



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)

Wednesday, January 14, 2026

9:00 AM

County Board Room

2026 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: December 10, 2025**
 - 5. Public Comment**
 - 6. Monthly Financial Reports**
 - A. Monthly Finance Reports**
 - 7. Department of Human Resource Management**
 - A. Health Insurance**
 - B. Risk Management**
 - C. Staffing**
 - 8. Compliance**
 - A. Monthly Training Report**
 - 9. Old Business**
 - 10. New Business**
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- A. Resolution:** Authorizing the Creation of a Program Training Specialist Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)
 - B. Resolution:** Authorizing the Creation of a Senior Staff Accountant Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)
 - C.** County Code Updates Regarding Department Heads
 - D.** Travel Policy Discussion
- 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)




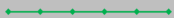






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COUNTY OF KANE)


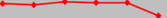

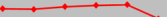











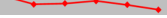


























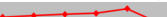



REPORT NO. TMP-26-040

MONTHLY FINANCE REPORTS




















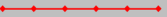







Committee Revenue Budget Report - by Account Detail
Through December 31, 2025 (8.3% YTD)
*2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
120 Human Resource Management	\$ 401	\$ 320	\$ 1,596	\$ 2,284	\$ 2,081	\$ -	1,301.00	1,301.00	0.00%	
246 Employee Events Fund	\$ 401	\$ 320	\$ 1,596	\$ 2,284	\$ 2,081	\$ -	1,301.00	1,301.00	0.00%	
Revenue	\$ 401	\$ 320	\$ 1,596	\$ 2,284	\$ 2,081	\$ -	1,301.00	1,301.00	0.00%	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
Interest Revenue	\$ (1)	\$ (256)	\$ 981	\$ 1,280	\$ 1,082	\$ -	501.00	501.00	0.00%	
38000 - Investment Income	\$ (1)	\$ (256)	\$ 981	\$ 1,280	\$ 1,082	\$ -	501.00	501.00	0.00%	
Reimbursements	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 999	\$ -	800.00	800.00	0.00%	
37900 - Miscellaneous Reimbursement	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 999	\$ -	800.00	800.00	0.00%	
Grand Total	\$ 401	\$ 320	\$ 1,596	\$ 2,284	\$ 2,081	\$ -	1,301.00	1,301.00	0.00%	

Committee Expense Budget Report - by Account Detail
Through December 31, 2025 (8.3% YTD, 7.69% Payroll Expense through Pay Period Ending 12/20/2025)
*2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
120 Human Resource Management	\$ 3,544,253	\$ 3,710,258	\$ 4,496,888	\$ 5,684,740	\$ 4,121,998	\$ 2,755,547	5,720,304.00	5,720,304.00	48.17%	
001 General Fund	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 243,485	\$ 13,715	246,022.00	246,022.00	5.57%	
Expenses	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 243,485	\$ 13,715	246,022.00	246,022.00	5.57%	
Personnel Services- Salaries & Wages	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 231,434	\$ 13,355	232,372.00	232,372.00	5.75%	
40000 - Salaries and Wages	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 231,434	\$ 13,355	232,372.00	232,372.00	5.75%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
40007 - Equity Study Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
Personnel Services- Employee Benefits	\$ 31,088	\$ 29,810	\$ 49,754	\$ 59,224	\$ -	\$ -	95,914.00	95,914.00	0.00%	
45000 - Healthcare Contribution	\$ 30,049	\$ 28,816	\$ 47,913	\$ 57,116	\$ -	\$ -	59,644.00	59,644.00	0.00%	
45010 - Dental Contribution	\$ 1,039	\$ 993	\$ 1,841	\$ 2,108	\$ -	\$ -	1,764.00	1,764.00	0.00%	
45100 - FICA/SS Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,782.00	17,782.00	0.00%	
45200 - IMRF Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,701.00	12,701.00	0.00%	
53010 - Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,023.00	4,023.00	0.00%	
Contractual Services	\$ 26,863	\$ 10,471	\$ 12,018	\$ 16,905	\$ 9,336	\$ 46	7,750.00	7,750.00	0.59%	
50000 - Project Administration Services	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
52140 - Repairs and Maint- Copiers	\$ 1,171	\$ 1,072	\$ 1,210	\$ 605	\$ 1,841	\$ -	750.00	750.00	0.00%	
53050 - Employment Advertising	\$ -	\$ 85	\$ 731	\$ 4,752	\$ 41	\$ 46	0.00	0.00	0.00%	
53100 - Conferences and Meetings	\$ -	\$ 500	\$ 3,043	\$ 4,392	\$ 575	\$ -	0.00	0.00	0.00%	
53110 - Employee Training	\$ 952	\$ 256	\$ 1,479	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
53120 - Employee Mileage Expense	\$ -	\$ 44	\$ 92	\$ 248	\$ 43	\$ -	150.00	150.00	0.00%	
53130 - General Association Dues	\$ -	\$ -	\$ 732	\$ 528	\$ 598	\$ -	0.00	0.00	0.00%	
55000 - Miscellaneous Contractual Exp	\$ 24,663	\$ 8,514	\$ 4,730	\$ 6,380	\$ 6,238	\$ -	6,850.00	6,850.00	0.00%	
Commodities	\$ 5,448	\$ 4,995	\$ 2,780	\$ 5,575	\$ 2,714	\$ 314	5,900.00	5,900.00	5.32%	
60000 - Office Supplies	\$ 2,071	\$ 4,267	\$ 2,295	\$ 2,740	\$ 2,191	\$ 314	3,000.00	3,000.00	10.47%	
60010 - Operating Supplies	\$ 1,763	\$ -	\$ -	\$ 2,381	\$ 39	\$ -	2,400.00	2,400.00	0.00%	
60080 - Employee Recognition Supplies	\$ 1,614	\$ 727	\$ 485	\$ 455	\$ 484	\$ -	500.00	500.00	0.00%	
Capital	\$ -	\$ -	\$ -	\$ 2,145	\$ -	\$ -	0.00	0.00	0.00%	
70080 - Office Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ 2,145	\$ -	\$ -	0.00	0.00	0.00%	
Services	\$ -	\$ -	\$ -	\$ (59,224)	\$ -	\$ -	(95,914.00)	(95,914.00)	0.00%	
45005 - Healthcare Contribution Contra Account	\$ -	\$ -	\$ -	\$ (57,116)	\$ -	\$ -	(59,644.00)	(59,644.00)	0.00%	
45015 - Dental Insurance Contra Account	\$ -	\$ -	\$ -	\$ (2,108)	\$ -	\$ -	(1,764.00)	(1,764.00)	0.00%	
45105 - FICA/SS Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(17,782.00)	(17,782.00)	0.00%	
45205 - IMRF Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(12,701.00)	(12,701.00)	0.00%	
53015 - Worker's Comp Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(4,023.00)	(4,023.00)	0.00%	
010 Insurance Liability	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,439,152	\$ 3,878,514	\$ 2,741,832	5,472,981.00	5,472,981.00	50.10%	
Expenses	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,439,152	\$ 3,878,514	\$ 2,741,832	5,472,981.00	5,472,981.00	50.10%	
Personnel Services- Salaries & Wages	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 249,011	\$ 15,366	267,367.00	267,367.00	5.75%	
40000 - Salaries and Wages	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 249,011	\$ 15,366	267,367.00	267,367.00	5.75%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
Personnel Services- Employee Benefits	\$ 607,281	\$ 543,154	\$ 1,114,693	\$ 1,964,756	\$ 1,314,744	\$ 410,893	86,040.00	86,040.00	477.56%	
45000 - Healthcare Contribution	\$ 6,061	\$ 12,177	\$ 19,025	\$ 21,219	\$ 44,228	\$ 3,648	44,150.00	44,150.00	8.26%	
45010 - Dental Contribution	\$ 238	\$ 486	\$ 889	\$ 1,027	\$ 1,303	\$ 146	1,220.00	1,220.00	11.93%	

Committee Expense Budget Report - by Account Detail
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***2021, 2022, 2023, 2024, 2025 DRAFT** and 2026 Actual Fiscal Year**

Department / Fund / Account Classification	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount*	2025 Actual Amount DRAFT**	2026 Actual Amount	2026 Amended Budget	2026 Adopted Budget	2026 YTD% Actual/Amended Budget	2021 - 2026 Trend
45100 - FICA/SS Contribution	\$ 8,035	\$ 9,988	\$ 11,455	\$ 12,515	\$ 18,146	\$ 1,119	20,458.00	20,458.00	5.47%	
45200 - IMRF Contribution	\$ 9,493	\$ 8,836	\$ 7,776	\$ 7,516	\$ 12,923	\$ 903	15,584.00	15,584.00	5.80%	
53010 - Workers Compensation	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,922,480	\$ 1,238,143	\$ 405,077	4,628.00	4,628.00	8,752.74%	
Contractual Services	\$ 2,182,801	\$ 2,801,437	\$ 2,959,226	\$ 3,299,104	\$ 2,309,824	\$ 2,310,638	3,239,640.00	3,239,640.00	71.32%	
50000 - Project Administration Services	\$ 117,829	\$ 103,715	\$ 87,090	\$ 79,432	\$ 53,770	\$ 59,000	135,500.00	135,500.00	43.54%	
50150 - Contractual/Consulting Services	\$ 82,494	\$ 112,114	\$ 831	\$ 1,094	\$ -	\$ -	185,000.00	185,000.00	0.00%	
53000 - Liability Insurance	\$ 1,984,178	\$ 2,594,794	\$ 2,814,506	\$ 3,140,823	\$ 2,174,973	\$ 2,251,638	2,837,940.00	2,837,940.00	79.34%	
53020 - Unemployment Claims	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 77,756	\$ 80,817	\$ -	80,000.00	80,000.00	0.00%	
53130 - General Association Dues	\$ -	\$ -	\$ -	\$ -	\$ 264	\$ -	1,200.00	1,200.00	0.00%	
Commodities	\$ (13)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
60000 - Office Supplies	\$ (13)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
Capital	\$ -	\$ 22,659	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
70070 - Automotive Equipment	\$ -	\$ 22,659	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
Transfers Out	\$ 417,912	\$ 3,575	\$ 4,078	\$ 3,981	\$ 4,935	\$ 4,935	4,935.00	4,935.00	100.00%	
99000 - Transfer To Other Funds	\$ 417,912	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00	0.00%	
99001 - Transfer to General Fund 001	\$ -	\$ 3,575	\$ 4,078	\$ 3,981	\$ 4,935	\$ 4,935	4,935.00	4,935.00	100.00%	
Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,874,999.00	1,874,999.00	0.00%	
53011 - Worker's Compensation Claims	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,874,999.00	1,874,999.00	0.00%	
246 Employee Events Fund	\$ -	\$ 1,044	\$ -	\$ -	\$ -	\$ -	1,301.00	1,301.00	0.00%	
Expenses	\$ -	\$ 1,044	\$ -	\$ -	\$ -	\$ -	1,301.00	1,301.00	0.00%	
Commodities	\$ -	\$ 1,044	\$ -	\$ -	\$ -	\$ -	984.00	984.00	0.00%	
60080 - Employee Recognition Supplies	\$ -	\$ 1,044	\$ -	\$ -	\$ -	\$ -	984.00	984.00	0.00%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	317.00	317.00	0.00%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	317.00	317.00	0.00%	
Grand Total	\$ 3,544,253	\$ 3,710,258	\$ 4,496,888	\$ 5,684,740	\$ 4,121,998	\$ 2,755,547	5,720,304.00	5,720,304.00	48.17%	

Health Insurance Fund

Revenue and Expenses

Through December 31, 2025 (8.3% YTD, 7.69 % Payroll Expense through Pay Period Ending 12/20/2025)
with comparative for Full Fiscal Year 2023, 2024, 2025 DRAFT and 2026

	2023 Actual	2024 Actual	2025 Actual DRAFT	2026 Actual
Revenue				
652.800.000.38000 - Investment Income	\$ 354,484	\$ 576,782	\$ 501,180	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 14,469,417	\$ 16,153,512	\$ 17,336,051	\$ 2,216,918
652.800.000.38915 - Dental Employer Portion	\$ 407,933	\$ 473,351	\$ 488,597	\$ 61,732
652.800.000.38920 - Healthcare Employee Portion	\$ 2,925,521	\$ 3,385,325	\$ 3,646,226	\$ 468,247
652.800.000.38921 - Dental Employee Portion	\$ 269,619	\$ 299,829	\$ 309,612	\$ 39,102
652.800.000.38927 - MERP Employer Portion	\$ 1,120,209	\$ 1,324,816	\$ 1,328,270	\$ 158,312
652.800.000.38930 - Retiree Payments - Healthcare	\$ 707,560	\$ 689,732	\$ 663,413	\$ 56,727
652.800.000.38935 - Retiree Payments - Dental	\$ 3,815	\$ 2,886	\$ 3,656	\$ 398
652.800.000.38940 - Cobra Payments - Healthcare	\$ 24,367	\$ 20,799	\$ 71,341	\$ 8,944
652.800.000.38945 - Cobra Payments - Dental	\$ 2,010	\$ 1,644	\$ 3,227	\$ 426
Total Revenue	\$ 20,284,936	\$ 22,928,675	\$ 24,351,573	\$ 3,010,807
Expenses - Health Insurance General				
652.800.814.45010 - Dental Contribution	\$ -	\$ 132	\$ -	\$ -
652.800.814.50150 - Contractual/Consulting Services	\$ 108,000	\$ 110,250	\$ 113,250	\$ 9,500
652.800.814.50520 - Healthcare Admin Services	\$ 11,665	\$ 15,703	\$ 19,628	\$ -
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (806,784)	\$ (2,027,628)	\$ (611,066)	\$ -
652.800.814.53038 - Healthcare - Vision Insurance	\$ 81,318	\$ 83,696	\$ 85,316	\$ 7,256
652.800.814.53039 - Affordable Care Act Fee	\$ 5,217	\$ 5,699	\$ 6,359	\$ -
652.800.814.53300 - Healthcare - Health Insurance	\$ -	\$ -	\$ 6,011	\$ -
652.800.814.53310 - Healthcare - Dental Insurance	\$ 804,932	\$ 742,246	\$ 826,220	\$ 69,329
652.800.814.53320 - Healthcare - Life Insurance	\$ 40,678	\$ 57,705	\$ 17,760	\$ 3,360
652.800.814.53380 - Healthcare - Wellness	\$ (100,000)	\$ (375,000)	\$ (50,000)	\$ -
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ 46,550	\$ -	\$ -	\$ -
652.800.814.53385 - Financial Wellness	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
Total Health Insurance General Expenses	\$ 201,575	\$ (1,377,197)	\$ 423,477	\$ 89,445

Health Insurance Fund

Revenue and Expenses

**Through December 31, 2025 (8.3% YTD, 7.69 % Payroll Expense through Pay Period Ending 12/20/2025)
with comparative for Full Fiscal Year 2023, 2024, 2025 DRAFT and 2026**

	2023 Actual	2024 Actual	2025 Actual DRAFT	2026 Actual
Expenses - Health Insurance MERP				
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 8,216	\$ 6,465	\$ 383	\$ -
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 447,562	\$ 535,057	\$ 270,665	\$ 8,975
652.800.814.53340 - MERP - Premium Reimbursement	\$ 62,949	\$ 83,841	\$ 7,811	\$ -
Total MERP Expenses	\$ 518,727	\$ 625,362	\$ 278,859	\$ 8,975
Expenses - Health Insurance PPO				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 723,948	\$ 893,817	\$ 1,114,136	\$ -
652.800.817.53031 - Self Insured Healthcare Claims	\$ 7,738,450	\$ 10,233,290	\$ 9,897,281	\$ -
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 245,663	\$ 289,635	\$ 326,234	\$ -
652.800.817.53033 - Healthcare Facility Access Fee	\$ 13,041	\$ 231,063	\$ 55,115	\$ -
652.800.817.53037 - Healthcare Credits	\$ (350,324)	\$ (586,275)	\$ (708,695)	\$ -
Total Health Insurance PPO Expenses	\$ 8,370,778	\$ 11,061,530	\$ 10,684,070	\$ -
Expenses - Health Insurance HMO				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 555,815	\$ 604,545	\$ 327,772	\$ -
652.800.818.53031 - Self Insured Healthcare Claims	\$ 6,963,453	\$ 7,279,419	\$ 8,889,686	\$ -
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 372,131	\$ 368,937	\$ 400,378	\$ -
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 104,647	\$ 104,847	\$ 50,839	\$ -
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,594,715	\$ 2,612,488	\$ 2,550,994	\$ -
652.800.818.53037 - Healthcare Credits	\$ (564,106)	\$ (833,433)	\$ (893,899)	\$ -
Total Health Insurance HMO Expenses	\$ 10,026,655	\$ 10,136,802	\$ 11,325,769	\$ -
Expenses - Retiree				
652.800.820.53300 - Healthcare - Health Insurance	\$ 125,395	\$ 160,639	\$ 313,257	\$ 44,676
Total Expenses	\$ 19,243,130	\$ 20,607,136	\$ 23,025,431	\$ 143,096
Revenue Net Expenses	\$ 1,041,806	\$ 2,321,539	\$ 1,326,142	\$ 2,867,711
Fund Balance	\$ 7,458,675	\$ 9,780,214	\$ 11,106,356	\$ 13,974,067
<i>Target Fund Balance at 25%</i>	\$ 4,810,783	\$ 5,151,784	\$ 5,756,358	\$ 35,774
<i>Target Fund Balance at 50%</i>	\$ 9,621,565	\$ 10,303,568	\$ 11,512,715	\$ 71,548

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-26-035

HEALTH INSURANCE

Group Health Plan	KANE COUNTY 719 BATAVIA AVENUE GENEVA, IL 60134-3077
Employer Account No.	IL1-238541
Bill Group	0579517327
Account ID Number	8253175154
Invoice Number	825314130633
Invoice Date	11/30/2025
Invoice Period	11/01/2025 - 11/30/2025
Billing Cycle	MONTHLY

Make Electronic (Wire¹ or ACH²) Payments to

Mellon Bank
Blue Cross and Blue Shield of Illinois

ABA Number 043000261

Bank Account Number 120-5032

Account ID Number 8253175154

Amount Due \$2,090,140.74
Date Due 01/02/2026

See footnotes for important Wire & ACH payment instructions

Claim Charges/Credits - Paid 11/1/25 – 11/30/25

Value Based Care-Value Incentive	269.59
Medical-Facility	833,428.13
Value Based Care-Care Coordination	519.50
Pharmacy	643,853.51
Medical-Professional	424,229.47
Total Claim Charges/Credits	\$1,902,300.20

Stop Loss - 11/1/25 – 11/30/25

Specific Stop Loss Credit/Charge	(224,716.04)
Total Stop Loss	\$(224,716.04)

Administration Fees	Calculation Method	
RX Rebate Credit	Per Contract Per Month	(135,254.08)
IL Access Fee	Monthly IL Access Fee	7,980.19
Physician Service Fee - Allocated	Monthly Claims	17,922.08
Administration Fee	Per Contract Per Month	54,621.84
Specific Stop Loss	Per Contract Per Month	96,474.42
Physician Service Fee - Direct	Monthly Claims	354,932.78

(continued on next page)
¹For Electronic payment via Wire

You MUST include the following in the "Reference for Beneficiary" (1@16) and "Originator to Beneficiary" (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.

²For Electronic payment via ACH

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

Administration Fees <i>(continued from previous page)</i>	Calculation Method	
APR Savings Program-Data Mining & Post Pay Recovery	Claim Based	37.31
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	(18.58)
APR Savings Program-Prepay Service Line Review	Claim Based	17,072.72
APR Savings Program-Coordination of Benefits	Claim Based	42.65
Total Administration Fees		\$413,811.33

Administration Adjustments	Incurred Date	
Advanced Payment Review	10/31/2025	(1,254.75)
Total Administration Adjustments		\$(1,254.75)

Total Claim Charges/Credits	\$1,677,584.16
Total Administration Fees & Adjustments	\$412,556.58
Total Charges	\$2,090,140.74

Administration Fees Notes

All late payments will be subject to a late fee as described in your Administrative Services Agreement.

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 Blue Cross and Blue Shield of Illinois Include Account ID Number 8253175154 Amount Due \$2,090,140.74 Date Due 01/02/2026	If sending via Overnight Courier Blue Cross and Blue Shield of Illinois Attn: 14169 5503 N. Cumberland Ave. Chicago, IL 60656-1471	If sending via 1st Class Mail Blue Cross and Blue Shield of Illinois Dept. CH 14169 Palatine, IL 60055-4169
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Kane County

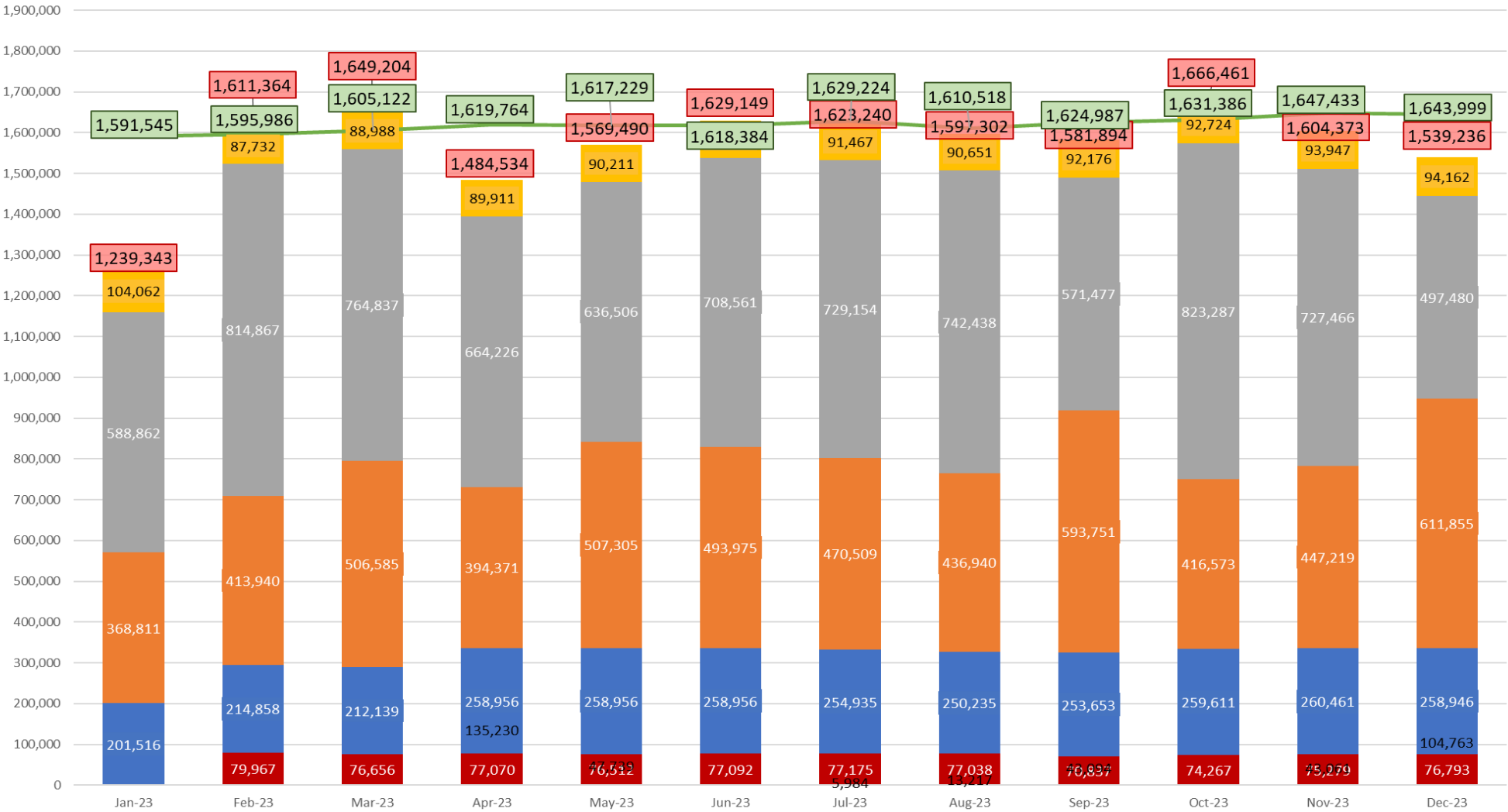
HSC Meeting 1/14/2026



AssuredPartners

2023 Global Financial Tracker

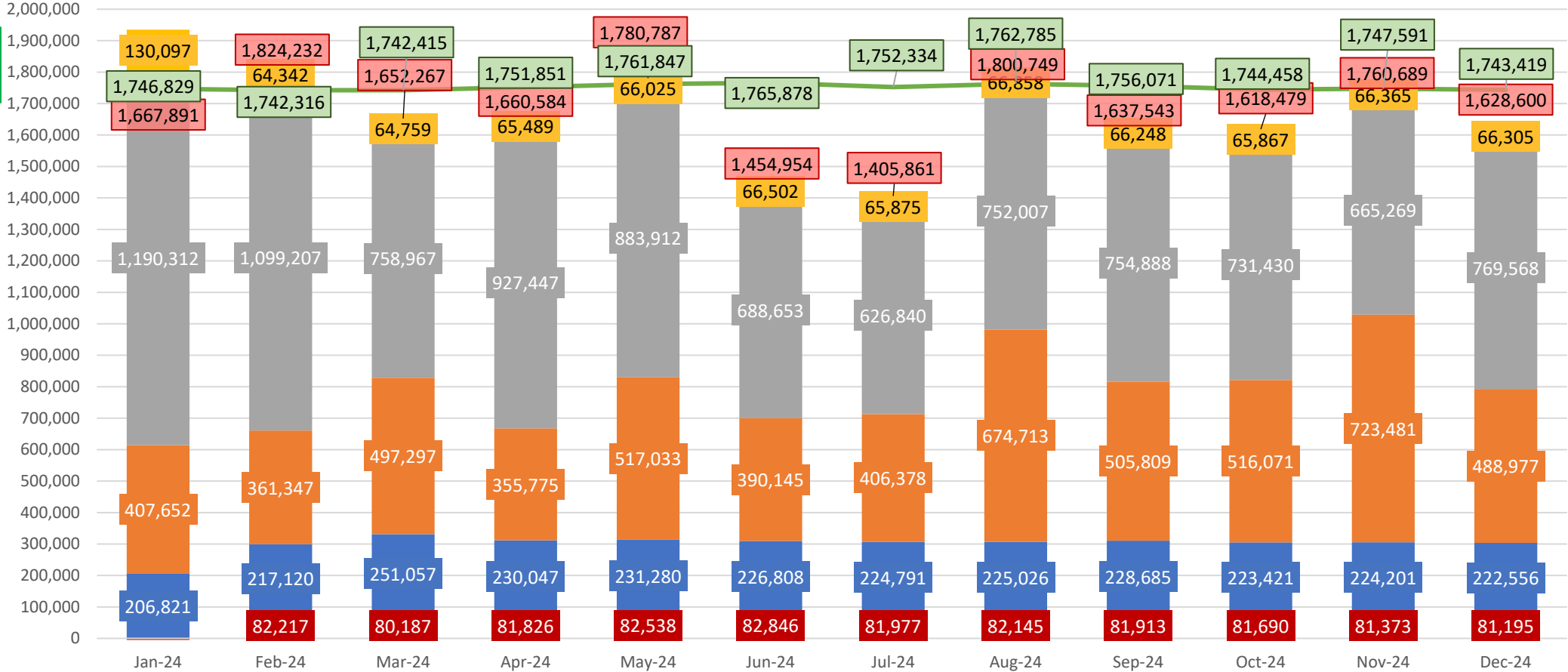
Amount Toward Reserve:
\$639,988



	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

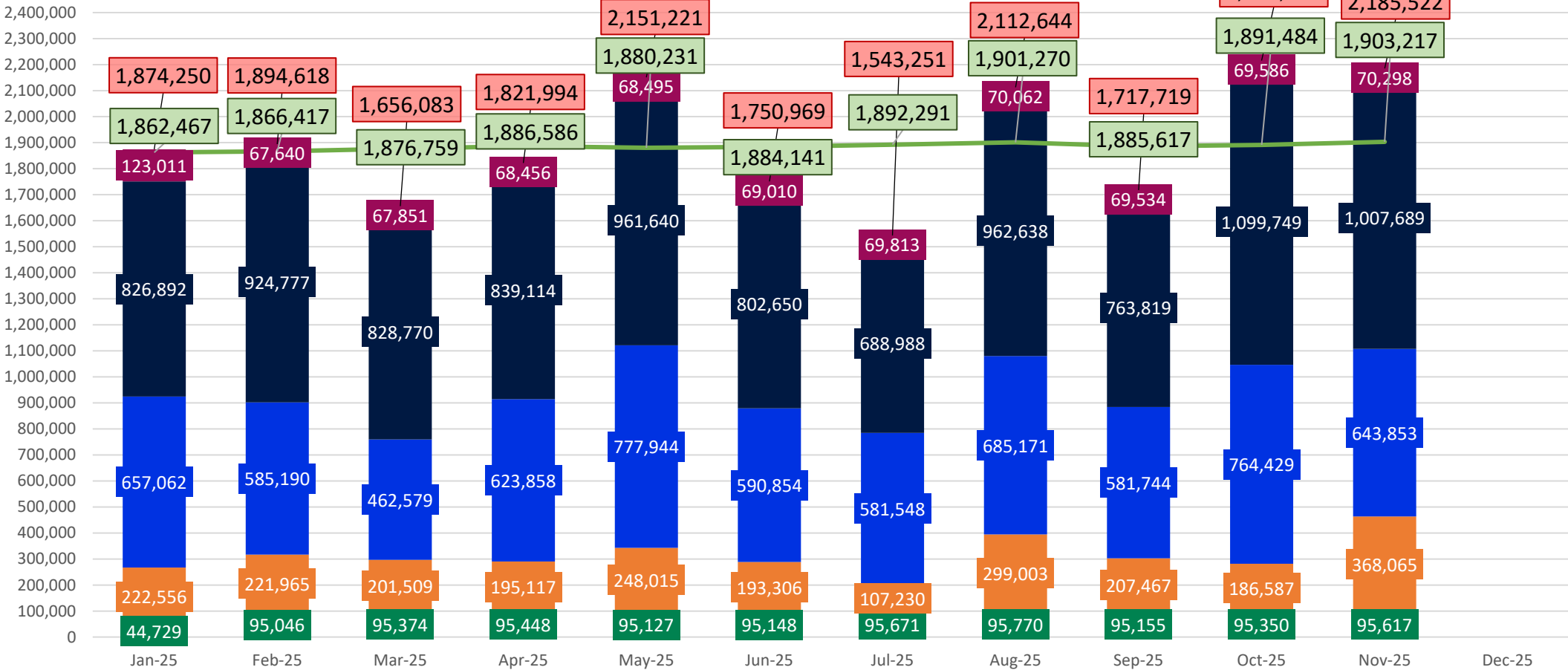
Amount Toward Reserve:
\$1,125,157



	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	66,305
Medical Claims after SL Reimbursements	1,190,312	1,099,207	758,967	927,447	883,912	688,653	626,840	752,007	754,888	731,430	665,269	769,568
Rx Claims	407,652	361,347	497,297	355,775	517,033	390,145	406,378	674,713	505,809	516,071	723,481	488,977
Capitation	206,821	217,120	251,057	230,047	231,280	226,808	224,791	225,026	228,685	223,421	224,201	222,556
All Other *	-266,991	82,217	80,187	81,826	82,538	82,846	81,977	82,145	81,913	81,690	81,373	81,195
Total Cost	1,667,891	1,824,232	1,652,267	1,660,584	1,780,787	1,454,954	1,405,861	1,800,749	1,637,543	1,618,479	1,760,689	1,628,600
Total Funding	1,746,829	1,742,316	1,742,415	1,751,851	1,761,847	1,765,878	1,752,334	1,762,785	1,756,071	1,744,458	1,747,591	1,743,419
Surplus/Deficit	78,937	-81,917	90,148	91,267	-18,940	310,924	346,474	-37,964	118,527	125,980	-13,099	114,819

2025 Global Financial Tracker

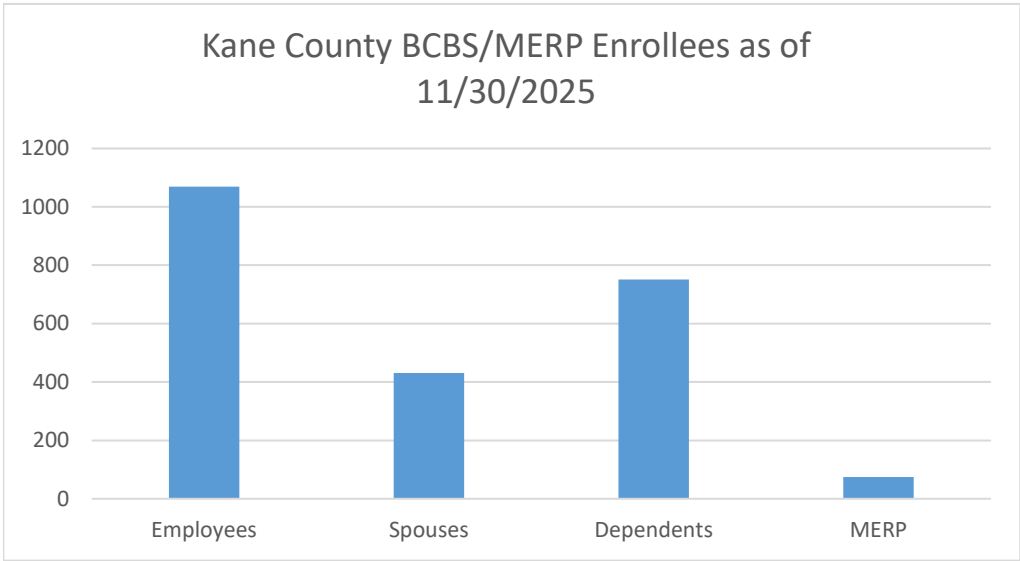
Amount Toward Reserve:
-\$193,490



	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Medical/Rx Fixed Cost	123,011	67,640	67,851	68,456	68,495	69,010	69,813	70,062	69,534	69,586	70,298	
Medical Claims after SL Reimbursements	826,892	924,777	828,770	839,114	961,640	802,650	688,988	962,638	763,819	1,099,749	1,007,689	
Rx Claims	657,062	585,190	462,579	623,858	777,944	590,854	581,548	685,171	581,744	764,429	643,853	
Capitation	222,556	221,965	201,509	195,117	248,015	193,306	107,230	299,003	207,467	186,587	368,065	
All Other *	44,729	95,046	95,374	95,448	95,127	95,148	95,671	95,770	95,155	95,350	95,617	
Total Cost	1,874,250	1,894,618	1,656,083	1,821,994	2,151,221	1,750,969	1,543,251	2,112,644	1,717,719	2,215,701	2,185,522	
Total Funding	1,862,467	1,866,417	1,876,759	1,886,586	1,880,231	1,884,141	1,892,291	1,901,270	1,885,617	1,891,484	1,903,217	
Surplus/Deficit	-11,783	-28,202	220,676	64,592	-270,989	133,172	349,041	-211,374	167,898	-324,216	-282,305	
Number of Claims	4,041	3,794	4,011	3,838	3,836	3,651	2,574	2,700	2,663	3,456	3,030	

**Kane County BCBS/MERP Enrollees as of
11/30/2025**

Employees	Spouses	Dependents	MERP
1069	431	751	75



STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-26-036

RISK MANAGEMENT

Kane County Top 5 Locations where the most incidents have occurred 12/01/2025-11/30/2025 as of 12/31/2025

Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursemen	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
02 - KANE COUNTY CIRCUIT COURT CLERK	1	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$1,350.00	\$1,350.00	25%	26%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	1	\$0.00	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	25%	53%
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	25%	0%
18 - KANE COUNTY GOVERNMENT CENTER, BUILDING A - BUILDING MANAGEMENT	1	\$413.04	\$706.96	\$0.00	\$1,120.00	\$0.00	\$1,120.00	\$1,120.00	25%	21%

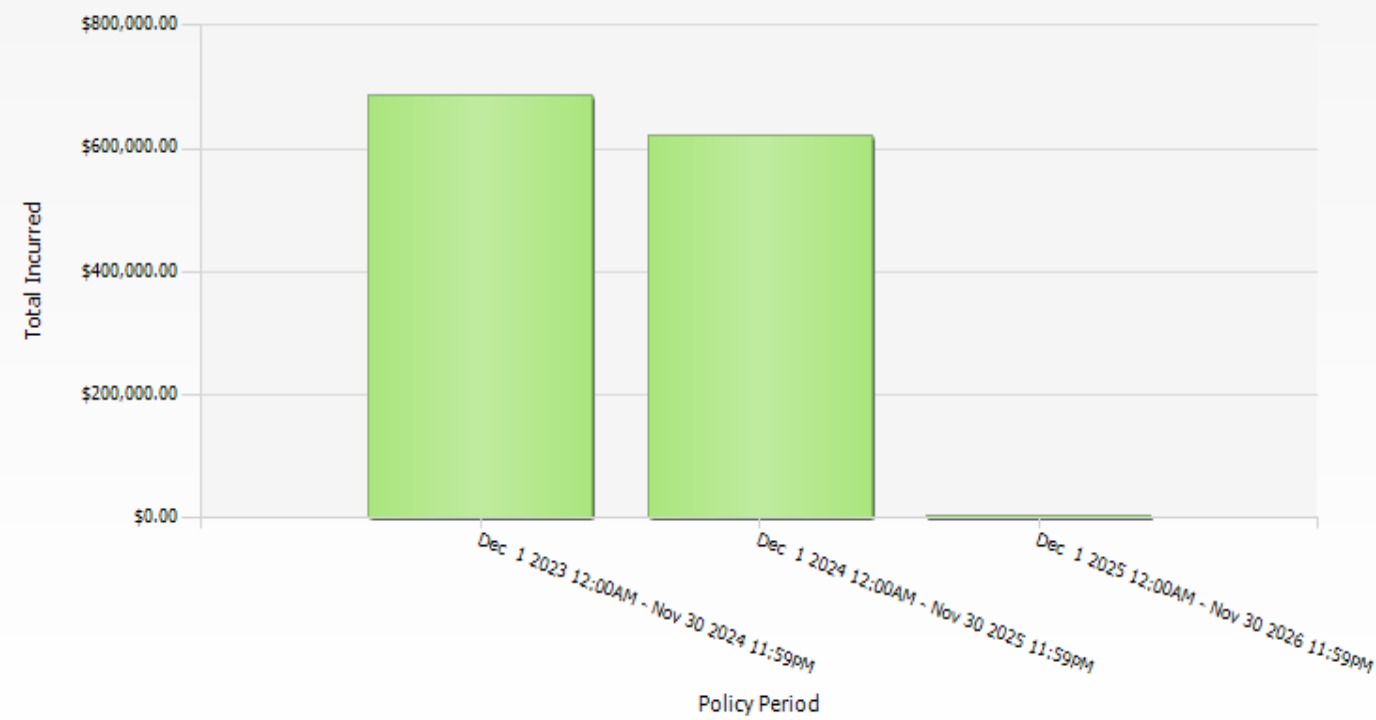
Summary by Location2 Ordered by Claim Count in Descending Order



Kane County Worker's Compensation Trend from the 3 policy period(12/01/23-11/30/26), in descending order by total incurred as of 12/31/2025

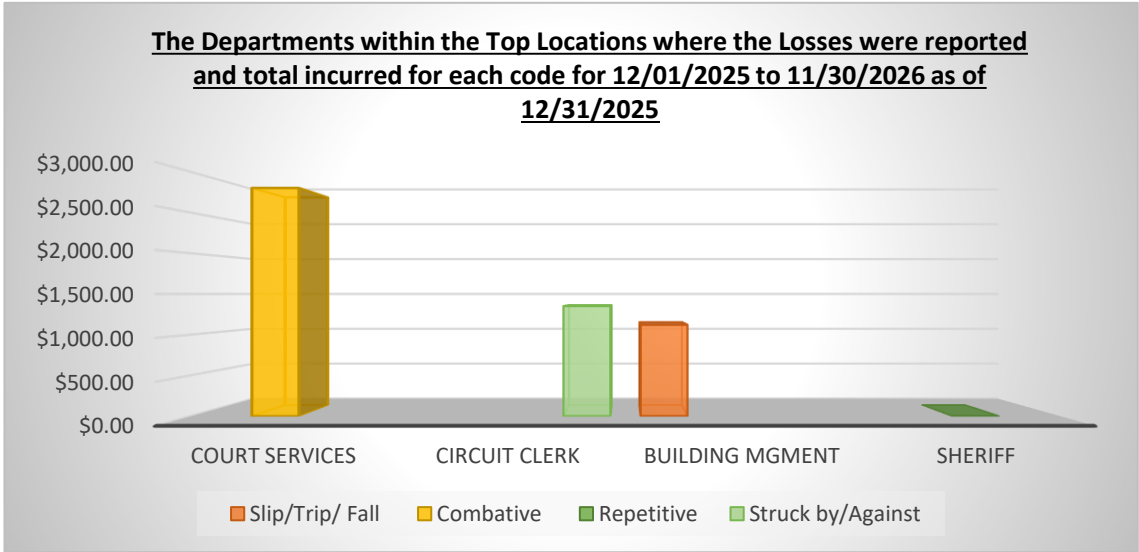
Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	73	\$592,274.02	\$93,102.20	\$0.00	\$685,376.22	\$0.00	\$685,376.22	\$9,388.72	51%	52%
Dec 1 2024 12:00AM - Nov 30 2025 11:59PM	66	\$286,601.47	\$334,820.36	\$0.00	\$621,421.83	\$0.00	\$621,421.83	\$9,415.48	46%	47%
Dec 1 2025 12:00AM - Nov 30 2026 11:59PM	4	\$413.04	\$4,856.96	\$0.00	\$5,270.00	\$0.00	\$5,270.00	\$1,317.50	3%	0%

Summary by Policy Period Ordered by Total Incurred in Descending Order



The Departments within the 5 (currently 4) Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2025 -11/30/2026 as of 12/31/2025

Departments	Slip/Trip/ Fall	Combative	Repetitive	Struck by/Against
Court Services		\$2,800.00		
Circuit Clerk				\$1,350.00
Building Mgment	\$1,120.00			
Sheriff			\$0.00	



Departments	Count	Total Incurred
Court Services	1	\$2,800.00
Circuit Clerk	1	\$1,350.00
Building Mgment	1	\$1,120.00
Sheriff	1	\$0.00
Total	4	\$5,270.00

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 12/31/2025



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2021 - 11/30/2022	\$759,235.33	\$274,043.59	\$8,647.62	\$1,024,631.30	52	\$19,704.45
12/01/2022 - 11/30/2023	\$1,581,182.46	\$485,344.65	\$0.00	\$2,066,527.11	70	\$29,521.82
12/01/2023 - 11/30/2024	\$592,274.02	\$93,102.20	\$0.00	\$685,376.22	73	\$9,388.72
12/01/2024 - 11/30/2025	\$286,601.47	\$334,820.36	\$0.00	\$621,421.83	66	\$9,415.48
12/01/2025 - 11/30/2026	\$413.04	\$4,856.96	\$0.00	\$5,270.00	4	\$1,317.50
Totals:	\$3,219,706.32	\$1,192,167.76	\$8,647.62	\$4,403,226.46	265	\$16,615.95

-Total incurred for the current policy period is \$5,270.00 with 4 claims reported. The average cost per claim is now \$1,317.50. 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 12/31/2025



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2021 - 11/30/2022	\$471,241.67	\$5,000.00	\$175,380.39	\$300,861.28	71	\$4,237.48
12/01/2022 - 11/30/2023	\$659,139.37	\$30,052.59	\$303,730.04	\$385,461.92	81	\$4,758.79
12/01/2023 - 11/30/2024	\$399,601.00	\$16,126.30	\$183,094.43	\$232,632.87	72	\$3,231.01
12/01/2024 - 11/30/2025	\$182,478.57	\$46,444.28	\$84,685.34	\$144,237.51	53	\$2,721.46
12/01/2025 - 11/30/2026	\$0.00	\$200,000.00	\$0.00	\$200,000.00	2	\$100,000.00
Totals:	\$1,712,460.61	\$297,623.17	\$746,890.20	\$1,263,193.58	279	\$4,527.58

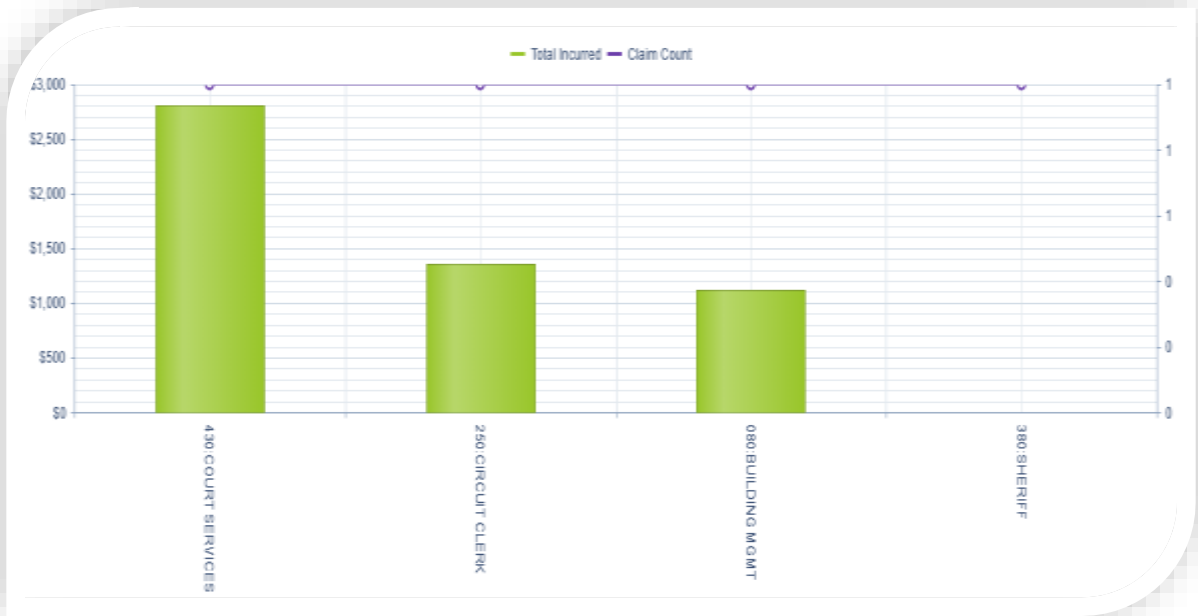
- The total incurred for the current policy period is \$200,000.00 with 2 claims reported for the current period and that will change upon receipt of additional information. Average cost per claim is \$100,000 for the current policy period.

All open Worker's Compensation Claims for Kane County as of 12/31/2025 with the oldest date of injury to be 06/15/2000 by Department



Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$2,507,753.59	\$1,169,504.01	\$0.00	\$3,677,257.60	34	\$108,154.64
520:DIV OF TRANSPORTATION	\$1,610,325.34	\$1,052,188.94	\$0.00	\$2,662,514.28	8	\$332,814.29
490:CORONER	\$71,700.60	\$54,616.31	\$0.00	\$126,316.91	1	\$126,316.91
430:COURT SERVICES	\$60,664.51	\$41,994.71	\$0.00	\$102,659.22	7	\$14,665.60
080:BUILDING MGMT	\$14,340.63	\$61,493.57	\$0.00	\$75,834.20	3	\$25,278.07
250:CIRCUIT CLERK	\$26,331.79	\$43,720.92	\$0.00	\$70,052.71	3	\$23,350.90
500:ANIMAL CONTROL	\$2,349.35	\$44,451.65	\$0.00	\$46,801.00	1	\$46,801.00
580:HEALTH	\$296.87	\$21,848.00	\$0.00	\$22,144.87	1	\$22,144.87
300:STATE'S ATTY	\$15,140.30	\$246.07	\$0.00	\$15,386.37	1	\$15,386.37
360:PUBLIC DEFENDER	\$1,454.16	\$7,396.84	\$0.00	\$8,851.00	1	\$8,851.00
060:INFO TECH	\$3,167.90	\$1,782.10	\$0.00	\$4,950.00	1	\$4,950.00
Totals:	\$4,313,525.04	\$2,499,243.12	\$0.00	\$6,812,768.16	61	\$111,684.72

Open Worker's Compensation Claims that occurred from 12/01/2025 to 11/30/2026 as of 12/31/25



Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
430:COURT SERVICES	\$0.00	\$2,800.00	\$0.00	\$2,800.00	1	\$2,800.00
250:CIRCUIT CLERK	\$0.00	\$1,350.00	\$0.00	\$1,350.00	1	\$1,350.00
080:BUILDING MGMT	\$413.04	\$706.96	\$0.00	\$1,120.00	1	\$1,120.00
380:SHERIFF	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00
Totals:	\$413.04	\$4,856.96	\$0.00	\$5,270.00	4	\$1,317.50

Kane County Settlements by Department for Policy Period
December 1, 2025- November 30, 2026 as of December 31, 2025

Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$0.00	0%	
DIV OF TRANSPORTATION	\$0.00	0%	
HEALTH	\$0.00	0%	
JUDICIARY COURTS	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$0.00	0%	
STATES ATTY	\$0.00	0%	
Total	\$0.00	100%	0

**Settlements by Department as of December 31,
2025**

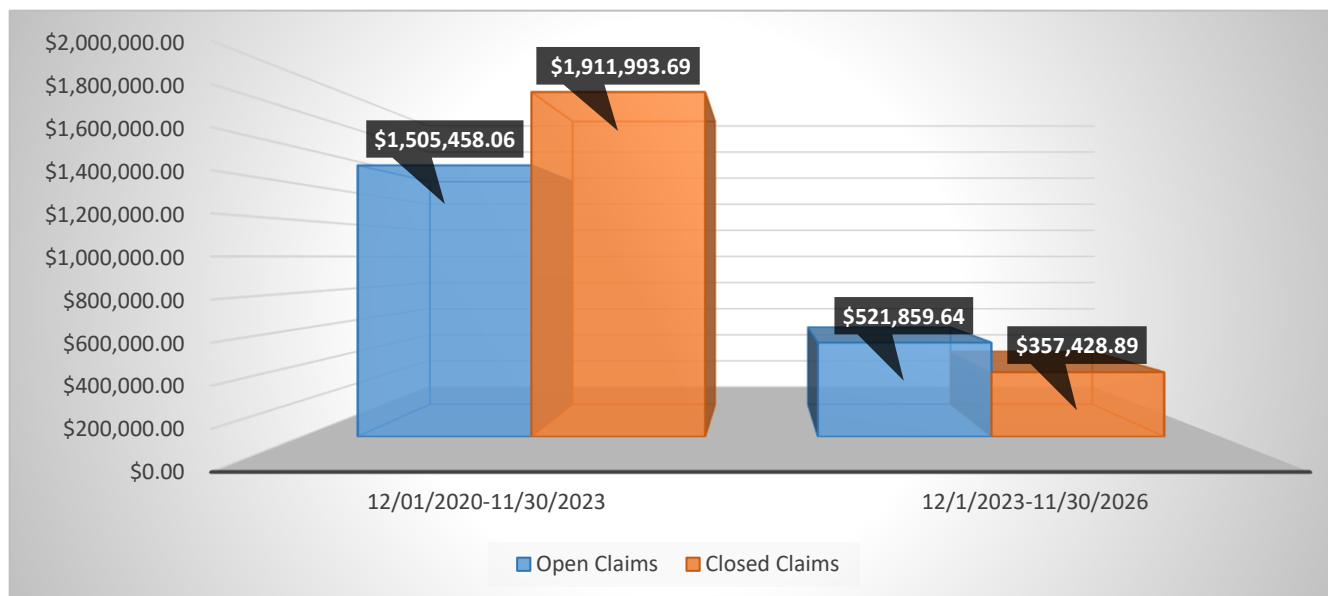
0%

- BUILDING MAINT
- CIRCUIT CLERK
- CORONER
- COUNTY CLERK
- COURT SERVICES
- DIV OF TRANSPORTATION
- HEALTH
- JUDICIARY COURTS
- KANE COMM

**Kane County Claims (open and closed) and paid amounts from
12/01/2020-11/30/2023 and 12/01/2023-11/30/26 periods as of 12/31/2025**

	Open Claims	Closed Claims	Claim Count
12/01/2020-11/30/2023	\$1,505,458.06	\$1,911,993.69	193
12/1/2023-11/30/2026	\$521,859.64	\$357,428.89	143

There are 40 more claims reported from 12/01/2020-11/30/2023, compared to the 12/01/2023-11/30/2026 period. The amount paid from claims that occurred 12/01/2020-12/1/2023 is \$2.5 million more compared to 12/01/2023-11/30/26 period.



STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

REPORT NO. TMP-26-037

STAFFING

Job Applicants for December 2025 by Position

Title	Post Date - Deadline	Internal/External	Applicants
Animal Control			
Kennel Assistant	12/1/2025 - N/A	External	8
Part Time Kennel Assistant	11/26/2025 - N/A	External	3
Total Animal Control Applicants			11
Auditor			
Auditor Intern - Part Time Temporary	7/8/2025 - N/A	External	1
Intern/Volunteer	Open - N/A	External	1
Total Auditor Applicants			2
Building Management			
Janitor	11/19/2025 - N/A	External	2
Mailroom Clerk	11/2/2025 - N/A	External	1
Mailroom Clerk	11/3/2025 - N/A	External	3
Total Building Management Applicants			6
Circuit Court Clerk			
Deputy Clerk	9/22/2025 - N/A	External	9
Financial Support Team	12/11/2025 - N/A	External	8
Total Circuit Court Clerk Applicants			17
Court Services			
Juvenile Detention Specialist (Youth Counselor)	12/5/2025 - 2/8/2026	External	9
Probation Officer	12/7/2025 - 12/19/2025	External	1
Probation Officer	12/8/2025 - 12/19/2025	External	9
Total Court Services Applicants			19
Development and Community Services			
Community Development Program Manager	11/11/2025 - N/A	External	3
Total Development and Community Services Applicants			3
Division of Transportation			
Highway Maintainer I	12/1/2025 - N/A	External	1
Highway Maintainer I	12/2/2025 - N/A	External	15
Highway Maintainer Tech I (?Eligibility for this position is a current KDOT Highway Maintainer II or III).	1/5/2026 - N/A	External	3
Ride in Kane Manager and Program Assistant	12/22/2025 - N/A	External	1

Total Division of Transportation Applicants	20
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Health Department

Children's Mental Health Program Manager (Grant Funded Position)	12/1/2025 - N/A	External	13
Environmental Health Practitioner	11/18/2025 - N/A	External	3
Epidemiologist (Communicable Disease)	11/18/2025 - N/A	External	3
Public Health Intern	11/18/2025 - N/A	External	1
Public Health Nurse (Grant Funded Position for the Nurse Family Partnership Program)	11/18/2025 - N/A	External	1
Total Health Department Applicants			21

Judiciary

Judicial Assistant	12/2/2025 - 12/19/2025	External	1
Judicial Assistant	12/3/2025 - 12/19/2025	External	22
Total Judiciary Applicants			23

KANECOMM

9-1-1 Telecommunicator	5/8/2025 - N/A	External	3
9-1-1 Telecommunicator	12/5/2025 - N/A	External	14
Total KANECOMM Applicants			17

Public Defender

Assistant Public Defender – Misdemeanor Division	11/12/2025 - N/A	External	1
Total Public Defender Applicants			1

Sheriff

Collaborative Diversion Case Manager	12/2/2025 - 1/2/2026	External	1
Collaborative Diversion Case Manager	12/3/2025 - 1/2/2026	External	14
Court Security Officer	6/18/2025 - N/A	External	16
Lateral Transfer Corrections Officer	5/9/2025 - N/A	External	1
Social Worker	12/30/2025 - 1/23/2026	External	2
Total Sheriff Applicants			34

State's Attorney

Assistant State's Attorney – Misdemeanor Division	3/31/2025 - N/A	External	2
Total State's Attorney Applicants			2

Workforce Development Department

Business Services Manager	8/28/2025 - N/A	External	4
Program Assistant - Batavia Office	7/1/2025 - N/A	External	9
Total Workforce Development Department Applicants			13

Total Applicants for December**189**

New Hire Report

from 12/01/2025 - 12/31/2025

Department	Employee Name	Job Title	Employee Status	Hire Date
Building Management				
	EVANS, PONTUS D	Janitor	ACTIVE	12/15/2025
Court Services/Juvenile Justice Center				
	PEREZ, KIMBERLY	Youth Counselor JJC	ACTIVE	12/29/2025
	TRIGUEROS, ELIZABETH	Youth Counselor JJC	ACTIVE	12/29/2025
Regional Office of Education				
	GAPPA, ALYSSA A	Family Counselor	ACTIVE	12/15/2025
Sheriff/Court Security				
	BRAUER, SPENCER W	Court Security Officer	ACTIVE	12/08/2025
	BUDDS, DANIEL W	Court Security Officer	ACTIVE	12/08/2025
	GUIO, CALEB A	Court Security Officer	ACTIVE	12/08/2025
	SAUNDERS, JAKOB T	Court Security Officer	ACTIVE	12/08/2025
Sheriff/Sheriff				
	CATICH, ASHLEY J	Information Specialist	ACTIVE	12/16/2025
	MAXWELL, STEVEN C	Officer In Training Intern	ACTIVE	12/08/2025
Transportation				
	MINICZ, IAN A	Highway Maintainer I	ACTIVE	12/08/2025
		Highway Maintainer III	ACTIVE	12/08/2025
	SHAW, MELVIN L	Highway Maintainer I	ACTIVE	12/08/2025
	STILLSON, JUSTIN M	Highway Maintainer I	ACTIVE	12/01/2025

Total New Hires 13

Termination Report

from 11/01/2025 - 11/30/2025

Department	Employee Name	Termination Date
Animal Control		
	DOWNING, ELEANOR G	11/21/25
	HEIDENREITER, JULIA K	11/21/25
Building Management		
	PEREZ, LUIS Jr	11/20/25
Circuit Clerk		
	CRISTALLO, LANA M	11/21/25
	VALENCIA, MARIELA	11/26/25
County Auditor		
	QUILLINAN, ROBERT J	11/21/25
Court Services/Court Services Administration		
	KEELING, KELLYN N	11/07/25
	KRAMER, NICOLE A	11/06/25
	STEVENS, RACHAEL M	11/06/25
Health		
	LEON, MARIA G	11/21/25
Sheriff/Adult Corrections		
	DAWSON, JUDITH A	11/28/25
	DIXON, COREY D	11/28/25
	MADUZIA, ANTHONY J	11/30/25
	SHENBERG, SETH	11/28/25
Sheriff/Sheriff		
	HUDSON, JADA B	11/06/25
	PEREZ, EDGARDO	11/14/25
State's Attorney		
	MCKINLEY COX, ELIZABETH A	11/28/25
	PARTIDA, SAMUEL Jr	11/30/25

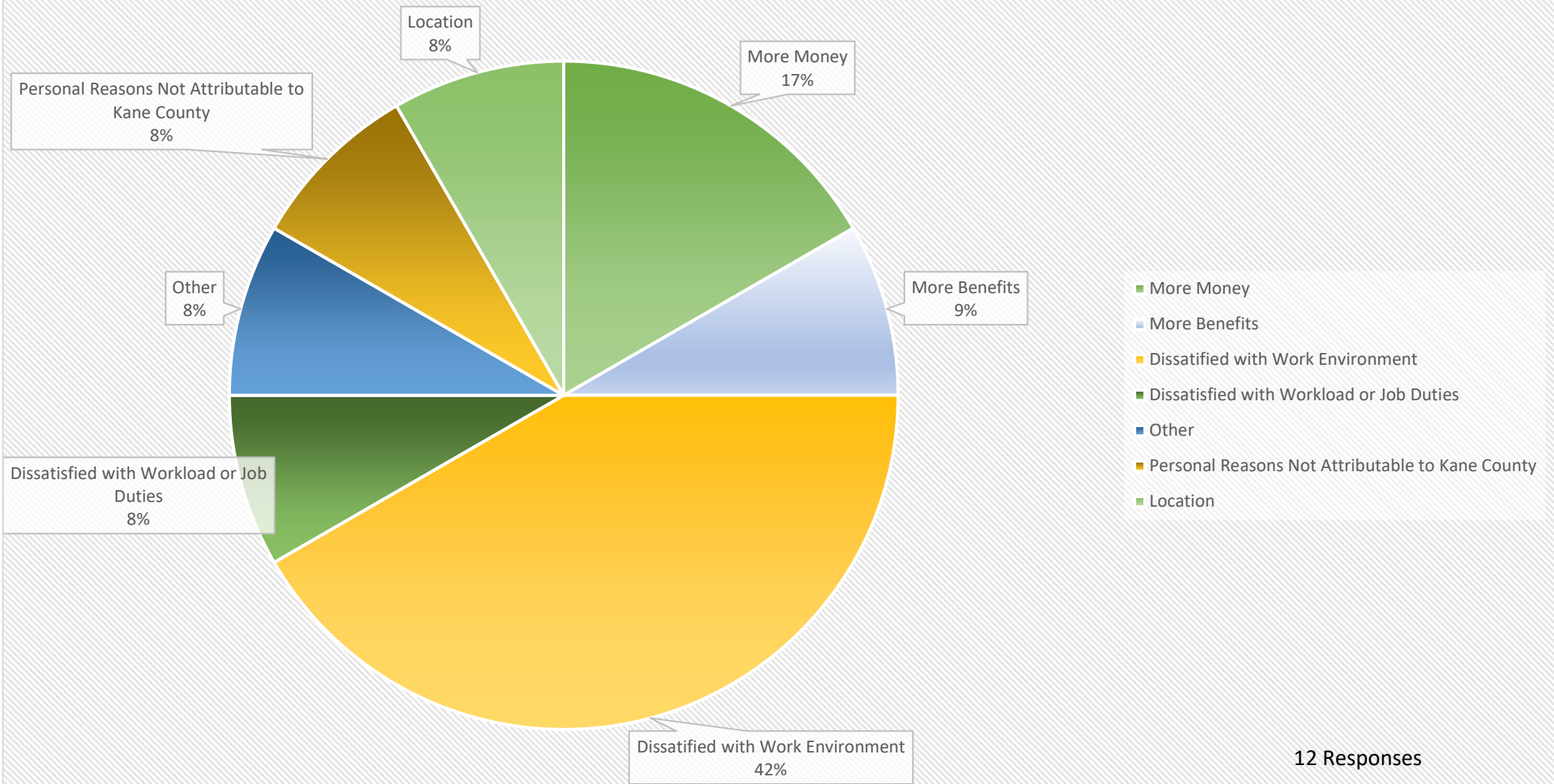
**Termination Report
from 11/01/2025 - 11/30/2025**

SCHLAU, MELISSA A

11/07/25

Total Terminations 19

Reasons Employees Left Kane County 12/1/2024-11/30/2025



STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

REPORT NO. TMP-26-038

MONTHLY TRAINING REPORT

Sexual Harassment Training Compliance 1/7/2026					
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	210	08.31.2026
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	37	08.31.2026
Active Employees: 1325					

NOW, BE IT FURTHER RESOLVED by the Kane County Board that the Kane County Human Resources Department and Workforce Development Department are authorized and directed to take all necessary actions to implement this resolution, in accordance with County policy and applicable law.

NOW, BE IT FURTHER RESOLVED that this resolution shall be effective upon adoption by the Kane County Board.

Passed by the Kane County Board on February 10, 2026.

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

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

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Creation of a Program Training Specialist Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)

Committee Flow:

Human Services Committee, Jobs Committee, Finance and Budget Committee, Executive Committee, County Board

Contact:

Adam Schauer, 630.208.5351

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$38,716-\$58,074
If not budgeted, explain funding source: WIOA Funds	
Was this item passed through the appropriate committee? Yes	

Summary:

The attached resolution authorizes the creation of a Program Training Specialist position within the Workforce Development Department. The addition of this position directly addresses a significant finding identified in the recent corrective action plan issued by the Illinois Department of Commerce and Equal Opportunity (DCEO).

This position will strengthen the Department's training and onboarding of staff, internal and external program monitoring, and compliance with state and federal reporting requirements associated with Workforce Innovation and Opportunity Act (WIOA) funding. In addition, the creation of this position will support program expansion and allow for increased services to the communities served through these workforce development programs.

The Program Training Specialist will report directly to the Workforce Development Department Performance and Compliance Manager.

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



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

JOB DESCRIPTION

Job Title: Program Training Specialist
Department: Workforce Development
FLSA Status: Full Time – Non-Exempt
Grade: 265
Salary Range: \$38,716 – \$58,074
Bargaining Unit: No

Position is 100% grant funded

General Summary: The Program Training Specialist supports the Workforce Development Department by developing, delivering, and maintaining high-quality training and technical assistance for staff, contracted providers, and partners. This position ensures consistent understanding and application of WIOA regulations, case management standards, data entry requirements, and internal policies.

The Program Training Specialist reports to the Performance and Compliance Manager. This position assists with training curriculum design, facilitates group and one-on-one training, and develops tools that enhance program compliance, customer service, and operational efficiency. This role works closely with the Performance and Compliance Manager to support data quality, system usage, continuous improvement efforts, and implementation of new policies or procedures

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Training Development and Facilitation

- Designs, updates, and facilitates training modules related to WIOA policies, eligibility, case management, performance measures, and local procedures.
- Provides training on IWDS, IBIS, CRM, IPATS, and other systems as assigned.
- Conducts onboarding training for new staff and contracted providers.
- Develops training materials such as manuals, step-by-step guides, e-learning content, videos, checklists, and reference tools.
- Organizes and facilitates case manager meetings, refresher trainings, and skill-building workshops.
- Evaluates training effectiveness and implements improvements.

2. Technical Assistance and Support

- Provides routine one-on-one technical assistance on eligibility, documentation, case documentation standards, service planning, and performance requirements.

Updated: 12/2025

- Responds to system-related questions and troubleshoots basic user issues before escalating to the System Administrator.
- Assists staff and providers with data entry accuracy, recordkeeping, and compliance expectations.
- Supports implementation of new policies, procedures, or system updates.

3. Compliance and Quality Assurance Support

- Conducts periodic file reviews for accuracy, documentation requirements, EO compliance, and internal quality standards.
- Assists the Performance and Compliance Manager in implementing corrective actions and monitoring follow-up.
- Identifies training gaps or recurring compliance issues and develops targeted learning solutions.
- Supports rollout of new WIOA guidance, State policy changes, and updates to local procedures.

4. Curriculum, Tools, and Resource Management

- Maintains an organized library of training materials and updates content to reflect policy or system changes.
- Develops standardized tools, templates, job aids, and quick-reference guides to support case managers and providers.
- Assists in drafting SOPs and ensuring training materials align with approved local policies.
- Collaborates with subject-matter experts to ensure accuracy of program, fiscal, and operational content.

5. Data and Performance Support

- Supports data integrity by reinforcing performance expectations and data entry guidelines during training.
- Helps staff understand performance indicators, Statistical Adjustment Model (SAM) basics, and how to support customer outcomes.
- Assists with report reviews and identifies patterns that may require additional training or process clarification.

6. EO and Accessibility Training Support

- Assists the EO Officer by providing EO/ADA training and helping staff understand non-discrimination requirements.
- Helps maintain EO-related training logs and ensures staff remain current on training obligations.

7. Other Duties as Assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Working knowledge of WIOA program operations, eligibility, case management, and performance requirements.
- Strong presentation, facilitation, and adult-learning design skills.
- Familiarity with IWDS, CRM systems, and related state/local data tools.
- Ability to translate complex regulatory information into practical training content.
- Strong organizational, communication, and documentation skills.
- Ability to build strong collaborative relationships with staff, providers, and partners.

- Capacity to manage multiple training and TA requests, meet deadlines, and adapt to evolving program needs.

TRAINING, EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree in Training & Development, Business/Public Administration, Education, or related field preferred.
- Experience delivering training or technical assistance within WIOA or similar regulatory/compliance-driven programs required.
- Experience in case management, workforce development service delivery, or IWDS/IWTS/IWIB systems preferred.
- Experience designing curriculum or adult-learning content is highly desirable

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

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

Prolonged periods of sitting, talking, listening, working on a computer = 75%

Lifting up to 15 pounds at a time, reaching, bending, walking = 25%

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, telephone, fax, copier, county vehicle, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.

REPORTING RELATIONSHIPS:

Reports to: Performance and Compliance Manager

Directs Work of: None

Employee:

Signature: _____

Date: _____

Supervisor:

Signature: _____

Date: _____

STATE OF ILLINOIS)
 SS.
COUNTY OF KANE)

RESOLUTION NO. TMP-26-048

**AUTHORIZING THE CREATION OF A SENIOR STAFF ACCOUNTANT
POSITION IN THE WORKFORCE DEVELOPMENT DEPARTMENT FUNDED
THROUGH THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)**

WHEREAS, Kane County administers annual allocations of federal workforce development funding provided by the Illinois Department of Commerce and Economic Opportunity for the Local Workforce Development Area, which includes Kane, Kendall and DeKalb Counties; and

WHEREAS, said funding is authorized under the Workforce Innovation and Opportunity Act (WIOA), which supports career and employment readiness services, as well as occupational training opportunities for area job seekers; and

WHEREAS, the effective administration and oversight of WIOA-funded programs requires sufficient staffing capacity to ensure compliance with federal and state requirements, performance accountability, fiscal integrity, and service delivery; and

WHEREAS, federal WIOA funds are available and have been allocated to Kane County for workforce development purposes; and

WHEREAS, the creation of a Senior Staff Accountant position will enhance fiscal management, reporting accuracy, and compliance for WIOA-funded workforce development activities; and

WHEREAS, the Human Resources Department has reviewed the proposed Job Description and assigned a grade of 269 with a current salary range of \$53,927 - \$80,891; and

WHEREAS, sufficient WIOA grant funds are available to fully support the cost of this position, and no County General Fund dollars will be required.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board the creation of one (1) Senior Staff Accountant position at a salary grade of 269 within the Workforce Development Department is hereby approved, contingent upon the continued availability of WIOA funding.

NOW, BE IT FURTHER RESOLVED that the Senior Staff Accountant position shall be fully funded through WIOA grant funds and shall not create any financial obligation to the Kane County General Fund.

NOW, BE IT FURTHER RESOLVED by the Kane County Board that the Kane County Human Resources Department and Workforce Development Department are authorized and directed to take all necessary actions to implement this resolution, in accordance with County policy and applicable law.

NOW, BE IT FURTHER RESOLVED that this resolution shall be effective upon adoption by the Kane County Board.

Passed by the Kane County Board on February 10, 2026.

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

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

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing the Creation of a Senior Staff Accountant Position in the Workforce Development Department Funded Through the Workforce Innovation and Opportunity Act (WIOA)

Committee Flow:

Human Services Committee, Jobs Committee, Finance and Budget Committee, Executive Committee, County Board

Contact:

Adam Schauer, 630.208.5351

Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$53,927-\$80,891
If not budgeted, explain funding source: WIOA Funds	
Was this item passed through the appropriate committee? Yes	

Summary:

The attached resolution authorizes the creation of a Senior Staff Accountant position within the Workforce Development Department. The addition of this position directly addresses a significant finding identified in the recent corrective action plan issued by the Illinois Department of Commerce and Equal Opportunity (DCEO).

This position will strengthen the Department's fiscal oversight, accounting controls, and compliance with state and federal reporting requirements associated with Workforce Innovation and Opportunity Act (WIOA) funding. In addition, the creation of this position will support program expansion and allow for increased services to the communities served through these workforce development programs.

The Senior Staff Accountant will report directly to the Workforce Development Department Fiscal Manager and will coordinate and oversee the work of three (3) full-time Staff Accountants.

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



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

JOB DESCRIPTION

Job Title: Senior Staff Accountant
Department: Workforce Development
FLSA Status: Full Time – Non-Exempt
Grade Level: 269
Salary: \$53,927 - \$80,891
Bargaining Unit: No

Position is 100% grant funded

General Summary: The Senior Staff Accountant works under the general supervision of the Workforce Development Fiscal Manager and supports the day-to-day fiscal operations of the Workforce Development Department. This position is responsible for maintaining the integrity, accuracy, and compliance of fiscal records and financial reports for federally and state-funded workforce programs, including those authorized under the Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA).

The Senior Staff Accountant ensures that expenditures are allowable, properly documented, and in compliance with service provider contracts, federal and state regulations, applicable Uniform Guidance (2 CFR Part 200), and policies established by the Illinois Department of Commerce and Economic Opportunity (DCEO), Kane County, and the Workforce Development Board (WDB). The position also provides guidance and oversight to Staff Accountants and serves as a technical resource for internal staff and external partners.

Internal and external reporting and communication may include, but is not limited to, coordination with:

- Illinois Department of Commerce and Economic Opportunity (DCEO) and other state agencies
- Kane County Finance Department
- Workforce Development Department program and systems staff
- Service providers, grant subrecipients, and external auditors

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Policy, Procedures, and Compliance

- Assist the Fiscal Manager in developing, maintaining, and updating a centralized Fiscal Policies and Procedures Manual.
- Document detailed, step-by-step procedures for all fiscal processes within Workforce Development, incorporating team input as appropriate.
- Train new fiscal staff on established policies, procedures, and compliance requirements.
- Monitor adherence to fiscal policies and procedures and recommend corrective actions as needed.

- Develop and implement a monthly sample audit and internal review process.
- Provide recommendations for continuous improvement of fiscal policies, controls, and procedures.

Service Provider Fiscal Oversight

- Review, verify, and process cost reimbursement claims submitted by service providers and grant subrecipients.
- Ensure costs are allowable, reasonable, allocable, and properly documented in accordance with contracts and applicable regulations.
- Support fiscal monitoring activities for service providers and subrecipients.
- Facilitate budget modifications and ensure all required approvals and documentation are obtained.
- Work directly with service providers to resolve discrepancies and verify monthly supporting documentation.
- Streamline cost claim processes and communication to reduce delays and unnecessary follow-up.
- Oversee service provider reimbursement compliance and timeliness.\

Accounting and Financial Operations

- Approve and process payments in accordance with established guidelines and internal controls.
- Assist in calculating weekly and monthly cash requirements.
- Identify, prepare, and coordinate necessary accounting reclassifications and adjustments.
- Record financial transactions in the County's financial system (New World Logos).
- Assist with preparation of revenue and expenditure accruals.
- Collaborate with the Kane County Finance Department on journal entries, invoice coding, account analysis, reconciliations, month-end and year-end close, and establishment of new accounts.

Budgeting, Reporting, and Audit Support

- Assist with preparation of annual department and program budgets.
- Generate financial and contract activity reports for management, funders, and oversight entities.
- Conduct routine financial analysis, expenditure projections, and ad hoc reporting as requested.
- Support grant closeout activities, including final financial reporting and documentation.
- Prepare and provide financial information for external audits, fiscal monitoring reviews, and compliance examinations.
- Collaborate closely with internal and external auditors to support audit and monitoring activities.

Technical Assistance and Supervision

- Provide fiscal technical assistance and guidance to service providers, internal staff, and other stakeholders.
- Direct and review the work of Staff Accountants to ensure accuracy, timeliness, and compliance.
- Assist in mentoring and developing fiscal staff to promote consistency and best practices.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Principles and practices of governmental and grant-funded financial administration, including budgeting and financial reporting.
- Knowledge of GAAP and applicable GASB standards.
- Federal grant compliance requirements, including Uniform Guidance (2 CFR Part 200).
- Policies and fiscal requirements of the Illinois Department of Commerce and Economic Opportunity (DCEO).

- Workforce Innovation and Opportunity Act (WIOA) and Trade Adjustment Assistance (TAA) fiscal requirements.
- Grant reporting systems and preparation of financial statements and compliance reports.
- Integrated financial management systems and accounting software.
- Proficiency in Microsoft Office applications, including Excel, Word, Access, and PowerPoint.
- Ability to interpret and apply complex regulations and policies to fiscal operations.
- Ability to prepare, examine, and verify financial documents and reports with a high degree of accuracy.
- Strong oral and written communication skills.
- Ability to establish and maintain effective working relationships with staff, service providers, and external partners.

TRAINING, EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree or higher in Accounting, Finance, Business Administration, or a related field.
- A minimum of three (3) years of professional accounting or financial management experience in a governmental and/or nonprofit environment.
- Experience with grant-funded programs and fiscal compliance is strongly preferred.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

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

Prolonged periods of sitting, talking, listening, working on a computer = 75%

Lifting up to 15 pounds at a time, reaching, bending, walking = 25%

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, telephone, fax, copier, county vehicle, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Normal office environment where there is no physical discomfort or exposure to hazards due to temperature, dust, noise and the like.

REPORTING RELATIONSHIPS:

Reports to: Workforce Development Fiscal Manager

Directs Work of: Staff Accountants (3)

Employee:

Signature: _____

Date: _____

Supervisor:

Signature: _____

Date: _____

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

PRESENTATION/DISCUSSION NO. TMP-26-069

COUNTY CODE UPDATES REGARDING DEPARTMENT HEADS

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

PRESENTATION/DISCUSSION NO. TMP-26-070

TRAVEL POLICY DISCUSSION