOrder 80624	Deferred Comp Payout - Whitson	Paid by EFT # 92827		08/06/2024	11/20/2024	11/20/2024		12/02/2024	158,234.70	
12798 - West Bend Mutual Insurance Company	2633221	Notary Bond - Guzman 2633221	Paid by Check # 385862		11/26/2024	12/05/2024	11/30/2024		12/16/2024	20.00	
12798 - West Bend Mutual Insurance Company	2632787	Notary Bond - Harwood 2632787	Paid by Check # 385862		11/20/2024	12/05/2024	11/30/2024		12/16/2024	20.00	
8258 - CCMSI	0165861-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 92894		11/30/2024	11/30/2024	11/30/2024		12/16/2024	3,466.02	
13605 - The Cincinnati Insurance Company	6796555	Bond - Barreiro 11-30-24 to 11-30-28	Paid by Check # 385972		12/05/2024	12/18/2024	12/18/2024		12/30/2024	42,643.00	
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	91827	Liability Repair Payment 24D45M489484	Paid by EFT # 93517		12/05/2024	12/17/2024	12/17/2024		12/30/2024	439.09	
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	91855	Liability Repair Payment 24D45M489484	Paid by EFT # 93517		12/05/2024	12/17/2024	12/17/2024		12/30/2024	90.25	
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	557614	Liability Repair Payment 24D45M489484	Paid by EFT # 93517		12/06/2024	12/17/2024	12/17/2024		12/30/2024	159.95	
8728 - State Street Collision, Inc.	20817765	Liability Repair Payment 24D45M376597	Paid by EFT # 93477		11/14/2024	11/30/2024	11/30/2024		12/30/2024	1,320.80	
									Account <b>53000 - Liability Insurance</b> Totals	Invoice Transactions 15	\$289,807.13
<b>Account 53010 - Workers Compensation</b>											
8258 - CCMSI	0165083-IN	CCMSI Pre-Funding 21D451859388	Paid by EFT # 92533		11/11/2024	11/21/2024	11/21/2024		12/02/2024	100,517.33	
8258 - CCMSI	0165246-IN	CCMSI Pre-Funding 21D45J589465, 22D45K342519	Paid by EFT # 92533		11/15/2024	11/21/2024	11/21/2024		12/02/2024	32,204.00	
8258 - CCMSI	0165860-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 92894		11/30/2024	11/30/2024	11/30/2024		12/16/2024	82,209.57	
13202 - Matthew J. Goncher	20241201	Goncher December 2024 PSEBA Payment	Paid by EFT # 92976		12/01/2024	12/05/2024	12/05/2024		12/16/2024	859.98	
									Account <b>53010 - Workers Compensation</b> Totals	Invoice Transactions 4	\$215,790.88





# Human Services Accounts Payable by GL Distribution

Payment Date Range 12/01/24 - 12/31/24

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>53020 - Unemployment Claims</b>										
3594 - Illinois Department of Employment Security	0802004 20240930	Unemployment claims paid Q3 2024	Paid by Check # 385715		09/30/2024	11/21/2024	11/21/2024		12/02/2024	15,156.60
							Account <b>53020 - Unemployment Claims</b> Totals	Invoice Transactions	1	<u>\$15,156.60</u>
							Sub-Department <b>130 - Insurance Liability- HRM</b> Totals	Invoice Transactions	20	<u>\$520,754.61</u>
							Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions	20	<u>\$520,754.61</u>
							Fund <b>010 - Insurance Liability</b> Totals	Invoice Transactions	20	<u>\$520,754.61</u>
							Grand Totals	Invoice Transactions	27	<u>\$522,887.45</u>

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

<b>HUMAN RESOURCE MANAGEMENT</b>				
<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Additional Information</b>	<b>Transaction Amount</b>	
12/11/2024	OFFICESUPPLY.COM	866-302-5397		\$55.18
12/20/2024	SOCIETYFORHUMANRESOURCE	800-2837476		\$264.00
12/23/2024	AMAZON MKTPL	AMZN.COM/BILL		\$8.09
			Total:	\$327.27
			Total all:	\$327.27



# Tuition Reimbursement FYTD

Payment Date Range 12/01/24 - 12/31/24

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>										
14449 - Emilia Gunty	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 December 31, 2024 (8.33% YTD, 7.69% Payroll Expense through Pay Period Ending 12/21/2024)  
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	\$ 1,348,177
652.800.000.38915 - Dental Employer Portion	\$ 425,507	\$ 407,933	\$ 473,351	\$ 39,283
652.800.000.38920 - Healthcare Employee Portion	\$ 3,197,317	\$ 2,925,521	\$ 3,385,325	\$ 284,798
652.800.000.38921 - Dental Employee Portion	\$ 281,567	\$ 269,619	\$ 299,829	\$ 24,961
652.800.000.38927 - MERP Employer Portion	\$ 998,731	\$ 1,120,209	\$ 1,324,816	\$ 116,550
652.800.000.38930 - Retiree Payments - Healthcare	\$ 609,359	\$ 707,560	\$ 690,708	\$ 57,395
652.800.000.38935 - Retiree Payments - Dental	\$ 2,615	\$ 3,815	\$ 2,886	\$ 243
652.800.000.38940 - Cobra Payments - Healthcare	\$ 47,684	\$ 24,367	\$ 20,799	\$ 6,648
652.800.000.38945 - Cobra Payments - Dental	\$ 2,696	\$ 2,010	\$ 1,644	\$ 804
<b>Total Revenue</b>	<b>\$ 18,609,860</b>	<b>\$ 20,268,984</b>	<b>\$ 22,540,863</b>	<b>\$ 1,878,860</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	\$ 9,250
652.800.814.50520 - Healthcare Admin Services	\$ 11,244	\$ 11,665	\$ 15,703	\$ -
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (624,786)	\$ (806,784)	\$ (2,027,628)	\$ -
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	\$ 6,911
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	\$ 66,176
652.800.814.53320 - Healthcare - Life Insurance	\$ 42,029	\$ 40,678	\$ 57,705	\$ -
652.800.814.53380 - Healthcare - Wellness	\$ -	\$ (100,000)	\$ (375,000)	\$ -
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ -	\$ 46,550	\$ (1,050)	\$ -
652.800.814.53385 - Financial Wellness	\$ 7,500	\$ 10,000	\$ 10,000	\$ -
<b>Total Health Insurance General Expenses</b>	<b>\$ 383,286</b>	<b>\$ 201,575</b>	<b>\$ (1,378,247)</b>	<b>\$ 82,358</b>

**Health Insurance Fund**

**Revenue and Expenses**

Through December 31, 2024 (8.33% YTD, 7.69% Payroll Expense through Pay Period Ending 12/21/2024)

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	\$ 20,461
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 14,316	\$ -	\$ -	\$ -
<b>Total MERP Expenses</b>	<b>\$ 405,349</b>	<b>\$ 518,727</b>	<b>\$ 625,362</b>	<b>\$ 27,682</b>
<b>Expenses - Health Insurance PPO</b>				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 505,541	\$ 723,948	\$ 893,817	\$ -
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,180,965	\$ 7,738,450	\$ 10,233,290	\$ -
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 218,379	\$ 245,663	\$ 289,635	\$ -
652.800.817.53033 - Healthcare Facility Access Fee	\$ 76,025	\$ 13,041	\$ 231,063	\$ -
652.800.817.53037 - Healthcare Credits	\$ (260,803)	\$ (350,324)	\$ (586,275)	\$ -
<b>Total Health Insurance PPO Expenses</b>	<b>\$ 6,720,108</b>	<b>\$ 8,370,778</b>	<b>\$ 11,061,530</b>	<b>\$ -</b>
<b>Expenses - Health Insurance HMO</b>				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 462,946	\$ 555,815	\$ 604,545	\$ -
652.800.818.53031 - Self Insured Healthcare Claims	\$ 6,714,631	\$ 6,963,453	\$ 7,279,419	\$ -
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 394,430	\$ 372,131	\$ 368,937	\$ -
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 92,087	\$ 104,647	\$ 104,847	\$ -
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,658,797	\$ 2,594,715	\$ 2,612,488	\$ -
652.800.818.53037 - Healthcare Credits	\$ (497,551)	\$ (564,106)	\$ (833,433)	\$ -
<b>Total Health Insurance HMO Expenses</b>	<b>\$ 9,825,340</b>	<b>\$ 10,026,655</b>	<b>\$ 10,136,802</b>	<b>\$ -</b>
<b>Expenses - Retiree</b>				
652.800.820.53300 - Healthcare - Health Insurance	\$ 106,764	\$ 125,395	\$ 160,639	\$ -
<b>Total Expenses</b>	<b>\$ 17,440,846</b>	<b>\$ 19,243,130</b>	<b>\$ 20,606,086</b>	<b>\$ 110,041</b>
<b>Revenue Net Expenses</b>	<b>\$ 1,169,014</b>	<b>\$ 1,025,854</b>	<b>\$ 1,934,777</b>	<b>\$ 1,768,819</b>
<b>Fund Balance</b>	<b>\$ 6,416,869</b>	<b>\$ 7,442,723</b>	<b>\$ 9,377,499</b>	<b>\$ 1,768,819</b>
<i>Target Fund Balance at 25%</i>	\$ 4,360,212	\$ 4,810,783	\$ 5,151,521	\$ 27,510
<i>Target Fund Balance at 50%</i>	\$ 8,720,423	\$ 9,621,565	\$ 10,303,043	\$ 55,020

STATE OF ILLINOIS )

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COUNTY OF KANE )

**REPORT NO. TMP-25-022**

**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>825313458513</b>
Invoice Date	<b>11/30/2024</b>
Invoice Period	<b>11/01/2024 - 11/30/2024</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>\$1,658,493.76</b>
<b>Date Due</b>	<b>01/02/2025</b>
See footnotes for important Wire & ACH payment instructions	

<b>Claim Charges/Credits - Paid 11/1/24 – 11/30/24</b>	
Value Based Care-Value Incentive	(137.34)
Medical-Facility	1,313,259.46
Medical-Professional	423,221.22
Pharmacy	723,481.91
Value Based Care-Care Coordination	479.09
<b>Total Claim Charges/Credits</b>	<b>\$2,460,304.34</b>

<b>Stop Loss - 11/1/24 – 11/30/24</b>	
Specific Stop Loss Credit/Charge	(1,117,817.48)
<b>Total Stop Loss</b>	<b>\$(1,117,817.48)</b>

<b>Administration Fees</b>	<b>Calculation Method</b>	
RX Rebate Credit	Per Contract Per Month	(120,981.15)
Medical Rx Rebate Credit	Per Contract Per Month	(1,075.00)
Benefits Value Advisor	Per Contract Per Month	1,268.50
HMO Managed Care Fee	Per Contract Per Month	8,633.35
IL Access Fee	Monthly IL Access Fee	31,775.84
Physician Service Fee - Allocated	Monthly Claims	33,033.17
<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	
Administration Fee	Per Contract Per Month	51,480.90
Specific Stop Loss	Per Contract Per Month	126,836.40
Physician Service Fee - Direct	Monthly Claims	182,533.82
APR Savings Program-Data Mining & Post Pay Recovery	Claim Based	344.79
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	2,017.14
APR Savings Program-Prepay Service Line Review	Claim Based	26.13
APR Savings Program-OON Price Service	Claim Based	50.21
APR Savings Program-Coordination of Benefits	Claim Based	62.80
<b>Total Administration Fees</b>		<b>\$316,006.90</b>

<b>Total Claim Charges/Credits</b>	<b>\$1,342,486.86</b>
<b>Total Administration Fees &amp; Adjustments</b>	<b>\$316,006.90</b>
<b>Total Charges</b>	<b>\$1,658,493.76</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            \$1,658,493.76 Date Due                01/02/2025	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 )

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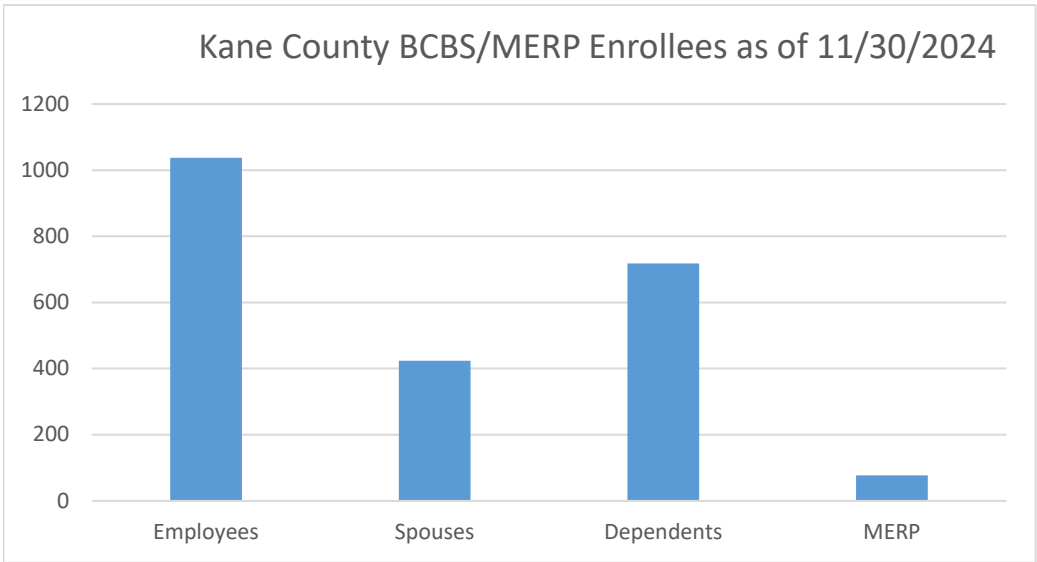
COUNTY OF KANE )

**REPORT NO. TMP-25-023**

**MONTHLY BCBS AND MERP TOTALS**

**Kane County BCBS/MERP Enrollees as of  
11/30/2024**

Employees	Spouses	Dependents	MERP
1037	424	718	77



STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-25-024**

**MONTHLY ASSURED PARTNERS REPORT**

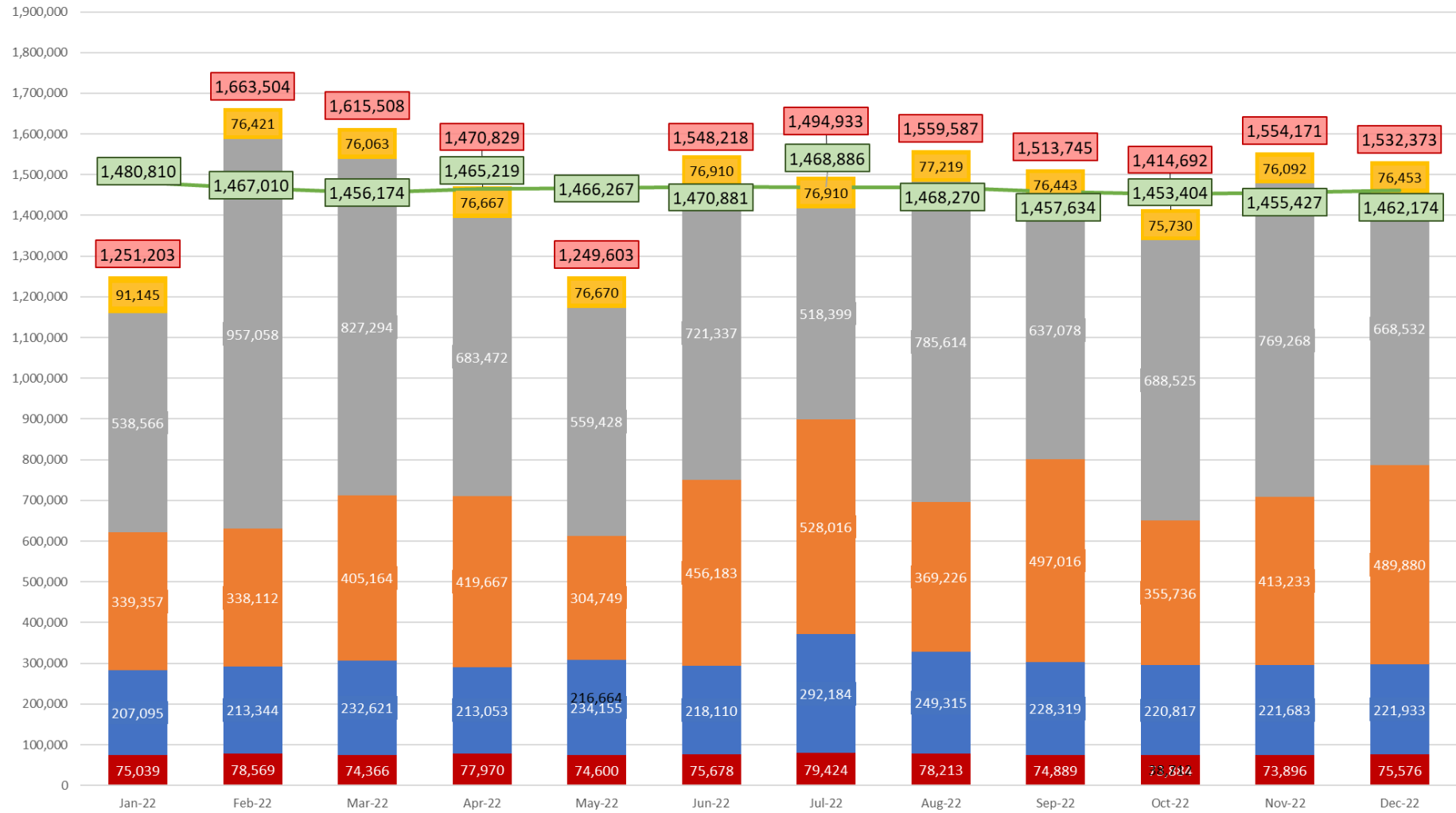


# Kane County

HSC Meeting 1/15/2025

2022 Global Financial Tracker

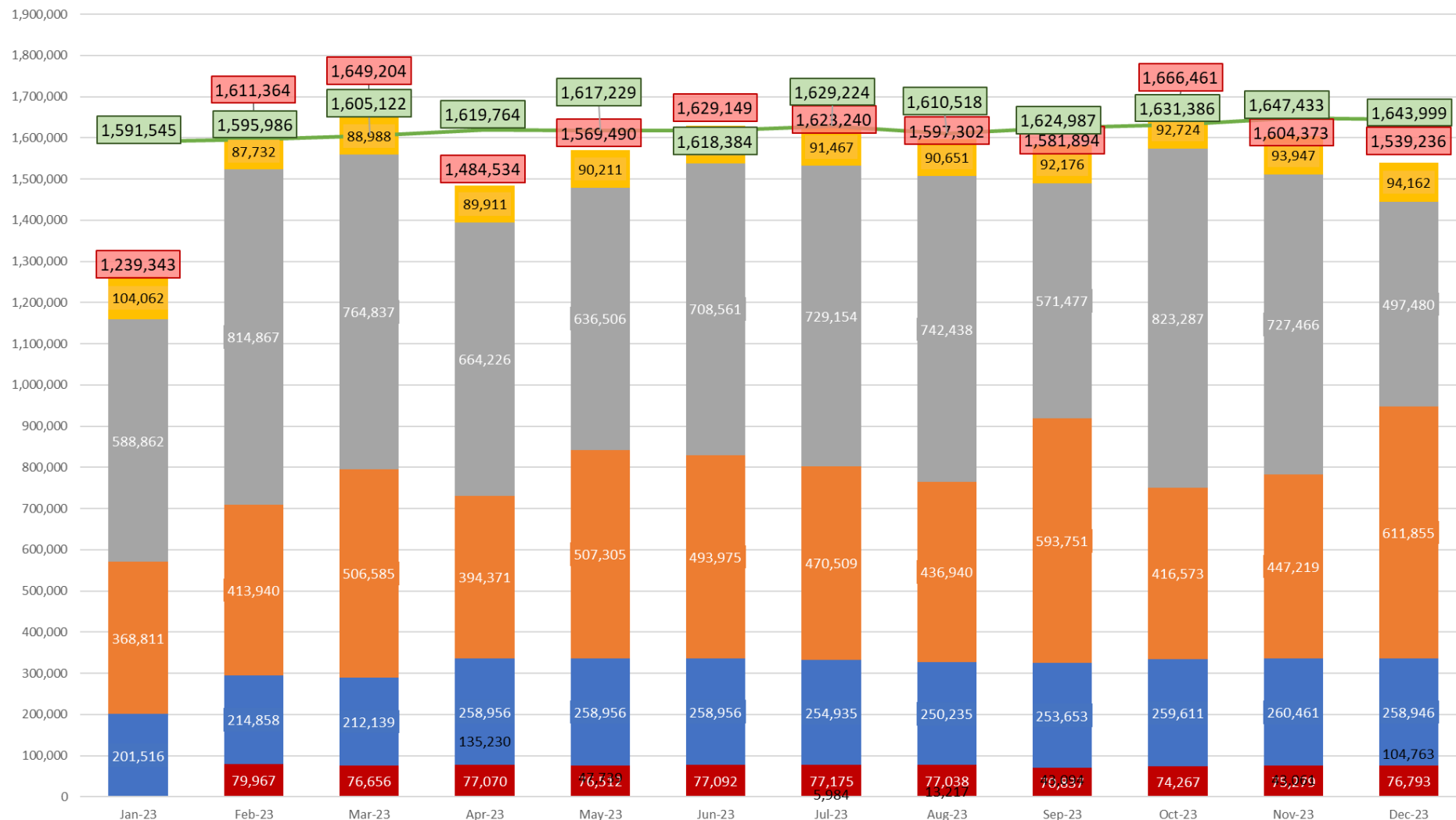
Amount Toward Reserve:  
-\$296,211



	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
Medical/Rx Fixed Cost	91,145	76,421	76,063	76,667	76,670	76,910	76,910	77,219	76,443	75,730	76,092	76,453
Medical Claims after SL Reimbursements	538,566	957,058	827,294	683,472	559,428	721,337	518,399	785,614	637,078	688,525	769,268	668,532
Rx Claims	339,357	338,112	405,164	419,667	304,749	456,183	528,016	369,226	497,016	355,736	413,233	489,880
Capitation	207,095	213,344	232,621	213,053	234,155	218,110	292,184	249,315	228,319	220,817	221,683	221,933
All Other *	75,039	78,569	74,366	77,970	74,600	75,678	79,424	78,213	74,889	73,884	73,896	75,576
<b>Total Cost</b>	<b>1,251,203</b>	<b>1,663,504</b>	<b>1,615,508</b>	<b>1,470,829</b>	<b>1,249,603</b>	<b>1,548,218</b>	<b>1,494,933</b>	<b>1,559,587</b>	<b>1,513,745</b>	<b>1,414,692</b>	<b>1,554,171</b>	<b>1,532,373</b>
<b>Total Funding</b>	<b>1,480,810</b>	<b>1,467,010</b>	<b>1,456,174</b>	<b>1,465,219</b>	<b>1,466,267</b>	<b>1,470,881</b>	<b>1,468,886</b>	<b>1,468,270</b>	<b>1,457,634</b>	<b>1,453,404</b>	<b>1,455,427</b>	<b>1,462,174</b>
<b>Surplus/Deficit</b>	<b>229,608</b>	<b>-196,494</b>	<b>-159,334</b>	<b>-5,610</b>	<b>216,664</b>	<b>-77,338</b>	<b>-26,048</b>	<b>-91,317</b>	<b>-56,111</b>	<b>38,712</b>	<b>-98,744</b>	<b>-70,200</b>



Amount Toward Reserve:  
**\$639,988**

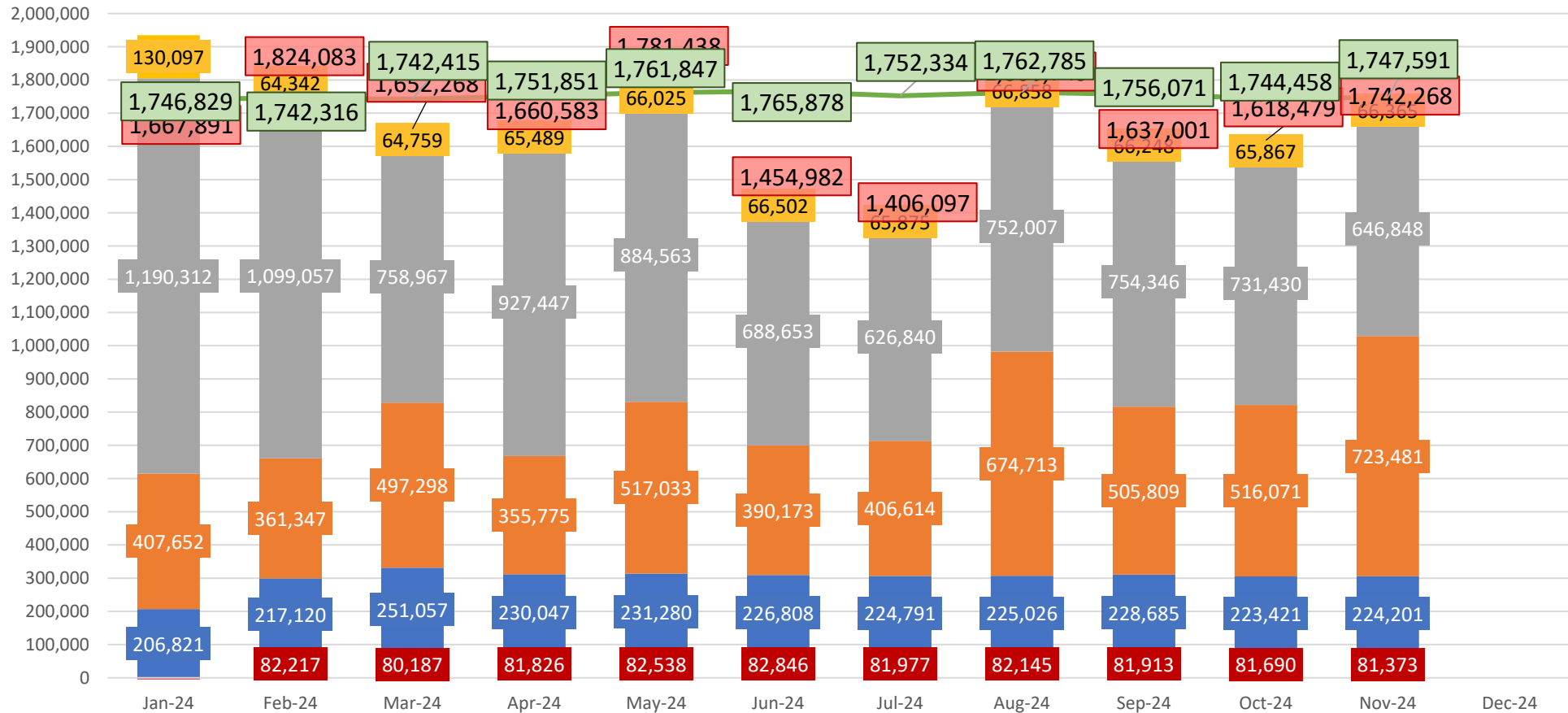


	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Medical/Rx Fixed Cost	104,062	87,732	88,988	89,911	90,211	90,565	91,467	90,651	92,176	92,724	93,947	94,162
Medical Claims after SL Reimbursements	588,862	814,867	764,837	664,226	636,506	708,561	729,154	742,438	571,477	823,287	727,466	497,480
Rx Claims	368,811	413,940	506,585	394,371	507,305	493,975	470,509	436,940	593,751	416,573	447,219	611,855
Capitation	201,516	214,858	212,139	258,956	258,956	258,956	254,935	250,235	253,653	259,611	260,461	258,946
All Other *	-23,908	79,967	76,656	77,070	76,512	77,092	77,175	77,038	70,837	74,267	75,279	76,793
Total Cost	1,239,343	1,611,364	1,649,204	1,484,534	1,569,490	1,629,149	1,623,240	1,597,302	1,581,894	1,666,461	1,604,373	1,539,236
Total Funding	1,591,545	1,595,986	1,605,122	1,619,764	1,617,229	1,618,384	1,629,224	1,610,518	1,624,987	1,631,386	1,647,433	1,643,999
Surplus/Deficit	352,202	-15,378	-44,083	135,230	47,739	-10,765	5,984	13,217	43,094	-35,075	43,061	104,763



## 2024 Global Financial Tracker

Amount Toward Reserve:  
**\$1,028,536**



	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Medical/Rx Fixed Cost	130,097	64,342	64,759	65,489	66,025	66,502	65,875	66,858	66,248	65,867	66,365	
Medical Claims after SL Reimbursements	1,190,312	1,099,057	758,967	927,447	884,563	688,653	626,840	752,007	754,346	731,430	646,848	
Rx Claims	407,652	361,347	497,298	355,775	517,033	390,173	406,614	674,713	505,809	516,071	723,481	
Capitation	206,821	217,120	251,057	230,047	231,280	226,808	224,791	225,026	228,685	223,421	224,201	
All Other *	-266,991	82,217	80,187	81,826	82,538	82,846	81,977	82,145	81,913	81,690	81,373	
<b>Total Cost</b>	<b>1,667,891</b>	<b>1,824,083</b>	<b>1,652,268</b>	<b>1,660,583</b>	<b>1,781,438</b>	<b>1,454,982</b>	<b>1,406,097</b>	<b>1,800,749</b>	<b>1,637,001</b>	<b>1,618,479</b>	<b>1,742,268</b>	
<b>Total Funding</b>	<b>1,746,829</b>	<b>1,742,316</b>	<b>1,742,415</b>	<b>1,751,851</b>	<b>1,761,847</b>	<b>1,765,878</b>	<b>1,752,334</b>	<b>1,762,785</b>	<b>1,756,071</b>	<b>1,744,458</b>	<b>1,747,591</b>	
Surplus/Deficit	78,938	-81,767	90,147	91,268	-19,592	310,896	346,238	-37,964	119,070	125,980	5,322	



STATE OF ILLINOIS )

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**REPORT NO. TMP-25-025**

**MONTHLY APPLICANTS AND STAFF CHANGES**



# Job Applicants for December 2024 by Position

Title	Post Date - Deadline	Internal/External	Applicants
<b>Animal Control</b>			
Kennel Assistant	11/4/2024 - N/A	External	3
Total Animal Control Applicants			3
<b>Building Management</b>			
[23] Building Management	9/9/2024 - N/A	External	1
Mailroom Clerk	12/20/2024 - N/A	External	4
Maintenance Technician III	6/24/2024 - N/A	External	2
Stockroom/Buyer	9/9/2024 - N/A	External	3
Total Building Management Applicants			10
<b>Circuit Court Clerk</b>			
[7] Circuit Court Clerk	12/2/2024 - N/A	External	1
Deputy Clerk	12/2/2024 - N/A	External	24
Intern/Volunteer	Open - N/A	External	1
Total Circuit Court Clerk Applicants			26
<b>Coroner</b>			
Intern/Volunteer	Open - N/A	External	2
Total Coroner Applicants			2
<b>Court Services</b>			
Drug Rehabilitation Court Coordinator	12/19/2024 - 1/10/2025	External	1
Intern/Volunteer	Open - N/A	External	1
Youth Counselor	9/26/2024 - N/A	External	1
Youth Counselor	9/27/2024 - N/A	External	7
Total Court Services Applicants			10
<b>Environmental and Water Resources</b>			
Intern/Volunteer	Open - N/A	External	1
Total Environmental and Water Resources Applicants			1
<b>Finance Department</b>			
Director of Purchasing	11/28/2024 - N/A	External	1
Total Finance Department Applicants			1

## Health Department

[15] Health Department	10/29/2024 - N/A	External	1
[4] Health Department	12/9/2024 - N/A	External	1
[46] Health Department	Open - N/A	External	1
Behavioral Health Program Intern	8/26/2024 - N/A	External	4
Community Health Initiatives Coordinator	12/9/2024 - N/A	External	18
Environmental Health Practitioner	5/15/2024 - N/A	External	5
Health Promotions Public Health Intern	10/29/2024 - N/A	External	5
Infection Prevention & Control Program Manager	10/30/2024 - N/A	External	6
Long Term Care Infection Prevention & Control Outbreak Coordinator	9/23/2024 - N/A	External	4
Total Health Department Applicants			45

## Human Resource Management

[25] Human Resource Management	11/28/2024 - N/A	External	1
Risk Manager	11/28/2024 - N/A	External	9
Total Human Resource Management Applicants			10

## Information Technology Department

Deputy Chief Information Officer	10/9/2024 - N/A	External	9
Total Information Technology Department Applicants			9

## KANECOMM

9-1-1 Telecommunicator	8/23/2024 - N/A	External	2
9-1-1 Telecommunicator	12/6/2024 - N/A	External	41
Total KANECOMM Applicants			43

## Office of Community Reinvestment

Assistant Director for Workforce Development	9/13/2024 - N/A	External	1
Community Development Program Manager	7/30/2024 - N/A	External	1
One-Stop System Manager	12/11/2024 - N/A	External	8
Program Assistant	3/18/2024 - N/A	External	11
Total Office of Community Reinvestment Applicants			21

## Office of Emergency Management (OEM)

[10] Office of Emergency Management (OEM)	11/25/2024 - N/A	External	2
[13] Office of Emergency Management (OEM)	11/25/2024 - N/A	External	1
Total Office of Emergency Management (OEM) Applicants			3

**Recorder**

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

**Sheriff**

[14] Sheriff	11/26/2024 - 12/13/2024	External	1
Aramark - Kane County Jail and Commissary	4/26/2024 - N/A	External	1
Correction Officers *Lateral Transfer *	5/17/2024 - N/A	External	3
Corrections Officer	12/12/2024 - 1/15/2025	External	16
Information Data Processor – Intake/Corrections	11/26/2024 - 12/13/2024	External	14
Intern/Volunteer	Open - N/A	External	1
Total Sheriff Applicants			36

**Total Applicants for December****221**

**New Hire Report**  
**from 12/01/2024 - 12/31/2024**

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Animal Control</b>	BIVINS, SAVANNAH M	Kennel Assistant	ACTIVE	12/17/2024
<b>Community Reinvestment</b>	BILEZIKIAN, KATHERINE M	Program Assistant	ACTIVE	12/23/2024
	DALL, CHRISTOPHER S	Program Manager	ACTIVE	12/16/2024
<b>County Board</b>	GARCIA, SONIA	Board Member	ACTIVE	12/02/2024
	GRIPE, JONATHAN L	Board Member	ACTIVE	12/02/2024
		Election Worker or Judge	ACTIVE	12/02/2024
	PENESIS, THEODORE	Board Member	ACTIVE	12/02/2024
<b>Court Services/Court Services Administration</b>	BOOZELL, JACOB E	Support Staff	ACTIVE	12/02/2024
<b>Court Services/Juvenile Justice Center</b>	CABALLERO, YVETTE	Support Staff	ACTIVE	12/02/2024
		Support Staff JJC	ACTIVE	12/02/2024
	HUNTER, JOSHUA N	Youth Counselor JJC	ACTIVE	12/17/2024
<b>Health</b>	SALAZAR, NOELLE A	Administrative Assistant	ACTIVE	12/09/2024
<b>Kane Comm</b>	CHUDZICK, ALYSSA K	LEADS Agency Coordinator	ACTIVE	12/02/2024
<b>Public Defender</b>	FIGGE, KEVIN U	Assistant Public Defender	ACTIVE	12/09/2024

**New Hire Report**  
**from 12/01/2024 - 12/31/2024**

	FOX, NICOLE M	Assistant Public Defender	ACTIVE	12/02/2024
<b>Sheriff/Adult Corrections</b>				
	MAJEWSKI, FRANK A	Correctional Officer	ACTIVE	12/23/2024
	NAVARRO, ALEXIS R	Correctional Officer	ACTIVE	12/23/2024
	URBAN, JACOB A	Correctional Officer	ACTIVE	12/23/2024
	ZULEGER, CAROL	Human Resource Manager	ACTIVE	12/09/2024
<b>State's Attorney</b>				
	HAIN, ASHLYN A	Intern	ACTIVE	12/30/2024
	KING, MILUPA	Resource Advocate	ACTIVE	12/09/2024
	MORALES, YERALDI	CAC Case Manager	ACTIVE	12/16/2024
<b>Transportation</b>				
	WRIGHT, AARON J	Highway Maintainer I	ACTIVE	12/02/2024
		Highway Maintainer III	ACTIVE	12/02/2024

**Total New Hires 21**

## Termination Report from 12/01/2024 - 12/31/2024

Department	Employee Name	Termination Date
<b>Building Management</b>		
	BRASKI, BRENT J	12/11/24
<b>Coroner</b>		
	RUSSELL, LLOYD R	12/01/24
<b>County Auditor</b>		
	WINTERROWD, STEVEN A	12/06/24
<b>County Board</b>		
	DAVOUST, MARK J	12/02/24
	FORD, RONALD	12/02/24
	KENYON, MICHAEL J	12/02/24
<b>Court Services/Adult Drug Court</b>		
	ANDREWS, ALYSSA R	12/19/24
<b>Court Services/Court Services Administration</b>		
	GOODWICK, JULIE J	12/02/24
<b>Health</b>		
	HARTMAN, TAYLOR E	12/02/24
<b>Kane Comm</b>		
	VASQUEZ, BRIANA C	12/04/24
<b>Public Defender</b>		
	BOONE, MARY M	12/13/24
	OHRNSTEIN, BRANDON L	12/05/24
<b>Sheriff/Adult Corrections</b>		
	KENNY, THOMAS J	12/12/24
<b>Sheriff/Sheriff</b>		
	BAILEY, KEELY M	12/12/24
<b>State's Attorney</b>		
	DILLON, AUDREY S	12/12/24

**Termination Report  
from 12/01/2024 - 12/31/2024**

DOGGETT, SHAWANDA R

12/06/24

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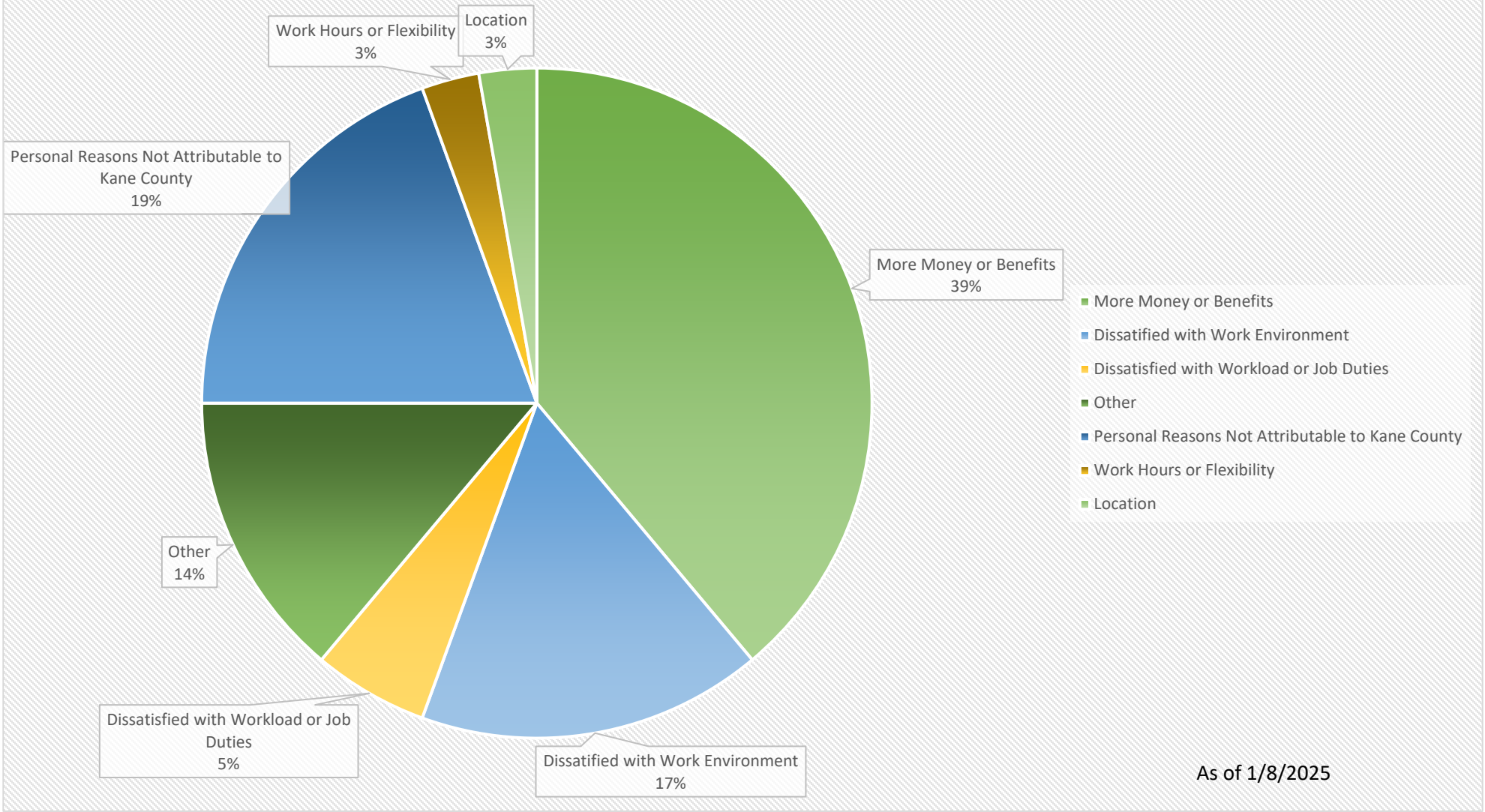
**Treasurer/Collector**

CAIN, CANDIDA

12/06/24

**Total Terminations 17**

# Reason Employees Left Kane County





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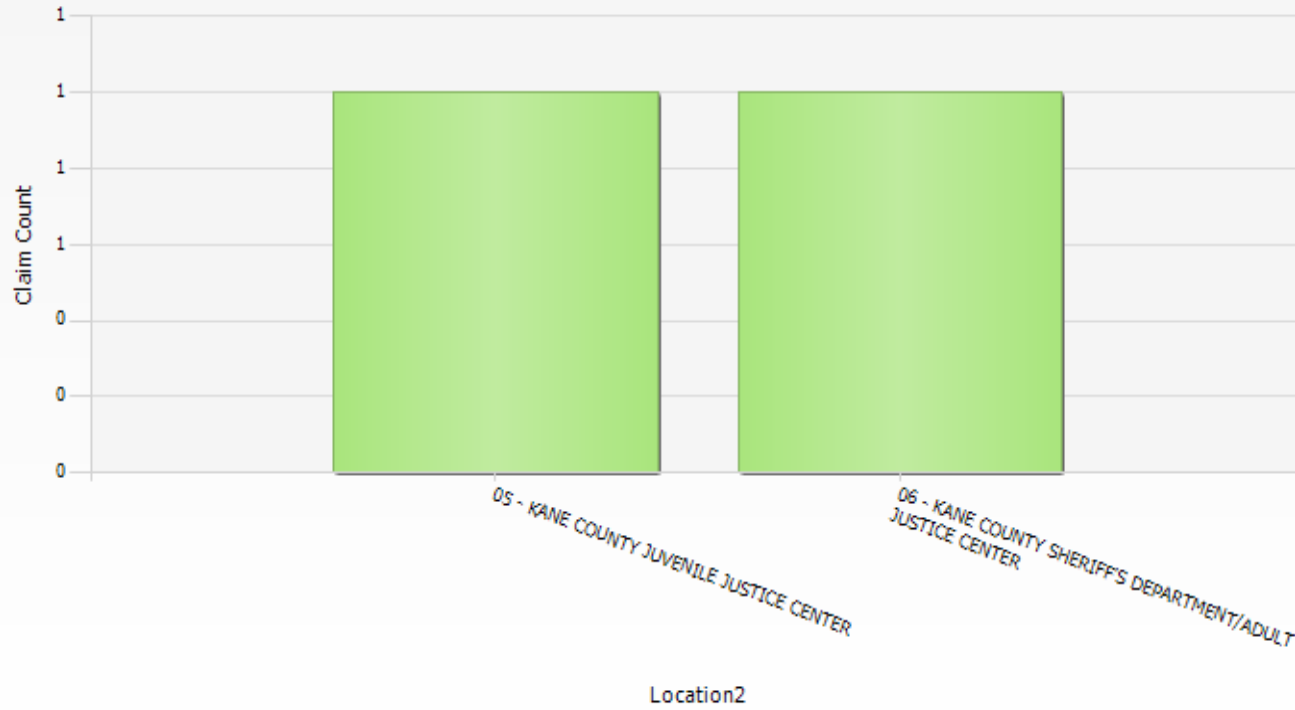
**REPORT NO. TMP-25-026**

**MONTHLY WORKERS COMP AND LIABILITY REPORTS**

**Kane County Top 5 Locations (currently 2) where the most incidents have occurred 12/01/2024-11/30/2025 as of 12/31/2024**

Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
05 - KANE COUNTY JUVENILE JUSTICE CENTER	1	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$1,350.00	50%	50%
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	1	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$1,350.00	50%	50%

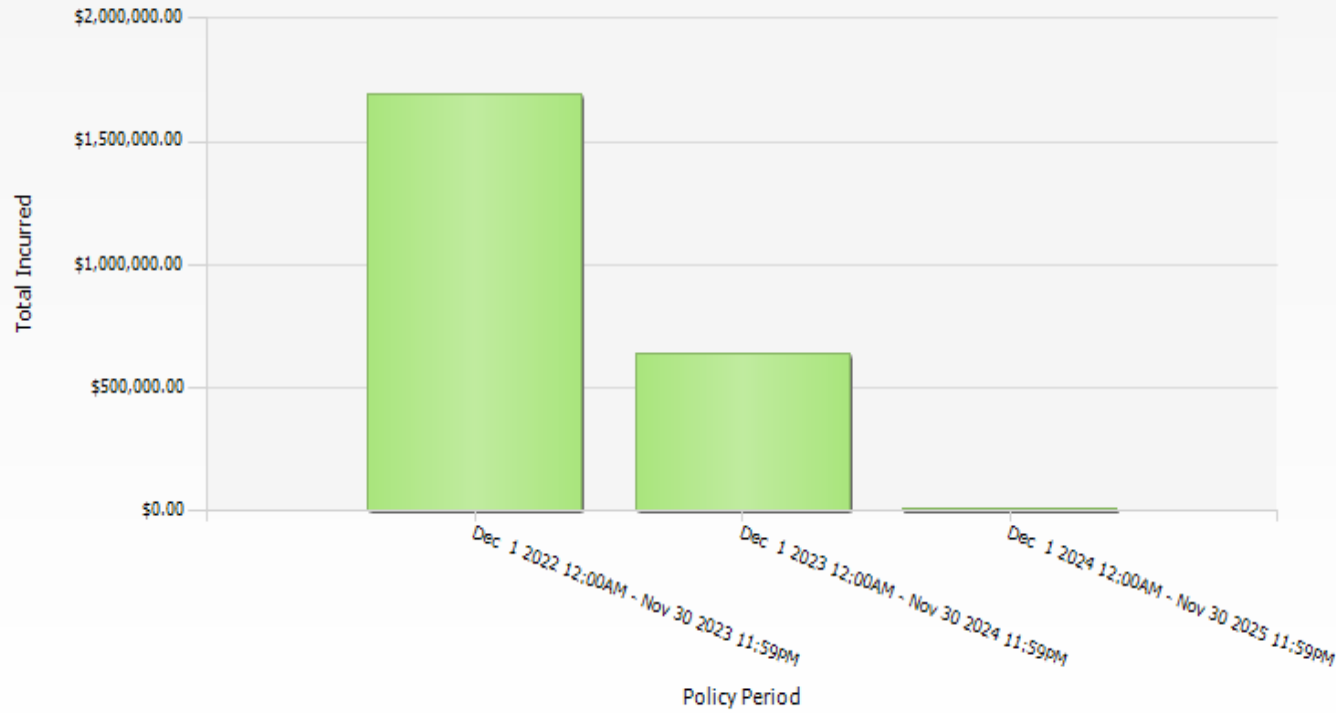
Summary by Location2 Ordered by Claim Count in Descending Order



**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 12/31/2024**

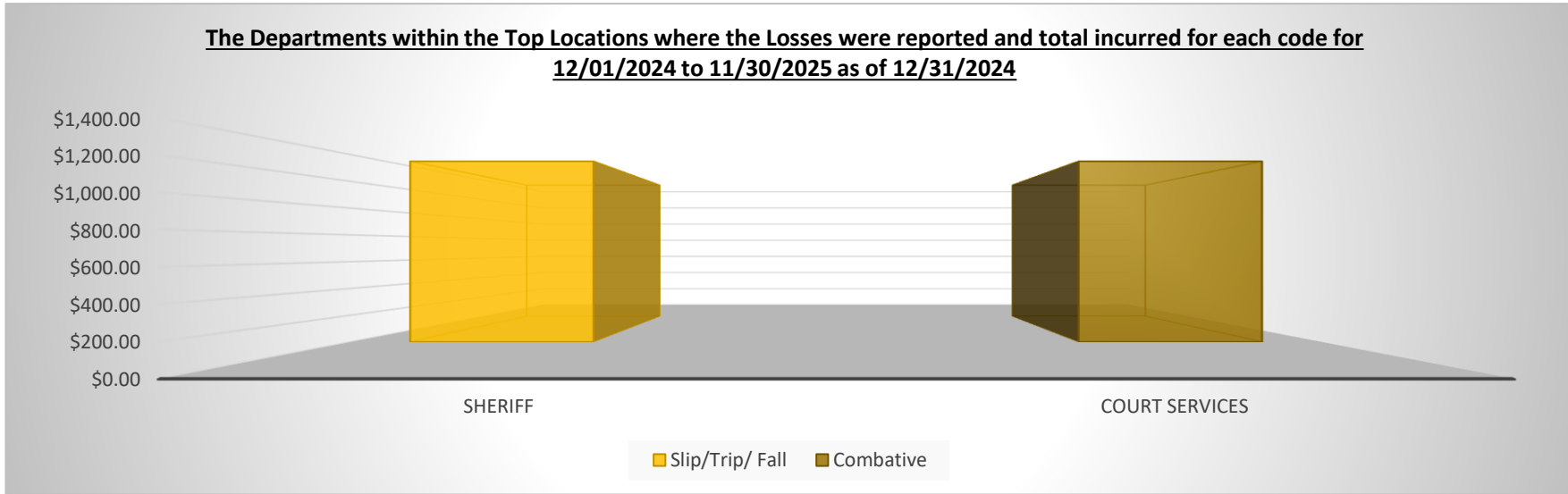
Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimburse	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	70	\$1,146,132.00	\$548,692.33	\$0.00	\$1,694,824.33	\$0.00	\$1,694,824.33	\$24,211.78	48%	73%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	73	\$284,395.85	\$352,304.51	\$0.00	\$636,700.36	\$0.00	\$636,700.36	\$8,721.92	50%	27%
Dec 1 2024 12:00AM - Nov 30 2025 11:59PM	2	\$0.00	\$2,700.00	\$0.00	\$2,700.00	\$0.00	\$2,700.00	\$1,350.00	1%	0%

**Summary by Policy Period Ordered by Total Incurred in Descending Order**



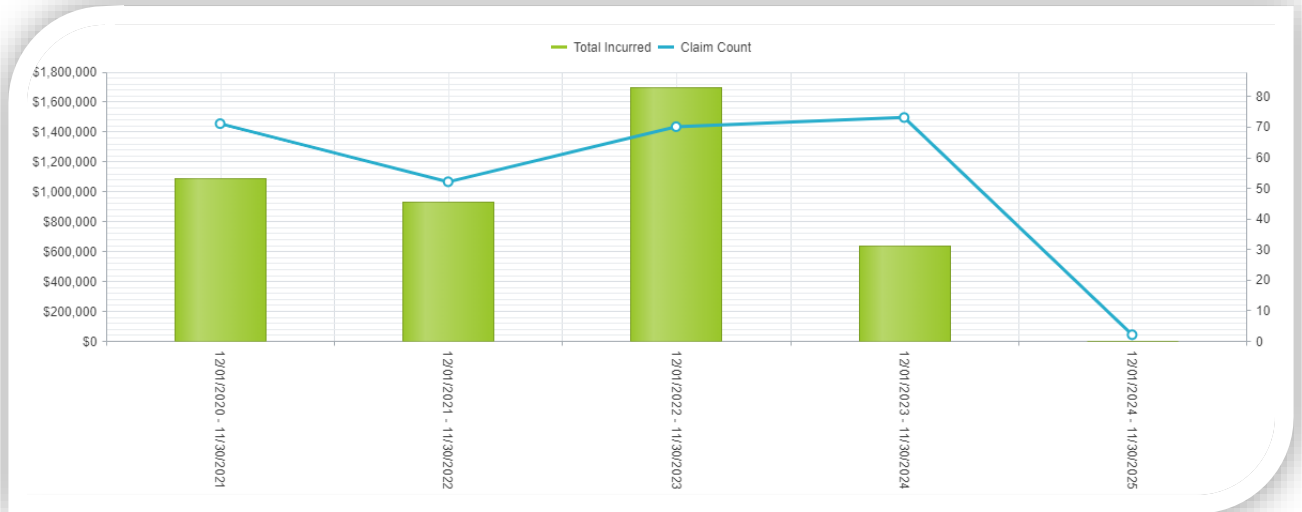
**The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2024 -11/30/2025 as of 12/31/2024**

Departments	Slip/Trip/ Fall	Combative
Sheriff	\$1,350.00	
Court Services		\$1,350.00



Departments	Count	Total Incurred
Sheriff	1	\$1,350.00
Court Services	1	\$1,350.00
Total	2	\$2,700.00

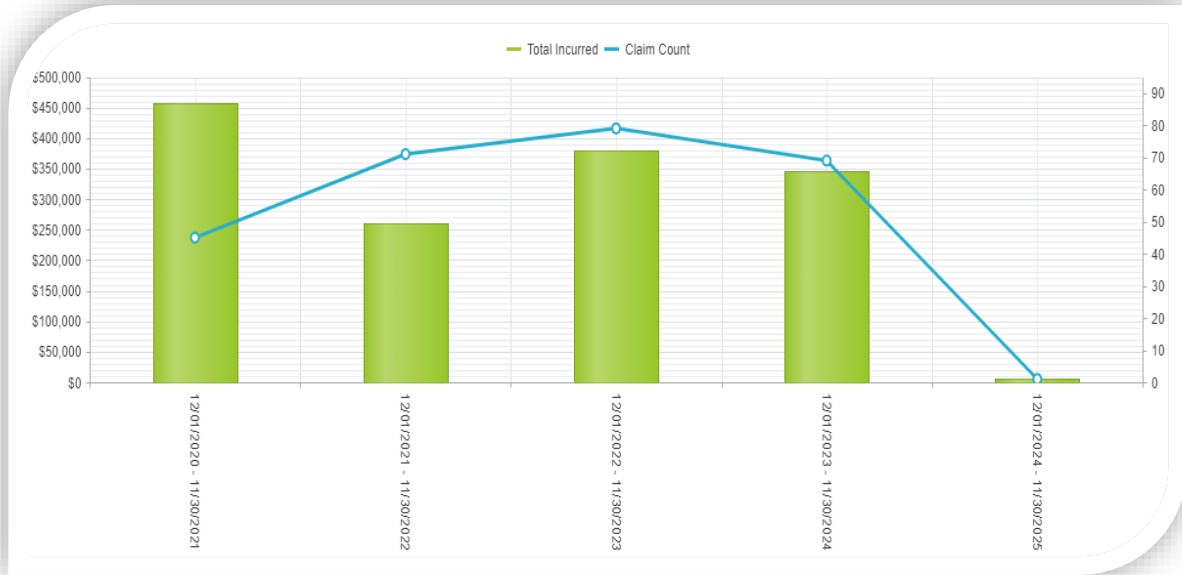
**Executive Reports for Kane County Worker’s Compensation Program for the last 4 years and the current year – By policy period and chronological order as of 12/31/2024**



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2020 - 11/30/2021	\$1,041,466.45	\$67,069.33	\$23,736.71	\$1,084,799.07	71	\$15,278.86
12/01/2021 - 11/30/2022	\$684,557.07	\$252,859.40	\$8,647.62	\$928,768.85	52	\$17,860.94
12/01/2022 - 11/30/2023	\$1,146,132.00	\$548,692.33	\$0.00	\$1,694,824.33	70	\$24,211.78
12/01/2023 - 11/30/2024	\$284,395.85	\$352,304.51	\$0.00	\$636,700.36	73	\$8,721.92
12/01/2024 - 11/30/2025	\$0.00	\$2,700.00	\$0.00	\$2,700.00	2	\$1,350.00
<b>Totals:</b>	<b>\$3,156,551.37</b>	<b>\$1,223,625.57</b>	<b>\$32,384.33</b>	<b>\$4,347,792.61</b>	<b>268</b>	<b>\$16,223.11</b>

**-Total incurred for the current policy period is at \$2,700.00 with 2 claims reported. The average cost per claim is \$1,350.00. These claims will continue to develop along with new claims reported.**

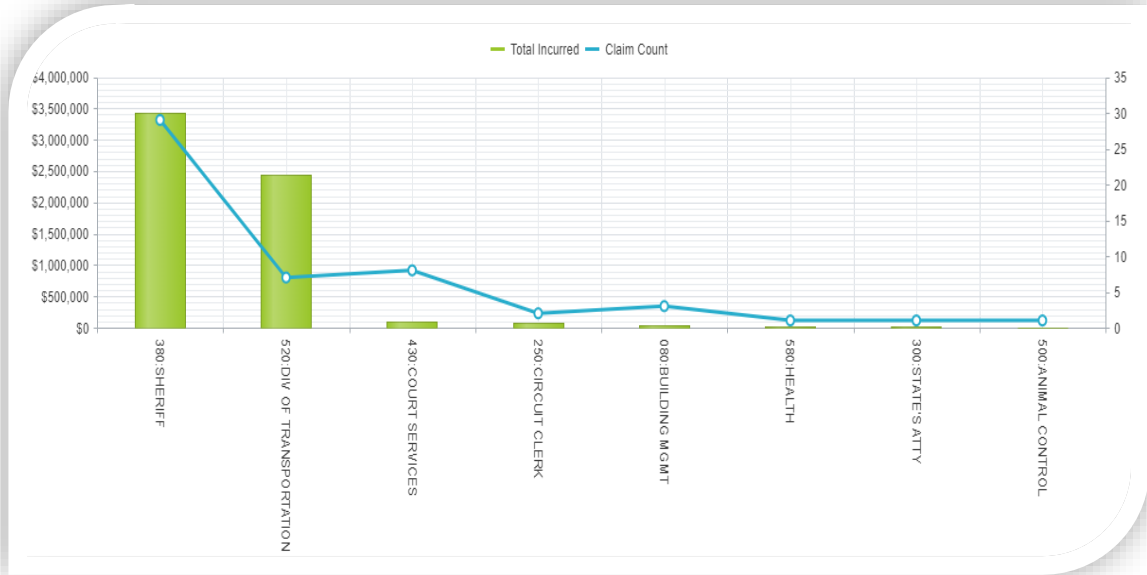
**Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 12/31/2024**



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	\$15,000.00	\$174,180.39	\$259,576.41	71	\$3,656.01
12/01/2022 - 11/30/2023	\$603,120.91	\$47,917.59	\$270,585.34	\$380,453.16	79	\$4,815.86
12/01/2023 - 11/30/2024	\$325,775.97	\$73,615.45	\$53,690.28	\$345,701.14	69	\$5,010.16
12/01/2024 - 11/30/2025	\$0.00	\$5,000.00	\$0.00	\$5,000.00	1	\$5,000.00
<b>Totals:</b>	<b>\$1,910,492.72</b>	<b>\$199,533.04</b>	<b>\$662,392.42</b>	<b>\$1,447,633.34</b>	<b>265</b>	<b>\$5,462.77</b>

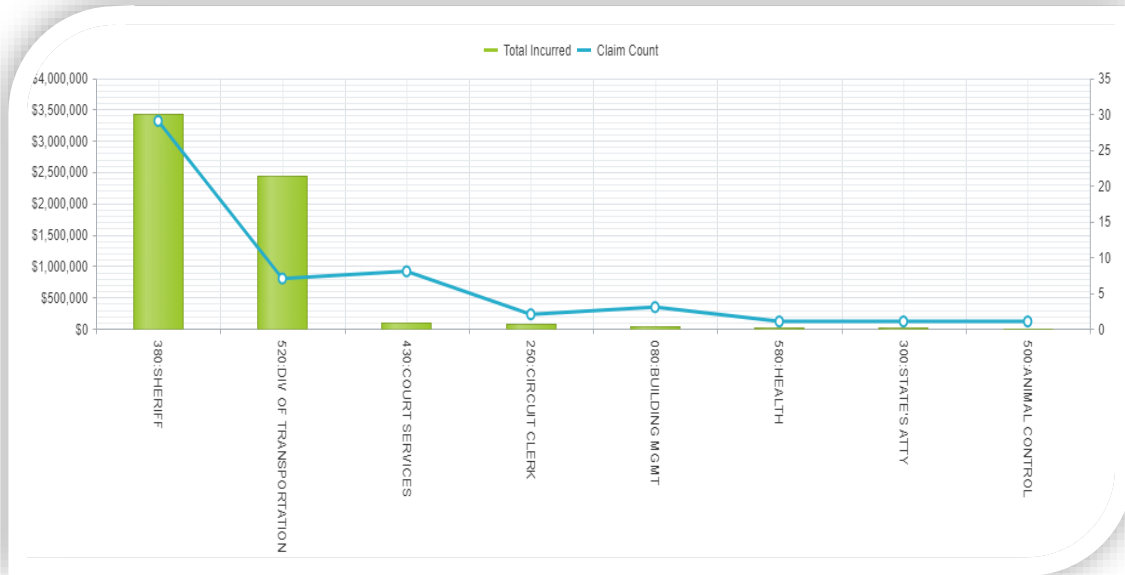
- Total incurred for the current policy period is \$5,000.00 with 1 claim reported for the current period and that will change upon receipt of additional information. Average cost per claim is \$5,000.00 for the current policy period.

**All open Worker’s Compensation Claims for Kane County as of 12/31/2024 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	\$2,040,637.68	\$1,382,692.79	\$0.00	\$3,423,330.47	29	\$118,045.88
520:DIV OF TRANSPORTATION	\$1,545,737.98	\$894,520.25	\$0.00	\$2,440,258.23	7	\$348,608.32
430:COURT SERVICES	\$85,254.96	\$13,292.58	\$0.00	\$98,547.54	8	\$12,318.44
250:CIRCUIT CLERK	\$26,291.79	\$42,410.92	\$0.00	\$68,702.71	2	\$34,351.36
080:BUILDING MGMT	\$23,120.35	\$9,911.65	\$0.00	\$33,032.00	3	\$11,010.67
580:HEALTH	\$296.87	\$21,968.99	\$0.00	\$22,265.86	1	\$22,265.86
300:STATE'S ATTY	\$15,140.30	\$246.07	\$0.00	\$15,386.37	1	\$15,386.37
500:ANIMAL CONTROL	\$5,408.56	\$518.57	\$0.00	\$5,927.13	1	\$5,927.13
<b>Totals:</b>	<b>\$3,741,888.49</b>	<b>\$2,365,561.82</b>	<b>\$0.00</b>	<b>\$6,107,450.31</b>	<b>52</b>	<b>\$117,450.97</b>

**Open Worker's Compensation Claims that occurred from 12/01/2024 to 11/30/2025 as of 12/31/25**



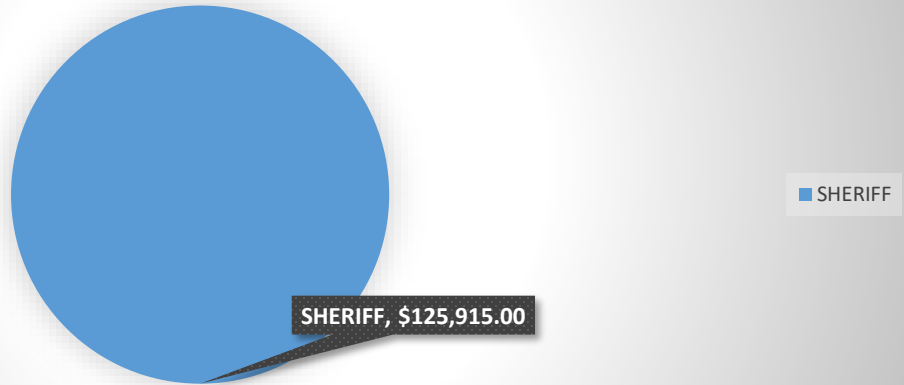
Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$2,040,637.68	\$1,382,692.79	\$0.00	\$3,423,330.47	29	\$118,045.88
520:DIV OF TRANSPORTATION	\$1,545,737.98	\$894,520.25	\$0.00	\$2,440,258.23	7	\$348,608.32
430:COURT SERVICES	\$85,254.96	\$13,292.58	\$0.00	\$98,547.54	8	\$12,318.44
250:CIRCUIT CLERK	\$26,291.79	\$42,410.92	\$0.00	\$68,702.71	2	\$34,351.36
080:BUILDING MGMT	\$23,120.35	\$9,911.65	\$0.00	\$33,032.00	3	\$11,010.67
580:HEALTH	\$296.87	\$21,968.99	\$0.00	\$22,265.86	1	\$22,265.86
300:STATE'S ATTY	\$15,140.30	\$246.07	\$0.00	\$15,386.37	1	\$15,386.37
500:ANIMAL CONTROL	\$5,408.56	\$518.57	\$0.00	\$5,927.13	1	\$5,927.13
<b>Totals:</b>	<b>\$3,741,888.49</b>	<b>\$2,365,561.82</b>	<b>\$0.00</b>	<b>\$6,107,450.31</b>	<b>52</b>	<b>\$117,450.97</b>



**Kane County Settlements by Department for Policy Period  
December 1, 2024- November 30, 2025 as of December 31,2024**

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	\$0.00	0%	0
HEALTH	\$0.00	0%	
JUDICIARY COURTS	\$0.00	0%	0
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$125,915.00	100%	3
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$125,915.00</b>	<b>100%</b>	<b>3</b>

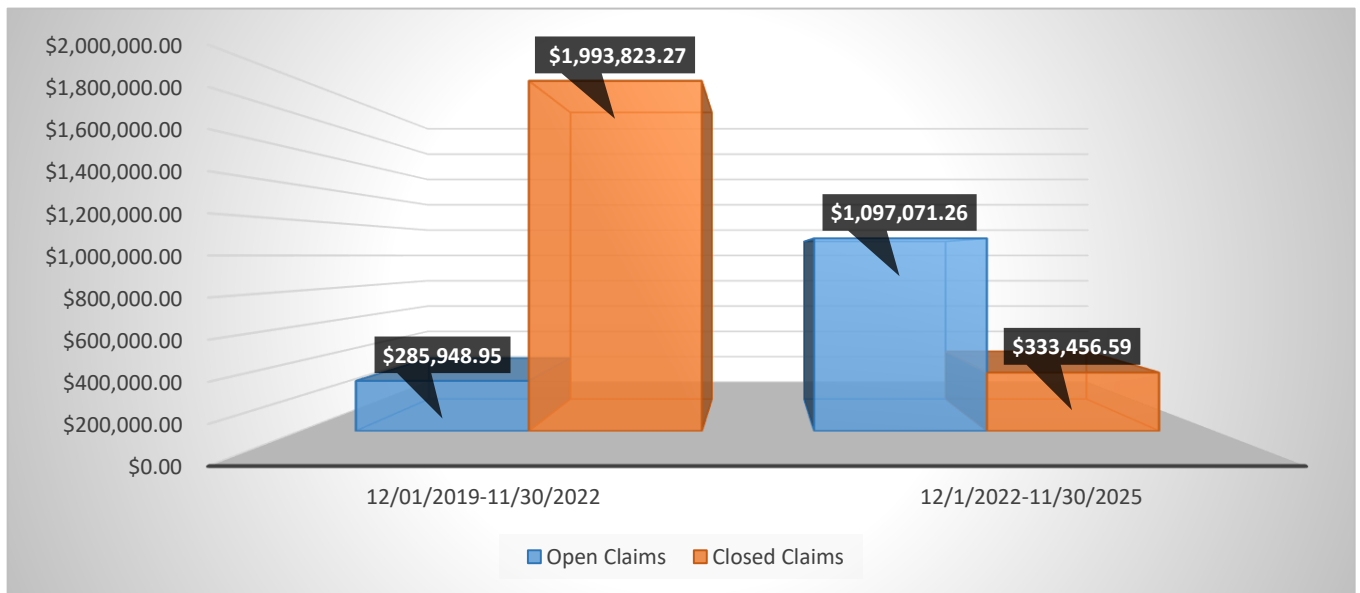
**Settlements by Department as of December 31,2024**



**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 12/31/2024**

	Open Claims	Closed Claims	Claim Count
12/01/2019-11/30/2022	\$285,948.95	\$1,993,823.27	169
12/1/2022-11/30/2025	\$1,097,071.26	\$333,456.59	145

**There are 24 more claims reported from 12/01/2019-11/30/2022, compared to the 12/01/2022-11/30/2025 period. The amount paid from claims that occurred 12/01/2019-12/1/2022 is \$849,249.00 more compared to 12/01/2022-11/30/25 period.**



STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-25-031**

**ANNUAL ETHICS ADVISOR REPORT**

Grant S. Wegner

Kane County Ethics Advisor

[wegnergrant@co.kane.il.us](mailto:wegnergrant@co.kane.il.us): [gwegner@myyahoo.com](mailto:gwegner@myyahoo.com)

331.223.3862

815 355-9188 Cell

Honorable Corinne Pierog

Chairwoman of the Kane County Board

Kane County Government Center

719 Batavia Avenue, Building A

Geneva, Illinois 60134

Re: Ethics Report for January 1, 2024 through December 31,2024

Section 4.6 of the Amended and Restated Kane County Ethic's Ordinance, states that at least twice per fiscal year, I, as the Kane County Ethic's Advisor, am to deliver to the Chairman of the County Board and to the Kane County Human Services, a report containing the information set forth in Section 4.6 of the Ordinance.

Because of the limited information obtained in preparation for the report, the fact that the information is not time sensitive, and the cost related to the report, I have been submitting only one report per year.

The required information, obtained for the above stated time frame, is as follows:

1. There was one inquiry concerning the Kane County Ordinance, which is as follows:

- a. (2/1/24) An issue was raised with respect to departmental employees receiving gifts, over 9 months, having a value in excess of \$3,000. Under the facts presented, I could not provide an opinion because it would require a legal opinion, which I am not authorized to provide.

b. (2/6/24) An issue arose with respect to the husband of the KDOT Chief of Design purchasing a 1% interest in a company doing business with KDOT. There was no conflict provided the “official action” of the Chief of Design was addressed.

c.(5/3/24) An issue was presented with respect to whether a gift occurred when a Kane Co ASA was offered to play in golf outing with a firm or was required to pay the higher fee as an individual. Based upon the fact that the ASA was paying the fair market value to play, in the outing, the Ordinance did not apply.

d.(11/12/24) Kane Co Resident raised an issue with respect to whether his county board member was violating the Ordinance based upon his lack of response to an excessive noise complaint, his refusal to have the County purchase noise equipment and the fact that the board member had a fundraiser at the place where the excessive noise was coming from. Recommended Kane ASA review because an opinion would require a legal opinion, which I am not authorized to give.

Number of Complaints	0
3. Number of Complaints deemed to sufficiently allege a violation of this Ordinance	0
4. Number of Complaints deemed to be insufficient	0
5. Number of Complaints found to be supported by substantial evidence	0
6. Number of Complaints found not to be supported by substantial evidence	0
7. Number of Complaints filed with Ethic’s Advisor forwarded to SA for review	0
8. Number of Complaints filed in Circuit Court	0
9. Number of Complaints settled prior to Court hearing	0
10. Disposition of each Complaint	
Dismissed	0
Found to be in Violation	0
11. Status of pending Complaints	None Pending
12. Number of officers and employees receiving ethics training-determined by training requirements	Not Known

Grant S. Wegner, Kane County Ethic's Advisor

1/2/25

Cc Clifford Surges, Jamie Loblillo

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-25-027**

**MONTHLY TRAINING REPORT**

**Sexual Harassment Training Compliance  
1/8/2025**

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	248	08.31.2025
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	45	08.31.2025

**Active Employees:** 1322







## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### **Title**

Authorizing Number Of Procurement Cards Issued To Human Resources Department And Each Of Their Transaction Limits

### **Committee Flow:**

Human Services Committee and Finance and Budget Committee

### **Contact:**

Jamie Lobrillo, 630.208.3836

### **Budget Information:**

Was this item budgeted? No	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	

### **Summary:**

This resolution authorizes the number of procurement cards for the Human Resources Department.

**2025 Human Resources**  
**P-Card Holders and Transaction Limits**

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

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**RESOLUTION NO. TMP-24-3287**

**AMENDING THE PERSONNEL POLICY HANDBOOK SECTION REGARDING ABSENCES AND TARDINESS**

WHEREAS, the Human Service Committee from time to time recommends that additions be made to the Kane County Personnel Handbook to provide guidance and establish procedures for County departments to ensure compliance with all applicable regulations; and

WHEREAS, the Human Service Committee desires to update and provide additional guidelines to the Absenteeism and Tardiness Policy currently in the Kane County Personnel Policy Handbook; and

WHEREAS, it is in the best interest of Kane County that the attached Exhibit A be adopted as the Absences and Tardiness Policy.

NOW, THEREFORE, BE IT RESOLVED that the Kane County Board that the current Absenteeism and Tardiness Policy is hereby stricken and replaced with the Absences and Tardiness Policy as set forth in Exhibit A in the Kane County Personnel Policy Handbook effective March 1, 2025.

Passed by the Kane County Board on February 11, 2025.

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

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

Vote:

## Exhibit A

<b>Absences and Tardiness</b>	
<b>Effective Date:</b> February 1, 2025	<b>Applicable Law/Statute:</b>
<b>Last Amended Date:</b> N/A	

### **Introduction**

Punctual and regular attendance is the responsibility of each employee. Late arrival, early departure, or other unexcused absences from scheduled work hours are disruptive and should be avoided.

Employees are expected to schedule and receive approval for time off whenever the need is foreseeable. The County recognizes that illness and personal circumstances sometimes arise that are not foreseeable. This policy provides definitions and guidelines for employee absences that are not a part of an approved leave of absence or otherwise protected under the Family and Medical Leave Act, Americans with Disabilities Act, or any other applicable regulation or law. For further information, please see the Leaves of Absence policy in this handbook.

All employees paid on an hourly or salary basis are subject to this policy *excluding* those employees subject to a policy of an elected official with internal control over operations of their office, collective bargaining agreement, contract, statute, or ordinance. Such employees are governed by the applicable policy of their office, collective bargaining agreement, contract, statute, or ordinance.

A department head or participating elected official may excuse any absence that, in their sole discretion, was not disruptive to operations, conformed to the absence protocol and expectations of their department or office, or due to extenuating circumstances. Nothing in this policy is intended to limit the approval authority or right of the department head or participating elected official to set forth their own departmental guidelines.

### **Definitions**

**Tardiness:** Any instance in which the employee is not present and ready to perform work at their scheduled or pre-determined time on a given day.

**Excused absence:** Any absence or tardiness for which the employee made a request and that request was evaluated by their manager or his or her designee and approved *prior to or concurrent with* the absence and has met departmental protocol for absence documentation.

**Unexcused absence:** Any absence or tardiness which the employee has indicated they are unable to attend work as scheduled, did not provide sufficient notice in advance of absence, does not have sufficient accrued paid time off to cover the absence, or fails to meet the policy guidelines and/or absence notification protocol for their department

### **Policy Guidelines**

1. Kane County provides paid Sick and Personal Leave to accommodate the need for unexcused absences at a rate of 5 days per year. Unexcused absences must be limited to this bank of time or the

employee will be subject to disciplinary action as determined by the department head or participating elected official. See the Sick and Personal Leave policy in this handbook for further information.

2. An employee must notify their manager or his or her designee directly when illness, injury, or personal emergency prevents the employee from coming to work. Notice to the manager or his or her designee should be given no later than the employee's scheduled start time, or other time frame established by the Department.
3. Employees must report each day of an absence to their manager or his or her designee. Employees may call in each day or provide written notice of multiple day absences in the form a physician's note or certification that lists each day of the absence and a return to work date. Employees are not permitted open-ended absences under any circumstances.
4. Employees with unexcused absences must exhaust their Sick and Personal bank prior to utilizing their Vacation bank.
5. Employees may utilize either their Sick and Personal bank or their Vacation bank for excused absences.
6. Employees must exhaust their Sick and Personal bank and their Vacation bank and if applicable, any compensatory time prior to requesting any scheduled or unscheduled leave without pay. Leave without pay must be pre-approved by the department head or participating elected official.
7. If the department head or participating elected official does not consider the evidence submitted as adequate, additional documentation may be required, regardless of the number of days absent. If this additional documentation is not supplied, the request for paid benefit time may be denied and coded as without pay. The time without pay may include a day preceding or following a designated holiday.
8. Employees with unexcused absences on the day preceding or following a paid county holiday who have exhausted their Sick and Personal Leave are not eligible for holiday pay.
9. An employee is considered no call/no show when the employee fails to report for work or report their absence within two hours of their scheduled start time. A no call/no show is grounds for immediate disciplinary action and denial of pay. Any employee with three or more consecutive no call/no show days without consent from their manager or his or her designee will be considered to have abandoned their job and voluntarily terminated the employment relationship.
10. Employees are expected to report to work when scheduled and return from scheduled breaks on time. Any employee unable to report to work as scheduled must notify their manager or his or her designee. This notification does not excuse the tardiness but notifies the supervisor that scheduling changes may be necessary.
11. Employees who must leave work prior to the scheduled end of shift must notify their manager or his or her designee immediately. If the absence is not approved by the manager or his or her designee, it will be deemed an unexcused absence.
12. Questions about this policy may be directed to the Human Resources Department.



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### Title

Amending The Personnel Policy Handbook Section Regarding Absences and Tardiness

### **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 completes updating the Absences and Tardiness policy and removing the existing Absenteeism and Tardiness policy. This policy provides definitions and guidelines for employee absences that are not a part of an approved leave of absence.

STATE OF ILLINOIS )  
                                  SS.  
COUNTY OF KANE )

**PRESENTATION/DISCUSSION NO. TMP-25-012**  
**DISCUSSION REGARDING DIRECTOR OF BUILDING MANAGEMENT**