



# Kane County

## KC Human Services Committee

### Agenda

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

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**Wednesday, December 11, 2024**

**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 13, 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**
  - 8. Compliance**
    - A. Monthly Training Report**
  - 9. Old Business**
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- 10. **New Business**
  - A. **Resolution:** Amending the Personnel Policy Handbook Section Regarding Absences and Tardiness
- 11. **Reports Placed On File**
- 12. **Executive Session (if needed)**
- 13. **Adjournment**

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-3278**

**MONTHLY FINANCE REPORTS**



# Tuition Reimbursement FYTD

Payment Date Range 12/01/23 - 11/30/24

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>120 - Grand Victoria Casino Elgin</b>										
Department <b>010 - County Board</b>										
Sub-Department <b>020 - Riverboat</b>										
Account <b>45420 - Tuition Reimbursement</b>										
13612 - Rachel L. Hall	2307-01	Tuition Reimb - CMRJ 201, CMRJ 303	Paid by EFT # 84628		11/13/2023	12/07/2023	11/30/2023		12/18/2023	1,482.00
5043 - Kristin Johnson	2305-01	Tuition Reimb - PBHL 6898, PBHL-6203	Paid by EFT # 85303		12/22/2023	01/02/2024	11/30/2023		01/16/2024	2,400.00
13311 - Heidi Lichtenberger	2302-03	Tuition Reimb - GEOGR-1154	Paid by EFT # 85319		12/21/2023	01/02/2024	11/30/2023		01/16/2024	273.60
14283 - Ally Logan	2306-01	Tuition Reimb - SWK 6045-F2-02	Paid by EFT # 85614		01/08/2024	01/12/2024	11/30/2023		01/29/2024	1,483.20
10326 - Stephanie T Galley	2401-01	Tuition Reimb - MBA 6130/Economics	Paid by EFT # 86767		03/04/2024	03/11/2024	03/15/2024		03/25/2024	1,392.00
13612 - Rachel L. Hall	2406-01	Tuition Reimb - CMRJ 306, CMRJ 308	Paid by EFT # 87412		03/27/2024	04/04/2024	04/12/2024		04/22/2024	1,539.00
10326 - Stephanie T Galley	2401-02	MPA-6140 Public Financing & Budget	Paid by EFT # 88037		05/02/2024	05/07/2024	05/10/2024		05/20/2024	1,008.00
13311 - Heidi Lichtenberger	2403-01	GEOGR-1155-001	Paid by EFT # 88715		05/31/2024	06/04/2024	06/07/2024		06/17/2024	273.60
12221 - Richard Malek II	2405-01	SOCW 510 Inequality, Social Change - SOCW 526 Managing HSO	Paid by Check # 384499		05/29/2024	06/04/2024	06/07/2024		06/17/2024	2,400.00
14449 - Emilia Gunty	2408-01	DMA 525 Foundations of Digital Media	Paid by EFT # 89600		07/12/2024	07/12/2024	07/19/2024		07/29/2024	1,468.80
13612 - Rachel L. Hall	2406-02	Tuition Reimbursement	Paid by EFT # 89928		07/15/2024	07/17/2024	08/02/2024		08/12/2024	840.00
11129 - Gabriela Allison	2409-01	CCJS 441 Firearms Analysis, MUSC 210, WMST 200	Paid by EFT # 91153		08/12/2024	09/24/2024	09/27/2024		10/07/2024	2,400.00
							Account <b>45420 - Tuition Reimbursement</b> Totals	Invoice Transactions	12	<u>\$16,960.20</u>
							Sub-Department <b>020 - Riverboat</b> Totals	Invoice Transactions	12	<u>\$16,960.20</u>
							Department <b>010 - County Board</b> Totals	Invoice Transactions	12	<u>\$16,960.20</u>
							Fund <b>120 - Grand Victoria Casino Elgin</b> Totals	Invoice Transactions	12	<u>\$16,960.20</u>
							Grand Totals	Invoice Transactions	12	<u>\$16,960.20</u>



# Human Services Accounts Payable by GL Distribution

Payment Date Range 11/01/24 - 11/30/24

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	8002500076	Background Checks - 2024 September Fingerprinting	Paid by EFT # 91984		10/16/2024	10/25/2024	10/25/2024		11/04/2024	440.00
								Account <b>55000 - Miscellaneous Contractual Exp</b> Totals	Invoice Transactions 1	<u>440.00</u>
Account <b>60000 - Office Supplies</b>										
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 102624	Water delivery 10/24 - Finance	Paid by EFT # 92224		10/26/2024	11/07/2024	11/07/2024		11/18/2024	13.97
								Account <b>60000 - Office Supplies</b> Totals	Invoice Transactions 1	<u>13.97</u>
								Sub-Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions 2	<u>453.97</u>
								Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions 2	<u>453.97</u>
								Fund <b>001 - General Fund</b> Totals	Invoice Transactions 2	<u>453.97</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>										
8728 - State Street Collision, Inc.	20149193	Liability Repair Payment 24D45M393233	Paid by EFT # 92073		10/14/2024	10/25/2024	10/25/2024		11/04/2024	5,840.76
12798 - West Bend Mutual Insurance Company	2629190	Notary Bond - Young 2629190	Paid by Check # 385539		10/08/2024	10/25/2024	10/25/2024		11/04/2024	20.00
12798 - West Bend Mutual Insurance Company	2631040	Notary Bond - Salgado 2631040	Paid by Check # 385653		10/29/2024	11/07/2024	11/07/2024		11/18/2024	20.00
3171 - Strypes Plus More, Inc.	17715	Liability Repair Payment	Paid by EFT # 92414		08/13/2024	11/07/2024	11/07/2024		11/18/2024	255.00
8258 - CCMSI	0164467-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 92185		10/31/2024	11/07/2024	11/07/2024		11/18/2024	379.64
3478 - Fox Valley Glass, Inc.	47793	Liability Repair Payment	Paid by EFT # 92245		10/23/2024	11/07/2024	11/07/2024		11/18/2024	473.19
10407 - Physicians Immediate Care Chicago, PLLC	25934 - 9/2024	Hepatitis B Immunization	Paid by EFT # 92363		10/09/2024	11/07/2024	11/07/2024		11/18/2024	120.00
								Account <b>53000 - Liability Insurance</b> Totals	Invoice Transactions 7	<u>\$7,108.59</u>
Account <b>53010 - Workers Compensation</b>										
8258 - CCMSI	0164466-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 92185		10/31/2024	11/07/2024	11/07/2024		11/18/2024	68,514.21



# Human Services Accounts Payable by GL Distribution

Payment Date Range 11/01/24 - 11/30/24

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>53010 - Workers Compensation</b>										
13202 - Matthew J. Goncher	20241101	Goncher November 2024 PSEBA Payment	Paid by EFT # 92253		11/01/2024	11/07/2024	11/07/2024		11/18/2024	859.98
							Account <b>53010 - Workers Compensation</b> Totals	Invoice Transactions 2		<u>\$69,374.19</u>
							Sub-Department <b>130 - Insurance Liability- HRM</b> Totals	Invoice Transactions 9		<u>\$76,482.78</u>
							Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions 9		<u>\$76,482.78</u>
							Fund <b>010 - Insurance Liability</b> Totals	Invoice Transactions 9		<u>\$76,482.78</u>
							Grand Totals	Invoice Transactions 11		<u>\$76,936.75</u>

**Health Insurance Fund**

**Revenue and Expenses**

**Through November 30, 2024 (100.00% YTD, 96.15% Payroll Expense through Pay Period Ending 11/09/2024)  
with comparative for Full Fiscal Year 2021 and 2022**

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
<b>Revenue</b>				
652.800.000.38000 - Investment Income	\$ 5,673	\$ (89,645)	\$ 338,532	\$ 187,993
652.800.000.38900 - Miscellaneous Other		\$ 17,880	\$ -	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 12,211,311	\$ 13,116,149	\$ 14,469,417	\$ 16,153,512
652.800.000.38915 - Dental Employer Portion	\$ 421,550	\$ 425,507	\$ 407,933	\$ 473,351
652.800.000.38920 - Healthcare Employee Portion	\$ 2,501,115	\$ 3,197,317	\$ 2,925,521	\$ 3,385,325
652.800.000.38921 - Dental Employee Portion	\$ 267,158	\$ 281,567	\$ 269,619	\$ 299,829
652.800.000.38927 - MERP Employer Portion	\$ 888,142	\$ 998,731	\$ 1,120,209	\$ 1,324,816
652.800.000.38930 - Retiree Payments - Healthcare	\$ 577,472	\$ 609,359	\$ 707,560	\$ 690,708
652.800.000.38935 - Retiree Payments - Dental	\$ 2,886	\$ 2,615	\$ 3,815	\$ 2,886
652.800.000.38940 - Cobra Payments - Healthcare	\$ 55,784	\$ 47,684	\$ 24,367	\$ 20,799
652.800.000.38945 - Cobra Payments - Dental	\$ 2,977	\$ 2,696	\$ 2,010	\$ 1,644
<b>Total Revenue</b>	<b>\$ 16,934,067</b>	<b>\$ 18,609,860</b>	<b>\$ 20,268,984</b>	<b>\$ 22,540,863</b>
<b>Expenses - Health Insurance General</b>				
652.800.814.45010 - Dental Contribution	\$ -	\$ -	\$ -	\$ 132
652.800.814.50150 - Contractual/Consulting Services	\$ 100,800	\$ 114,000	\$ 108,000	\$ 101,000
652.800.814.50520 - Healthcare Admin Services	\$ 10,860	\$ 11,244	\$ 11,665	\$ 14,537
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (1,469,791)	\$ (624,786)	\$ (806,784)	\$ (909,811)
652.800.814.53032 - Self Insured Healthcare Claims Administration		\$ -	\$ -	\$ -
652.800.814.53036 - Healthcare Taxes		\$ -	\$ -	\$ -
652.800.814.53038 - Healthcare - Vision Insurance	\$ 79,982	\$ 74,975	\$ 81,318	\$ 83,696
652.800.814.53039 - Affordable Care Act Fee	\$ 4,878	\$ 3,210	\$ 5,217	\$ 5,699
652.800.814.53300 - Healthcare - Health Insurance		\$ 23,031	\$ -	\$ -
652.800.814.53310 - Healthcare - Dental Insurance	\$ 726,514	\$ 732,083	\$ 804,932	\$ 742,246
652.800.814.53320 - Healthcare - Life Insurance	\$ 34,494	\$ 42,029	\$ 40,678	\$ 52,701
652.800.814.53380 - Healthcare - Wellness		\$ -	\$ (100,000)	\$ (375,000)
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ 14,750	\$ -	\$ 46,550	\$ (1,050)
652.800.814.53385 - Financial Wellness	\$ 10,000	\$ 7,500	\$ 10,000	\$ 10,000
<b>Total Health Insurance General Expenses</b>	<b>\$ (487,514)</b>	<b>\$ 383,286</b>	<b>\$ 201,575</b>	<b>\$ (275,850)</b>

**Health Insurance Fund**

**Revenue and Expenses**

**Through November 30, 2024 (100.00% YTD, 96.15% Payroll Expense through Pay Period Ending 11/09/2024)  
with comparative for Full Fiscal Year 2021 and 2022**

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
<b>Expenses - Health Insurance MERP</b>				
652.800.814.53340 - MERP - Premium Reimbursement	\$ 54,593	\$ 55,424	\$ 62,949	\$ 83,841
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 5,012	\$ 4,202	\$ 8,216	\$ 6,255
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 163,392	\$ 331,406	\$ 447,562	\$ 524,718
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 164,946	\$ 14,316	\$ -	\$ -
Total MERP Expenses	\$ 387,944	\$ 405,349	\$ 518,727	\$ 614,813
<b>Expenses - Health Insurance PPO</b>				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 424,614	\$ 505,541	\$ 723,948	\$ 817,135
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,292,190	\$ 6,180,965	\$ 7,738,450	\$ 8,469,847
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 188,336	\$ 218,379	\$ 245,663	\$ 264,650
652.800.817.53033 - Healthcare Facility Access Fee	\$ 43,966	\$ 76,025	\$ 13,041	\$ 199,287
652.800.817.53037 - Healthcare Credits	\$ (190,164)	\$ (260,803)	\$ (350,324)	\$ (534,937)
Total Health Insurance PPO Expenses	\$ 6,758,941	\$ 6,720,108	\$ 8,370,778	\$ 9,215,982
<b>Expenses - Health Insurance HMO</b>				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 397,022	\$ 462,946	\$ 555,815	\$ 554,391
652.800.818.53031 - Self Insured Healthcare Claims	\$ 8,180,201	\$ 6,714,631	\$ 6,963,453	\$ 6,582,557
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 389,186	\$ 394,430	\$ 372,131	\$ 338,671
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 82,666	\$ 92,087	\$ 104,647	\$ 96,213
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,360,426	\$ 2,658,797	\$ 2,594,715	\$ 2,396,921
652.800.818.53037 - Healthcare Credits	\$ (394,368)	\$ (497,551)	\$ (564,106)	\$ (762,715)
Total Health Insurance HMO Expenses	\$ 11,015,133	\$ 9,825,340	\$ 10,026,655	\$ 9,206,039
<b>Expenses - Retiree</b>				
652.800.820.53300 - Healthcare - Health Insurance	\$ 89,873	\$ 106,764	\$ 125,395	\$ 146,681
<b>Total Expenses</b>	<b>\$ 17,764,377</b>	<b>\$ 17,440,846</b>	<b>\$ 19,243,130</b>	<b>\$ 18,907,665</b>
<b>Revenue Net Expenses</b>	<b>\$ (830,310)</b>	<b>\$ 1,169,014</b>	<b>\$ 1,025,854</b>	<b>\$ 3,633,197</b>
<b>Fund Balance</b>	<b>\$ 5,247,855</b>	<b>\$ 6,416,869</b>	<b>\$ 7,442,723</b>	<b>\$ 11,075,920</b>
<i>Target Fund Balance at 25%</i>	\$ 4,441,094	\$ 4,360,212	\$ 4,810,783	\$ 4,726,916
<i>Target Fund Balance at 50%</i>	\$ 8,882,188	\$ 8,720,423	\$ 9,621,565	\$ 9,453,833



**Committee Revenue Budget Report - by Account Detail**  
**Through November 30, 2024 (100.00% YTD) DRAFT**  
**\*2019, 2020, 2021, 2022, 2023 Actual Full Fiscal Year**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>120 Human Resource Management</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 984	162.2%	\$ 1,434	\$ 1,509	95.0%	
<b>246 Employee Events Fund</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 984	162.2%	\$ 1,434	\$ 1,509	95.0%	
<b>Revenue</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 984	162.2%	\$ 1,434	\$ 1,509	95.0%	
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
38900 - Miscellaneous Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Interest Revenue</b>	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 184	533.0%	\$ 430	\$ 709	60.7%	
38000 - Investment Income	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 184	533.0%	\$ 430	\$ 709	60.7%	
<b>Reimbursements</b>	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ 800	77.0%	\$ 1,004	\$ 800	125.5%	
37900 - Miscellaneous Reimbursement	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ 800	77.0%	\$ 1,004	\$ 800	125.5%	
<b>Grand Total</b>	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 984	162.2%	\$ 1,434	\$ 1,509	95.0%	

**Committee Expense Budget Report - by Account Detail**  
**Through November 30, 2024 (100.00% YTD, 96.15% Payroll Expense through Pay Period Ending 11/09/2024) DRAFT**  
**\*2019, 2020, 2021, 2022, 2023 Actual Full Fiscal Year**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>120 Human Resource Management</b>	<b>\$ 3,006,918</b>	<b>\$ 3,512,266</b>	<b>\$ 3,544,253</b>	<b>\$ 3,710,258</b>	<b>\$ 4,496,888</b>	<b>\$ 4,824,028</b>	<b>96.0%</b>	<b>\$ 4,810,277</b>	<b>\$ 5,075,990</b>	<b>89.8%</b>	
001 General Fund	\$ 234,941	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 322,813	74.1%	\$ 230,822	\$ 260,846	81.4%	
<b>Expenses</b>	<b>\$ 234,941</b>	<b>\$ 248,652</b>	<b>\$ 230,337</b>	<b>\$ 205,373</b>	<b>\$ 263,976</b>	<b>\$ 322,813</b>	<b>74.1%</b>	<b>\$ 230,822</b>	<b>\$ 260,846</b>	<b>81.4%</b>	
<b>Personnel Services- Salaries &amp; Wages</b>	<b>\$ 152,144</b>	<b>\$ 181,653</b>	<b>\$ 166,938</b>	<b>\$ 160,097</b>	<b>\$ 199,425</b>	<b>\$ 219,656</b>	<b>90.8%</b>	<b>\$ 208,150</b>	<b>\$ 202,946</b>	<b>92.3%</b>	
40000 - Salaries and Wages	\$ 152,144	\$ 181,794	\$ 166,938	\$ 160,097	\$ 199,425	\$ 213,239	93.5%	\$ 208,150	\$ 202,945	101.7%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417	0.0%	\$ -	\$ 1	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>	<b>\$ 40,506</b>	<b>\$ 35,578</b>	<b>\$ 31,088</b>	<b>\$ 29,810</b>	<b>\$ 49,754</b>	<b>\$ 50,057</b>	<b>99.4%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
45000 - Healthcare Contribution	\$ 39,448	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ 48,874	98.0%	\$ -	\$ -	0.0%	
45009 - Healthcare Subsidy	\$ -	\$ (60)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45010 - Dental Contribution	\$ 1,058	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ 1,183	155.6%	\$ -	\$ -	0.0%	
45019 - Dental Subsidy	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Contractual Services</b>	<b>\$ 36,213</b>	<b>\$ 26,163</b>	<b>\$ 26,863</b>	<b>\$ 10,471</b>	<b>\$ 12,018</b>	<b>\$ 45,600</b>	<b>15.2%</b>	<b>\$ 16,265</b>	<b>\$ 48,150</b>	<b>33.8%</b>	
50000 - Project Administration Services	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0.0%	\$ -	\$ -	0.0%	
52140 - Repairs and Maint- Copiers	\$ 852	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ 1,500	80.7%	\$ 605	\$ 1,500	40.4%	
53050 - Employment Advertising	\$ -	\$ -	\$ -	\$ 85	\$ 731	\$ 500	146.3%	\$ 4,752	\$ 6,800	69.9%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ -	\$ 500	\$ 3,043	\$ 5,500	55.3%	\$ 4,392	\$ 5,500	79.8%	
53110 - Employee Training	\$ -	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	0.0%	\$ -	\$ -	0.0%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ -	\$ 44	\$ 92	\$ 150	61.6%	\$ 248	\$ 150	165.6%	
53130 - General Association Dues	\$ 607	\$ -	\$ -	\$ -	\$ 732	\$ 1,200	61.0%	\$ 528	\$ 1,200	44.0%	
55000 - Miscellaneous Contractual Exp	\$ 34,754	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 25,250	8.1%	\$ 5,740	\$ 23,000	25.0%	
<b>Commodities</b>	<b>\$ 6,078</b>	<b>\$ 5,259</b>	<b>\$ 5,448</b>	<b>\$ 4,995</b>	<b>\$ 2,780</b>	<b>\$ 7,500</b>	<b>37.1%</b>	<b>\$ 4,262</b>	<b>\$ 7,500</b>	<b>56.8%</b>	
60000 - Office Supplies	\$ 4,291	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 4,800	47.8%	\$ 2,644	\$ 4,800	55.1%	
60010 - Operating Supplies	\$ 1,612	\$ -	\$ 1,763	\$ -	\$ -	\$ 2,200	0.0%	\$ 1,163	\$ 2,200	52.9%	
60050 - Books and Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60080 - Employee Recognition Supplies	\$ 175	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ 500	97.0%	\$ 455	\$ 500	91.0%	
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 2,145</b>	<b>\$ 2,250</b>	<b>95.4%</b>	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 2,145	\$ 2,250	95.4%	
<b>010 Insurance Liability</b>	<b>\$ 2,769,103</b>	<b>\$ 3,263,613</b>	<b>\$ 3,313,916</b>	<b>\$ 3,503,841</b>	<b>\$ 4,232,913</b>	<b>\$ 4,500,231</b>	<b>97.9%</b>	<b>\$ 4,579,455</b>	<b>\$ 4,813,635</b>	<b>90.3%</b>	
<b>Expenses</b>	<b>\$ 2,769,103</b>	<b>\$ 3,263,613</b>	<b>\$ 3,313,916</b>	<b>\$ 3,503,841</b>	<b>\$ 4,232,913</b>	<b>\$ 4,500,231</b>	<b>97.9%</b>	<b>\$ 4,579,455</b>	<b>\$ 4,813,635</b>	<b>90.3%</b>	
<b>Personnel Services- Salaries &amp; Wages</b>	<b>\$ 136,022</b>	<b>\$ 136,111</b>	<b>\$ 105,936</b>	<b>\$ 133,016</b>	<b>\$ 154,916</b>	<b>\$ 143,005</b>	<b>108.3%</b>	<b>\$ 161,512</b>	<b>\$ 159,043</b>	<b>101.6%</b>	
40000 - Salaries and Wages	\$ 136,022	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 138,827	111.6%	\$ 161,512	\$ 154,410	104.6%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,178	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 4,633	0.0%	
<b>Personnel Services- Employee Benefits</b>	<b>\$ 1,978,719</b>	<b>\$ 1,188,560</b>	<b>\$ 607,281</b>	<b>\$ 543,154</b>	<b>\$ 1,114,693</b>	<b>\$ 1,413,113</b>	<b>78.1%</b>	<b>\$ 1,750,482</b>	<b>\$ 1,491,615</b>	<b>117.4%</b>	
45000 - Healthcare Contribution	\$ 18,520	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 15,905	119.6%	\$ 20,422	\$ 20,856	97.9%	
45010 - Dental Contribution	\$ 305	\$ 749	\$ 238	\$ 486	\$ 889	\$ 508	175.0%	\$ 984	\$ 456	215.7%	
45100 - FICA/SS Contribution	\$ 10,260	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,455	\$ 10,940	104.7%	\$ 11,800	\$ 12,167	97.0%	
45200 - IMRF Contribution	\$ 9,922	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,776	\$ 7,365	105.6%	\$ 7,088	\$ 7,285	97.3%	
53010 - Workers Compensation	\$ 1,939,711	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,378,395	77.3%	\$ 1,710,187	\$ 1,450,851	117.9%	
<b>Contractual Services</b>	<b>\$ 654,362</b>	<b>\$ 1,938,929</b>	<b>\$ 2,182,801</b>	<b>\$ 2,801,437</b>	<b>\$ 2,959,226</b>	<b>\$ 2,940,035</b>	<b>107.6%</b>	<b>\$ 2,663,480</b>	<b>\$ 3,158,996</b>	<b>77.9%</b>	
50000 - Project Administration Services	\$ 107,843	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ 108,975	79.9%	\$ 79,432	\$ 108,975	72.9%	
50150 - Contractual/Consulting Services	\$ 289,672	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ 185,000	0.0%	\$ 1,094	\$ 185,000	0.6%	
53000 - Liability Insurance	\$ 224,201	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,814,506	\$ 2,619,000	107.6%	\$ 2,520,334	\$ 2,837,941	81.3%	
53020 - Unemployment Claims	\$ 32,646	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 27,060	210.3%	\$ 62,620	\$ 27,080	231.2%	
53110 - Employee Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	

**Committee Expense Budget Report - by Account Detail**  
**Through November 30, 2024 (100.00% YTD, 96.15% Payroll Expense through Pay Period Ending 11/09/2024) DRAFT**  
**\*2019, 2020, 2021, 2022, 2023 Actual Full Fiscal Year**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>Commodities</b>	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60000 - Office Supplies	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Capital</b>	\$ -	\$ -	\$ -	\$ 22,659	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
70070 - Automotive Equipment	\$ -	\$ -	\$ -	\$ 22,659	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Contingency and Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Transfers Out</b>	\$ -	\$ -	\$ 417,912	\$ 3,575	\$ 4,078	\$ 4,078	100.0%	\$ 3,981	\$ 3,981	100.0%	
99000 - Transfer To Other Funds	\$ -	\$ -	\$ 417,912	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
99001 - Transfer to General Fund 001	\$ -	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ 4,078	100.0%	\$ 3,981	\$ 3,981	100.0%	
<b>246 Employee Events Fund</b>	\$ 2,874	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 1,509	0.0%	
<b>Expenses</b>	\$ 2,874	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 1,509	0.0%	
<b>Contractual Services</b>	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
50150 - Contractual/Consulting Services	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
60080 - Employee Recognition Supplies	\$ -	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
<b>Contingency and Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 525	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 525	0.0%	
<b>Grand Total</b>	\$ 3,006,918	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,496,888	\$ 4,824,028	96.0%	\$ 4,810,277	\$ 5,075,990	89.8%	

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

**HUMAN RESOURCE MANAGEMENT**

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Additional Information</b>	<b>Transaction Amount</b>
11/20/2024	LABORLAWCENTER, LLC	800-745-9970	\$1,217.63
			Total: \$1,217.63
			Total all: \$1,217.63



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>825310523870</b>
Invoice Date	<b>10/31/2024</b>
Invoice Period	<b>10/01/2024 - 10/31/2024</b>
Billing Cycle	<b>MONTHLY</b>

**Make Electronic (Wire<sup>1</sup> or ACH<sup>2</sup>) Payments to**

Mellon Bank  
Health Care Service Corporation

HCSC ABA Number 043000261  
HCSC Bank Account Number 120-5032  
Account ID Number 8253175154

**Amount Due \$1,540,403.23**

**Date Due 12/02/2024**

See footnotes for important Wire & ACH payment instructions

**Claim Charges/Credits - Paid 10/1/24 – 10/31/24**

Value Based Care-Value Incentive	(133.35)
Medical-Facility	420,977.27
Pharmacy	516,069.25
Medical-Professional	384,079.38
Value Based Care-Care Coordination	474.19
<b>Total Claim Charges/Credits</b>	<b>\$1,321,466.74</b>

**Stop Loss - 10/1/24 – 10/31/24**

Specific Stop Loss Credit/Charge	(79,446.63)
<b>Total Stop Loss</b>	<b>\$(79,446.63)</b>

Claims Adjustments	Incurred Date	
Value Based Care: Care Coordination	09/26/2024	4.00
Claim Recovery/Charge	10/11/2024	(2.80)
Value Based Care: Care Coordination	03/26/2024	(79.00)
Value Based Care: Value Based Incentive	09/26/2024	42.70
Value Based Care: Care Coordination	06/26/2024	(8.00)
Value Based Care: Value Based Incentive	06/26/2024	(26.84)

*(continued on next page)*

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

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

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

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

Claims Adjustments <i>(continued from previous page)</i>	Incurred Date	
Value Based Care: Value Based Incentive	03/26/2024	67.51
Legal Recovery	08/23/2024	(8.99)
<b>Total Claims Adjustments</b>		<b>\$(11.42)</b>

Administration Fees	Calculation Method	
RX Rebate Credit	Per Contract Per Month	(121,331.82)
Medical Rx Rebate Credit	Per Contract Per Month	(1,065.00)
Benefits Value Advisor	Per Contract Per Month	1,256.70
IL Access Fee	Monthly IL Access Fee	7,885.98
HMO Managed Care Fee	Per Contract Per Month	8,733.24
Physician Service Fee - Allocated	Monthly Claims	33,079.12
Administration Fee	Per Contract Per Month	51,630.12
Specific Stop Loss	Per Contract Per Month	126,703.38
Physician Service Fee - Direct	Monthly Claims	181,608.44
APR Savings Program-Data Mining & Post Pay Recovery	Claim Based	52.98
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	1,462.19
APR Savings Program-Prepay Service Line Review	Claim Based	8,099.90
APR Savings Program-Coordination of Benefits	Claim Based	279.31
<b>Total Administration Fees</b>		<b>\$298,394.54</b>

<b>Total Claim Charges/Credits</b>	<b>\$1,242,008.69</b>
<b>Total Administration Fees &amp; Adjustments</b>	<b>\$298,394.54</b>
<b>Total Charges</b>	<b>\$1,540,403.23</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

**Include**

Account ID Number    8253175154  
Amount Due            \$1,540,403.23  
Date Due                12/02/2024

**If sending via Overnight Courier**

Health Care Service Corporation  
Attn: 14169  
5505 N. Cumberland Ave.  
Suite 307  
Chicago, IL 60656-1471

**If sending via 1st Class Mail**

Health Care Service Corporation  
Dept. CH 14169  
Palatine, IL 60055-4169



STATE OF ILLINOIS )

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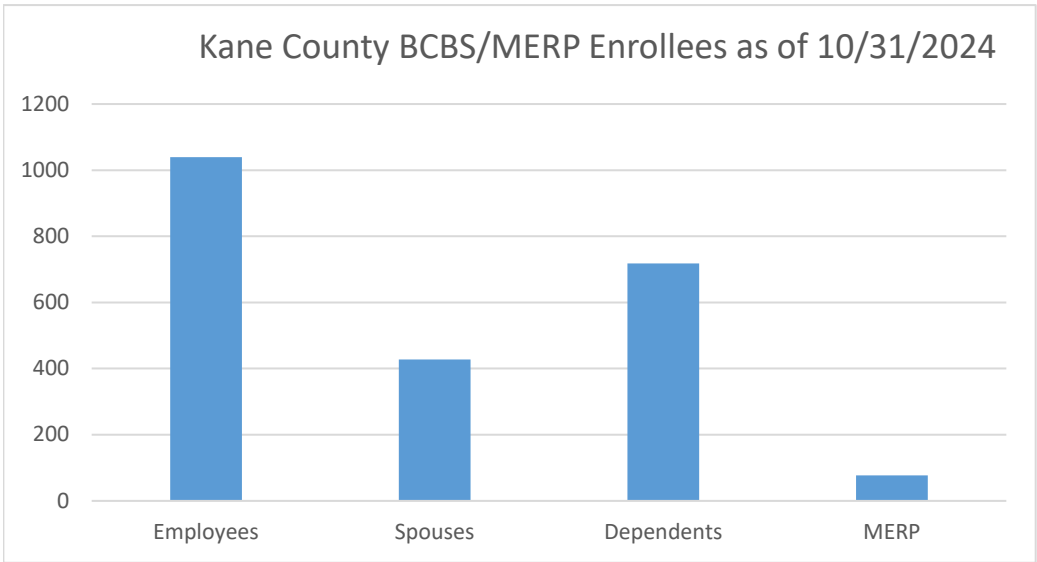
COUNTY OF KANE )

**REPORT NO. TMP-24-3261**

**MONTHLY BCBS AND MERP TOTALS**

**Kane County BCBS/MERP Enrollees as of  
10/31/2024**

Employees	Spouses	Dependents	MERP
1039	428	718	77



STATE OF ILLINOIS )

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COUNTY OF KANE )

**REPORT NO. TMP-24-3262**

**MONTHLY ASSURED PARTNERS REPORT**

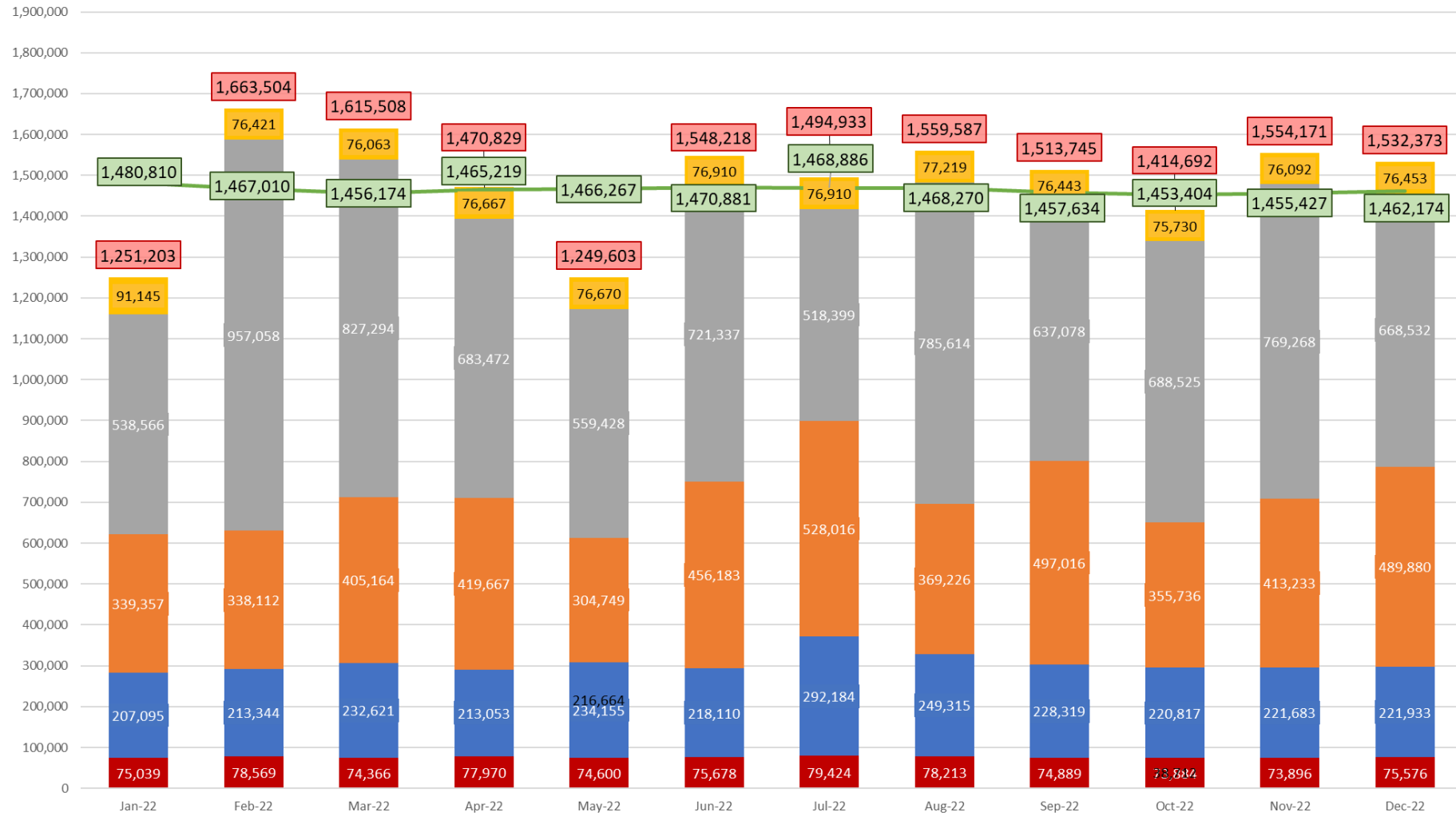


# Kane County

HSC Meeting 12/11/24

2022 Global Financial Tracker

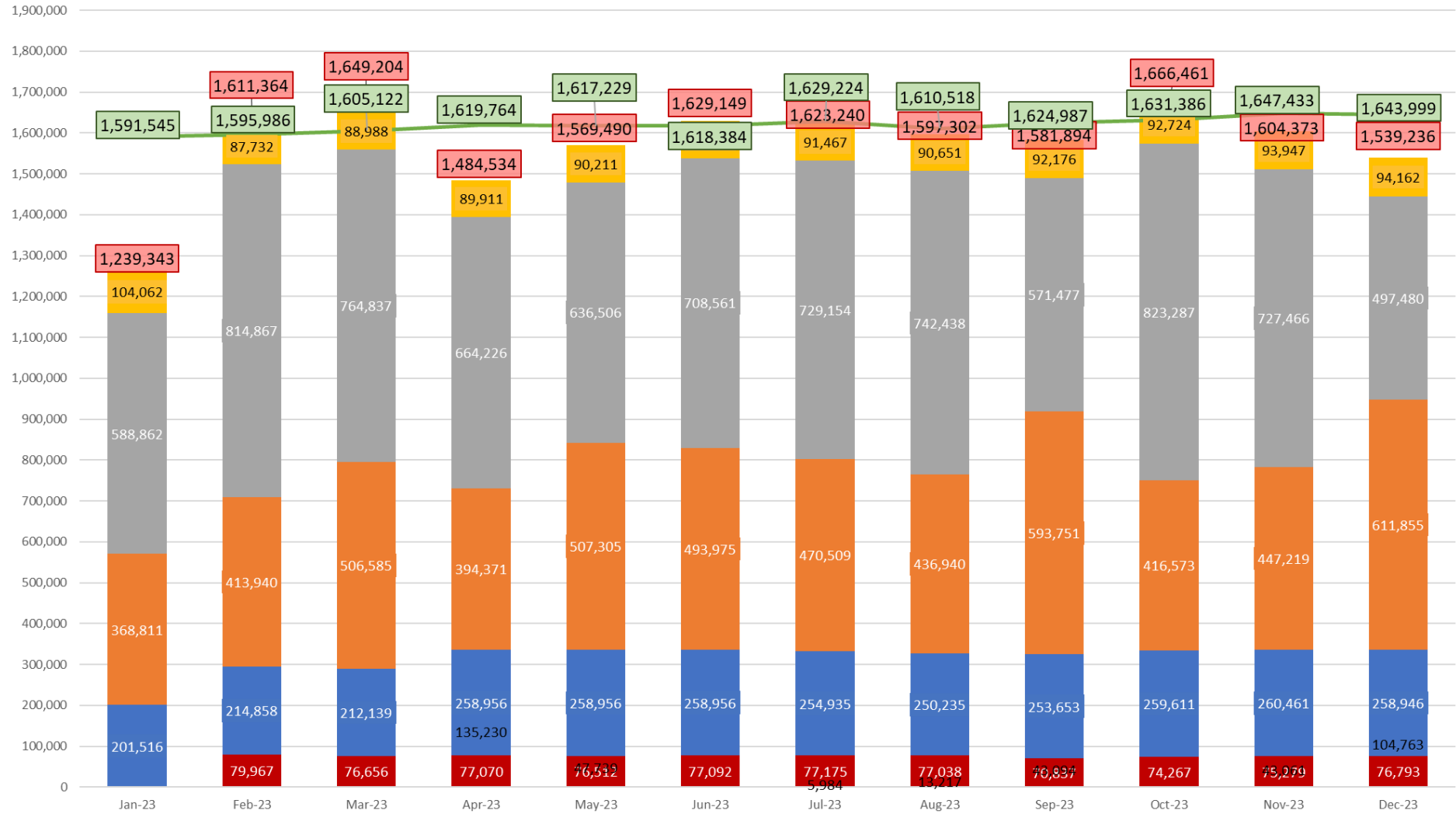
Amount Toward Reserve:  
-\$296,211



	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>
Total Funding	1,480,810	1,467,010	1,456,174	1,465,219	1,466,267	1,470,881	1,468,886	1,468,270	1,457,634	1,453,404	1,455,427	1,462,174
Surplus/Deficit	229,608	-196,494	-159,334	-5,610	216,664	-77,338	-26,048	-91,317	-56,111	38,712	-98,744	-70,200



Amount Toward Reserve:  
\$639,988

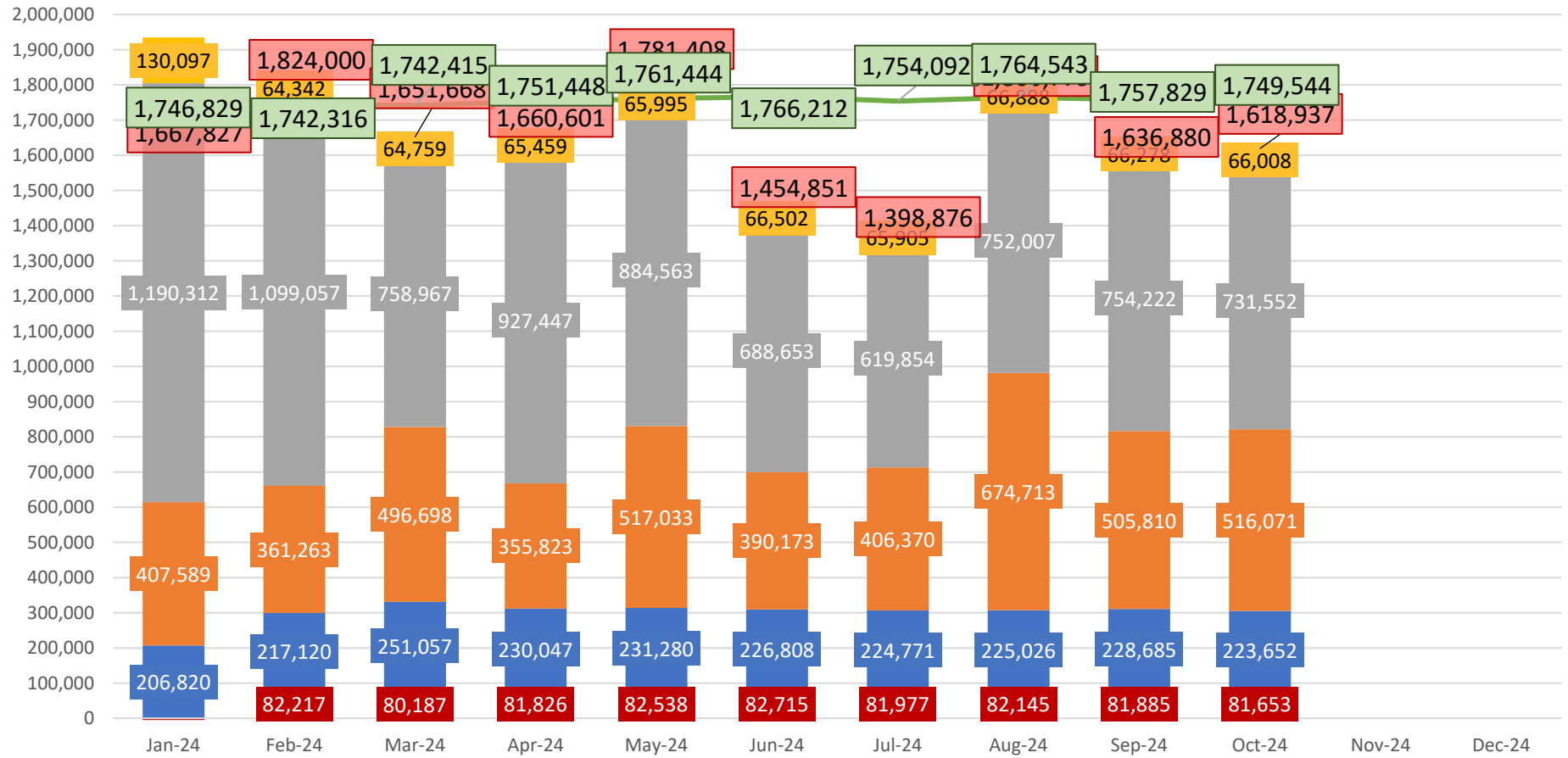


	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Medical/Rx Fixed Cost	104,062	87,732	88,988	89,911	90,211	90,565	91,467	90,651	92,176	92,724	93,947	94,162
Medical Claims after SL Reimbursements	588,862	814,867	764,837	664,226	636,506	708,561	729,154	742,438	571,477	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:  
**\$1,040,843**



	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	65,459	65,995	66,502	65,905	66,888	66,278	66,008		
Medical Claims after SL Reimbursements	1,190,312	1,099,057	758,967	927,447	884,563	688,653	619,854	752,007	754,222	731,552		
Rx Claims	407,589	361,263	496,698	355,823	517,033	390,173	406,370	674,713	505,810	516,071		
Capitation	206,820	217,120	251,057	230,047	231,280	226,808	224,771	225,026	228,685	223,652		
All Other *	-266,991	82,217	80,187	81,826	82,538	82,715	81,977	82,145	81,885	81,653		
<b>Total Cost</b>	<b>1,667,827</b>	<b>1,824,000</b>	<b>1,651,668</b>	<b>1,660,601</b>	<b>1,781,408</b>	<b>1,454,851</b>	<b>1,398,876</b>	<b>1,800,779</b>	<b>1,636,880</b>	<b>1,618,937</b>		
<b>Total Funding</b>	<b>1,746,829</b>	<b>1,742,316</b>	<b>1,742,415</b>	<b>1,751,448</b>	<b>1,761,444</b>	<b>1,766,212</b>	<b>1,754,092</b>	<b>1,764,543</b>	<b>1,757,829</b>	<b>1,749,544</b>		
<b>Surplus/Deficit</b>	<b>79,002</b>	<b>-81,684</b>	<b>90,747</b>	<b>90,847</b>	<b>-19,965</b>	<b>311,361</b>	<b>355,216</b>	<b>-36,236</b>	<b>120,948</b>	<b>130,607</b>		



STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-3263**

**MONTHLY APPLICANTS AND STAFF CHANGES**



# Job Applicants for November 2024 by Position

Title	Post Date - Deadline	Internal/External	Applicants
<b>Animal Control</b>			
Intern/Volunteer	Open - N/A	External	2
Kennel Assistant	11/4/2024 - N/A	External	6
Total Animal Control Applicants			8
<b>Auditor</b>			
Accounts Payable Specialist -Level 1	11/7/2024 - N/A	External	7
Internal Staff Auditor	11/20/2024 - N/A	External	2
Total Auditor Applicants			9
<b>Building Management</b>			
Director of Building Management	7/5/2024 - N/A	External	4
Janitor	11/8/2024 - N/A	External	1
Mailroom Clerk	10/7/2024 - N/A	External	1
Maintenance Technician III	6/24/2024 - N/A	External	1
Stockroom/Buyer	9/9/2024 - N/A	External	2
Total Building Management Applicants			9
<b>Circuit Court Clerk</b>			
Deputy Clerk	6/25/2024 - N/A	External	17
Intern/Volunteer	Open - N/A	External	1
Total Circuit Court Clerk Applicants			18
<b>Coroner</b>			
Intern/Volunteer	Open - N/A	External	1
Total Coroner Applicants			1
<b>Court Services</b>			
Probation Officer	10/25/2024 - 11/8/2024	External	10
Supervisor	10/25/2024 - 11/8/2024	External	3
Youth Counselor	9/27/2024 - N/A	External	4
Total Court Services Applicants			17
<b>Development and Community Services</b>			
Intern/Volunteer	Open - N/A	External	1
Total Development and Community Services Applicants			1

## Division of Transportation

Construction Manager – Civil Engineer II, III or IV	8/19/2024 - N/A	External	1
Highway Maintainer I	11/18/2024 - N/A	External	6
Permit & Traffic Engineer – Civil Engineer II, III or IV	8/19/2024 - N/A	External	1
Project Manager – Civil Engineer II, III, IV or V (2 Openings)	8/19/2024 - N/A	External	2
Total Division of Transportation Applicants			10

## Finance Department

Director of Purchasing	11/28/2024 - N/A	External	2
Payroll Clerk	4/26/2024 - N/A	External	3
Total Finance Department Applicants			5

## Health Department

Administrative Assistant	9/27/2024 - N/A	External	12
Environmental Health Practitioner	5/15/2024 - N/A	External	1
Fatality Review Program Manager	10/28/2024 - N/A	External	4
Health Promotions Public Health Intern	10/29/2024 - N/A	External	3
Infection Prevention & Control Program Manager	10/30/2024 - N/A	External	4
Long Term Care Infection Prevention & Control Outbreak Coordinator	9/23/2024 - N/A	External	1
Total Health Department Applicants			25

## Human Resource Management

Risk Manager	11/28/2024 - N/A	External	2
Total Human Resource Management Applicants			2

## Information Technology Department

Deputy Chief Information Officer	10/9/2024 - N/A	External	10
Intern/Volunteer	Open - N/A	External	1
Total Information Technology Department Applicants			11

## Judiciary

Court Interpreter - Spanish	10/7/2024 - 11/15/2024	External	1
Court Interpreter - Spanish	10/8/2024 - 11/15/2024	External	9
Total Judiciary Applicants			10

## KANECOMM

9-1-1 Telecommunicator	8/23/2024 - N/A	External	17
Total KANECOMM Applicants			17

**Office of Community Reinvestment**

Assistant Director for Workforce Development	9/13/2024 - N/A	External	11
Career Navigator	10/15/2024 - N/A	External	3
Community Development Program Manager	7/30/2024 - N/A	External	7
Program Assistant	3/18/2024 - N/A	External	13
Total Office of Community Reinvestment Applicants			34

**Office of Emergency Management (OEM)**

[24] Office of Emergency Management (OEM)	11/20/2024 - N/A	External	1
Total Office of Emergency Management (OEM) Applicants			1

**Sheriff**

Aramark - Kane County Jail and Commissary	4/26/2024 - N/A	External	2
Case Manager Collaborative Diversion	10/25/2024 - 11/22/2024	External	14
Correction Officers *Lateral Transfer *	5/17/2024 - N/A	External	2
Information Data Processor – Intake/Corrections	11/26/2024 - 12/13/2024	External	2
Total Sheriff Applicants			20

**Total Applicants for November****198**

## New Hire Report

### from 11/01/2024 - 11/30/2024

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Building Management</b>				
	FIORDIROSA, GINA M	Mailroom Clerk	ACTIVE	11/18/2024
	VALERIO AGUILAR, MARIA T	Janitor I	ACTIVE	11/04/2024
<b>Coroner</b>				
	MEEKS, STACY L	Para Deputy Coroner	ACTIVE	11/10/2024
<b>County Auditor</b>				
	SHOVELS, SHARI L	Staff Auditor	ACTIVE	11/18/2024
<b>County Clerk Elections-PR Only/County Clerk Elections - PR Only</b>				
	ALEJO, MAYRA	Election Worker or Judge	ACTIVE	11/05/2024
	ARELLANO, ALEXZANDRA X	Election Worker or Judge	ACTIVE	11/05/2024
	ARMAH, DEBORAH O	Election Worker or Judge	ACTIVE	11/05/2024
	AVERAINO, RACHAEL A	Election Worker or Judge	ACTIVE	11/01/2024
	AVERAINO, SOFIA R	Election Worker or Judge	ACTIVE	11/05/2024
	BERNHOLD, SUZETTE R	Election Worker or Judge	ACTIVE	11/05/2024
	BETZ, VERONICA R	Election Worker or Judge	ACTIVE	11/05/2024
	BIESK, CORMAC J	Election Worker or Judge	ACTIVE	11/01/2024
	BOUDREAU, LOGAN J	Election Worker or Judge	ACTIVE	11/05/2024
	BRENNAN, LINDA S	Election Worker or Judge	ACTIVE	11/05/2024
	CARLSON, RAYANNE	Election Worker or Judge	ACTIVE	11/05/2024
	CARVER, GREGORY L	Election Worker or Judge	ACTIVE	11/05/2024
	CHIET, CAMDEN C	Election Worker or Judge	ACTIVE	11/05/2024
	CORK, SOPHIA K	Election Worker or Judge	ACTIVE	11/05/2024

## New Hire Report

### from 11/01/2024 - 11/30/2024

DAUER, JOHN F	Election Worker or Judge	ACTIVE	11/05/2024
DE SOUZA, ALEXANDRA A S	Election Worker or Judge	ACTIVE	11/05/2024
DEL MUNDO, DOMINIC M	Election Worker or Judge	ACTIVE	11/05/2024
DISANTIS, MICHAEL D	Election Worker or Judge	ACTIVE	11/05/2024
DZIEKONSKI, MICHELENE A	Election Worker or Judge	ACTIVE	11/05/2024
EGERT, MAKAYLA J	Election Worker or Judge	ACTIVE	11/05/2024
ESPINOSA, EMILY A	Election Worker or Judge	ACTIVE	11/01/2024
FAY, GENEVIEVE C	Election Worker or Judge	ACTIVE	11/05/2024
FERREIRA FLESCHE, LOGAN J	Election Worker or Judge	ACTIVE	11/05/2024
FLECK, JAMES A	Election Worker or Judge	ACTIVE	11/01/2024
GAGNE, ANNA C	Election Worker or Judge	ACTIVE	11/05/2024
GANGAVARAPU, RIYA M	Election Worker or Judge	ACTIVE	11/05/2024
GIBBONS, EVELYN E	Election Worker or Judge	ACTIVE	11/05/2024
GONZALEZ, JESUS	Election Worker or Judge	ACTIVE	11/05/2024
HAHN, GRACE E	Election Worker or Judge	ACTIVE	11/05/2024
HARAHAN, JOHN F	Audit Assistant	ACTIVE	11/05/2024
	Deputy Auditor	ACTIVE	11/05/2024
	Election Worker or Judge	ACTIVE	11/05/2024
HERNANDEZ, KARISSA D	Election Worker or Judge	ACTIVE	11/05/2024
INGRAM, GINGER M	Election Worker or Judge	ACTIVE	11/05/2024
INGRAM, NADIA C	Election Worker or Judge	ACTIVE	11/05/2024
IOTT, LOGAN T	Election Worker or Judge	ACTIVE	11/05/2024
KEPPEL, ANNE K	Election Worker or Judge	ACTIVE	11/05/2024
KERNAN, LOREN D	Election Worker or Judge	ACTIVE	11/05/2024
KHAN, DAUD A	Election Worker or Judge	ACTIVE	11/05/2024
KNIEJA, JOHN S	Election Worker or Judge	ACTIVE	11/05/2024

## New Hire Report

### from 11/01/2024 - 11/30/2024

KUROWSKI, DAVID A	Election Worker or Judge	ACTIVE	11/05/2024
KUROWSKI, ZACHARY W	Election Worker or Judge	ACTIVE	11/05/2024
LAPITAN, CARRIE A	Election Worker or Judge	ACTIVE	11/05/2024
LAPITAN, NATHAN E	Election Worker or Judge	ACTIVE	11/05/2024
LUSTIG, ALBERT S	Election Worker or Judge	ACTIVE	11/05/2024
MASELLO, MICHAEL H	Election Worker or Judge	ACTIVE	11/05/2024
MATTOX, MARIBETH	Election Worker or Judge	ACTIVE	11/01/2024
MAXSTADT, KIERSTEN A	Election Worker or Judge	ACTIVE	11/05/2024
MC CORMICK, KATHLEEN M	Election Worker or Judge	ACTIVE	11/05/2024
MCCOMB, CLARE E	Election Worker or Judge	ACTIVE	11/05/2024
MEYERS, GREGORY W	Election Worker or Judge	ACTIVE	11/05/2024
MILLER, RUBY C	Election Worker or Judge	ACTIVE	11/05/2024
PIETRUCHA, BENJAMIN L W	Election Worker or Judge	ACTIVE	11/05/2024
PONCE DE LEON, SOPHIE E	Election Worker or Judge	ACTIVE	11/05/2024
RYAN, DENNIS C	Election Worker or Judge	ACTIVE	11/05/2024
RYBAK, VICTORIA L	Election Worker or Judge	ACTIVE	11/05/2024
SALVATO, AMIRA M	Election Worker or Judge	ACTIVE	11/05/2024
SOLIS WILLUWEIT, TWYLA R	Election Worker or Judge	ACTIVE	11/05/2024
SOMVANG, AVINA S	Election Worker or Judge	ACTIVE	11/05/2024
THEODORE, HENRY F	Election Worker or Judge	ACTIVE	11/05/2024
THORNTON, LANCE M	Election Worker or Judge	ACTIVE	11/05/2024
TROTTER, CHANTZ N P	Election Worker or Judge	ACTIVE	11/05/2024
VAN DUSEN, PATRICIA C	Election Worker or Judge	ACTIVE	11/01/2024
VAN DUSEN, ROBERT M	Election Worker or Judge	ACTIVE	11/01/2024
WELDAY, JAMES N	Election Worker or Judge	ACTIVE	11/01/2024

**New Hire Report**  
**from 11/01/2024 - 11/30/2024**

**Court Services/Court Services Administration**

MOY, ANNA R	Support Staff	ACTIVE	11/04/2024
REYES, LESLIE M	Probation Officer	ACTIVE	11/04/2024

**Court Services/Juvenile Justice Center**

KING, DARIUS	Youth Counselor JJC	ACTIVE	11/04/2024
KOCIBORSKI, NIKKI M	Youth Counselor JJC	ACTIVE	11/04/2024

**Regional Office of Education**

BORAH, RACHEL L	Licensure Specialist	ACTIVE	11/13/2024
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**Sheriff/Adult Corrections**

DAY, STEPHEN	Correctional Officer	ACTIVE	11/04/2024
DOCKERY, KESHIA S	Correctional Officer	ACTIVE	11/18/2024
EPPS, SHEILA	Correctional Officer	ACTIVE	11/04/2024
FERNANDEZ, JOHANA	Correctional Officer	ACTIVE	11/04/2024

**Sheriff/Sheriff**

CABALLERO, JOSEPH	Peace Officer	ACTIVE	11/04/2024
	Youth Counselor JJC	ACTIVE	11/04/2024
CLEVINGER, TARYN T	Officer In Training Intern	ACTIVE	11/12/2024
GUZMAN, ANDREA	Officer In Training Intern	ACTIVE	11/12/2024
HUDSON, JADA B	Wellness Program Coordinator	ACTIVE	11/07/2024

**State's Attorney**

RAJAMOHAN, DIAYAN V	Law Clerk	ACTIVE	11/18/2024
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**Total New Hires 81**

# Termination Report from 11/01/2024 - 11/30/2024

Department	Employee Name	Termination Date
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**Court Services/Juvenile Justice Center**

TORKILSEN, RONALD J Jr	11/05/24
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**State's Attorney**

JIANG, HENRY	11/01/24
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**Total Terminations 2**



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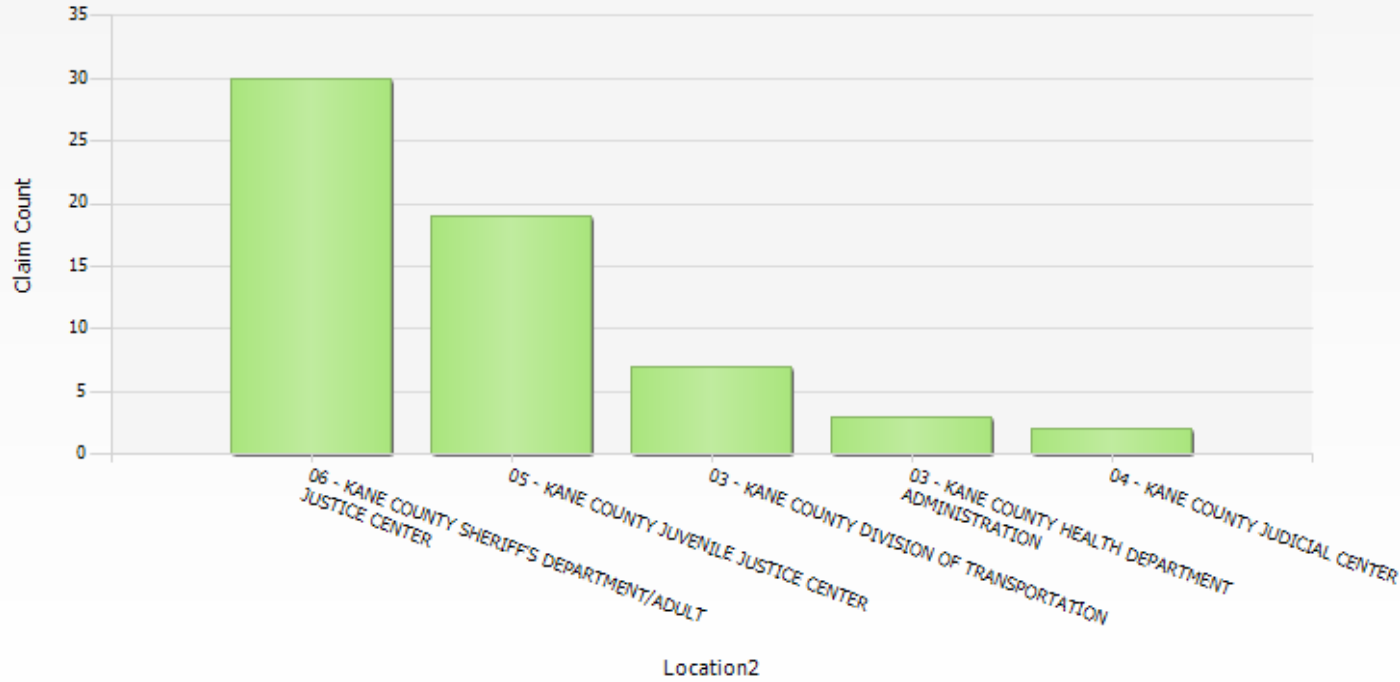
**REPORT NO. TMP-24-3264**

**MONTHLY WORKERS COMP AND LIABILITY REPORTS**

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

Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	30	\$223,701.00	\$284,799.82	\$0.00	\$508,500.82	\$0.00	\$508,500.82	\$16,950.03	43%	82%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	19	\$19,293.03	\$5,236.70	\$0.00	\$24,529.73	\$0.00	\$24,529.73	\$1,291.04	27%	4%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	7	\$5,021.06	\$30,909.74	\$0.00	\$35,930.80	\$0.00	\$35,930.80	\$5,132.97	10%	6%
03 - KANE COUNTY HEALTH DEPARTMENT ADMINISTRATION	3	\$2,324.43	\$22,288.80	\$0.00	\$24,613.23	\$0.00	\$24,613.23	\$8,204.41	4%	4%
04 - KANE COUNTY JUDICIAL CENTER	2	\$297.30	\$1,052.70	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$675.00	3%	0%

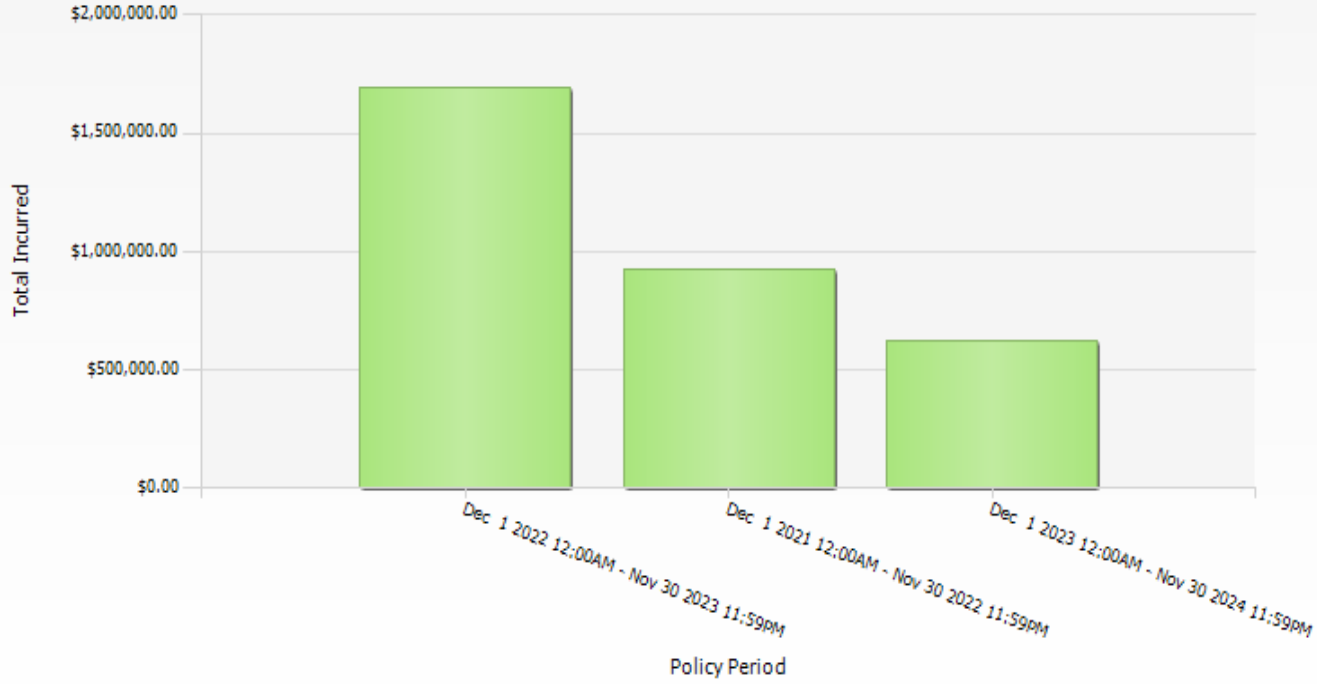
**Summary by Location2 Ordered by Claim Count in Descending Order**



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

Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimburseme	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	70	\$1,135,354.68	\$558,640.62	\$0.00	\$1,693,995.30	\$0.00	\$1,693,995.30	\$24,199.93	36%	52%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	52	\$649,360.37	\$288,056.10	\$8,647.62	\$928,768.85	\$0.00	\$928,768.85	\$17,860.94	27%	29%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	70	\$268,320.69	\$352,703.90	\$0.00	\$621,024.59	\$0.00	\$621,024.59	\$8,871.78	36%	19%

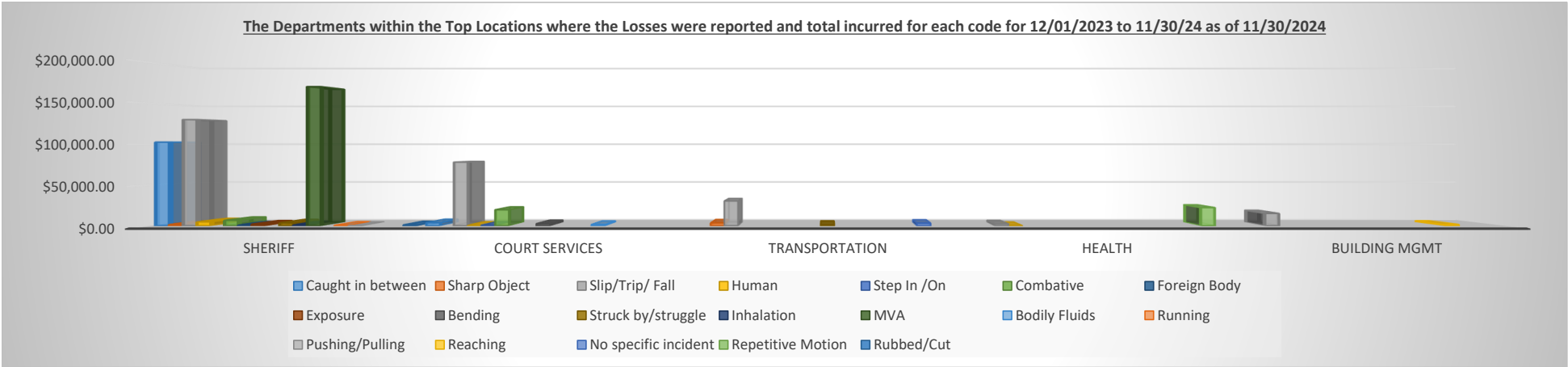
Summary by Policy Period Ordered by Total Incurred in Descending Order



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

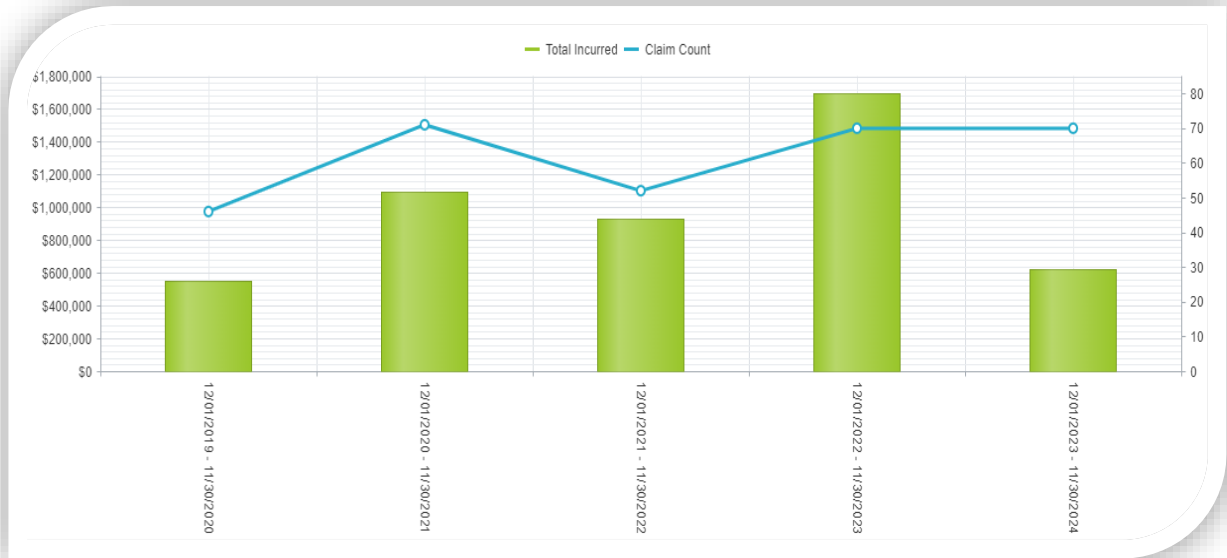
Departments	Caught in between	Sharp Object	Slip/Trip/ Fall	Human	Step In /On	Combative	Foreign Body	Exposure	Bending	Struck by/struggl	Inhalation	MVA	Bodily Fluids	Running	Pushing/P ulling	Reaching	No specific incident	Repetitive Motion	Rubbed/Cut
Sheriff	\$102,540.31	\$1,700.00	\$130,145.32	\$4,809.11		\$6,701.00	\$935.69	\$2,048.04		\$3,511.66	\$1,068.51	\$170,507.28		\$554.20	\$157.94				\$1,098.15
Court Services	\$3,731.29		\$77,979.66	\$385.56	\$567.06	\$19,615.12			\$2,496.07				\$1,478.58						
Transportation		\$3,352.83	\$30,349.09							\$1,577.88							\$3,001.00		
Health			\$2,200.00	\$147.37														\$22,265.86	
Building MGMT			\$15,151.00													\$1,673.36			

**The Departments within the Top Locations where the Losses were reported and total incurred for each code for 12/01/2023 to 11/30/24 as of 11/30/2024**



Departments	Count	Total Incurred
Sheriff	27	\$425,777.21
Court Services	22	\$106,253.34
Transportation	8	\$38,280.80
Health	3	\$24,613.23
Building MGMT	2	\$16,824.36
<b>Total</b>	<b>62</b>	<b>\$611,748.94</b>

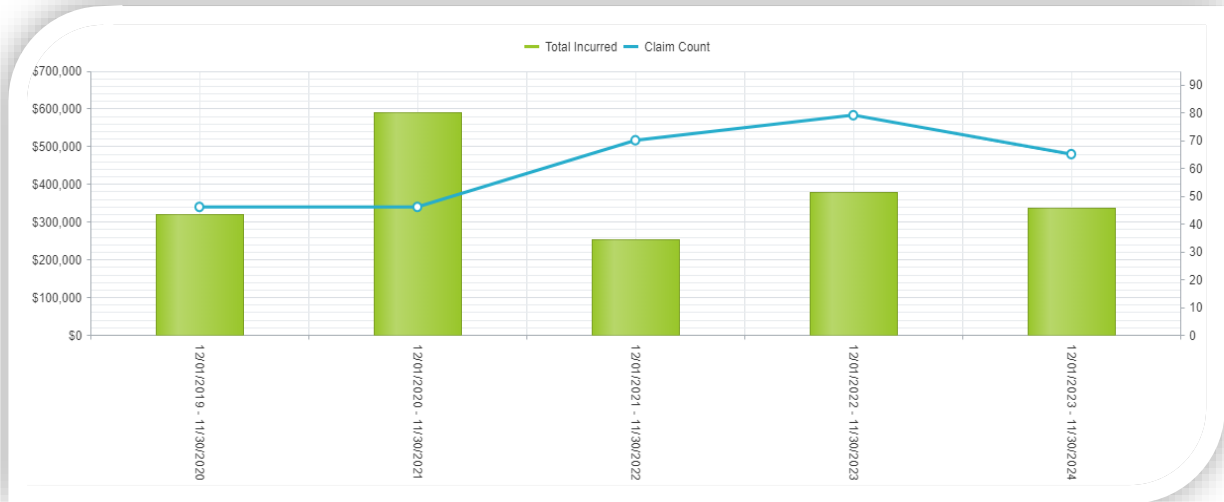
**Executive Reports for Kane County Worker’s Compensation Program for the last 4 years and the current year – By policy period and chronological order as of 11/30/2024**



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$553,748.70	\$0.00	\$608.39	\$553,140.31	46	\$12,024.79
12/01/2020 - 11/30/2021	\$934,883.12	\$186,989.68	\$23,736.71	\$1,098,136.09	71	\$15,466.71
12/01/2021 - 11/30/2022	\$649,360.37	\$288,056.10	\$8,647.62	\$928,768.85	52	\$17,860.94
12/01/2022 - 11/30/2023	\$1,135,354.68	\$558,640.62	\$0.00	\$1,693,995.30	70	\$24,199.93
12/01/2023 - 11/30/2024	\$268,320.69	\$352,703.90	\$0.00	\$621,024.59	70	\$8,871.78
<b>Totals:</b>	<b>\$3,541,667.56</b>	<b>\$1,386,390.30</b>	<b>\$32,992.72</b>	<b>\$4,895,065.14</b>	<b>309</b>	<b>\$15,841.63</b>

**-Total incurred for the current policy period is \$621,024.59 with 70 claims reported. The average cost per claim is \$8,871.78. These claims will continue to develop along with new claims reported.**

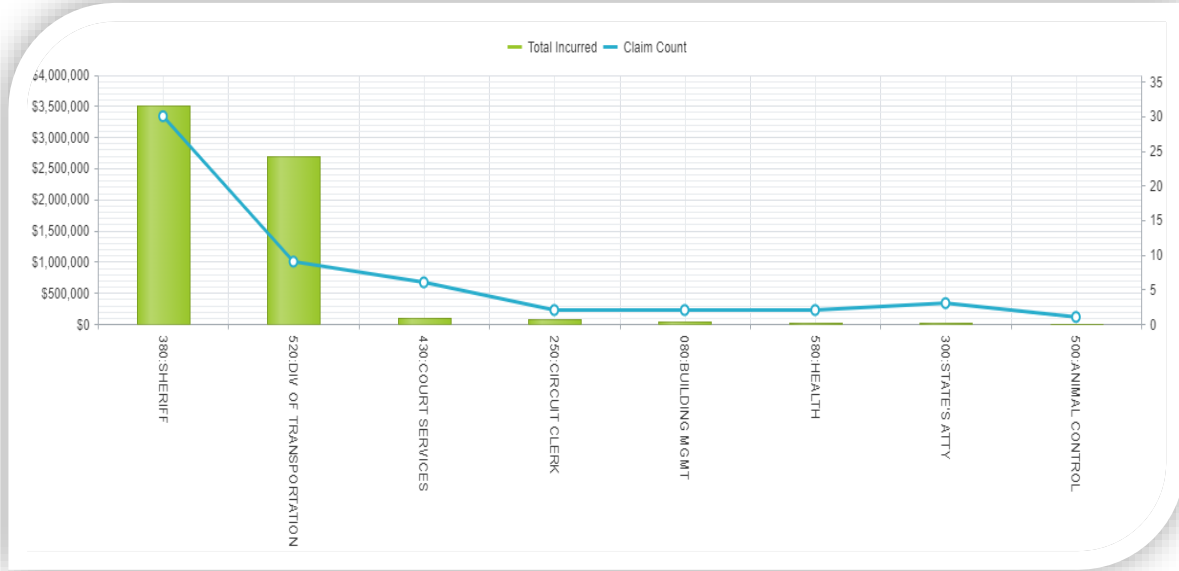
**Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 11/30/2024**



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$124,019.79	\$255,000.00	\$59,100.88	\$319,918.91	46	\$6,954.76
12/01/2020 - 11/30/2021	\$694,839.04	\$58,000.00	\$163,936.41	\$588,902.63	46	\$12,802.23
12/01/2021 - 11/30/2022	\$418,146.40	\$10,000.00	\$174,180.39	\$253,966.01	70	\$3,628.09
12/01/2022 - 11/30/2023	\$591,997.64	\$45,417.59	\$260,131.98	\$377,283.25	79	\$4,775.74
12/01/2023 - 11/30/2024	\$262,736.75	\$119,324.76	\$46,268.85	\$335,792.66	65	\$5,166.04
<b>Totals:</b>	<b>\$2,091,739.62</b>	<b>\$487,742.35</b>	<b>\$703,618.51</b>	<b>\$1,875,863.46</b>	<b>306</b>	<b>\$6,130.27</b>

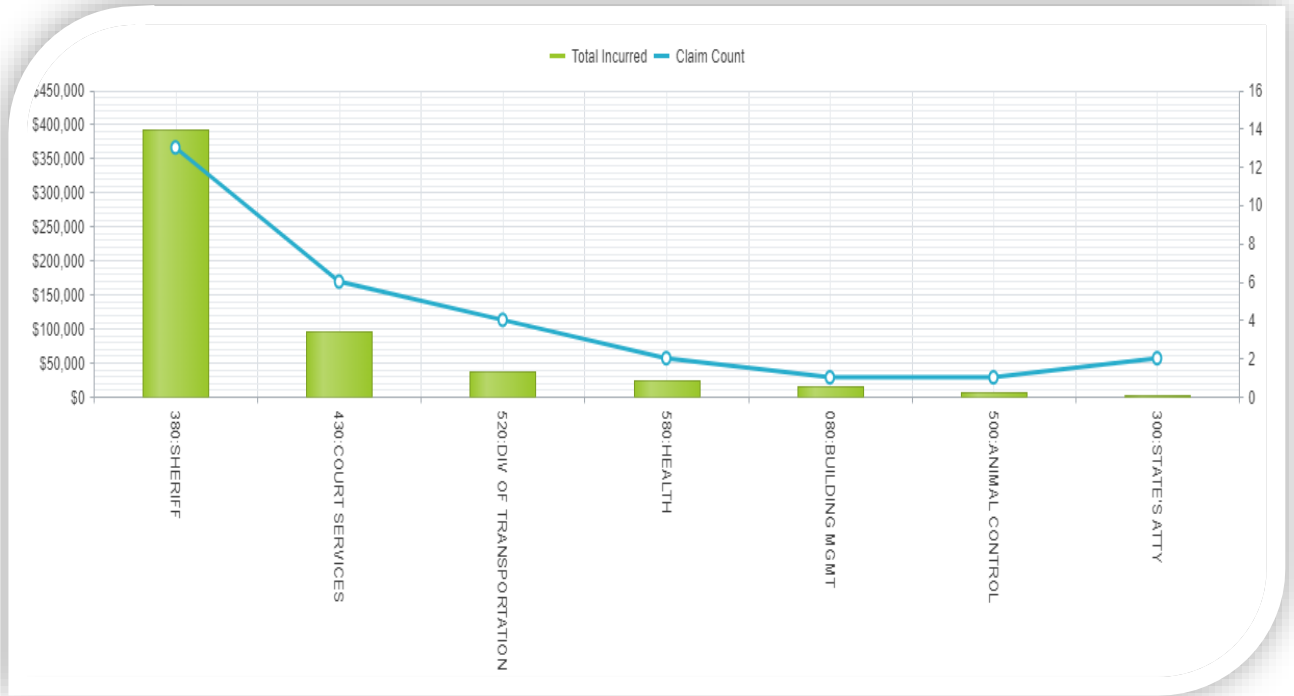
- Total incurred for the current policy period is \$335,792.66 with 65 claims reported for the current period and that will change upon receipt of additional information. Average cost per claim is \$5,166.04 for the current policy period.

**All open Worker's Compensation Claims for Kane County as of 11/30/2024 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	\$2,000,547.48	\$1,511,738.47	\$0.00	\$3,512,285.95	30	\$117,076.20
520:DIV OF TRANSPORTATION	\$1,776,969.42	\$906,882.06	\$0.00	\$2,683,851.48	9	\$298,205.72
430:COURT SERVICES	\$82,532.85	\$13,314.69	\$0.00	\$95,847.54	6	\$15,974.59
250:CIRCUIT CLERK	\$26,291.79	\$42,410.92	\$0.00	\$68,702.71	2	\$34,351.36
080:BUILDING MGMT	\$22,852.77	\$8,829.23	\$0.00	\$31,682.00	2	\$15,841.00
580:HEALTH	\$2,177.06	\$22,288.80	\$0.00	\$24,465.86	2	\$12,232.93
300:STATE'S ATTY	\$15,165.30	\$1,921.07	\$0.00	\$17,086.37	3	\$5,695.46
500:ANIMAL CONTROL	\$5,001.28	\$825.85	\$0.00	\$5,827.13	1	\$5,827.13
<b>Totals:</b>	<b>\$3,931,537.95</b>	<b>\$2,508,211.09</b>	<b>\$0.00</b>	<b>\$6,439,749.04</b>	<b>55</b>	<b>\$117,086.35</b>

**Open Worker's Compensation Claims that occurred from 12/01/2023 to 11/30/2024 as of 11/30/24**



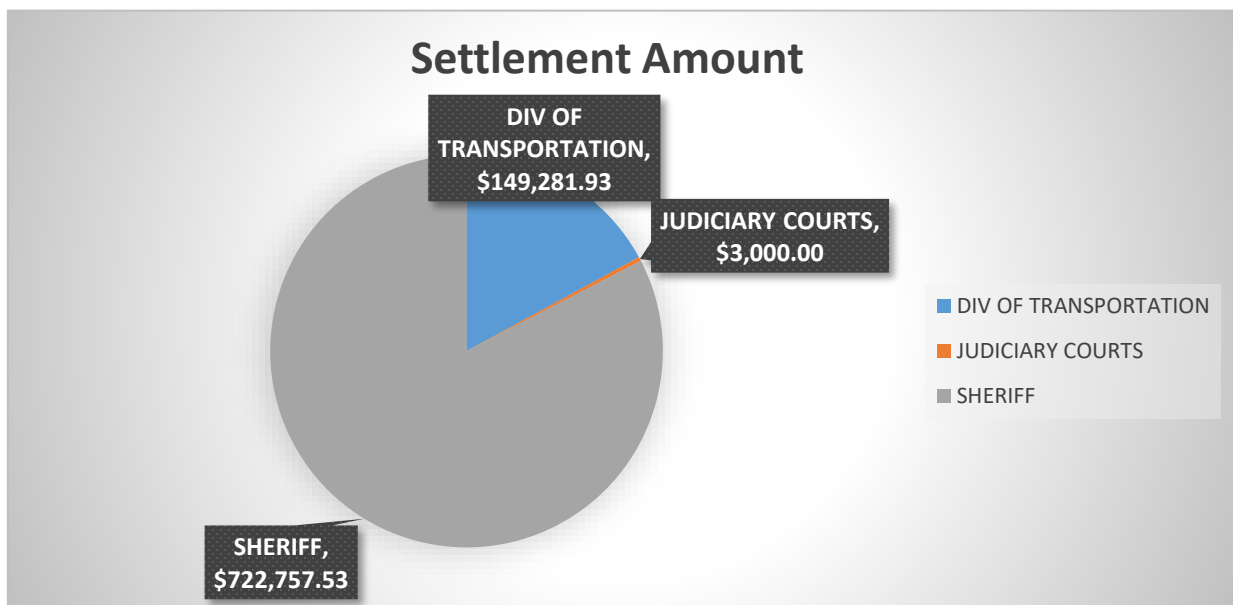
Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$114,271.52	\$277,685.70	\$0.00	\$391,957.22	13	\$30,150.56
430:COURT SERVICES	\$82,532.85	\$13,314.69	\$0.00	\$95,847.54	6	\$15,974.59
520:DIV OF TRANSPORTATION	\$4,985.57	\$30,998.57	\$0.00	\$35,984.14	4	\$8,996.04
580:HEALTH	\$2,177.06	\$22,288.80	\$0.00	\$24,465.86	2	\$12,232.93
080:BUILDING MGMT	\$9,235.71	\$5,915.29	\$0.00	\$15,151.00	1	\$15,151.00
500:ANIMAL CONTROL	\$5,001.28	\$825.85	\$0.00	\$5,827.13	1	\$5,827.13
300:STATE'S ATTY	\$25.00	\$1,675.00	\$0.00	\$1,700.00	2	\$850.00
<b>Totals:</b>	<b>\$218,228.99</b>	<b>\$352,703.90</b>	<b>\$0.00</b>	<b>\$570,932.89</b>	<b>29</b>	<b>\$19,687.34</b>



**Kane County Settlements by Department for Policy Period**

**December 1, 2023- November 30, 2024 as of November 30,2024**

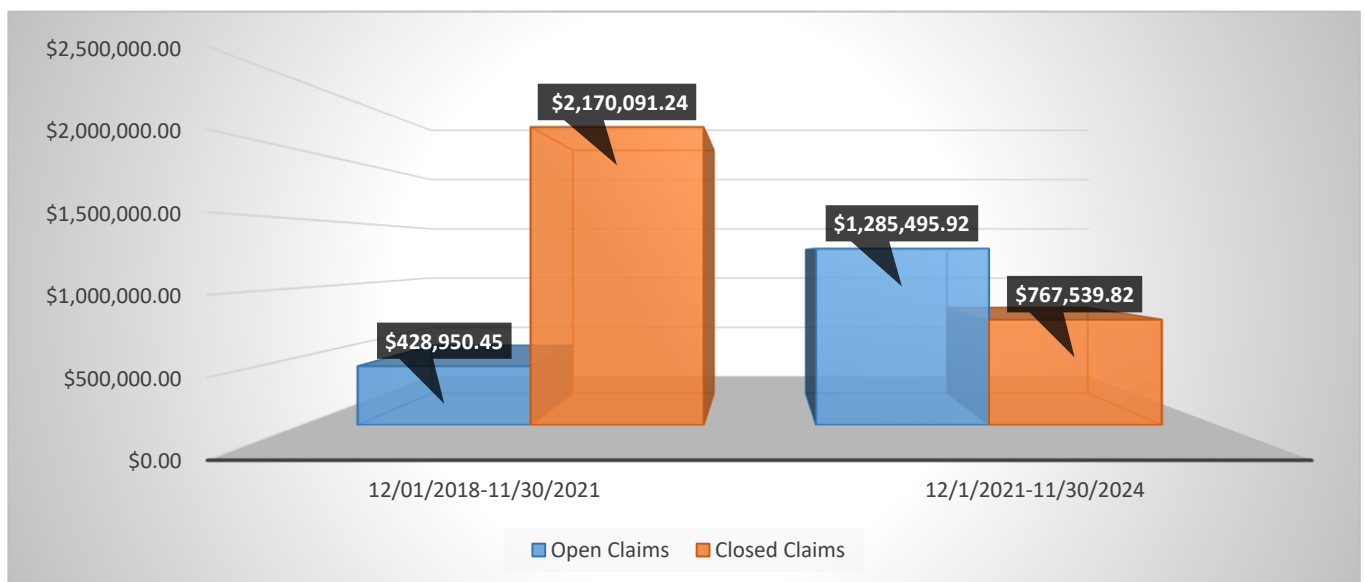
Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$0.00	0%	
DIV OF TRANSPORTATION	\$149,281.93	17%	3
HEALTH	\$0.00	0%	
JUDICIARY COURTS	\$3,000.00	0%	1
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$722,757.53	83%	10
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$875,039.46</b>	<b>100%</b>	<b>13</b>



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

	Open Claims	Closed Claims	Claim Count
12/01/2018-11/30/2021	\$428,950.45	\$2,170,091.24	209
12/1/2021-11/30/2024	\$1,285,495.92	\$767,539.82	192

**There are 17 more claims reported from 12/01/2011-11/30/2021, compared to the 12/01/2021-11/30/2024 period. The amount paid from claims that occurred 12/01/2018-12/1/2021 is \$546,005.95 more compared to 12/01/2021-11/30/24 period.**



STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-3265**

**MONTHLY TRAINING REPORT**

**Sexual Harassment Training Compliance**  
**12/4/2024**

Type of Training Delivered	Training Title	Source of Training	Departments invited	Total number of attendees	Deadline
Webinar	Prevention of Sexual Harassment at work - Employee	Illinois Chamber of Commerce	All	1287	08.31.2024
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	216	08.31.2024

**Active Employees: 1318**



## 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.