



# Kane County

## KC Human Services Committee

### Agenda

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

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

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**Wednesday, January 10, 2024**

**9:00 AM**

**County Board Room**

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1. **Call To Order**
2. **Roll Call**
3. **Remote Attendance Requests**
4. **Approval of Minutes: December 13, 2023**
5. **Public Comment (Agenda Items)**
6. **Monthly Financial Reports**
  - A. Monthly Finance Reports (attached)
7. **Department of Human Resource Management**
  - A. Monthly Blue Cross Blue Shield Invoice (attached)
  - B. Monthly BCBS and MERP Totals (attached)
  - C. Monthly Assured Partners Report (attached)
  - D. Monthly Applicants and Staff Changes (attached)
  - E. Monthly Workers Comp and Liability Reports (attached)
8. **Compliance**
  - A. Monthly Training Report (attached)
9. **Old Business**
  - A. **Ordinance:** Creating Illinois Residency Requirements for County Employees
10. **New Business**
  - A. **Resolution:** Amending the Personnel Policy Handbook Sections Regarding Extended Illness Leave
  - B. **Resolution:** Establishing the Office of Community Reinvestment's Finance and Administration Division, the Position of Assistant Director for Finance and Administration, and the Transfer of Workforce Development Fiscal Staff from the Finance Department to the Office of Community Reinvestment

**C. Finance Department Organization - Grant Unit**

- 11. Reports Placed On File**
- 12. Executive Session (if needed)**
- 13. Public Comment (Non-Agenda Items)**
- 14. Adjournment**

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-1802**

**MONTHLY FINANCE REPORTS (ATTACHED)**


**Human Services Revenue Expense Budget Report - By Account Detail**  
**Through December 31, 2023 (8.3% YTD, 7.69% Payroll Expense through Pay Period Ending 12/23/2023)**  
**\*2019, 2020, 2021, 2022 Actual Full Fiscal Year**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount	2024 Actual Amount	2023 Adopted Budget	2024 Adopted Budget	2023 YTD% Actual/Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>120 Human Resource Management</b>	<b>\$ (3,005,079)</b>	<b>\$ (3,511,332)</b>	<b>\$ (3,543,852)</b>	<b>\$ (3,709,938)</b>	<b>\$ (4,445,371)</b>	<b>\$ (2,843,798)</b>			<b>N/A</b>	<b>N/A</b>	
<b>001 General Fund</b>	<b>\$ (234,941)</b>	<b>\$ (248,652)</b>	<b>\$ (230,337)</b>	<b>\$ (205,373)</b>	<b>\$ (263,367)</b>	<b>\$ (15,992)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
<b>Expenses</b>	<b>\$ 234,941</b>	<b>\$ 248,652</b>	<b>\$ 230,337</b>	<b>\$ 205,373</b>	<b>\$ 263,367</b>	<b>\$ 15,992</b>	<b>\$ 322,813</b>	<b>\$ 260,846</b>	<b>81.6%</b>	<b>6.1%</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>\$ 198,816</b>	<b>\$ 15,688</b>	<b>\$ 219,656</b>	<b>\$ 202,946</b>	<b>90.5%</b>	<b>7.7%</b>	
40000 - Salaries and Wages	\$ 152,144	\$ 181,794	\$ 166,938	\$ 160,097	\$ 198,816	\$ 15,688	\$ 213,239	\$ 202,945	93.2%	7.7%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417	\$ 1	0.0%	0.0%	
40009 - Salaries and Wages Subsidy	\$ -	\$ (142)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<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>\$ -</b>	<b>\$ 50,057</b>	<b>\$ -</b>	<b>99.4%</b>	<b>N/A</b>	
45000 - Healthcare Contribution	\$ 39,448	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ -	\$ 48,874	\$ -	98.0%	N/A	
45009 - Healthcare Subsidy	\$ -	\$ (60)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
45010 - Dental Contribution	\$ 1,058	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ -	\$ 1,183	\$ -	155.6%	N/A	
45019 - Dental Subsidy	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<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>\$ 200</b>	<b>\$ 45,600</b>	<b>\$ 48,150</b>	<b>26.4%</b>	<b>0.4%</b>	
50000 - Project Administration Services	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%	0.0%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	0.0%	N/A	
52140 - Repairs and Maint- Copiers	\$ 852	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ -	\$ 1,500	\$ 1,500	80.7%	0.0%	
53050 - Employment Advertising	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ 500	\$ 6,800	146.3%	0.0%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ -	\$ 500	\$ 3,043	\$ -	\$ 5,500	\$ 5,500	55.3%	0.0%	
53110 - Employee Training	\$ -	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	\$ -	\$ -	N/A	N/A	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ -	\$ 44	\$ 92	\$ -	\$ 150	\$ 150	61.6%	0.0%	
53130 - General Association Dues	\$ 607	\$ -	\$ -	\$ -	\$ 732	\$ -	\$ 1,200	\$ 1,200	61.0%	0.0%	
55000 - Miscellaneous Contractual Exp	\$ 34,754	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 200	\$ 25,250	\$ 23,000	18.7%	0.9%	
<b>Commodities</b>	<b>\$ 6,078</b>	<b>\$ 5,259</b>	<b>\$ 5,448</b>	<b>\$ 4,995</b>	<b>\$ 2,780</b>	<b>\$ 103</b>	<b>\$ 7,500</b>	<b>\$ 7,500</b>	<b>37.1%</b>	<b>1.4%</b>	
60000 - Office Supplies	\$ 4,291	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 103	\$ 4,800	\$ 4,800	47.8%	2.2%	
60010 - Operating Supplies	\$ 1,612	\$ -	\$ 1,763	\$ -	\$ -	\$ -	\$ 2,200	\$ 2,200	0.0%	0.0%	
60050 - Books and Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
60080 - Employee Recognition Supplies	\$ 175	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ -	\$ 500	\$ 500	97.0%	0.0%	
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,250</b>	<b>N/A</b>	<b>0.0%</b>	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250	N/A	0.0%	
<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>\$ (4,182,823)</b>	<b>\$ (2,827,806)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</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>\$ 4,182,823</b>	<b>\$ 2,827,806</b>	<b>\$ 4,500,231</b>	<b>\$ 4,813,635</b>	<b>92.9%</b>	<b>58.7%</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>\$ 154,314</b>	<b>\$ 13,207</b>	<b>\$ 143,005</b>	<b>\$ 159,043</b>	<b>107.9%</b>	<b>8.3%</b>	
40000 - Salaries and Wages	\$ 136,022	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,314	\$ 13,207	\$ 138,827	\$ 154,410	111.2%	8.6%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,178	\$ -	0.0%	N/A	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,633	N/A	0.0%	
<b>Personnel Services- Employee Benefits</b>	<b>\$ 39,008</b>	<b>\$ 36,442</b>	<b>\$ 23,828</b>	<b>\$ 31,488</b>	<b>\$ 39,098</b>	<b>\$ 3,141</b>	<b>\$ 34,718</b>	<b>\$ 40,764</b>	<b>112.6%</b>	<b>7.7%</b>	
45000 - Healthcare Contribution	\$ 18,520	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 1,465	\$ 15,905	\$ 20,856	119.6%	7.0%	

**Human Services Revenue Expense Budget Report - By Account Detail**  
**Through December 31, 2023 (8.3% YTD, 7.69% Payroll Expense through Pay Period Ending 12/23/2023)**  
**\*2019, 2020, 2021, 2022 Actual Full Fiscal Year**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount	2024 Actual Amount	2023 Adopted Budget	2024 Adopted Budget	2023 YTD% Actual/Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
45010 - Dental Contribution	\$ 305	\$ 749	\$ 238	\$ 486	\$ 889	\$ 83	\$ 508	\$ 456	175.0%	18.2%	
45100 - FICA/SS Contribution	\$ 10,260	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,411	\$ 975	\$ 10,940	\$ 12,167	104.3%	8.0%	
45200 - IMRF Contribution	\$ 9,922	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,772	\$ 619	\$ 7,365	\$ 7,285	105.5%	8.5%	
<b>Contractual Services</b>	<b>\$ 2,594,073</b>	<b>\$ 3,091,047</b>	<b>\$ 2,766,253</b>	<b>\$ 3,313,104</b>	<b>\$ 3,985,334</b>	<b>\$ 2,811,458</b>	<b>\$ 4,318,430</b>	<b>\$ 4,609,847</b>	<b>92.3%</b>	<b>61.0%</b>	
50000 - Project Administration Services	\$ 107,843	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ -	\$ 108,975	\$ 108,975	79.9%	0.0%	
50150 - Contractual/Consulting Services	\$ 289,672	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ -	\$ 185,000	\$ 185,000	0.4%	0.0%	
53000 - Liability Insurance	\$ 224,201	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,764,854	\$ 2,467,905	\$ 2,619,000	\$ 2,837,941	105.6%	87.0%	
53010 - Workers Compensation	\$ 1,939,711	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,756	\$ 343,561	\$ 1,378,395	\$ 1,450,851	78.0%	23.7%	
53020 - Unemployment Claims	\$ 32,646	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,803	\$ (8)	\$ 27,060	\$ 27,080	209.9%	0.0%	
53110 - Employee Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<b>Commodities</b>	<b>\$ -</b>	<b>\$ 13</b>	<b>\$ (13)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
60000 - Office Supplies	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<b>Transfers Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 417,912</b>	<b>\$ 3,575</b>	<b>\$ 4,078</b>	<b>\$ -</b>	<b>\$ 4,078</b>	<b>\$ 3,981</b>	<b>0.0%</b>	<b>0.0%</b>	
99000 - Transfer To Other Funds	\$ -	\$ -	\$ 417,912	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
99001 - Transfer to Fund 001	\$ -	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ -	\$ 4,078	\$ 3,981	100.0%	0.0%	
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,659</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
70070 - Automotive Equipment	\$ -	\$ -	\$ -	\$ 22,659	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<b>Contingency and Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<b>246 Employee Events Fund</b>	<b>\$ (1,035)</b>	<b>\$ 934</b>	<b>\$ 401</b>	<b>\$ (724)</b>	<b>\$ 818</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
<b>Revenue</b>	<b>\$ 1,839</b>	<b>\$ 934</b>	<b>\$ 401</b>	<b>\$ 320</b>	<b>\$ 818</b>	<b>\$ -</b>	<b>\$ 984</b>	<b>\$ 1,509</b>	<b>83.2%</b>	<b>0.0%</b>	
<b>Interest Revenue</b>	<b>\$ 561</b>	<b>\$ 313</b>	<b>\$ (1)</b>	<b>\$ (256)</b>	<b>\$ 203</b>	<b>\$ -</b>	<b>\$ 184</b>	<b>\$ 709</b>	<b>110.1%</b>	<b>0.0%</b>	
38000 - Investment Income	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 203	\$ -	\$ 184	\$ 709	110.1%	0.0%	
<b>Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
38900 - Miscellaneous Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<b>Reimbursements</b>	<b>\$ 1,277</b>	<b>\$ 621</b>	<b>\$ 402</b>	<b>\$ 575</b>	<b>\$ 616</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>77.0%</b>	<b>0.0%</b>	
37900 - Miscellaneous Reimbursement	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ -	\$ 800	\$ 800	77.0%	0.0%	
<b>Expenses</b>	<b>\$ (2,874)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,044)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 984</b>	<b>\$ 1,509</b>	<b>0.0%</b>	<b>0.0%</b>	
<b>Contractual Services</b>	<b>\$ 2,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>N/A</b>	
50150 - Contractual/Consulting Services	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	N/A	
<b>Commodities</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,044</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 984</b>	<b>\$ 984</b>	<b>0.0%</b>	<b>0.0%</b>	
60080 - Employee Recognition Supplies	\$ -	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 984	\$ 984	0.0%	0.0%	
<b>Contingency and Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 525</b>	<b>N/A</b>	<b>0.0%</b>	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	N/A	0.0%	

**Human Services Revenue Expense Budget Report - By Account Detail**  
**Through December 31, 2023 (8.3% YTD, 7.69% Payroll Expense through Pay Period Ending 12/23/2023)**  
**\*2019, 2020, 2021, 2022 Actual Full Fiscal Year**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount	2024 Actual Amount	2023 Adopted Budget	2024 Adopted Budget	2023 YTD% Actual/Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
<b>Grand Total</b>	\$ (3,005,079)	\$ (3,511,332)	\$ (3,543,852)	\$ (3,709,938)	\$ (4,445,371)	\$ (2,843,798)			N/A	N/A	



# Human Services Accounts Payable by GL Distribution

Payment Date Range 12/01/23 - 12/31/23

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 001 - General Fund</b>											
Department <b>120 - Human Resource Management</b>											
Sub-Department <b>120 - Human Resource Management</b>											
Account <b>52140 - Repairs and Maint- Copiers</b>											
13153 - Toshiba America Business Solutions, Inc	6146720	Copier charges - 08/01/23 - 10/31/23	Paid by EFT # 84804		11/03/2023	11/22/2023	11/22/2023		12/18/2023	221.77	
								Account <b>52140 - Repairs and Maint- Copiers</b> Totals		Invoice Transactions 1	<u>\$221.77</u>
Account <b>60000 - Office Supplies</b>											
5540 - The Tree House Inc	122741	CF280X	Paid by Check # 382899		10/23/2023	11/22/2023	11/22/2023		12/04/2023	353.25	
3578 - Warehouse Direct, Inc.	5626713-0	Office Supplies November 2023	Paid by EFT # 84842		12/07/2023	12/08/2023	12/08/2023		12/18/2023	94.12	
12287 - Century Springs/Ove Water Services	2178579	Water delivery 10/20 - Finance	Paid by EFT # 84535		10/20/2023	11/30/2023	11/30/2023		12/18/2023	3.14	
12287 - Century Springs/Ove Water Services	2171597	Water delivery 10/06 - Finance	Paid by EFT # 84535		10/06/2023	11/30/2023	11/30/2023		12/18/2023	5.29	
12287 - Century Springs/Ove Water Services	2156347	Water delivery 09/08, 09/22, 09/29 & Oct Rental Fee	Paid by EFT # 84535		09/29/2023	11/30/2023	11/30/2023		12/18/2023	12.07	
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 112523	Water delivery 11/03, 11/16, 09/29 & Nov Rental Fee	Paid by EFT # 84580		11/25/2023	12/08/2023	12/08/2023		12/18/2023	9.22	
								Account <b>60000 - Office Supplies</b> Totals		Invoice Transactions 6	<u>\$477.09</u>
Account <b>60080 - Employee Recognition Supplies</b>											
4526 - Fifth Third Bank	7740-TK-10/23	October 2023 P-Card Charges	Paid by EFT # 84268		11/06/2023	11/22/2023	11/22/2023		12/04/2023	(20.98)	
								Account <b>60080 - Employee Recognition Supplies</b> Totals		Invoice Transactions 1	<u>(\$20.98)</u>
								Sub-Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 8	<u>\$677.88</u>
								Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 8	<u>\$677.88</u>
								Fund <b>001 - General Fund</b> Totals		Invoice Transactions 8	<u>\$677.88</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>											
10407 - Physicians Immediate Care North Chicago, LLC	25934-11/2023	Hepatitis B Immunization	Paid by EFT # 84364		11/09/2023	11/22/2023	11/22/2023		12/04/2023	110.00	
9385 - H&H Electric Co.	41435	Liability Claim 23D45K705634	Paid by EFT # 84282		03/31/2023	11/21/2023	11/21/2023		12/04/2023	4,894.86	
9385 - H&H Electric Co.	41857	Liability Claim RPO-KC-23-0019	Paid by EFT # 84282		06/21/2023	11/21/2023	11/21/2023		12/04/2023	2,180.46	
9385 - H&H Electric Co.	41858	Liability Claim 23D45K936148	Paid by EFT # 84282		06/28/2023	11/21/2023	11/21/2023		12/04/2023	1,035.46	
9385 - H&H Electric Co.	42296	Liability Claim 22D45K535523	Paid by EFT # 84282		09/26/2023	11/21/2023	11/21/2023		12/04/2023	11,563.83	



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Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 010 - Insurance Liability</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>130 - Insurance Liability- HRM</b>										
Account <b>53000 - Liability Insurance</b>										
9385 - H&H Electric Co.	41434	Liability Claim 23D45K705580	Paid by EFT # 84282		03/31/2023	11/21/2023	11/21/2023		12/04/2023	2,679.03
9385 - H&H Electric Co.	42300	Liability Claim RPO-KC- 23-0016	Paid by EFT # 84282		09/12/2023	11/22/2023	11/22/2023		12/04/2023	2,503.34
9385 - H&H Electric Co.	42298	Liability Claim 23D45K940183	Paid by EFT # 84282		09/13/2023	11/22/2023	11/22/2023		12/04/2023	1,235.70
9385 - H&H Electric Co.	42297	Liability Claim 23D45K940229	Paid by EFT # 84282		09/20/2023	11/22/2023	11/22/2023		12/04/2023	2,873.26
8258 - CCMSI	0144563-IN	October Liability Invoice	Paid by EFT # 84215		10/31/2023	11/17/2023	11/17/2023		12/04/2023	7,900.19
12798 - West Bend Mutual Insurance Company	2558109	Notary Bond - Cardenas 2558109	Paid by Check # 382905		11/15/2023	11/22/2023	11/22/2023		12/04/2023	20.00
12798 - West Bend Mutual Insurance Company	2559068	Notary Bond - Cermak 2559068	Paid by Check # 382905		11/11/2023	11/22/2023	11/22/2023		12/04/2023	20.00
12798 - West Bend Mutual Insurance Company	2561153	Notary Bond - Duran 2561153	Paid by Check # 383066		11/30/2023	12/08/2023	11/30/2023		12/18/2023	20.00
12798 - West Bend Mutual Insurance Company	2561154	Notary Bond - Lenz 2561154	Paid by Check # 383066		11/30/2023	12/08/2023	11/30/2023		12/18/2023	20.00
8258 - CCMSI	0146185-IN	Pre-Funding Liability 23D45K921993	Paid by EFT # 84532		12/04/2023	12/08/2023	12/08/2023		12/18/2023	30,425.00
8258 - CCMSI	0146248-IN	Pre-Funding Liability 23D45K910000	Paid by EFT # 84532		12/05/2023	12/08/2023	12/08/2023		12/18/2023	28,700.00
8258 - CCMSI	0145842-IN	November Liability Claims	Paid by EFT # 84532		11/30/2023	12/08/2023	11/30/2023		12/18/2023	7,930.56
9385 - H&H Electric Co.	42299	Liability Claim 23D45K940754	Paid by EFT # 84626		09/20/2023	12/08/2023	11/30/2023		12/18/2023	10,924.32
13723 - Megan Johnson	00005	Liability reimb for deduct RPO-KC-23- 0028	Paid by EFT # 84655		10/11/2023	12/08/2023	11/30/2023		12/18/2023	250.00
1654 - Northern Contracting, Inc.	10063	Liability Claim 23D45K955003	Paid by EFT # 84708		10/25/2023	12/08/2023	11/30/2023		12/18/2023	3,742.47
1654 - Northern Contracting, Inc.	10083	Liability Claim 23D45K955025	Paid by EFT # 84708		12/04/2023	12/08/2023	12/08/2023		12/18/2023	4,395.07
8728 - State Street Collision, Inc.	15987137	Liability Claim RPO-KC- 23-0029	Paid by EFT # 84786		12/04/2023	12/08/2023	12/08/2023		12/18/2023	10,748.67
13605 - The Cincinnati Insurance Company	6769671	Bond - Kuncf	Paid by Check # 383053		11/08/2023	12/08/2023	11/30/2023		12/18/2023	810.00
13382 - C & D Autobody Repair Inc	5253	Liability Claim 23D45K951270	Paid by EFT # 84526		11/13/2023	12/08/2023	11/30/2023		12/18/2023	9,453.17
Account <b>53000 - Liability Insurance</b> Totals									Invoice Transactions 24	\$144,435.39





# Human Services Accounts Payable by GL Distribution

Payment Date Range 12/01/23 - 12/31/23

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	20231101-2	Goncher PSEBA Payments Nov & Dec	Paid by EFT # 84276		12/01/2023	11/17/2023	11/17/2023		12/04/2023	1,854.48
8258 - CCMSI	0144562-IN	Workers Comp October Invoice	Paid by EFT # 84215		10/31/2023	11/17/2023	11/17/2023		12/04/2023	44,707.88
8258 - CCMSI	0145464-IN	Workers Comp Pre Funding 17D45F328045	Paid by EFT # 84215		11/20/2023	11/17/2023	11/17/2023		12/04/2023	197,000.00
8258 - CCMSI	0145841-IN	November Workers Comp Claims	Paid by EFT # 84532		11/30/2023	12/08/2023	11/30/2023		12/18/2023	52,485.77
							Account <b>53010 - Workers Compensation</b> Totals	Invoice Transactions	4	<u>\$296,048.13</u>
							Sub-Department <b>130 - Insurance Liability- HRM</b> Totals	Invoice Transactions	28	<u>\$440,483.52</u>
							Department <b>120 - Human Resource Management</b> Totals	Invoice Transactions	28	<u>\$440,483.52</u>
							Fund <b>010 - Insurance Liability</b> Totals	Invoice Transactions	28	<u>\$440,483.52</u>
							Grand Totals	Invoice Transactions	36	<u>\$441,161.40</u>

**Kane County Purchasing Card Information  
Human Services Committee  
December 2023 Statement**

**HUMAN RESOURCES**

<b>Transaction Date</b>	<b>Merchant Name</b>	<b>Additional Information</b>	<b>Transaction Amount</b>
12/7/2023	IN LABORLAWCENTER LLC	800-7459970	\$1,163.10
12/20/2023	4IMPRINT, INC	4IMPRINT.COM	\$759.79
			Total: \$1,922.89
			Total all: \$1,922.89



# Tuition Reimbursement FYTD

Payment Date Range 12/01/23 - 12/31/23

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
							Account <b>45420 - Tuition Reimbursement</b> Totals	Invoice Transactions 1		<u>\$1,482.00</u>
							Sub-Department <b>020 - Riverboat</b> Totals	Invoice Transactions 1		<u>\$1,482.00</u>
							Department <b>010 - County Board</b> Totals	Invoice Transactions 1		<u>\$1,482.00</u>
							Fund <b>120 - Grand Victoria Casino Elgin</b> Totals	Invoice Transactions 1		<u>\$1,482.00</u>
							Grand Totals	Invoice Transactions 1		<u>\$1,482.00</u>

**Health Insurance Fund**

**Revenue and Expenses**

**Through December 31, 2023 (8.3% YTD, 7.69% Payroll Expense through Pay Period Ending 12/23/2023)  
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)	\$ 64,703	\$ -
652.800.000.38900 - Miscellaneous Other		\$ 17,880	\$ -	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 12,211,311	\$ 13,116,149	\$ 14,469,417	\$ 1,290,055
652.800.000.38915 - Dental Employer Portion	\$ 421,550	\$ 425,507	\$ 407,933	\$ 36,589
652.800.000.38920 - Healthcare Employee Portion	\$ 2,501,115	\$ 3,197,317	\$ 2,925,521	\$ 259,937
652.800.000.38921 - Dental Employee Portion	\$ 267,158	\$ 281,567	\$ 269,619	\$ 23,181
652.800.000.38927 - MERP Employer Portion	\$ 888,142	\$ 998,731	\$ 1,120,209	\$ 106,159
652.800.000.38930 - Retiree Payments - Healthcare	\$ 577,472	\$ 609,359	\$ 657,037	\$ 9,874
652.800.000.38935 - Retiree Payments - Dental	\$ 2,886	\$ 2,615	\$ 3,815	\$ 342
652.800.000.38940 - Cobra Payments - Healthcare	\$ 55,784	\$ 47,684	\$ 24,367	\$ 4,212
652.800.000.38945 - Cobra Payments - Dental	\$ 2,977	\$ 2,696	\$ 2,010	\$ 108
<b>Total Revenue</b>	<b>\$ 16,934,067</b>	<b>\$ 18,609,860</b>	<b>\$ 19,944,631</b>	<b>\$ 1,730,458</b>
<b>Expenses - Health Insurance General</b>				
652.800.814.50150 - Contractual/Consulting Services	\$ 100,800	\$ 114,000	\$ 108,000	\$ 9,000
652.800.814.50520 - Healthcare Admin Services	\$ 10,860	\$ 11,244	\$ 11,665	\$ 1,012
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (1,469,791)	\$ (624,786)	\$ (806,784)	\$ -
652.800.814.53032 - Self Insured Healthcare Claims Administration		\$ -	\$ -	\$ -
652.800.814.53036 - Healthcare Taxes		\$ -	\$ -	\$ -
652.800.814.53038 - Healthcare - Vision Insurance	\$ 79,982	\$ 74,975	\$ 81,318	\$ 6,891
652.800.814.53039 - Affordable Care Act Fee	\$ 4,878	\$ 3,210	\$ 5,217	\$ -
652.800.814.53300 - Healthcare - Health Insurance		\$ 23,031	\$ -	\$ -
652.800.814.53310 - Healthcare - Dental Insurance	\$ 726,514	\$ 732,083	\$ 804,932	\$ -
652.800.814.53320 - Healthcare - Life Insurance	\$ 34,494	\$ 42,029	\$ 40,678	\$ 5,211
652.800.814.53380 - Healthcare - Wellness		\$ -	\$ (100,000)	\$ -
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ 14,750	\$ -	\$ 46,550	\$ -
652.800.814.53385 - Financial Wellness	\$ 10,000	\$ 7,500	\$ 10,000	\$ -
<b>Total Health Insurance General Expenses</b>	<b>\$ (487,514)</b>	<b>\$ 383,286</b>	<b>\$ 201,575</b>	<b>\$ 22,113</b>

**Health Insurance Fund**

**Revenue and Expenses**

**Through December 31, 2023 (8.3% YTD, 7.69% Payroll Expense through Pay Period Ending 12/23/2023)  
with comparative for Full Fiscal Year 2021 and 2022**

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
<b>Expenses - Health Insurance MERP</b>				
652.800.814.53340 - MERP - Premium Reimbursement	\$ 54,593	\$ 55,424	\$ 64,554	\$ 5,470
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 5,012	\$ 4,202	\$ 8,264	\$ 352
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 163,392	\$ 331,406	\$ 447,562	\$ 13,243
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 164,946	\$ 14,316	\$ -	\$ -
Total MERP Expenses	\$ 387,944	\$ 405,349	\$ 520,379	\$ 19,064
<b>Expenses - Health Insurance PPO</b>				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 424,614	\$ 505,541	\$ 723,948	\$ -
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,292,190	\$ 6,180,965	\$ 7,738,450	\$ -
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 188,336	\$ 218,379	\$ 245,663	\$ -
652.800.817.53033 - Healthcare Facility Access Fee	\$ 43,966	\$ 76,025	\$ 13,041	\$ -
652.800.817.53037 - Healthcare Credits	\$ (190,164)	\$ (260,803)	\$ (350,324)	\$ -
Total Health Insurance PPO Expenses	\$ 6,758,941	\$ 6,720,108	\$ 8,370,778	\$ -
<b>Expenses - Health Insurance HMO</b>				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 397,022	\$ 462,946	\$ 555,815	\$ -
652.800.818.53031 - Self Insured Healthcare Claims	\$ 8,180,201	\$ 6,714,631	\$ 6,963,453	\$ -
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 389,186	\$ 394,430	\$ 372,131	\$ -
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 82,666	\$ 92,087	\$ 104,647	\$ -
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,360,426	\$ 2,658,797	\$ 2,594,715	\$ -
652.800.818.53037 - Healthcare Credits	\$ (394,368)	\$ (497,551)	\$ (564,106)	\$ -
Total Health Insurance HMO Expenses	\$ 11,015,133	\$ 9,825,340	\$ 10,026,655	\$ -
<b>Expenses - Retiree</b>				
652.800.820.53300 - Healthcare - Health Insurance	\$ 89,873	\$ 106,764	\$ 125,395	\$ 12,638
<b>Total Expenses</b>	<b>\$ 17,764,377</b>	<b>\$ 17,440,846</b>	<b>\$ 19,244,783</b>	<b>\$ 53,816</b>
<b>Revenue Net Expenses</b>	<b>\$ (830,310)</b>	<b>\$ 1,169,014</b>	<b>\$ 699,848</b>	<b>\$ 1,676,642</b>
<b>Fund Balance</b>	<b>\$ 5,247,855</b>	<b>\$ 6,416,869</b>	<b>\$ 7,116,717</b>	<b>\$ 8,793,360</b>
<i>Target Fund Balance at 25%</i>	\$ 4,441,094	\$ 4,360,212	\$ 4,811,196	\$ 13,454
<i>Target Fund Balance at 50%</i>	\$ 8,882,188	\$ 8,720,423	\$ 9,622,391	\$ 26,908



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>825313929341</b>
Invoice Date	<b>11/30/2023</b>
Invoice Period	<b>11/01/2023 - 11/30/2023</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 \$1,480,750.31**

**Date Due 01/02/2024**

See footnotes for important Wire & ACH payment instructions

**Claim Charges/Credits - Paid 11/1/23 – 11/30/23**

Value Based Care-Value Incentive	401.92
Medical-Facility	633,724.24
Value Based Care-Care Coordination	378.00
Medical-Professional	375,601.97
Pharmacy	447,219.83
<b>Total Claim Charges/Credits</b>	<b>\$1,457,325.96</b>

**Stop Loss - 11/1/23 – 11/30/23**

Specific Stop Loss Credit/Charge	(291,204.15)
<b>Total Stop Loss</b>	<b>\$(291,204.15)</b>

Administration Fees	Calculation Method	
RX Rebate Credit	Per Contract Per Month	(79,101.78)
Medical Rx Rebate Credit	Per Contract Per Month	(962.50)
IL Access Fee	Per Contract Per Month	573.65
Benefits Value Advisor	Per Contract Per Month	1,135.75
HMO Managed Care Fee	Per Contract Per Month	9,066.60
Physician Service Fee - Allocated	Monthly Claims	33,215.65

*(continued on next page)*

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

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

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

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

Administration Fees <i>(continued from previous page)</i>	Calculation Method	
Administration Fee	Per Contract Per Month	51,326.12
Specific Stop Loss	Per Contract Per Month	112,279.18
Physician Service Fee - Direct	Monthly Claims	187,159.17
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	(63.34)
<b>Total Administration Fees</b>		<b>\$314,628.50</b>

<b>Total Claim Charges/Credits</b>	<b>\$1,166,121.81</b>
<b>Total Administration Fees &amp; Adjustments</b>	<b>\$314,628.50</b>
<b>Total Charges</b>	<b>\$1,480,750.31</b>

<b>Billing Contact</b> ARCHANA KELAVKAR Email: ASO_Billing_Team@bcbsil.com	<b>Account Executive Contact</b> Dee Roberts Email: dee_roberts@bcbsil.com
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**Electronic payment is preferred. Check payment is acceptable.**

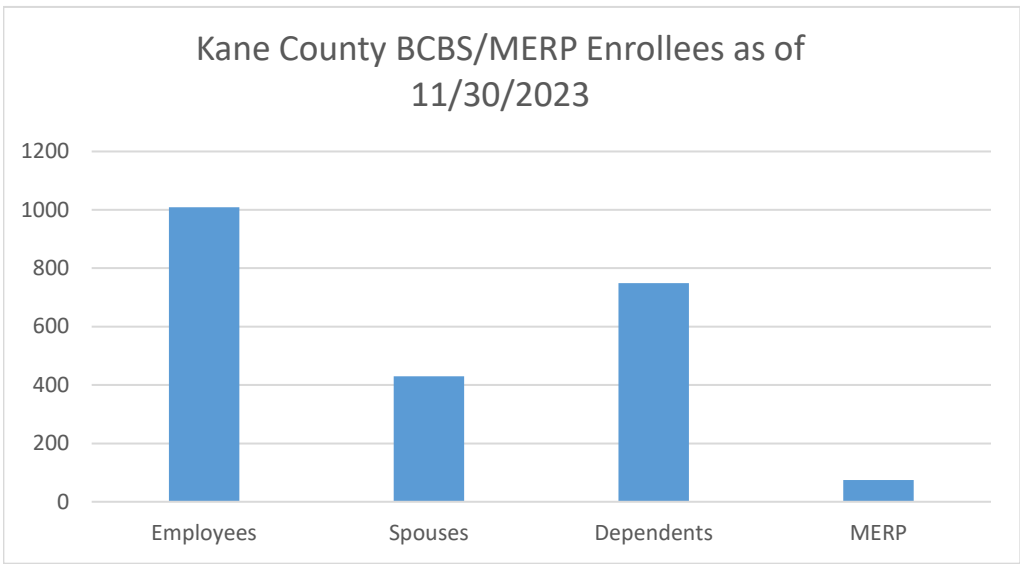
Make checks payable to Health Care Service Corporation	If sending via Overnight Courier	If sending via 1st Class Mail
<b>Include</b> Account ID Number    8253175154 Amount Due            \$1,480,750.31 Date Due                01/02/2024	Health Care Service Corporation Attn: 14169 5505 N. Cumberland Ave. Suite 307 Chicago, IL 60656-1471	Health Care Service Corporation Dept. CH 14169 Palatine, IL 60055-4169





**Kane County BCBS/MERP Enrollees as of  
11/30/2023**

Employees	Spouses	Dependents	MERP
1009	430	749	75







# Kane County

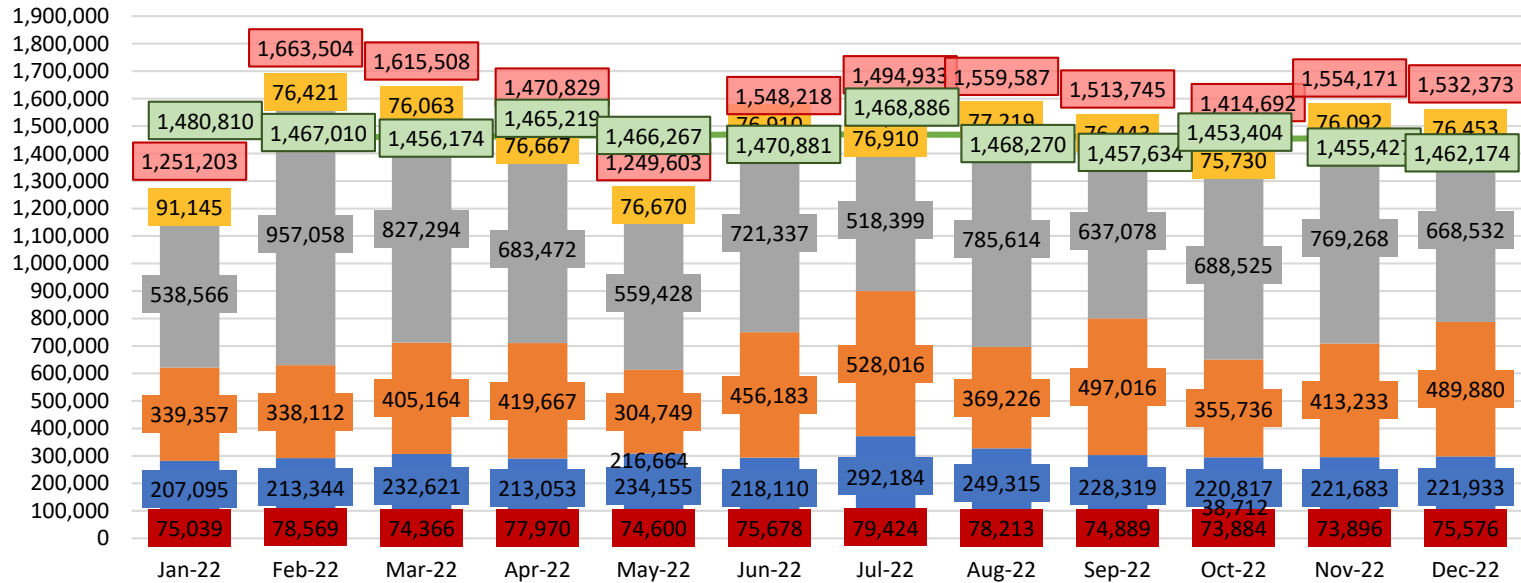
HSC Meeting

1/10/2024

*Presented by: AssuredPartners*

## 2022 Global Financial Tracker

Amount Toward Reserve: **-\$296,211**

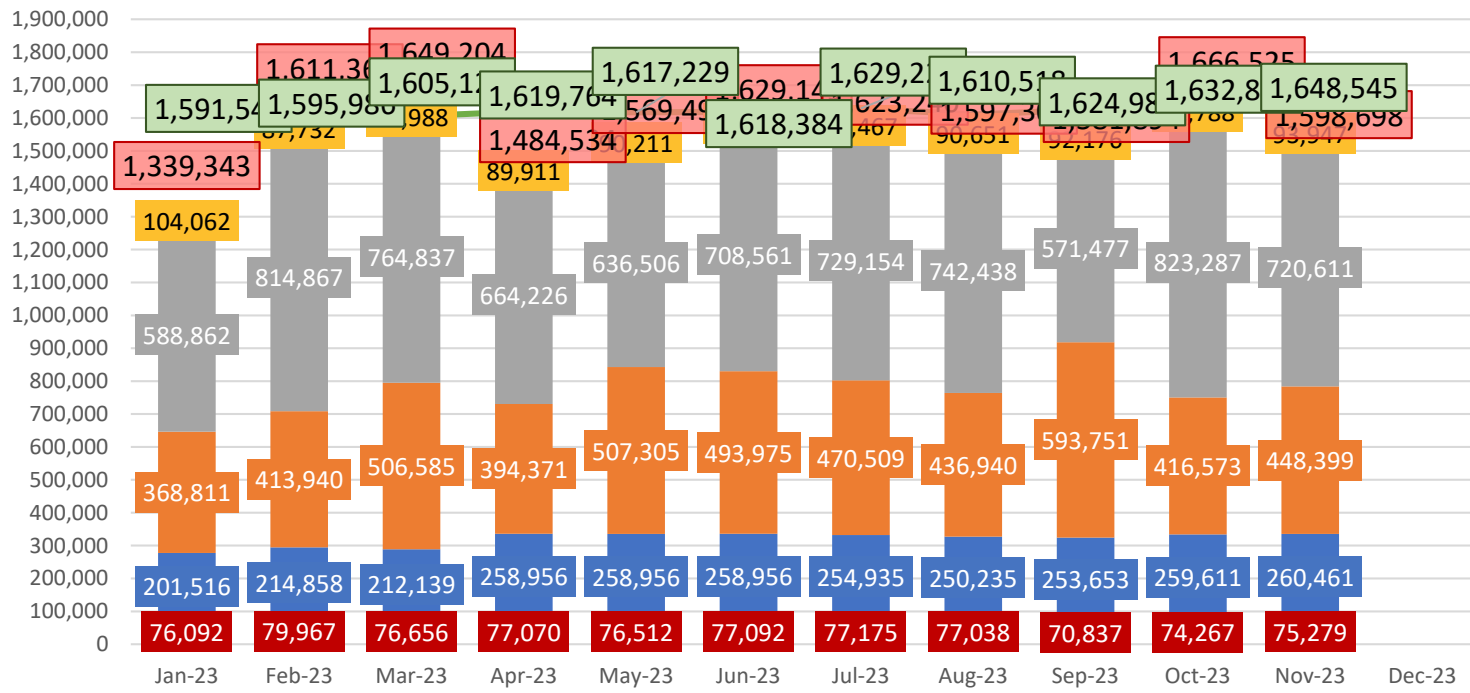


	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
<span style="color: yellow;">■</span> Medical/Rx Fixed Cost	91,145	76,421	76,063	76,667	76,670	76,910	76,910	77,219	76,443	75,730	76,092	76,453
<span style="color: grey;">■</span> Medical Claims after SL Reimbursements	538,566	957,058	827,294	683,472	559,428	721,337	518,399	785,614	637,078	688,525	769,268	668,532
<span style="color: orange;">■</span> 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
<span style="color: blue;">■</span> 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
<span style="color: red;">■</span> 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
<span style="color: red;">□</span> Total Cost	1,251,203	1,663,504	1,615,508	1,470,829	1,249,603	1,548,218	1,494,933	1,559,587	1,513,745	1,414,692	1,554,171	1,532,373
<span style="color: green;">■</span> 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

\*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services

## 2023 Global Financial Tracker

Amount Toward Reserve:  
**\$443,412**



	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	92,788	93,947	
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	720,611	
Rx Claims	368,811	413,940	506,585	394,371	507,305	493,975	470,509	436,940	593,751	416,573	448,399	
Capitation	201,516	214,858	212,139	258,956	258,956	258,956	254,935	250,235	253,653	259,611	260,461	
All Other *	76,092	79,967	76,656	77,070	76,512	77,092	77,175	77,038	70,837	74,267	75,279	
<b>Total Cost</b>	<b>1,339,343</b>	<b>1,611,364</b>	<b>1,649,204</b>	<b>1,484,534</b>	<b>1,569,490</b>	<b>1,629,149</b>	<b>1,623,240</b>	<b>1,597,302</b>	<b>1,581,894</b>	<b>1,666,525</b>	<b>1,598,698</b>	
<b>Total Funding</b>	<b>1,591,545</b>	<b>1,595,986</b>	<b>1,605,122</b>	<b>1,619,764</b>	<b>1,617,229</b>	<b>1,618,384</b>	<b>1,629,224</b>	<b>1,610,518</b>	<b>1,624,987</b>	<b>1,632,850</b>	<b>1,648,545</b>	
Surplus/Deficit	252,202	-15,378	-44,083	135,230	47,739	-10,765	5,984	13,217	43,094	-33,675	49,848	

\*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services



# Job Applicants for December 2023 by Position

Title	Post Date - Deadline	Internal/External	Applicants
<b>Animal Control</b>			
[37] Animal Control	10/20/2023 - N/A	External	1
Shelter Programs and Operations Manager – Geneva	10/20/2023 - N/A	External	1
Total Animal Control Applicants			2
<b>Auditor</b>			
[26] Auditor	11/17/2023 - N/A	External	1
Accounts Payable Specialist -Level 1	12/27/2023 - N/A	External	5
Internal Staff Auditor – Level 1	12/18/2023 - N/A	External	1
Internal Staff Auditor – Level 2	12/18/2023 - N/A	External	1
Total Auditor Applicants			8
<b>Building Management</b>			
Janitorial Manager	12/8/2023 - N/A	External	7
Janitorial Supervisor	12/21/2023 - N/A	External	1
Janitorial Supervisor	1/1/2024 - N/A	External	1
Painter	12/8/2023 - N/A	External	9
Total Building Management Applicants			18
<b>Court Services</b>			
[40] Court Services	11/7/2023 - 12/31/2023	External	1
Intern/Volunteer	Open - N/A	External	1
Probation Officer	11/13/2023 - 12/1/2023	External	1
Youth Counselor	11/7/2023 - 12/31/2023	External	12
Total Court Services Applicants			15
<b>Development and Community Services</b>			
Building Inspector	12/1/2023 - N/A	External	5
Farmland Preservation Administrator	11/9/2023 - N/A	External	2
Intern/Volunteer	Open - N/A	External	1
Planner/GIS Specialist	11/9/2023 - N/A	External	5
Total Development and Community Services Applicants			13
<b>Division of Transportation</b>			
Construction Manager – Civil Engineer II, III or IV	11/8/2023 - N/A	External	2
Customer Service / Program Assistant	12/20/2023 - N/A	External	5



Deputy Chief of Staff	11/21/2023 - N/A	External	2
Intern/Volunteer	Open - N/A	External	1
Project Manager – Civil Engineer II, III, IV or V	11/8/2023 - N/A	External	1
Total Division of Transportation Applicants			11

### Environmental and Water Resources

Intern/Volunteer	Open - N/A	External	2
Total Environmental and Water Resources Applicants			2

### Health Department

Communicable Disease Supervisor	12/19/2023 - N/A	External	3
Community Health Practitioner	11/28/2023 - N/A	External	5
Early Childhood Mental Health Consultant (2 positions - Grant Funded)	7/19/2023 - N/A	External	1
Environmental Health Practitioner	10/30/2023 - N/A	External	1
Intern/Volunteer	Open - N/A	External	12
Lead Inspector	10/4/2023 - N/A	External	2
Public Health Nurse (Grant Funded Position for the Nurse Family Partnership Program)	8/7/2023 - N/A	External	1
Public Health Nurse (Grant Funded Position for the Nurse Family Partnership Program)	8/8/2023 - N/A	External	1
Total Health Department Applicants			26

### Human Resource

Intern/Volunteer	Open - N/A	External	2
Total Human Resource Applicants			2

### Information Technology Department

Desktop Support Analyst II	11/1/2023 - N/A	External	10
Desktop Support Analyst II	12/18/2023 - 12/19/2023	External	1
Web Developer II	11/23/2023 - N/A	External	1
Web Developer II	11/24/2023 - N/A	External	8
Total Information Technology Department Applicants			20

### Judiciary

Courtroom Bailiff	11/20/2023 - 12/11/2023	External	2
Total Judiciary Applicants			2

### KANECOMM

9-1-1 Telecommunicator	6/27/2023 - N/A	External	9
Total KANECOMM Applicants			9

## Office of Community Reinvestment

Community Development Program Manager	11/20/2023 - N/A	External	1
Community Development Program Manager	11/21/2023 - N/A	External	5
Homeless and Social Service Specialist	11/21/2023 - N/A	External	6
Performance Manager	11/30/2023 - N/A	External	6
Program Assistant	11/9/2023 - N/A	External	11
Program Coordinator – Contracts and Special Projects	11/30/2023 - N/A	External	7
Total Office of Community Reinvestment Applicants			36

## Office of Emergency Management (OEM)

[20] Office of Emergency Management (OEM)	10/17/2023 - N/A	External	2
Total Office of Emergency Management (OEM) Applicants			2

## Public Defender

Assistant Public Defender	5/15/2023 - N/A	External	5
Total Public Defender Applicants			5

## Sheriff

[15] Sheriff	7/19/2023 - N/A	External	1
Correction Officers *Lateral Transfer*	7/19/2023 - N/A	External	2
Total Sheriff Applicants			3

## State's Attorney

[23] State's Attorney	10/20/2023 - N/A	External	1
[24] State's Attorney	10/20/2023 - N/A	External	2
[38] State's Attorney	6/20/2023 - N/A	External	1
Assistant State's Attorney/Misdemeanor Division	6/20/2023 - N/A	External	1
Assistant State's Attorney/Misdemeanor/Traffic Division	6/20/2023 - N/A	External	1
Bilingual Advocate/Case Manager-Child Advocacy Center	8/28/2023 - N/A	External	1
Bilingual Child and Family Therapist	12/21/2023 - N/A	External	1
Bilingual Victim Services Advocate	6/20/2023 - N/A	External	1
Child Advocacy Center - Operations Manager/Advocate	12/21/2023 - N/A	External	1
Felony Specialty Courts/Pre-Trial Fairness Act Administrative Assistant	12/5/2023 - N/A	External	2
Felony/Pre-Trial Fairness Act Administrative Assistant	12/5/2023 - N/A	External	1
Victim Advocate	12/21/2023 - N/A	External	4

Victim Services Advocate	6/20/2023 - N/A	External	2
<hr/>			
Total State's Attorney Applicants			19

**Total Applicants for December** **193**

## New Hire Report

### from 12/01/2023 - 12/31/2023

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Animal Control</b>				
	SPITZ, CASSANDRA Y	Shelter Prog and Operations Mgr	ACTIVE	12/12/2023
<b>Building Management</b>				
	BELETSKI, JOULIAN	ZZZ New Painter	ACTIVE	12/28/2023
	PEREZ, LUIS Jr	ZZZ New Painter	ACTIVE	12/27/2023
<b>County Clerk</b>				
	DUFFY, CHRISTIE A	Admin Officer Code Enforcement	ACTIVE	12/04/2023
		Administrative Officer	ACTIVE	12/04/2023
		Building Inspector	ACTIVE	12/04/2023
		Clerk V	ACTIVE	12/04/2023
		Clerk VI	ACTIVE	12/04/2023
		Executive Assistant	ACTIVE	12/04/2023
		Recording Secretary	ACTIVE	12/04/2023
<b>County Clerk Elections-PR Only/County Clerk Elections - PR Only</b>				
	BINZEN, CONNOR J	Election Worker or Judge	ACTIVE	12/04/2023
	BOYCE, SCOTT M	Election Worker or Judge	ACTIVE	12/22/2023
	GOLOVAKHA, LIOR	Election Worker or Judge	ACTIVE	12/04/2023
	KANZLER, DYLAN G	Election Worker or Judge	ACTIVE	12/04/2023
	LUTZOW, BENJAMIN R	Election Worker or Judge	ACTIVE	12/04/2023
	PRABHAKAR, NEVAEH	Election Worker or Judge	ACTIVE	12/04/2023
	QUEEN, SETH A	Election Worker or Judge	ACTIVE	12/04/2023

## New Hire Report

### from 12/01/2023 - 12/31/2023

#### Emergency Management Services

	BAUGH, JAMES E	Specialist Planner	ACTIVE	12/18/2023
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#### Health

	ALEXANDRE, NICOLE B	CHS II Public Health Nurse	ACTIVE	12/11/2023
	HAMILTON, SOPHIA B	CHS III Health Planner	ACTIVE	12/11/2023

#### Sheriff/Adult Corrections

	MCMANUS, MICHELLE L	Nurse	ACTIVE	12/11/2023
	STURGEON, JOSEPH E	Correctional Officer	ACTIVE	12/11/2023

#### Sheriff/Court Security

	DOMINGUEZ, PAUL M	Case Manager	ACTIVE	12/04/2023
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#### State's Attorney

	BAYER, MADISEN L	Administrative Assistant	ACTIVE	12/20/2023
		Intern	ACTIVE	12/20/2023
	CRIMMINS, NORA K	Intern	ACTIVE	12/19/2023
	KADLEC, MORGAN K	Intern	ACTIVE	12/21/2023

#### Transportation

	ELLIS, ELDON B Jr	Highway Maintainer I	ACTIVE	12/01/2023
		Snowbird	ACTIVE	12/01/2023
		ZZZ Vacant Snowbird	ACTIVE	12/01/2023

**Total New Hires 21**

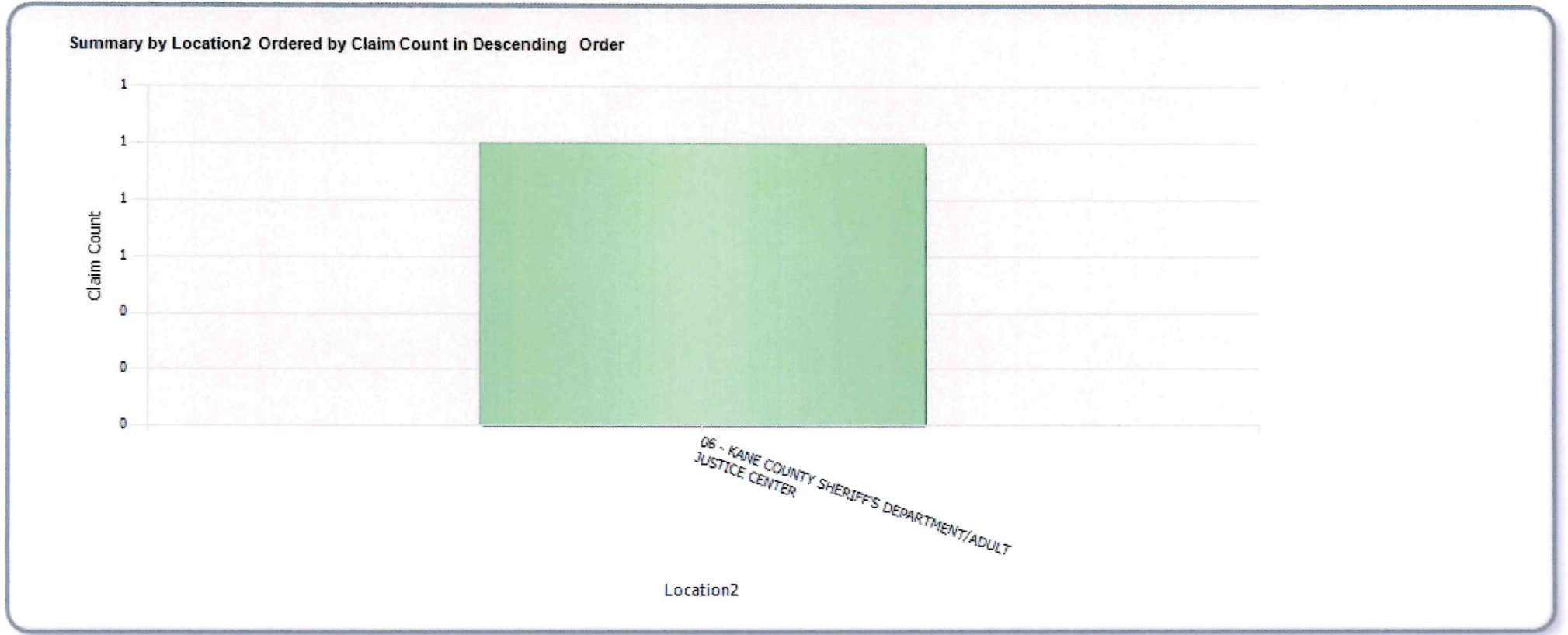
# Termination Report from 12/01/2023 - 12/31/2023

<b>Department</b>		
Employee Name		Termination Date
<b>Circuit Clerk</b>		
GORDON, KATHRYN		12/01/23
WENBERG, MARILYN K		12/01/23
<b>Community Reinvestment</b>		
KUMAR, COURTNEY M		12/08/23
<b>Court Services/Juvenile Justice Center</b>		
HERRMANN, LINDSEY M		12/02/23
<b>Development/County Development</b>		
BURGIN, IAN M		12/01/23
<b>Finance</b>		
WAGGONER, ERICA M		12/07/23
<b>State's Attorney</b>		
CUSTABLE-MCGOWAN, KELLI A		12/04/23
<b>Total Terminations 7</b>		



**Kane County Top 5 Locations (Currently 1) where the most incidents have occurred 12/01/2023-11/30/2024 as of 12/31/23**

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	1	\$0.00	\$5,501.00	\$0.00	\$5,501.00	\$0.00	\$5,501.00	\$5,501.00	100%	100%





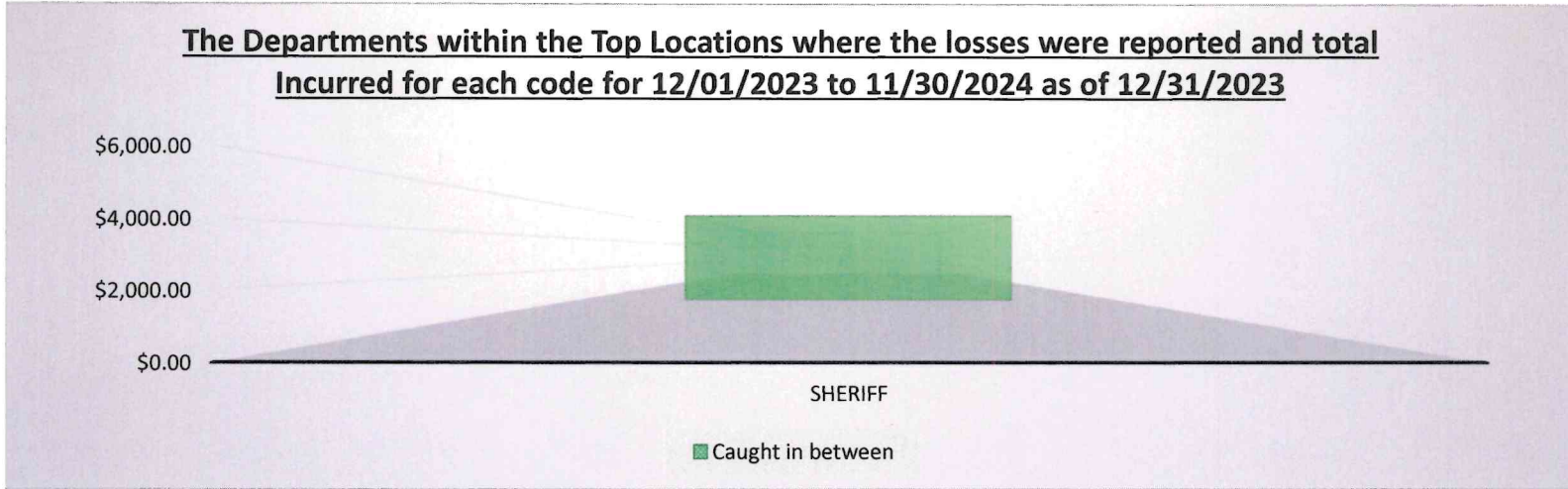
Kane County Workman's Compensation trend from the 3 policy periods (12/01/21-11/30/24) in descending order by Total incurred as of 12/31/2023

Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	70	\$601,648.93	\$619,764.44	\$0.00	\$1,221,413.37	\$0.00	\$1,221,413.37	\$17,448.76	57%	61%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	52	\$477,058.93	\$304,620.57	\$8,647.62	\$773,031.88	\$0.00	\$773,031.88	\$14,866.00	42%	39%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	1	\$0.00	\$5,501.00	\$0.00	\$5,501.00	\$0.00	\$5,501.00	\$5,501.00	1%	0%



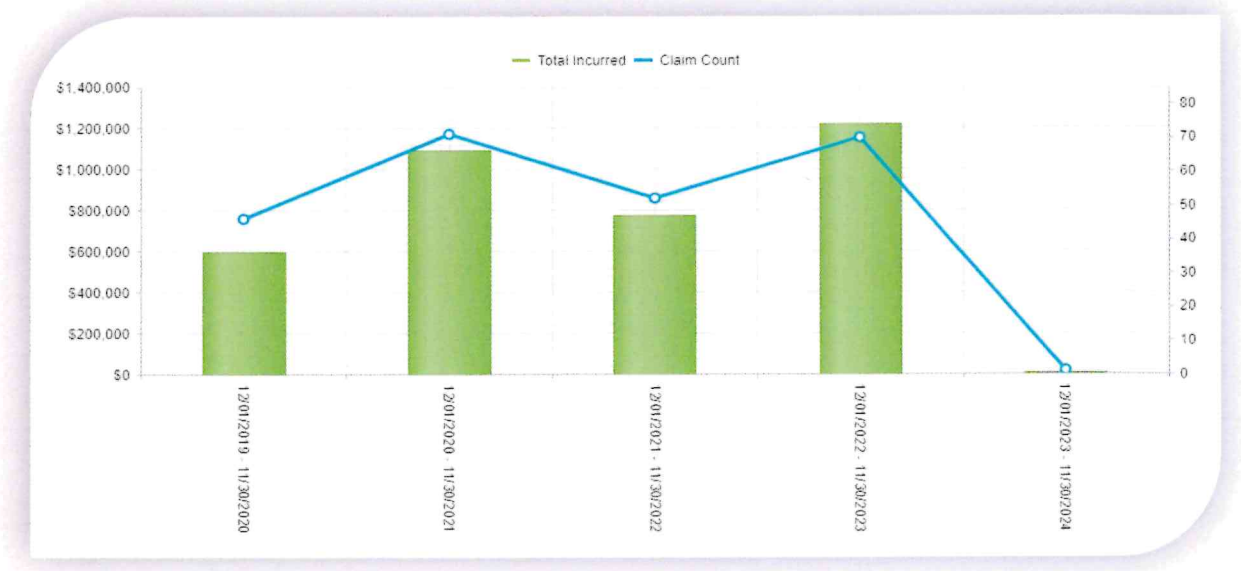
**The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2023 -11/30/2024 as of 12/31/2023**

Departments	Caught in between
Sheriff	\$5,501.00



Departments	Count	Total Incurred
Sheriff	1	\$5,501.00

**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 12/31/2023**



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$421,380.17	\$176,773.70	\$608.39	\$597,545.48	46	\$12,990.12
12/01/2020 - 11/30/2021	\$785,699.41	\$329,097.65	\$23,736.71	\$1,091,060.35	71	\$15,367.05
12/01/2021 - 11/30/2022	\$477,058.93	\$304,620.57	\$8,647.62	\$773,031.88	52	\$14,866.00
12/01/2022 - 11/30/2023	\$601,648.93	\$619,764.44	\$0.00	\$1,221,413.37	70	\$17,448.76
12/01/2023 - 11/30/2024	\$0.00	\$5,501.00	\$0.00	\$5,501.00	1	\$5,501.00
<b>Totals:</b>	<b>\$2,285,787.44</b>	<b>\$1,435,757.36</b>	<b>\$32,992.72</b>	<b>\$3,688,552.08</b>	<b>240</b>	<b>\$15,368.97</b>

-Total incurred for the current policy period is at \$5,501.00 with one claim reported. The average cost per claim is \$5,501.00 this claim continues to develop and new claims are report for the new period.

**Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 12/31/2023**

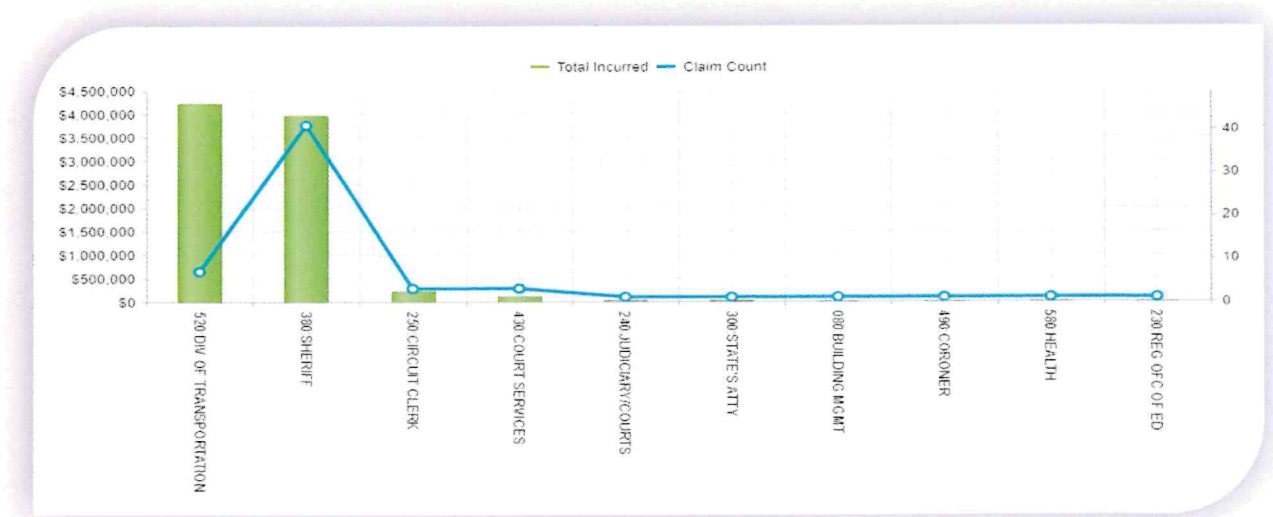


Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$123,560.25	\$255,000.00	\$56,903.19	\$321,657.06	46	\$6,992.54
12/01/2020 - 11/30/2021	\$694,799.04	\$58,000.00	\$163,936.41	\$588,862.63	46	\$12,801.36
12/01/2021 - 11/30/2022	\$405,433.74	\$39,981.64	\$167,928.39	\$277,486.99	70	\$3,964.10
12/01/2022 - 11/30/2023	\$248,245.64	\$271,032.59	\$101,934.98	\$417,343.25	69	\$6,048.45
12/01/2023 - 11/30/2024	\$0.00	\$0.00	\$0.00	\$0.00	4	\$0.00
<b>Totals:</b>	<b>\$1,472,038.67</b>	<b>\$624,014.23</b>	<b>\$490,702.97</b>	<b>\$1,605,349.93</b>	<b>235</b>	<b>\$6,831.28</b>

**-Total incurred for the current policy period is \$0 with 4 claims reported for the current period and that will change as additional information is gathered to set reserves.**

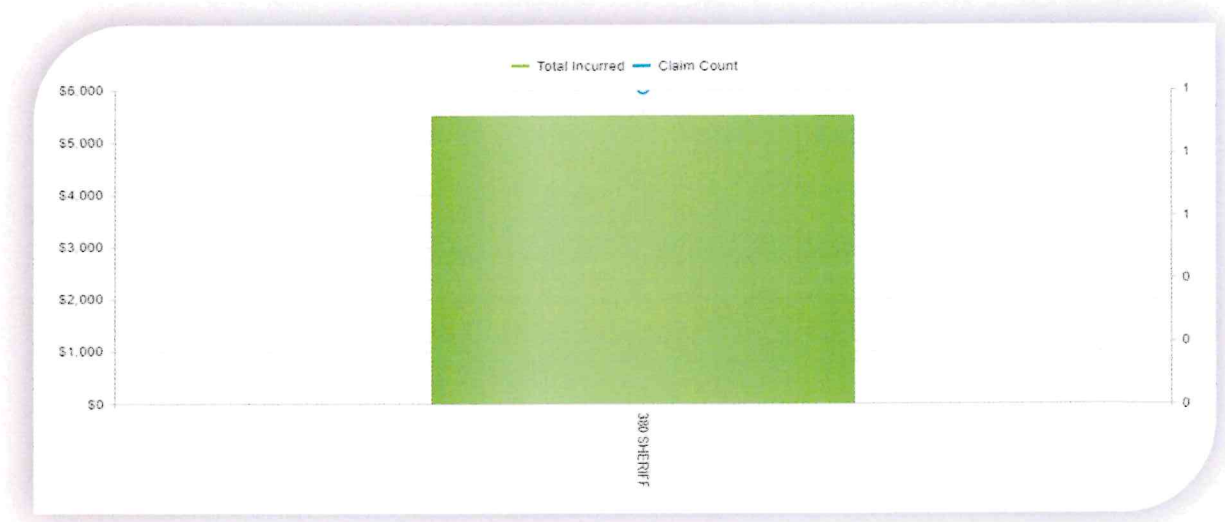


**All open Worker's Compensation Claims for Kane County as of 12/31/2023 with the oldest date of injury to be 06/15/2000 by Department**



Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
520:DIV OF TRANSPORTATION	\$3,005,113.68	\$1,225,157.47	\$0.00	\$4,230,271.15	7	\$604,324.45
380:SHERIFF	\$2,152,347.64	\$1,807,469.29	\$0.00	\$3,959,816.93	41	\$96,580.90
250:CIRCUIT CLERK	\$170,556.33	\$43,095.84	\$0.00	\$213,652.17	3	\$71,217.39
430:COURT SERVICES	\$25,556.38	\$90,325.77	\$0.00	\$115,882.15	3	\$38,627.38
240:JUDICIARY/COURTS	\$40.00	\$30,027.64	\$0.00	\$30,067.64	1	\$30,067.64
300:STATE'S ATTY	\$15,140.30	\$246.07	\$0.00	\$15,386.37	1	\$15,386.37
080:BUILDING MGMT	\$5,351.57	\$2,678.43	\$0.00	\$8,030.00	1	\$8,030.00
490:CORONER	\$2,798.08	\$501.92	\$0.00	\$3,300.00	1	\$3,300.00
580:HEALTH	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
230:REG OFC OF ED	\$272.36	\$1,377.64	\$0.00	\$1,650.00	1	\$1,650.00
<b>Totals:</b>	<b>\$5,377,176.34</b>	<b>\$3,202,530.07</b>	<b>\$0.00</b>	<b>\$8,579,706.41</b>	<b>60</b>	<b>\$142,995.11</b>

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

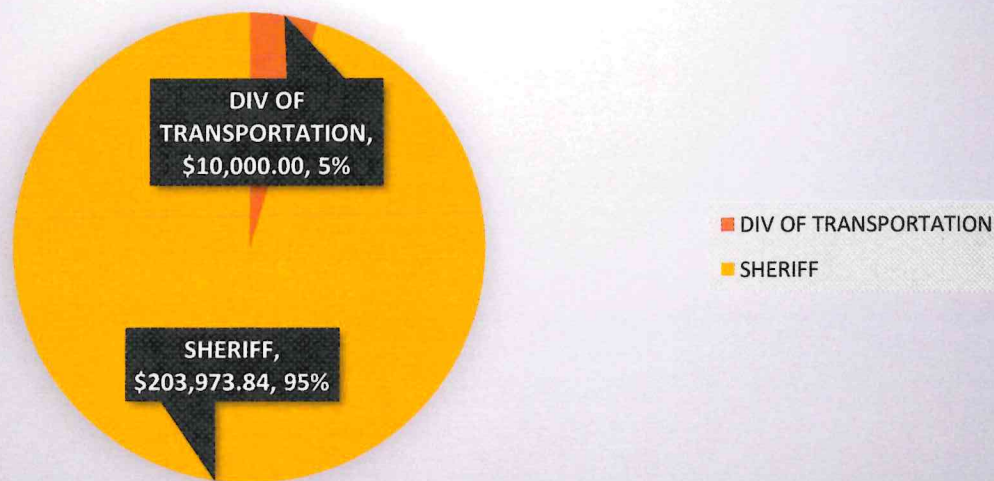


Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
380:SHERIFF	\$0.00	\$5,501.00	\$0.00	\$5,501.00	1	\$5,501.00
<b>Totals:</b>	<b>\$0.00</b>	<b>\$5,501.00</b>	<b>\$0.00</b>	<b>\$5,501.00</b>	<b>1</b>	<b>\$5,501.00</b>

**Kane County Settlements by Department for Policy Period  
December 1, 2023- November 30, 2024 as of December 31,2023**

Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$0.00	0%	
DIV OF TRANSPORTATION	\$10,000.00	5%	1
HEALTH	\$0.00	0%	
KCDEE	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$203,973.84	95%	2
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$213,973.84</b>	<b>100%</b>	<b>3</b>

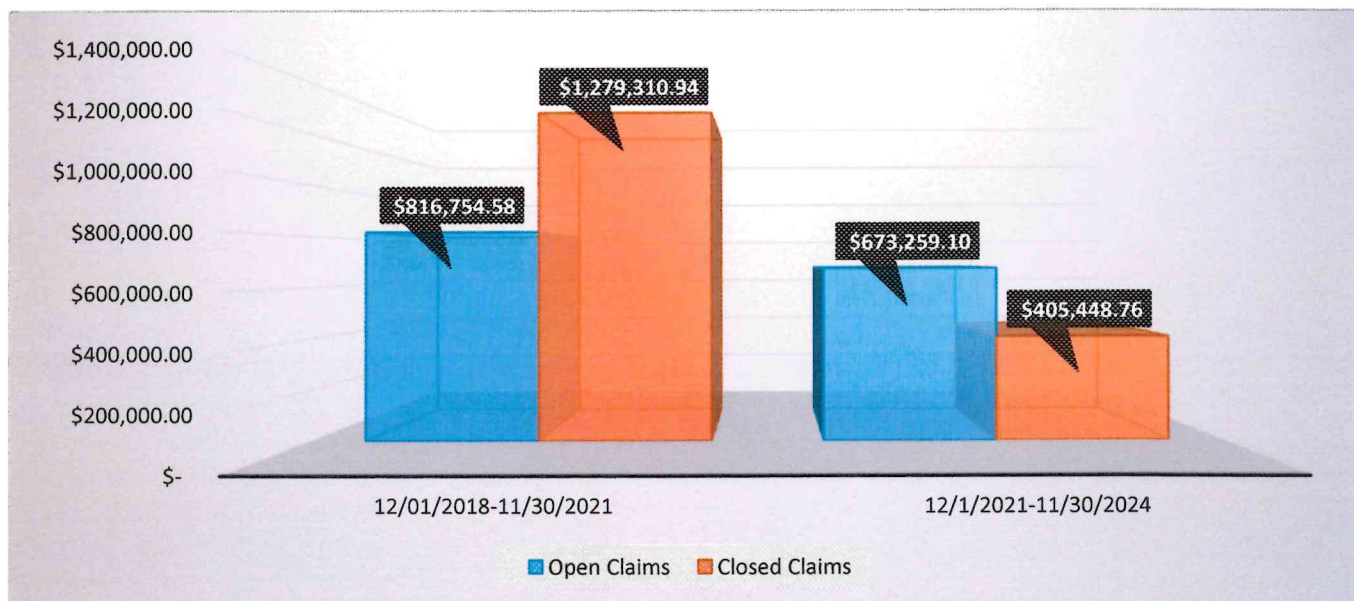
**Settlements by Department as of December 31, 2023**



**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 12/31/2023**

	Open Claims	Closed Claims	Claim Count
12/01/2018-11/30/2021	\$ 816,754.58	\$ 1,279,310.94	209
12/1/2021-11/30/2024	\$ 673,259.10	\$ 405,448.76	123

**There are 86 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 approximately \$1 Million more compared to 12/01/2021-11/30/2024 period.**





## 2023 Workers Compensation and Liability Claims

(Year to Date 12/6/2023)

	Total	Paid	Net Incurred W/ Reserves
<b>Workers Compensation Claims</b>	<b>63</b>	<b>\$262,710.43</b>	<b>\$978,546.49</b>
Preventable Claims	8	\$67,322.81	\$141,619.38
Unpreventable Claims	55	\$195,387.62	\$836,927.11
	Total	Paid	Net Incurred W/ Reserves
<b>Liability Claims</b>	<b>86</b>	<b>\$303,719.07</b>	<b>\$437,995.42</b>
Preventable Claims	19	\$88,389.45	\$119,676.64
Unpreventable Claims	67	\$215,329.62	\$318,318.78

## 2023 Workers Compensation and Liability Claims

(Year to Date 12/6/2023)

Department	Workers Comp		\$978,546.49		Liability		\$437,995.42
<b>Sheriff</b>		<b>35</b>	<b>\$769,382.32</b>			<b>18</b>	<b>\$239,226.03</b>
	Preventable	6	\$133,201.50		Preventable	13	\$107,204.54
<b>Court Services</b>		<b>11</b>	<b>\$121,428.52</b>			0	0
	Preventable	0					
<b>Transportation</b>		<b>7</b>	<b>\$33,621.21</b>			<b>36</b>	<b>\$178,940.12</b>
	Preventable	0			Preventable	0	
<b>Building MGMT</b>		<b>4</b>	<b>\$10,509.58</b>			<b>1</b>	<b>\$6,782.77</b>
	Preventable	0			Preventable	0	
<b>Health</b>		<b>2</b>	<b>\$8,417.88</b>			<b>0</b>	<b>\$0.00</b>
	Preventable	2	\$8,417.88				
<b>Reg Off of ED</b>		<b>1</b>	<b>\$1,650.00</b>			<b>0</b>	<b>\$0.00</b>
	Preventable	0					
<b>Judiciary/Courts</b>		<b>1</b>	<b>\$30,067.64</b>			<b>3</b>	<b>\$3,265.83</b>
	Preventable	0			Preventable	2	\$2,691.43
<b>Coroner</b>		<b>1</b>	<b>\$3,300.00</b>			<b>0</b>	<b>\$0.00</b>
	Preventable	0					

<b>Circuit Clerk</b>	<b>1</b>	<b>\$169.34</b>		<b>0</b>	<b>\$0.00</b>
Preventable	0				
<b>Com. Reinvestment</b>	<b>0</b>	<b>\$0.00</b>		<b>1</b>	<b>\$9,780.67</b>
				Preventable 1	\$9,780.67
<b>County Board</b>	0			<b>0</b>	
<b>HR</b>	0			<b>0</b>	
<b>Auditor</b>	0			<b>0</b>	
<b>Treasurer</b>	0			<b>0</b>	
<b>Supv of Assmnts</b>	0			<b>0</b>	
<b>Development</b>	0			<b>0</b>	
<b>County Clerk</b>	0			<b>0</b>	
<b>Recorder</b>	0			<b>0</b>	
<b>Animal Control</b>	0			<b>0</b>	
<b>SAO</b>	0			<b>0</b>	
<b>Merit Comm</b>	0			<b>0</b>	
<b>Kane Comm</b>	0			<b>0</b>	
<b>Emergency MGMT</b>	0			<b>0</b>	
<b>Veterans Comm</b>	0			<b>0</b>	
<b>Environmental MGM</b>	0			<b>0</b>	
<b>IT</b>	0			<b>0</b>	
<b>Public Defender</b>	0			<b>0</b>	
<b>Finance</b>	0			<b>0</b>	

STATE OF ILLINOIS )

SS.

COUNTY OF KANE )

**REPORT NO. TMP-24-1767**

**MONTHLY TRAINING REPORT (ATTACHED)**

**Sexual Harassment Training Compliance  
1/2/2024**

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	0	12.01.2024
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	0	12.01.2024

**Active Employees: 1268**



The Executive Director of Finance and the Executive Director of Human Resources are authorized to adopt, promulgate, and enforce rules and regulations to administer and enforce this section.

Passed by the Kane County Board on February 13, 2024.

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John A. Cunningham, MBA, J.D.  
Clerk, County Board  
Kane County, Illinois

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

Vote:



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### Title

Creating Illinois Residency Requirement For County Employees

### **Committee Flow:**

Human Services Committee, Executive Committee, County Board

### **Contact:**

Jamie Loblillo, 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 ordinance establishes residency requirements for Kane County employees in the duration of their employment. Employees who reside and perform work outside of the State of Illinois significantly increases the cost of providing employment services including payroll and benefits for Kane County employees.





## Exhibit A

<b>Sick and Personal Leave</b>			
<b>Effective Date:</b> December 12, 2023	<b>Applicable Law/Statute:</b> Ordinance No. 23-529; 820 ILCS 192/15(p)	<b>Source Doc/Dept.:</b>	<b>Authorizing I.C. Sec:</b>
<b>Last Amended Date:</b> March 11, 2014			

### Policy

It is the policy of Kane County to provide protection for eligible employees against loss of income because of illness or personal needs. To ensure that protection, the County has made provisions for sick and personal leave. Sick and Personal Leave pay is based on the employee's regular workweek and their regular hourly rate of pay in effect when the leave is taken.

### Eligibility

All full-time and part-time employees under the jurisdiction of the County Board are subject to this policy. Employees subject to a written policy of an elected official with internal control over operations of their office, or a collective bargaining agreement, contract, statute, or other ordinance shall receive paid leave according to the applicable policy, collective bargaining agreement, contract, statute, or ordinance. Elected officials with internal control may, at their option, expressly adopt the County policy on Sick and Personal Leave for non-union employees by notifying their employees and the County Department of Human Resource Management and the County Payroll Department in writing.

### A. Sick and Personal Leave

#### Guidelines

1. Sick and Personal Leave Accrual: A "Sick and Personal Leave year" is defined as the twelve-month period beginning December 1 of each year. Employees who have completed ninety (90) days of continuous service as of December 1 of the applicable Sick and Personal Leave year will be credited with the equivalent of one (1) week of paid leave calculated based on the average weekly hours for the employee, up to a maximum of forty (40) hours of paid leave for the Sick and Personal Leave year. Employees who have completed less than ninety (90) days of continuous service as of December 1 of the applicable Sick and Personal Leave year, will be credited with Sick and Personal Leave upon completion of ninety (90) days of continuous service at a pro-rated amount calculated based on the number of complete months remaining in the Sick and Personal Leave year following completion of ninety (90) days of continuous service.
2. Sick and Personal Leave Utilization: Sick and Personal Leave may be utilized for any reason the employee chooses. If the need for leave is foreseeable, the employee must provide seven (7) calendar days' notice to their supervisor of the request for leave. If the need for leave is not foreseeable, the employee shall provide such notice as is practicable once the employee is aware of the need for leave. Requests for Sick and Personal Leave may be denied based upon an employee's failure to provide the required notice and/or based on the operational needs of the department. Sick and Personal leave must be used in one-hour increments.

3. Sick and Personal Leave Payment at Termination: Employees are entitled to payment for Sick and Personal Leave at a rate of 1/12 of their annual entitlement for every complete month worked in the Sick and Personal Leave year. If the employee terminates employment having used more Sick and Personal Leave than they have earned for the year, the employee must repay the used but unearned Sick and Personal Leave.
  
4. Unused Sick and Personal Leave: Unused Sick and Personal Leave does not carry over or accumulate from year to year. At the end of the Sick and Personal Leave year, all unused Sick and Personal Leave shall be forfeited; provided, however, the County in its discretion may adopt a policy permitting unused leave to be converted or otherwise credited by the County to a form of extended illness leave. The enactment of any policy permitting such conversion or credit shall not be deemed to be an amendment of Ordinance No. \_\_\_ enacting this Sick and Personal Leave Policy without express language to the contrary, and any such policy may be discontinued at any time by the County.

**Exhibit B**

<b>Extended Illness Leave</b>			
<b>Effective Date:</b> December 12, 2023	<b>Applicable Law/Statute:</b>	<b>Source Doc/Dept.:</b>	<b>Authorizing I.C. Sec:</b>
<b>Last Amended Date:</b> March 11, 2014			

**Policy**

It is the policy of Kane County to provide protection for eligible employees against loss of income because of illness when under the care of a physician. To ensure that protection, the County has made provisions for Extended Illness Leave. Extended Illness Leave pay is based on the employee's regular workweek and straight-time rate in effect when the leave is taken.

**Eligibility**

All regular employees paid on an hourly or salary basis under the jurisdiction of the County Board are subject to this policy. Employees subject to a policy of an elected official with internal control over operations of their office, collective bargaining agreement, contract, statute, or ordinance shall receive paid leave according to the applicable policy of their office, collective bargaining agreement, contract, statute, or ordinance.

**Guidelines**

1. Extended Illness Leave Accumulation: Eligible employees will be credited with one (1) day of Extended Illness leave per month after the completion of six (6) months of continuous County employment. Unused extended sick leave will carry over from year to year and may accumulate to a maximum of 240 days. Part-time regular employees accrue a prorated amount based on their average hours per week.

Sick and Personal Leave as defined by the Sick and Personal Leave Policy that remains unused at the end of the Sick and Personal Leave year which would otherwise be forfeited under the applicable policy will be converted to Extended Illness Leave and be added to the Extended Illness bank for eligible employees, subject to the maximum of 240 days total accumulated leave.

2. Extended Illness Leave Utilization: Extended Illness Leave is intended to provide employees with protection during periods when the employee is under a doctor's care at home or is hospitalized during periods of personal injury, illness, or maternity. Extended Illness is not intended for use during routine medical care such as office visits, dental cleanings, or other scheduled visits unless such visit results in a period of incapacity.

An employee may use Extended Illness Leave for their own illness or period of incapacity. A physician's note or medical certification is required to support the use of Extended Illness Leave. An employee may use up to three (3) days of Extended Illness Leave per fiscal year to care for a spouse, child, or parent. Physician's note or medical certificate that establishes the need for time to care for a family member must include the employee's name as the needed caregiver.

3. Extended Illness Leave at Termination of Employment: No payment for unused extended sick leave is made at termination. Employees retiring with an Illinois Municipal Retirement Fund (IMRF) pension effective within 60 days of their termination date may be eligible for up to one (1) year of additional

pension service for unused extended sick leave at the rate of one month for every twenty days or fraction thereof (1:20) subject to the rules and limitations established by IMRF. Converted extended sick leave cannot be used to meet the minimum service requirements for pension eligibility.

Rev. 01.2006; Rev.03.2014(Res.14-63)



## RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

### **Title**

Amending The Personnel Policy Handbook Sections Regarding Extended Illness Leave

### **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 Sick Leave policy following the passage of an ordinance that ensures compliance with new legislation. The former Sick Leave policy included both Sick Leave and Extended Illness leave, and the Sick Leave portion was stricken and replaced with the Ordinance in December. This resolution strikes the remaining Extended Illness portion and replaces it with the same provisions in its own separate policy. Some language was adjusted for clarity and old provisions from pre-1989 removed, but this is only a restatement of the existing Extended Illness policy.



Passed by the Kane County Board on February 13, 2024.

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

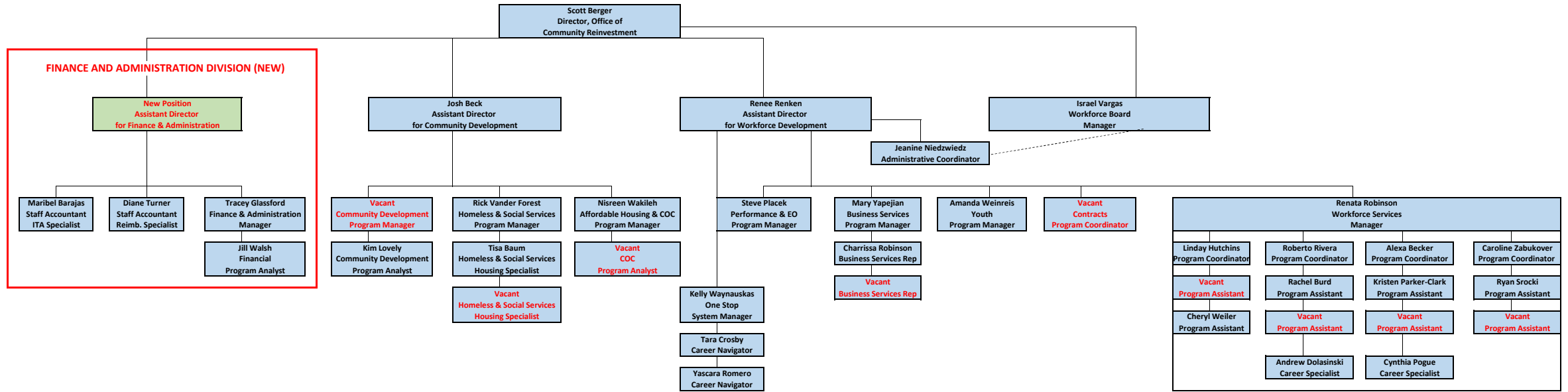
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Corinne M. Pierog MA, MBA  
Chairman, County Board  
Kane County, Illinois

Vote:



**EXHIBIT A  
KANE COUNTY OFFICE OF COMMUNITY REINVESTMENT  
PROPOSED ORGANIZATIONAL CHART 12/14/23**





## RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

### Resolution No.

Establishing the Office of Community Reinvestment's Finance and Administration Division, the Position of Assistant Director for Finance and Administration, and the Transfer of Workforce Development Fiscal Staff from the Finance Department to the Office of Community Reinvestment

**Committee Flow:** County Development Committee, Finance and Budget Committee, Human Services Committee, Executive Committee, County Board  
**Contact:** Scott Berger, 630.208.5351

### Budget Information:

Was this item budgeted? Yes	Appropriation Amount: \$122,570
If not budgeted, explain funding source: N/A	

### Summary:

The attached resolution establishes a new division in the Office of Community Reinvestment that will be responsible for various functions, including those related to budgeting, finance, personnel, administration, and reporting. The resolution also creates an Assistant Director position to manage the division and transfers workforce development fiscal staff positions from the Finance Department to the Office of Community Reinvestment. 100% of the expenses associated with these actions will be covered with grant funds from various state and federal agencies.

