



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, April 9, 2025

9:00 AM

County Board Room

2025 Committee Goals

- Expand measures to improve employee morale through equitable compensation, new and comprehensive benefits options, and employee appreciation efforts
 - Committee recognizes the value to the County and the community in internship and volunteer opportunities. The Committee would like to review policy and procedures to ensure the resources are available to support County departments in the creation and effective implementation of internship opportunities
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- 1. Call To Order**
 - 2. Roll Call**
 - 3. Remote Attendance Requests**
 - 4. Approval of Minutes: None**
 - 5. Public Comment**
 - 6. Monthly Financial Reports**
 - A. Monthly Finance Reports**
 - 7. Department of Human Resource Management**
 - A. Monthly Blue Cross Blue Shield Invoice**
 - B. Monthly BCBS and MERP Totals**
 - C. Monthly Assured Partners Report**
 - D. Monthly Applicants and Staff Changes**
 - E. Monthly Workers Comp and Liability Reports**
 - 8. Compliance**
 - A. Monthly Training Report**
 - 9. Old Business**
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10. New Business

- A. Resolution:** Authorizing Updates to the County's Health Plan
- B.** Classifications Discussion
- C. Resolution:** Amending Kane County Financial Policies Related to Travel
- D. Resolution:** Establishing an Attrition Program for Kane County Personnel

11. Reports Placed On File

12. Executive Session (if needed)

13. Adjournment

STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

REPORT NO. TMP-25-414

MONTHLY FINANCE REPORTS



Tuition Reimbursement FYTD

Payment Date Range 12/01/24 - 03/31/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 120 - Grand Victoria Casino Elgin										
Department 010 - County Board										
Sub-Department 020 - Riverboat										
Account 45420 - Tuition Reimbursement										
14449 - Emilia Gunty	2408-02	Tuition Reimbursement	Paid by EFT #		12/09/2024	12/18/2024	11/30/2024		12/30/2024	931.20
			93326							
14669 - Brenna E. Russell	2402-01	Tuition Reimbursement	Paid by EFT #		12/02/2024	12/17/2024	11/30/2024		12/30/2024	1,105.00
			93457							
10326 - Stephanie T Galley	2502-01	Tuition Reimb -	Paid by EFT #		03/04/2025	03/03/2025	03/13/2025		03/24/2025	1,392.00
		MPA6460 Public Sector	95235							
		Law & Civil Liability								
							Account 45420 - Tuition Reimbursement Totals	Invoice Transactions	3	<u>\$3,428.20</u>
							Sub-Department 020 - Riverboat Totals	Invoice Transactions	3	<u>\$3,428.20</u>
							Department 010 - County Board Totals	Invoice Transactions	3	<u>\$3,428.20</u>
							Fund 120 - Grand Victoria Casino Elgin Totals	Invoice Transactions	3	<u>\$3,428.20</u>
							Grand Totals	Invoice Transactions	3	<u>\$3,428.20</u>



Human Services Accounts Payable by GL Distribution

Payment Date Range 03/01/25 - 03/31/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 001 - General Fund											
Department 120 - Human Resource Management											
Sub-Department 120 - Human Resource Management											
Account 55000 - Miscellaneous Contractual Exp											
1299 - Kane County Regional Office of Education	8002500163	Background checks - 2025 February Fingerprinting	Paid by EFT # 95297		03/05/2025	03/13/2025	03/13/2025		03/24/2025	320.00	
									Account 55000 - Miscellaneous Contractual Exp Totals	Invoice Transactions 1	<u>\$320.00</u>
Account 60000 - Office Supplies											
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 021525	Water delivery 01/30, 02/15 & Rental Fee	Paid by EFT # 95211		02/15/2025	03/05/2025	03/05/2025		03/24/2025	10.97	
3578 - Warehouse Direct, Inc dba Midwest Office Interiors	5889615-0	Office Supplies February 2025	Paid by EFT # 95461		03/05/2025	03/13/2025	03/13/2025		03/24/2025	58.88	
3578 - Warehouse Direct, Inc dba Midwest Office Interiors	5890513-0	Office Supplies February 2025 (2nd order)	Paid by EFT # 95461		03/10/2025	03/13/2025	03/13/2025		03/24/2025	52.27	
									Account 60000 - Office Supplies Totals	Invoice Transactions 3	<u>\$122.12</u>
Account 60010 - Operating Supplies											
11058 - JP Morgan Chase Bank N.A.	5067-CM-02/25	February PCard Statement	Paid by EFT # 95291		02/28/2025	03/13/2025	03/13/2025		03/24/2025	38.98	
									Account 60010 - Operating Supplies Totals	Invoice Transactions 1	<u>\$38.98</u>
									Sub-Department 120 - Human Resource Management Totals	Invoice Transactions 5	<u>\$481.10</u>
									Department 120 - Human Resource Management Totals	Invoice Transactions 5	<u>\$481.10</u>
									Fund 001 - General Fund Totals	Invoice Transactions 5	<u>\$481.10</u>
Fund 010 - Insurance Liability											
Department 120 - Human Resource Management											
Sub-Department 130 - Insurance Liability- HRM											
Account 53000 - Liability Insurance											
1654 - Northern Contracting, Inc.	060	Liability Repair Payment 24D45M582086	Paid by EFT # 95011		02/18/2025	02/27/2025	02/27/2025		03/10/2025	3,060.17	
1654 - Northern Contracting, Inc.	061	Liability Repair Payment 25D45M582090	Paid by EFT # 95011		02/18/2025	02/27/2025	02/27/2025		03/10/2025	3,187.90	
10407 - Physicians Immediate Care Chicago, PLLC	25934-4451994	Hepatitis B Immunization	Paid by EFT # 95358		03/06/2025	03/13/2025	03/13/2025		03/24/2025	126.00	
10407 - Physicians Immediate Care Chicago, PLLC	25934/1476913	Hepatitis B Immunization	Paid by EFT # 95358		03/06/2025	03/13/2025	03/13/2025		03/24/2025	126.00	
12798 - West Bend Mutual Insurance Company	2640596	Notary Bond - McKiness 2640596	Paid by Check # 386562		03/03/2025	03/13/2025	03/13/2025		03/24/2025	20.00	
12798 - West Bend Mutual Insurance Company	2638028	Notary Bond - Zuleger 2638028	Paid by Check # 386562		02/01/2025	03/13/2025	03/13/2025		03/24/2025	20.00	
13382 - C&D Autobody Repair, Inc.	5679	Liability Repair Payment	Paid by EFT # 95167		12/31/2024	03/13/2025	03/13/2025		03/24/2025	14,010.16	



Human Services Accounts Payable by GL Distribution

Payment Date Range 03/01/25 - 03/31/25

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
Fund 010 - Insurance Liability											
Department 120 - Human Resource Management											
Sub-Department 130 - Insurance Liability- HRM											
Account 53000 - Liability Insurance											
8258 - CCMSI	0170607-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 95175		02/28/2025	03/13/2025	03/13/2025		03/24/2025	2,113.42	
9385 - H&H Electric Co.	43867	Liability Repair Payment	Paid by EFT # 95257		06/20/2024	03/13/2025	03/13/2025		03/24/2025	403.38	
9385 - H&H Electric Co.	44656	Liability Repair Payment	Paid by EFT # 95257		10/07/2024	03/13/2025	03/13/2025		03/24/2025	2,707.13	
9385 - H&H Electric Co.	44858	Street Light Repair	Paid by EFT # 95257		12/02/2024	03/13/2025	03/13/2025		03/24/2025	3,799.34	
1481 - Midwest Fence Company, Inc.	96120	Liability Repair Payment - 25D45M593051	Paid by Check # 386533		03/06/2025	03/18/2025	03/27/2025		03/24/2025	5,750.00	
1481 - Midwest Fence Company, Inc.	96113	Liability Repair Payment - RPO-KC-25-0004	Paid by Check # 386533		03/05/2025	03/18/2025	03/27/2025		03/24/2025	5,250.00	
									Account 53000 - Liability Insurance Totals	Invoice Transactions 13	<u>\$40,573.50</u>
Account 53010 - Workers Compensation											
4220 - Illinois Workers Compensation Commission	20241231 A	20241231 WC	Paid by Check # 386411		12/31/2024	02/27/2025	02/27/2025		03/10/2025	5,589.53	
8258 - CCMSI	0170606-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 95175		02/28/2025	03/13/2025	03/13/2025		03/24/2025	62,468.89	
13202 - Matthew J. Goncher	20250301	Goncher March 2025 PSEBA Payment	Paid by EFT # 95244		03/01/2025	03/13/2025	03/13/2025		03/24/2025	978.10	
									Account 53010 - Workers Compensation Totals	Invoice Transactions 3	<u>\$69,036.52</u>
Account 53020 - Unemployment Claims											
3594 - Illinois Department of Employment Security	20241231 0802004	Unemployment claims paid Q4 2024	Paid by Check # 386408		12/31/2024	02/27/2025	02/27/2025		03/10/2025	27,909.44	
									Account 53020 - Unemployment Claims Totals	Invoice Transactions 1	<u>\$27,909.44</u>
									Sub-Department 130 - Insurance Liability- HRM Totals	Invoice Transactions 17	<u>\$137,519.46</u>
									Department 120 - Human Resource Management Totals	Invoice Transactions 17	<u>\$137,519.46</u>
									Fund 010 - Insurance Liability Totals	Invoice Transactions 17	<u>\$137,519.46</u>
									Grand Totals	Invoice Transactions 22	<u>\$138,000.56</u>

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

Total all:

Health Insurance Fund

Revenue and Expenses

**Through March 31, 2025 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 03/15/2025)
with comparative for Full Fiscal Year 2022 and 2023**

	2022 Actual	2023 Actual	2024 Actual	2025 Actual
Revenue				
652.800.000.38000 - Investment Income	\$ (89,645)	\$ 354,484	\$ 580,747	\$ -
652.800.000.38900 - Miscellaneous Other	\$ 17,880	\$ -	\$ -	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 13,116,149	\$ 14,469,417	\$ 16,153,512	\$ 5,669,858
652.800.000.38915 - Dental Employer Portion	\$ 425,507	\$ 407,933	\$ 473,351	\$ 162,092
652.800.000.38920 - Healthcare Employee Portion	\$ 3,197,317	\$ 2,925,521	\$ 3,385,325	\$ 1,194,102
652.800.000.38921 - Dental Employee Portion	\$ 281,567	\$ 269,619	\$ 299,829	\$ 102,840
652.800.000.38927 - MERP Employer Portion	\$ 998,731	\$ 1,120,209	\$ 1,324,816	\$ 465,384
652.800.000.38930 - Retiree Payments - Healthcare	\$ 609,359	\$ 707,560	\$ 689,732	\$ 219,076
652.800.000.38935 - Retiree Payments - Dental	\$ 2,615	\$ 3,815	\$ 2,886	\$ 1,160
652.800.000.38940 - Cobra Payments - Healthcare	\$ 47,684	\$ 24,367	\$ 20,799	\$ 24,498
652.800.000.38945 - Cobra Payments - Dental	\$ 2,696	\$ 2,010	\$ 1,644	\$ 1,406
Total Revenue	\$ 18,609,860	\$ 20,284,936	\$ 22,932,640	\$ 7,840,416
Expenses - Health Insurance General				
652.800.814.45000 - Healthcare Contribution	\$ -	\$ -	\$ -	\$ 204
652.800.814.45010 - Dental Contribution	\$ -	\$ -	\$ 132	\$ 24
652.800.814.50150 - Contractual/Consulting Services	\$ 114,000	\$ 108,000	\$ 110,250	\$ 37,250
652.800.814.50520 - Healthcare Admin Services	\$ 11,244	\$ 11,665	\$ 15,703	\$ 4,989
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (624,786)	\$ (806,784)	\$ (2,027,628)	\$ (35,191)
652.800.814.53032 - Self Insured Healthcare Claims Administration	\$ -	\$ -	\$ -	\$ -
652.800.814.53036 - Healthcare Taxes	\$ -	\$ -	\$ -	\$ -
652.800.814.53038 - Healthcare - Vision Insurance	\$ 74,975	\$ 81,318	\$ 83,696	\$ 28,191
652.800.814.53039 - Affordable Care Act Fee	\$ 3,210	\$ 5,217	\$ 5,699	\$ -
652.800.814.53300 - Healthcare - Health Insurance	\$ 23,031	\$ -	\$ -	\$ -
652.800.814.53310 - Healthcare - Dental Insurance	\$ 732,083	\$ 804,932	\$ 742,246	\$ 274,900
652.800.814.53320 - Healthcare - Life Insurance	\$ 42,029	\$ 40,678	\$ 57,705	\$ 4,440
652.800.814.53380 - Healthcare - Wellness	\$ -	\$ (100,000)	\$ (375,000)	\$ (15,000)
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ -	\$ 46,550	\$ -	\$ -
652.800.814.53385 - Financial Wellness	\$ 7,500	\$ 10,000	\$ 10,000	\$ 2,500
Total Health Insurance General Expenses	\$ 383,286	\$ 201,575	\$ (1,377,197)	\$ 302,307

Health Insurance Fund
Revenue and Expenses
Through March 31, 2025 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 03/15/2025)
with comparative for Full Fiscal Year 2022 and 2023

	2022 Actual	2023 Actual	2024 Actual	2025 Actual
Expenses - Health Insurance MERP				
652.800.814.53340 - MERP - Premium Reimbursement	\$ 55,424	\$ 62,949	\$ 83,841	\$ 7,811
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 4,202	\$ 8,216	\$ 6,465	\$ 383
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 331,406	\$ 447,562	\$ 535,057	\$ 138,207
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 14,316	\$ -	\$ -	\$ -
Total MERP Expenses	\$ 405,349	\$ 518,727	\$ 625,362	\$ 146,401
Expenses - Health Insurance PPO				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 505,541	\$ 723,948	\$ 893,817	\$ 262,108
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,180,965	\$ 7,738,450	\$ 10,233,290	\$ 2,422,489
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 218,379	\$ 245,663	\$ 289,635	\$ 71,581
652.800.817.53033 - Healthcare Facility Access Fee	\$ 76,025	\$ 13,041	\$ 231,063	\$ 14,938
652.800.817.53037 - Healthcare Credits	\$ (260,803)	\$ (350,324)	\$ (586,275)	\$ (167,552)
Total Health Insurance PPO Expenses	\$ 6,720,108	\$ 8,370,778	\$ 11,061,530	\$ 2,603,564
Expenses - Health Insurance HMO				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 462,946	\$ 555,815	\$ 604,545	\$ 161,570
652.800.818.53031 - Self Insured Healthcare Claims	\$ 6,714,631	\$ 6,963,453	\$ 7,279,419	\$ 1,916,561
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 394,430	\$ 372,131	\$ 368,937	\$ 99,700
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 92,087	\$ 104,647	\$ 104,847	\$ 25,367
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,658,797	\$ 2,594,715	\$ 2,612,488	\$ 589,271
652.800.818.53037 - Healthcare Credits	\$ (497,551)	\$ (564,106)	\$ (833,433)	\$ (220,039)
Total Health Insurance HMO Expenses	\$ 9,825,340	\$ 10,026,655	\$ 10,136,802	\$ 2,572,431
Expenses - Retiree				
652.800.820.53300 - Healthcare - Health Insurance	\$ 106,764	\$ 125,395	\$ 160,639	\$ 83,979
Total Expenses	\$ 17,440,846	\$ 19,243,130	\$ 20,607,136	\$ 5,708,681
Revenue Net Expenses	\$ 1,169,014	\$ 1,041,806	\$ 2,325,504	\$ 2,131,735
Fund Balance	\$ 6,416,869	\$ 7,458,675	\$ 9,784,179	\$ 2,131,735
<i>Target Fund Balance at 25%</i>	\$ 4,360,212	\$ 4,810,783	\$ 5,151,784	\$ 1,427,170
<i>Target Fund Balance at 50%</i>	\$ 8,720,423	\$ 9,621,565	\$ 10,303,568	\$ 2,854,340

Committee Revenue Budget Report - by Account Detail
Through March 31, 2025 (33.33% YTD)
***2020, 2021, 2022, 2023 Actual Full Fiscal Year **2024 (DRAFT)**

Department / Fund / Account Classification	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount**	2024 Adopted Budget	2024 YTD% Actual/Budget	2025 Actual Amount	2025 Adopted Budget	2025 YTD% Actual/Budget	2020 - 2025 Trend
120 Human Resource Management	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 2,292	\$ 1,509	151.9%	\$ 57	\$ 1,509	3.8%	
246 Employee Events Fund	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 2,292	\$ 1,509	151.9%	\$ 57	\$ 1,509	3.8%	
Revenue	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 2,292	\$ 1,509	151.9%	\$ 57	\$ 1,509	3.8%	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Interest Revenue	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 1,289	\$ 709	181.8%	\$ 57	\$ 709	8.1%	
38000 - Investment Income	\$ 313	\$ (1)	\$ (256)	\$ 981	\$ 1,289	\$ 709	181.8%	\$ 57	\$ 709	8.1%	
Reimbursements	\$ 621	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 800	125.5%	\$ -	\$ 800	0.0%	
37900 - Miscellaneous Reimbursement	\$ 621	\$ 402	\$ 575	\$ 616	\$ 1,004	\$ 800	125.5%	\$ -	\$ 800	0.0%	
Grand Total	\$ 934	\$ 401	\$ 320	\$ 1,596	\$ 2,292	\$ 1,509	151.9%	\$ 57	\$ 1,509	3.8%	

Committee Expense Budget Report - by Account Detail
Through March 31, 2025 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 03/15/2025)
***2020, 2021, 2022, 2023 Actual Full Fiscal Year **2024 (DRAFT)**

Department / Fund / Account Classification	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount**	2024 Adopted Budget	2024 YTD% Actual/Budget	2025 Actual Amount	2025 Adopted Budget	2025 YTD% Actual/Budget	2020 - 2025 Trend
120 Human Resource Management	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,496,888	\$ 5,424,496	\$ 5,075,990	101.2%	\$ 2,114,125	\$ 5,294,814	39.8%	
001 General Fund	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 260,846	86.6%	\$ 68,574	\$ 285,884	23.7%	
Expenses	\$ 248,652	\$ 230,337	\$ 205,373	\$ 263,976	\$ 245,588	\$ 260,846	86.6%	\$ 68,574	\$ 285,884	23.7%	
Personnel Services- Salaries & Wages	\$ 181,653	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 202,946	98.0%	\$ 66,729	\$ 227,634	28.8%	
40000 - Salaries and Wages	\$ 181,794	\$ 166,938	\$ 160,097	\$ 199,425	\$ 220,962	\$ 202,945	108.0%	\$ 66,729	\$ 227,634	28.8%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
40007 - Equity Study Adjustments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
40009 - Salaries and Wages Subsidy	\$ (142)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Personnel Services- Employee Benefits	\$ 35,578	\$ 31,088	\$ 29,810	\$ 49,754	\$ 59,224	\$ -	0.0%	\$ -	\$ 99,554	0.0%	
45000 - Healthcare Contribution	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ 57,116	\$ -	0.0%	\$ -	\$ 63,646	0.0%	
45009 - Healthcare Subsidy	\$ (60)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45010 - Dental Contribution	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ 2,108	\$ -	0.0%	\$ -	\$ 2,117	0.0%	
45019 - Dental Subsidy	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45100 - FICA/SS Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 17,420	0.0%	
45200 - IMRF Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 12,431	0.0%	
53010 - Workers Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 3,940	0.0%	
Contractual Services	\$ 26,163	\$ 26,863	\$ 10,471	\$ 12,018	\$ 16,905	\$ 48,150	35.1%	\$ 1,360	\$ 48,500	2.8%	
50000 - Project Administration Services	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
52140 - Repairs and Maint- Copiers	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ 605	\$ 1,500	40.4%	\$ -	\$ 1,500	0.0%	
53050 - Employment Advertising	\$ -	\$ -	\$ 85	\$ 731	\$ 4,752	\$ 6,800	69.9%	\$ -	\$ 6,800	0.0%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ 500	\$ 3,043	\$ 4,392	\$ 5,500	79.8%	\$ -	\$ 5,500	0.0%	
53110 - Employee Training	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ 44	\$ 92	\$ 248	\$ 150	165.6%	\$ -	\$ 150	0.0%	
53130 - General Association Dues	\$ -	\$ -	\$ -	\$ 732	\$ 528	\$ 1,200	44.0%	\$ -	\$ 1,200	0.0%	
55000 - Miscellaneous Contractual Exp	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 6,380	\$ 23,000	27.7%	\$ 1,360	\$ 23,350	5.8%	
Commodities	\$ 5,259	\$ 5,448	\$ 4,995	\$ 2,780	\$ 5,575	\$ 7,500	74.3%	\$ 485	\$ 7,500	6.5%	
60000 - Office Supplies	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 2,740	\$ 4,800	57.1%	\$ 446	\$ 4,800	9.3%	
60010 - Operating Supplies	\$ -	\$ 1,763	\$ -	\$ -	\$ 2,381	\$ 2,200	108.2%	\$ 39	\$ 2,200	1.8%	
60080 - Employee Recognition Supplies	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ 455	\$ 500	91.0%	\$ -	\$ 500	0.0%	
Capital	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ 2,250	95.4%	\$ -	\$ 2,250	0.0%	
70080 - Office Furniture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250	0.0%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ 2,145	\$ 2,250	95.4%	\$ -	\$ -	0.0%	
Services	\$ -	\$ -	\$ -	\$ -	\$ (59,224)	\$ -	0.0%	\$ -	\$ (99,554)	0.0%	
45005 - Healthcare Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ (57,116)	\$ -	0.0%	\$ -	\$ (63,646)	0.0%	
45015 - Dental Insurance Contra Account	\$ -	\$ -	\$ -	\$ -	\$ (2,108)	\$ -	0.0%	\$ -	\$ (2,117)	0.0%	
45105 - FICA/SS Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (17,420)	0.0%	
45205 - IMRF Contribution Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (12,431)	0.0%	
53015 - Worker's Comp Contra Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ (3,940)	0.0%	
010 Insurance Liability	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,178,908	\$ 4,813,635	102.1%	\$ 2,045,551	\$ 5,007,421	40.8%	
Expenses	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,232,913	\$ 5,178,908	\$ 4,813,635	102.1%	\$ 2,045,551	\$ 5,007,421	40.8%	
Personnel Services- Salaries & Wages	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 159,043	107.7%	\$ 60,654	\$ 264,084	22.7%	
40000 - Salaries and Wages	\$ 136,111	\$ 105,936	\$ 133,016	\$ 154,916	\$ 171,310	\$ 154,410	110.9%	\$ 60,654	\$ 264,084	22.7%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,633	0.0%	\$ -	\$ -	0.0%	
Personnel Services- Employee Benefits	\$ 1,188,560	\$ 607,281	\$ 543,154	\$ 1,114,693	\$ 1,964,756	\$ 1,491,615	131.7%	\$ 209,616	\$ 83,741	249.0%	
45000 - Healthcare Contribution	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 21,219	\$ 20,856	101.7%	\$ 8,090	\$ 42,796	18.9%	
45010 - Dental Contribution	\$ 749	\$ 238	\$ 486	\$ 889	\$ 1,027	\$ 456	225.1%	\$ 228	\$ 1,749	13.0%	
45100 - FICA/SS Contribution	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,455	\$ 12,515	\$ 12,167	102.9%	\$ 4,473	\$ 20,206	21.9%	
45200 - IMRF Contribution	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,776	\$ 7,516	\$ 7,285	103.2%	\$ 3,164	\$ 14,420	21.7%	
53010 - Workers Compensation	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,922,480	\$ 1,450,851	132.5%	\$ 193,661	\$ 4,570	4,190.0%	
Contractual Services	\$ 1,938,929	\$ 2,182,801	\$ 2,801,437	\$ 2,959,226	\$ 3,038,860	\$ 3,158,996	88.9%	\$ 1,770,347	\$ 3,158,994	56.0%	
50000 - Project Administration Services	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ 79,432	\$ 108,975	72.9%	\$ 53,770	\$ 108,975	49.3%	

Committee Expense Budget Report - by Account Detail
Through March 31, 2025 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 03/15/2025)
***2020, 2021, 2022, 2023 Actual Full Fiscal Year **2024 (DRAFT)**

Department / Fund / Account Classification	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount*	2024 Actual Amount**	2024 Adopted Budget	2024 YTD% Actual/Budget	2025 Actual Amount	2025 Adopted Budget	2025 YTD% Actual/Budget	2020 - 2025 Trend
50150 - Contractual/Consulting Services	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ 1,094	\$ 185,000	0.6%	\$ -	\$ 185,000	0.0%	
53000 - Liability Insurance	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,814,506	\$ 2,880,579	\$ 2,837,941	93.0%	\$ 1,700,218	\$ 2,837,940	59.9%	
53020 - Unemployment Claims	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 77,756	\$ 27,080	287.1%	\$ 16,095	\$ 27,079	59.4%	
53130 - General Association Dues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 264	\$ -	0.0%	
Commodities	\$ 13	\$ (13)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60000 - Office Supplies	\$ 13	\$ (13)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Capital	\$ -	\$ -	\$ 22,659	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
70070 - Automotive Equipment	\$ -	\$ -	\$ 22,659	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Transfers Out	\$ -	\$ 417,912	\$ 3,575	\$ 4,078	\$ 3,981	\$ 3,981	100.0%	\$ 4,935	\$ 4,935	100.0%	
99000 - Transfer To Other Funds	\$ -	\$ 417,912	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
99001 - Transfer to General Fund 001	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ 3,981	\$ 3,981	100.0%	\$ 4,935	\$ 4,935	100.0%	
Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 1,495,667	0.0%	
53011 - Worker's Comp from the General Fund Departments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 1,495,667	0.0%	
246 Employee Events Fund	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 1,509	0.0%	\$ -	\$ 1,509	0.0%	
Expenses	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 1,509	0.0%	\$ -	\$ 1,509	0.0%	
Commodities	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
60080 - Employee Recognition Supplies	\$ -	\$ -	\$ 1,044	\$ -	\$ -	\$ 984	0.0%	\$ -	\$ 984	0.0%	
Contingency and Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	0.0%	\$ -	\$ 525	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525	0.0%	\$ -	\$ 525	0.0%	
Grand Total	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,496,888	\$ 5,424,496	\$ 5,075,990	101.2%	\$ 2,114,125	\$ 5,294,814	39.8%	

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	825315245180
Invoice Date	02/28/2025
Invoice Period	02/01/2025 - 02/28/2025
Billing Cycle	MONTHLY

Make Electronic (Wire¹ or ACH²) Payments to	
Mellon Bank Health Care Service Corporation	
HCSC ABA Number	043000261
HCSC Bank Account Number	120-5032
Account ID Number	8253175154
Amount Due	\$1,816,349.08
Date Due	04/01/2025
See footnotes for important Wire & ACH payment instructions	

Claim Charges/Credits - Paid 2/1/25 – 2/28/25	
Value Based Care-Value Incentive	34.14
Medical-Facility	643,358.60
Value Based Care-Care Coordination	146.09
Medical-Professional	281,253.16
Pharmacy	585,190.52
Total Claim Charges/Credits	\$1,509,982.51

Claims Adjustments	Incurred Date	
Claim Recovery/Charge	02/11/2025	(109.32)
Total Claims Adjustments		\$(109.32)

Administration Fees	Calculation Method	
RX Rebate Credit	Per Contract Per Month	(132,970.24)
IL Access Fee	Monthly IL Access Fee	4,084.54
HMO Managed Care Fee	Per Contract Per Month	8,438.39
Physician Service Fee - Allocated	Monthly Claims	29,483.42
Administration Fee	Per Contract Per Month	53,699.52
Specific Stop Loss	Per Contract Per Month	146,141.49
<i>(continued on next page)</i>		

¹For 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.

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	
Physician Service Fee - Direct	Monthly Claims	184,044.47
APR Savings Program-Data Mining & Post Pay Recovery	Claim Based	(230.52)
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	4,233.87
APR Savings Program-Coordination of Benefits	Claim Based	9,550.95
Total Administration Fees		\$306,475.89

Total Claim Charges/Credits	\$1,509,873.19
Total Administration Fees & Adjustments	\$306,475.89
Total Charges	\$1,816,349.08

Administration Fees Notes

Draft schedule for monthly groups on autopay will be 15th of each month.

Billing Contact

ARCHANA KELAVKAR
 Email: ASO_Billing_Team@bcbsil.com

Account Executive Contact

Dee Roberts
 Email: Dee_Roberts@BCBSIL.COM

Electronic payment is preferred. Check payment is acceptable.

Make checks payable to Health Care Service Corporation	If sending via Overnight Courier	If sending via 1st Class Mail
Include Account ID Number 8253175154 Amount Due \$1,816,349.08 Date Due 04/01/2025	Health Care Service Corporation Attn: 14169 5505 N. Cumberland Ave. Suite 307 Chicago, IL 60656-1471	Health Care Service Corporation Dept. CH 14169 Palatine, IL 60055-4169

STATE OF ILLINOIS)

SS.

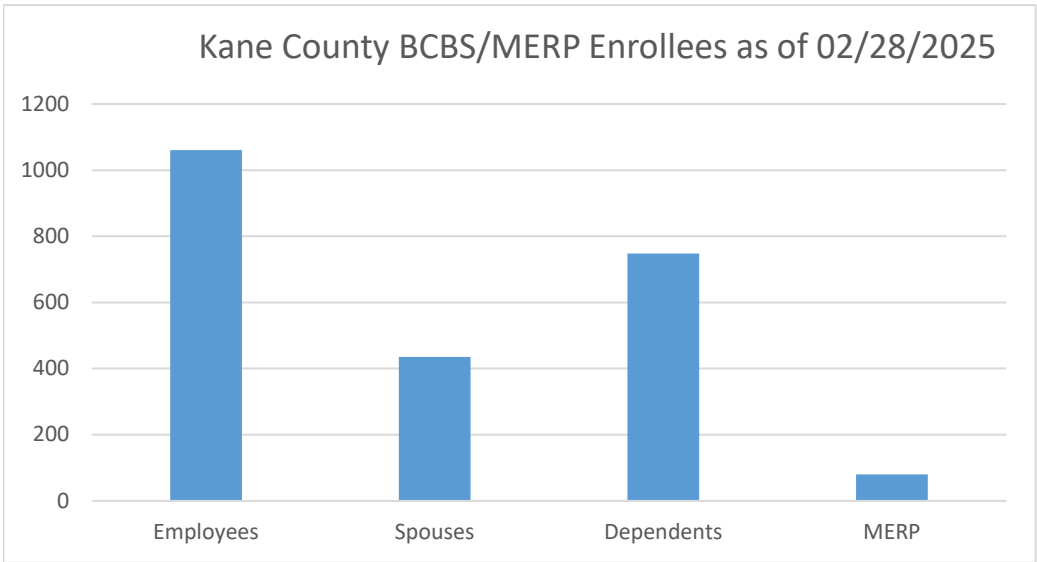
COUNTY OF KANE)

REPORT NO. TMP-25-421

MONTHLY BCBS AND MERP TOTALS

**Kane County BCBS/MERP Enrollees as of
02/28/2025**

Employees	Spouses	Dependents	MERP
1061	435	748	80



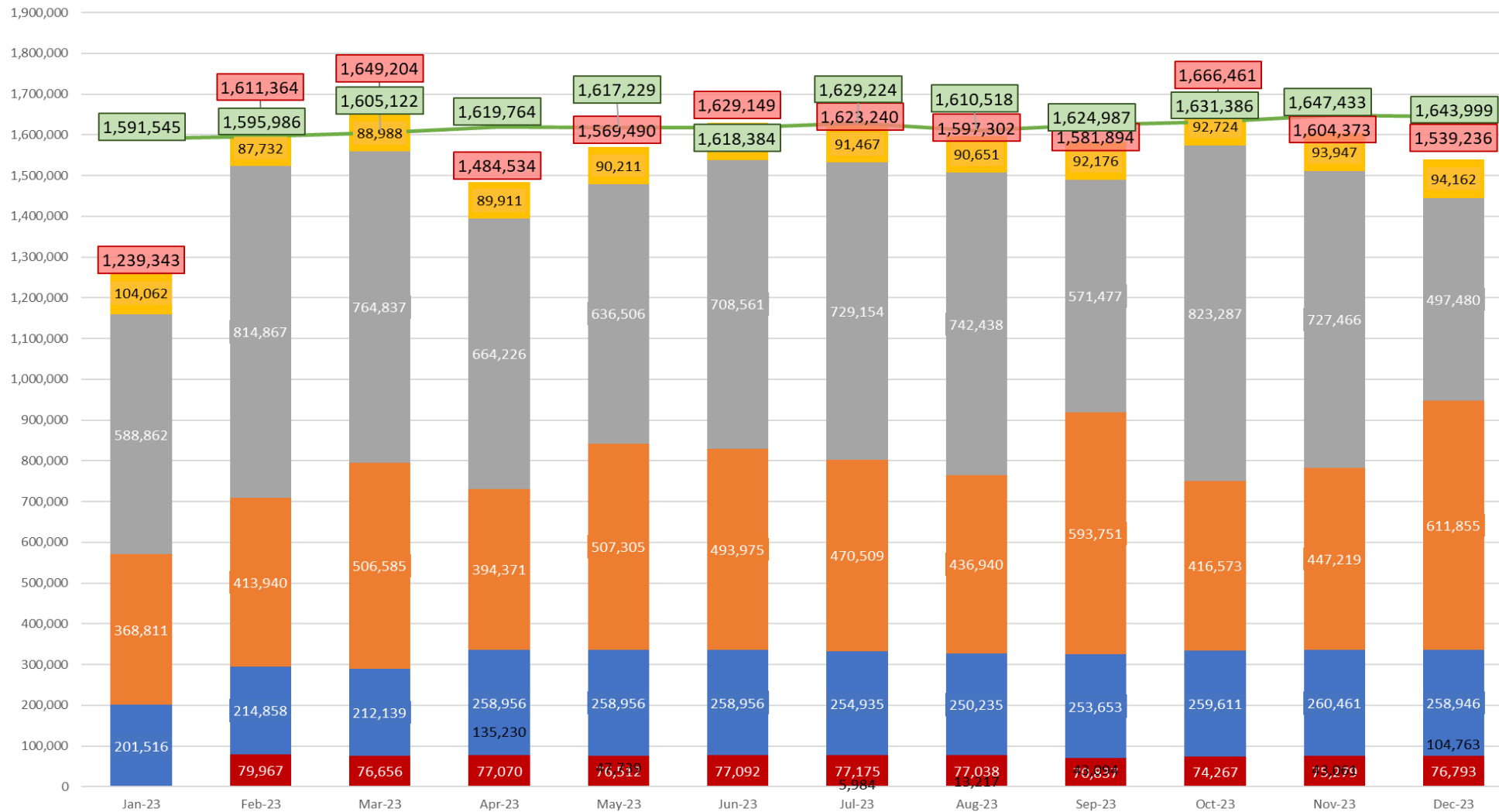


Kane County

HSC Meeting 3/12/2025

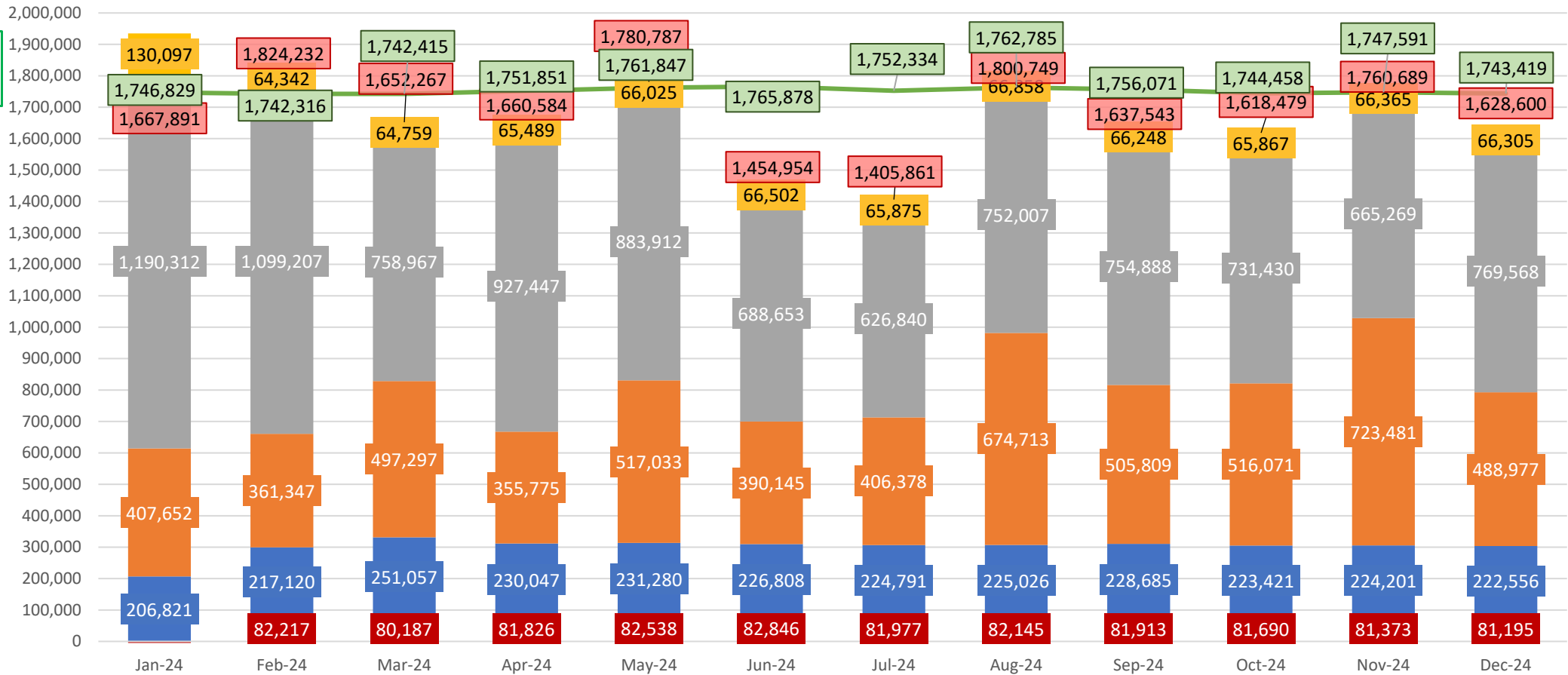
2023 Global Financial Tracker

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

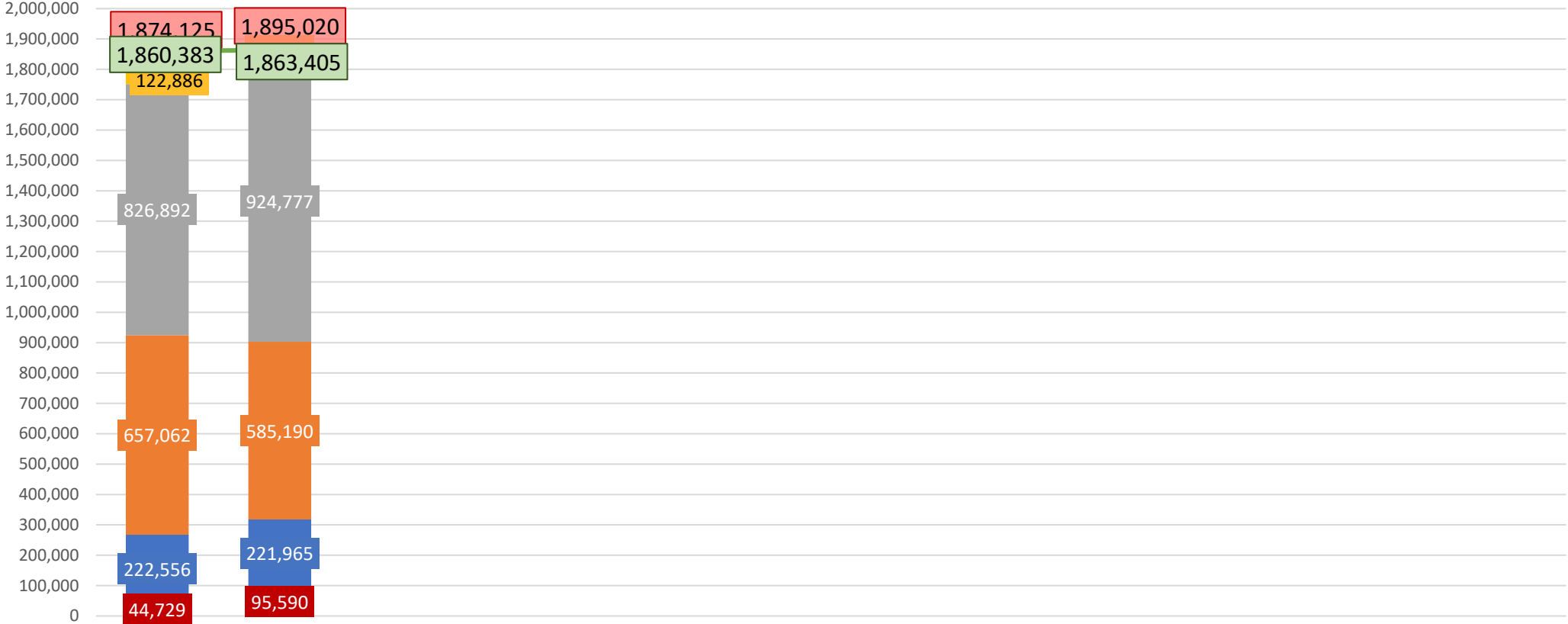


Amount Toward Reserve:
\$1,125,157

■ Medical/Rx Fixed Cost
■ Medical Claims after SL Reimbursements
■ Rx Claims
■ Capitation
■ All Other *
▬ Total Cost
▬ Total Funding
Surplus/Deficit

2025 Global Financial Tracker

Amount Toward Reserve:
-\$45,358



	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	122,886	67,499										
■ Medical Claims after SL Reimbursements	826,892	924,777										
■ Rx Claims	657,062	585,190										
■ Capitation	222,556	221,965										
■ All Other *	44,729	95,590										
□ Total Cost	1,874,125	1,895,020										
■ Total Funding	1,860,383	1,863,405										
Surplus/Deficit	-13,742	-31,615										

*All Other includes Employer HSA contributions, BCBS wellness credit, consulting fee, dental, vision, and EAP services.

Job Applicants for March 2025 by Position

Title	Post Date - Deadline	Internal/External	Applicants
Auditor			
Internal Staff Auditor	3/13/2025 - N/A	External	15
Office Manager	3/17/2025 - N/A	External	21
Total Auditor Applicants			36
Building Management			
Chief Building Engineer	2/14/2025 - N/A	External	1
Janitor	11/8/2024 - N/A	External	1
Stockroom/Buyer	9/9/2024 - N/A	External	2
Total Building Management Applicants			4
Circuit Court Clerk			
[30] Circuit Court Clerk	Open - N/A	External	1
Deputy Clerk	3/10/2025 - N/A	External	1
Deputy Clerk	3/11/2025 - N/A	External	24
Total Circuit Court Clerk Applicants			26
County Clerk			
[34] County Clerk	Open - N/A	External	1
Total County Clerk Applicants			1
Court Services			
Juvenile Detention Specialist	1/26/2025 - 5/21/2025	External	1
Juvenile Detention Specialist	1/27/2025 - 5/21/2025	External	6
Total Court Services Applicants			7
Division of Transportation			
Accountant	3/20/2025 - N/A	External	2
Chief of Planning & Programming/Executive Director of Council of Mayors	2/20/2025 - N/A	External	1
Total Division of Transportation Applicants			3
Finance Department			
Buyer - Purchasing	1/21/2025 - N/A	External	1
Buyer - Purchasing	1/22/2025 - N/A	External	4
Total Finance Department Applicants			5

Health Department

[25] Health Department	3/24/2025 - N/A	External	1
[27] Health Department	3/24/2025 - N/A	External	1
CD Surveillance Practitioner	1/28/2025 - N/A	External	1
CD Surveillance Practitioner	1/29/2025 - N/A	External	7
CD Surveillance Practitioner	3/17/2025 - N/A	External	2
CD Surveillance Practitioner	3/18/2025 - N/A	External	6
Community Health Planner	3/28/2025 - N/A	External	9
Environmental Health Practitioner	5/14/2024 - N/A	External	1
Environmental Health Practitioner	5/15/2024 - N/A	External	1
Environmental Health Practitioner	3/17/2025 - N/A	External	1
Environmental Health Practitioner	3/18/2025 - N/A	External	8
Intern/Volunteer	Open - N/A	External	2
Lead Disease Surveillance Practitioner	3/4/2025 - N/A	External	2
Lead Disease Surveillance Practitioner	3/5/2025 - N/A	External	13
Long Term Care Infection Prevention & Control Outreach Coordinator	9/22/2024 - N/A	External	1
Long Term Care Infection Prevention & Control Outreach Coordinator	9/23/2024 - N/A	External	4
Long Term Care Infection Prevention & Control Outreach Coordinator	3/17/2025 - N/A	External	1
Long Term Care Infection Prevention & Control Outreach Coordinator	3/18/2025 - N/A	External	5
Public Health Intern (Trap Collection for West Nile Program)	3/23/2025 - N/A	External	1
Public Health Intern (Trap Collection for West Nile Program)	3/24/2025 - N/A	External	3
Violence Prevention Specialist	3/19/2025 - N/A	External	6
<hr/>			
Total Health Department Applicants			76

Human Resource

Intern/Volunteer	Open - N/A	External	4
<hr/>			
Total Human Resource Applicants			4

Information Technology Department

CAD Specialist II	3/14/2025 - N/A	External	16
Intern/Volunteer	Open - N/A	External	5
<hr/>			
Total Information Technology Department Applicants			21

KANECOMM

9-1-1 Telecommunicator	12/6/2024 - N/A	External	22
Total KANECOMM Applicants			22

Office of Community Reinvestment

Assistant Director for Finance and Administration	2/12/2025 - N/A	External	7
Program Assistant	1/7/2025 - N/A	External	11
Total Office of Community Reinvestment Applicants			18

Office of Emergency Management (OEM)

[15] Office of Emergency Management (OEM)	11/25/2024 - N/A	External	1
[16] Office of Emergency Management (OEM)	11/25/2024 - N/A	External	2
[45] Office of Emergency Management (OEM)	Open - N/A	External	1
[47] Office of Emergency Management (OEM)	Open - N/A	External	1
Total Office of Emergency Management (OEM) Applicants			5

Public Defender

Assistant Public Defender – Misdemeanor Division	1/29/2025 - N/A	External	7
Total Public Defender Applicants			7

Sheriff

Aramark - Kane County Jail and Commissary	4/26/2024 - N/A	External	1
Case Manager Collaborative Diversion	3/27/2025 - N/A	External	2
Correction Officers *Lateral Transfer *	5/17/2024 - N/A	External	5
Information Data Processor – Intake/Corrections	2/21/2025 - 3/7/2025	External	7
Intern/Volunteer	Open - N/A	External	2
Total Sheriff Applicants			17

State's Attorney

Bi-lingual Administrative Assistant – Elgin Branch Court	3/5/2025 - N/A	External	2
Bilingual Intake/Multidisciplinary Team Coordinator & Outreach	2/7/2025 - N/A	External	9
Deferred Prosecution Case Manager	1/23/2025 - N/A	External	1
Paralegal – Child Support Division	1/28/2025 - N/A	External	2
Total State's Attorney Applicants			14

Total Applicants for March

266

New Hire Report
from 03/01/2025 - 03/31/2025

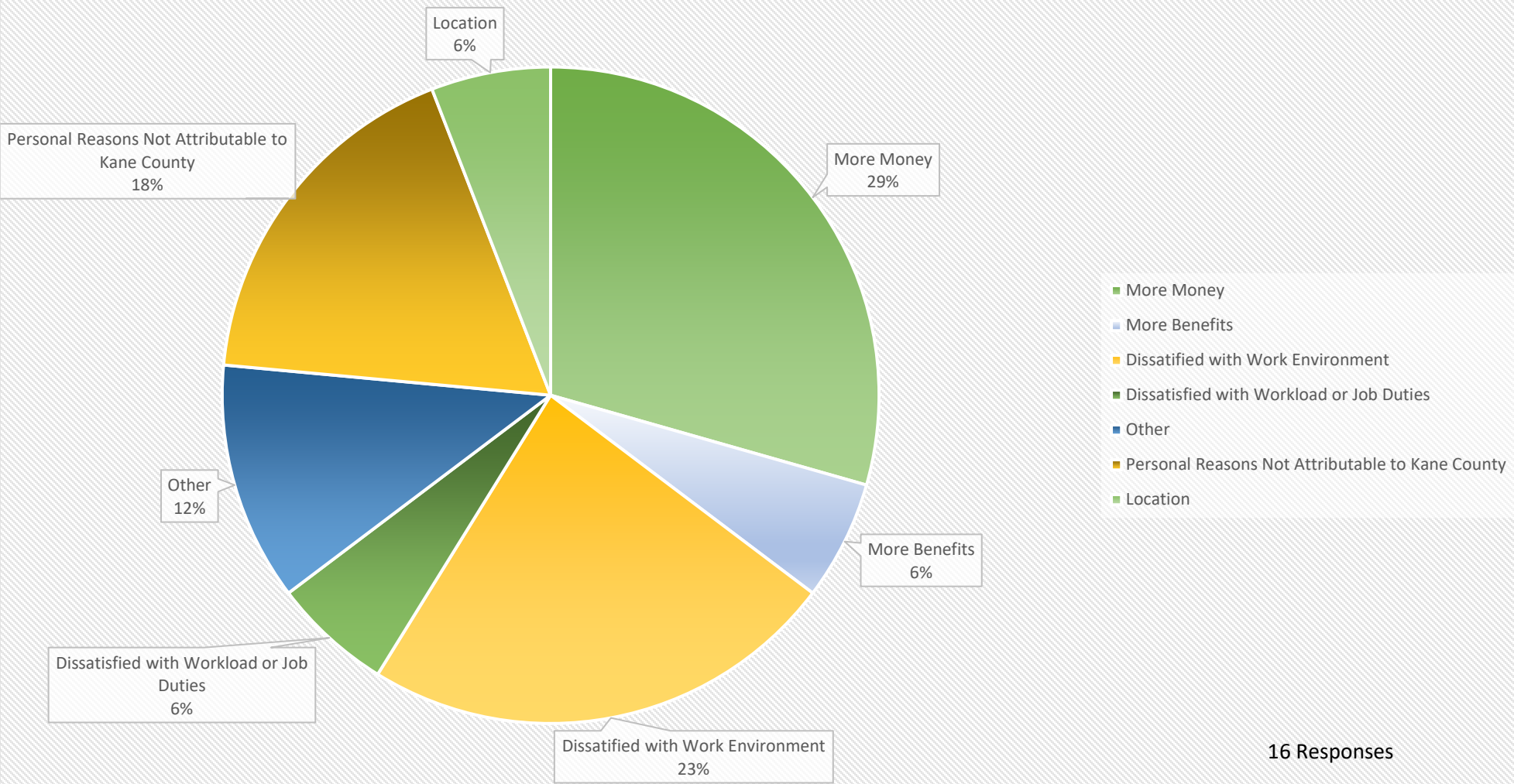
Department	Employee Name	Job Title	Employee Status	Hire Date
Building Management				
	HARRIS, KEVIN E	Chief Operations Off Bldg Mgmt	ACTIVE	03/03/2025
	VELASCO GONZALEZ, ANTONIO H	Janitor	ACTIVE	03/31/2025
Circuit Clerk				
	THONN, ALLYCE F	Financial Office Support	ACTIVE	03/17/2025
Community Reinvestment				
	SEWARD HOWLAND, DEVON L	Program Assistant	ACTIVE	03/03/2025
County Auditor				
	LARA, PORFIRIO	Internal Staff Auditor	ACTIVE	03/24/2025
		Staff Auditor	ACTIVE	03/24/2025
	SAMAK, DALIA A	Accounts Payable Specialist	ACTIVE	03/10/2025
County Clerk Elections-PR Only/County Clerk Elections - PR Only				
	BERGSTROM, CARLEY J	Election Worker or Judge	ACTIVE	03/24/2025
	ODELL, THOMAS F	Election Worker or Judge	ACTIVE	03/17/2025
State's Attorney				
	PACHECO, ESTRELLA A	Case Manager	ACTIVE	03/11/2025
	VILLEGAS, ALEJANDRA	Paralegal	ACTIVE	03/24/2025

Total New Hires 10

**Termination Report
from 03/01/2025 - 03/31/2025**

Department		
Employee Name		Termination Date
Circuit Clerk		
GENTILE, RACHEL M		03/14/25
ORTON, BRIANNA R		03/07/25
Community Reinvestment		
BERGER, SCOTT W		03/10/25
County Clerk		
DUFFY, CHRISTIE A		03/13/25
Finance		
SPERKOWSKI, ANTHONY A		03/07/25
WIERZBIAK, BERNADETTE E		03/14/25
Sheriff/Adult Corrections		
DAY, STEPHEN		03/15/25
State's Attorney		
MIRANDA, YADIRA E		03/14/25
Total Terminations 8		

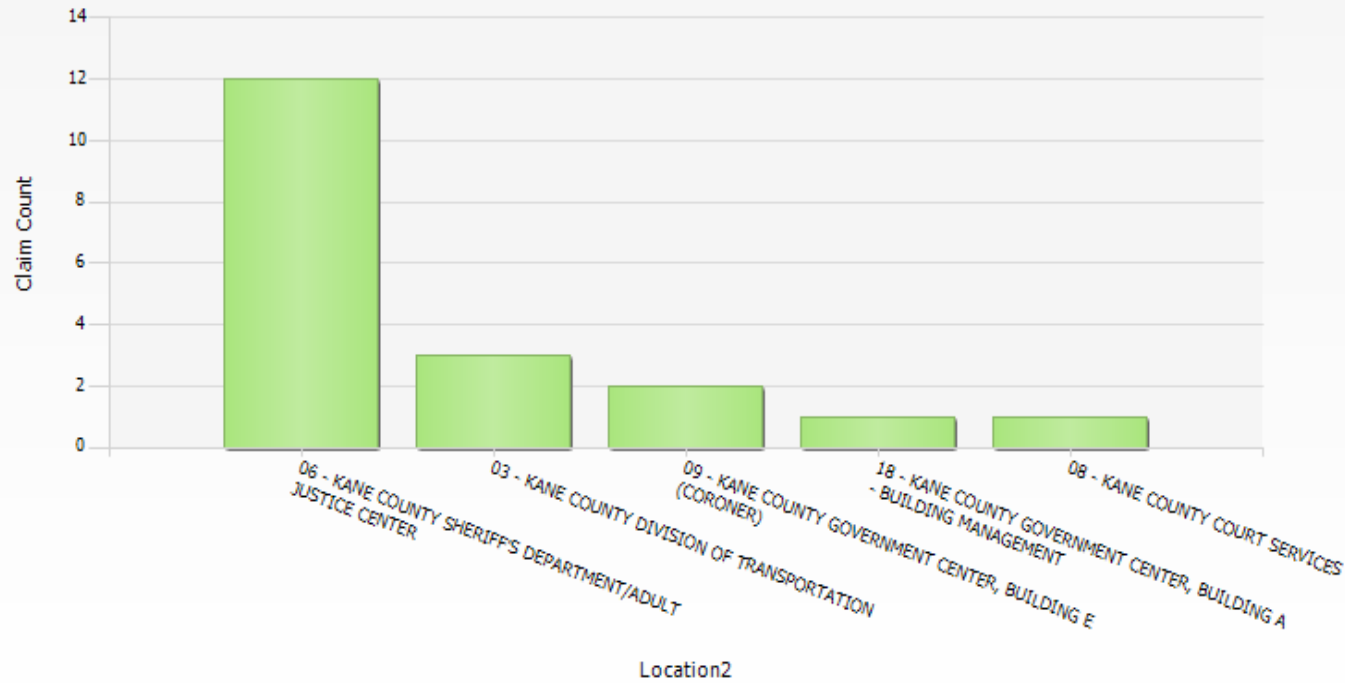
Reasons Employees Left Kane County 3/1/2024-2/28/2025



Kane County Top 5 Locations where the most incidents have occurred 12/01/2025-11/30/2025 as of 03/31/2025

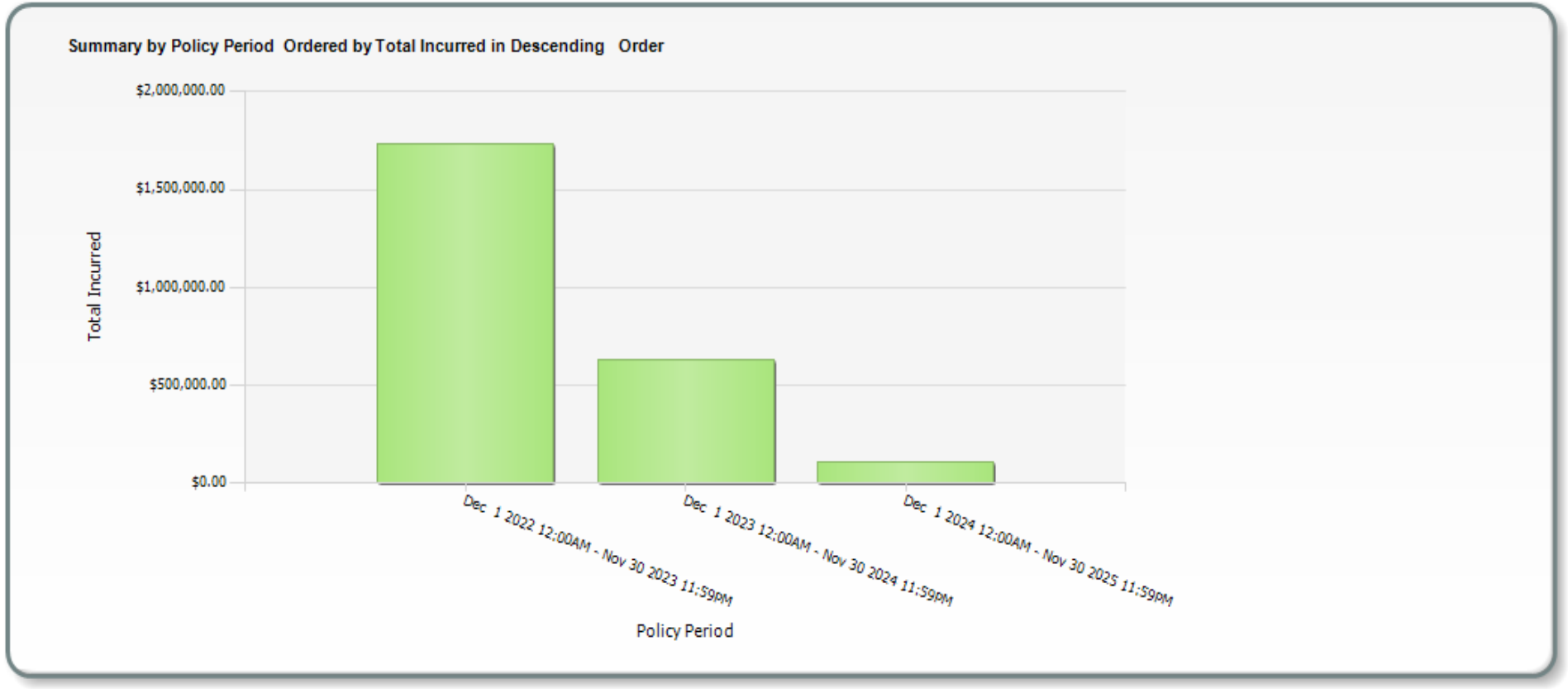
Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	12	\$12,359.59	\$37,505.41	\$0.00	\$49,865.00	\$0.00	\$49,865.00	\$4,155.42	55%	47%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	3	\$2,134.54	\$22,242.69	\$0.00	\$24,377.23	\$0.00	\$24,377.23	\$8,125.74	14%	23%
09 - KANE COUNTY GOVERNMENT CENTER, BUILDING E (CORONER)	2	\$485.19	\$1,650.00	\$0.00	\$2,135.19	\$0.00	\$2,135.19	\$1,067.60	9%	2%
18 - KANE COUNTY GOVERNMENT CENTER, BUILDING A - BUILDING MANAGEMENT	1	\$967.98	\$0.00	\$0.00	\$967.98	\$0.00	\$967.98	\$967.98	5%	1%
08 - KANE COUNTY COURT SERVICES	1	\$45.00	\$21,893.32	\$0.00	\$21,938.32	\$0.00	\$21,938.32	\$21,938.32	5%	21%

Summary by Location2 Ordered by Claim Count in Descending Order



Kane County Worker's Compensation trend from the 3 policy periods (12/01/22 - 11/30/25), in descending order by total incurred as of 03/31/25

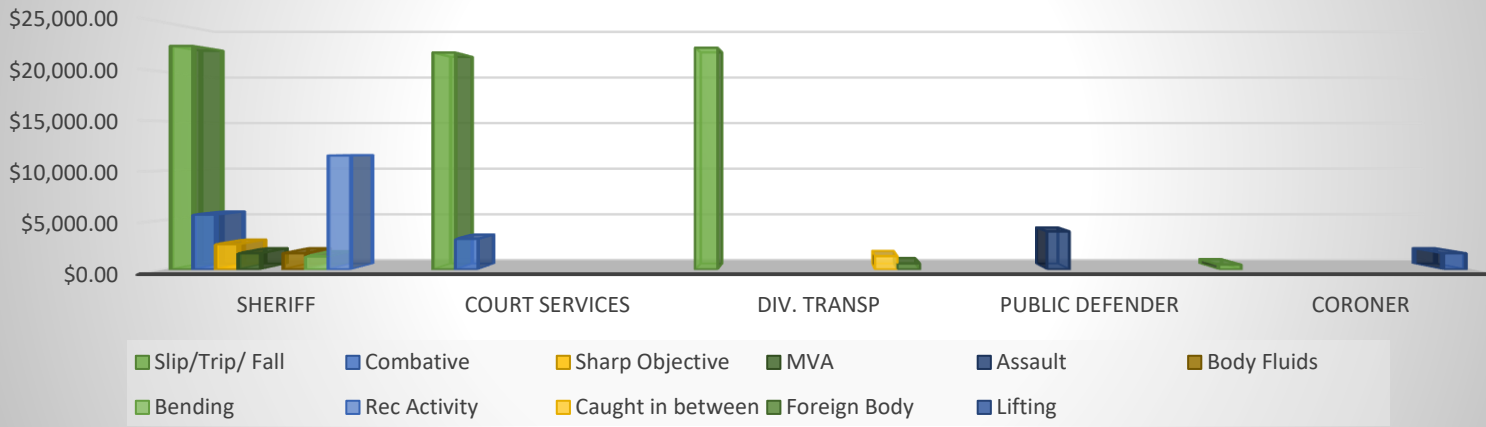
Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	70	\$1,232,226.02	\$497,850.04	\$0.00	\$1,730,076.06	\$0.00	\$1,730,076.06	\$24,715.37	42%	70%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	73	\$345,596.48	\$285,759.47	\$0.00	\$631,355.95	\$0.00	\$631,355.95	\$8,648.71	44%	26%
Dec 1 2024 12:00AM - Nov 30 2025 11:59PM	22	\$18,329.76	\$88,168.02	\$0.00	\$106,497.78	\$0.00	\$106,497.78	\$4,840.81	13%	4%



The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2024 -11/30/2025 as of 03/31/2025

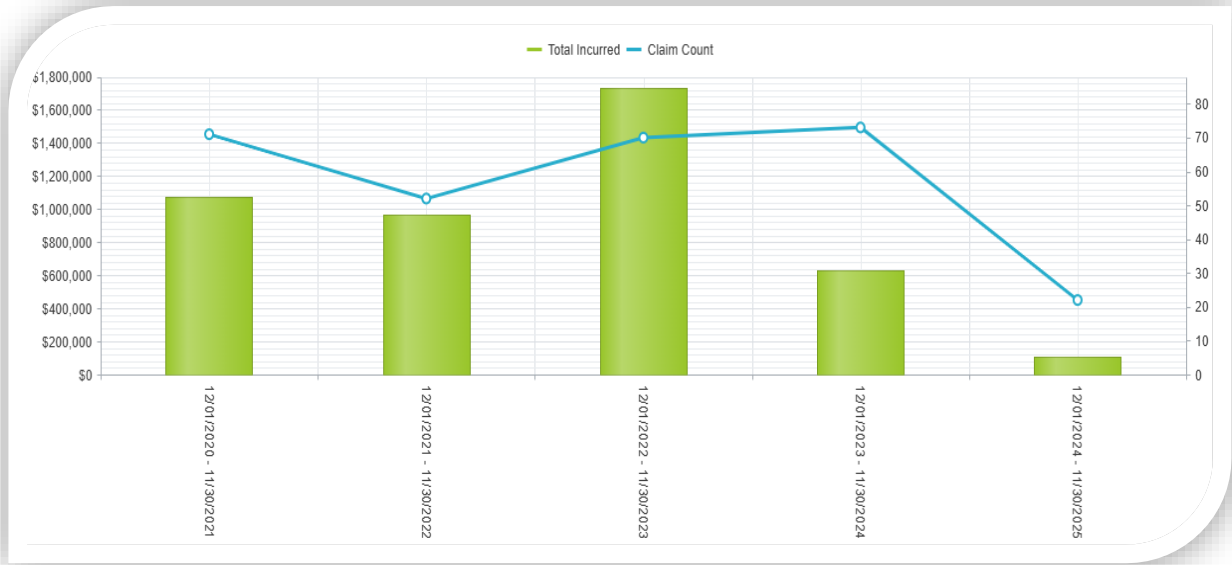
Departments	Slip/Trip/ Fall	Combative	Sharp Objective	MVA	Assault	Body Fluids	Bending	Rec Activity	Caught in between	Foreign Body	Lifting
Sheriff	\$22,602.00	\$5,550.00	\$2,561.00	\$1,650.00		\$1,650.00	\$1,325.00	\$11,526.00			
Court Services	\$21,938.32	\$3,100.00									
Div. Transp	\$22,421.00								\$1,350.00	\$606.23	
Public Defender					\$3,850.00						
Coroner	\$485.19										\$1,650.00

The Departments within the Top Locations where the Losses were reported and total incurred for each code for 12/01/2024 to 11/30/2025 as of 03/31/2025



Departments	Count	Total Incurred
Sheriff	12	\$49,856.00
Court Services	2	\$25,038.32
Div. of Transp.	3	\$24,377.23
Public Defender	1	\$3,850.00
Coroner	2	\$2,135.19
Total	20	\$105,256.74

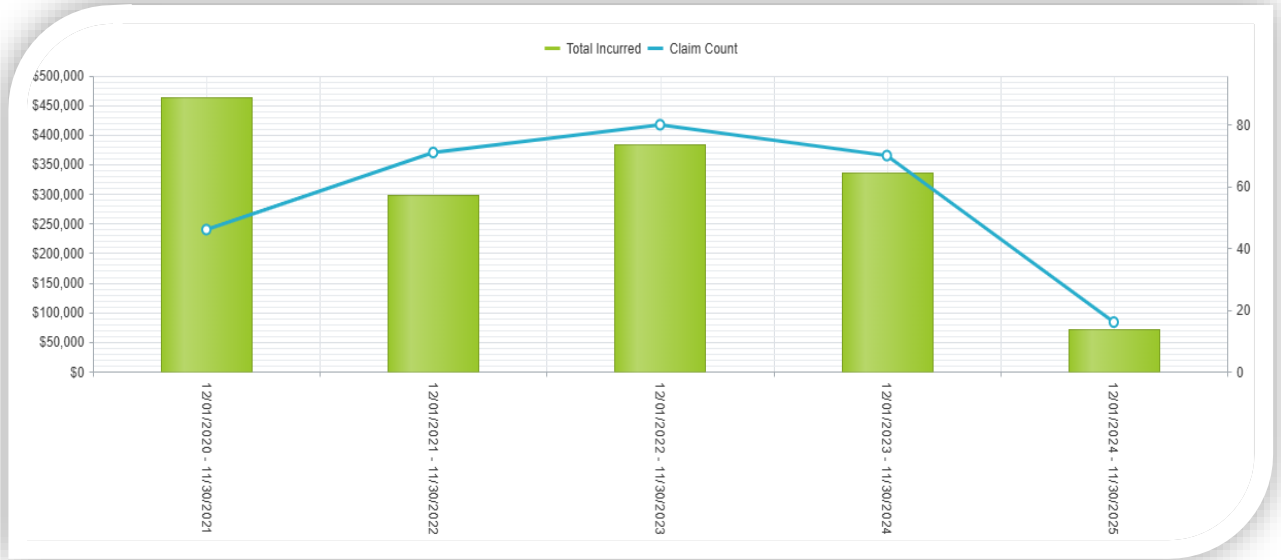
Executive Reports for Kane County Worker’s Compensation Program for the last 4 years and the current year – By policy period and chronological order as of 03/31/2025



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2020 - 11/30/2021	\$1,077,023.96	\$21,256.41	\$23,736.71	\$1,074,543.66	71	\$15,134.42
12/01/2021 - 11/30/2022	\$701,791.87	\$272,548.80	\$8,647.62	\$965,693.05	52	\$18,571.02
12/01/2022 - 11/30/2023	\$1,232,226.02	\$497,850.04	\$0.00	\$1,730,076.06	70	\$24,715.37
12/01/2023 - 11/30/2024	\$345,596.48	\$285,759.47	\$0.00	\$631,355.95	73	\$8,648.71
12/01/2024 - 11/30/2025	\$18,329.76	\$88,168.02	\$0.00	\$106,497.78	22	\$4,840.81
Totals:	\$3,374,968.09	\$1,165,582.74	\$32,384.33	\$4,508,166.50	288	\$15,653.36

-Total incurred for the current policy period is \$106,497.78 with 22 claims reported. The average cost per claim is \$4,840.81. These claims will continue to develop along with new claims reported.

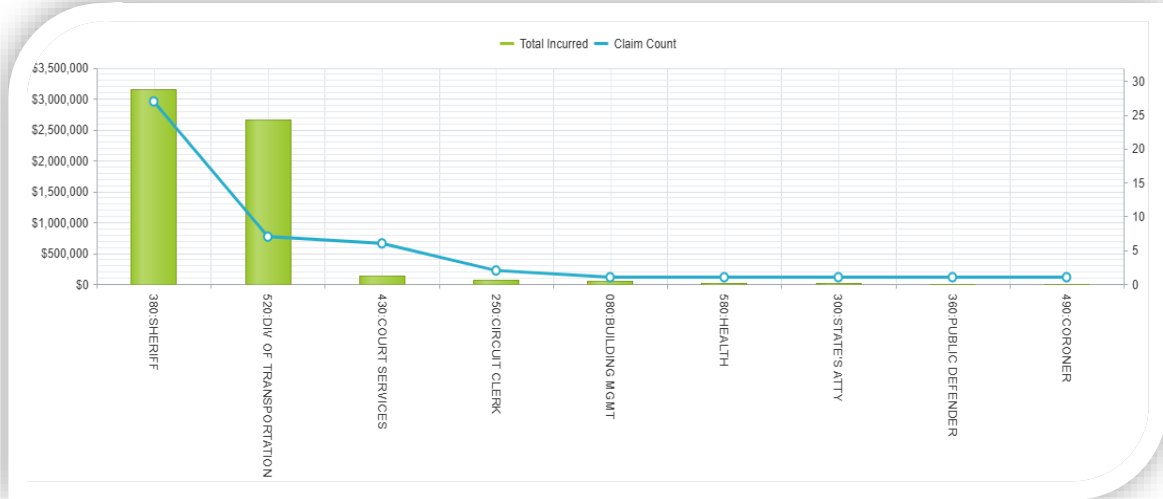
Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 03/31/2025



Policy Period	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
12/01/2020 - 11/30/2021	\$562,839.04	\$64,000.00	\$163,936.41	\$462,902.63	46	\$10,063.10
12/01/2021 - 11/30/2022	\$418,756.80	\$55,000.00	\$175,380.39	\$298,376.41	71	\$4,202.48
12/01/2022 - 11/30/2023	\$605,312.83	\$48,817.59	\$270,585.34	\$383,545.08	80	\$4,794.31
12/01/2023 - 11/30/2024	\$371,001.11	\$47,486.24	\$82,186.08	\$336,301.27	70	\$4,804.30
12/01/2024 - 11/30/2025	\$22,626.69	\$53,574.20	\$3,659.21	\$72,541.68	16	\$4,533.86
Totals:	\$1,980,536.47	\$268,878.03	\$695,747.43	\$1,553,667.07	283	\$5,489.99

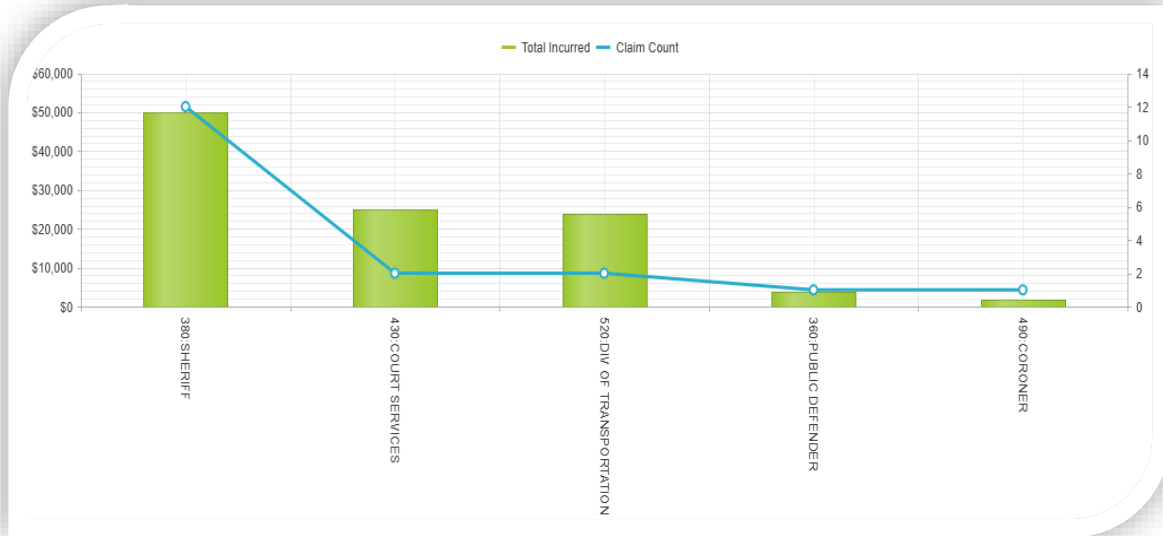
- Total incurred for the current policy period is \$72,541.68 with 16 claims reported for the current period and that will change upon receipt of additional information. Average cost per claim is \$4,533.86 for the current policy period.

All open Worker's Compensation Claims for Kane County as of 03/31/2025 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	\$1,912,718.90	\$1,238,344.64	\$0.00	\$3,151,063.54	27	\$116,706.06
520:DIV OF TRANSPORTATION	\$1,559,869.73	\$1,100,583.50	\$0.00	\$2,660,453.23	7	\$380,064.75
430:COURT SERVICES	\$95,851.42	\$42,010.44	\$0.00	\$137,861.86	6	\$22,976.98
250:CIRCUIT CLERK	\$26,311.79	\$42,390.92	\$0.00	\$68,702.71	2	\$34,351.36
080:BUILDING MGMT	\$13,617.06	\$42,111.94	\$0.00	\$55,729.00	1	\$55,729.00
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	\$169.16	\$3,680.84	\$0.00	\$3,850.00	1	\$3,850.00
490:CORONER	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
Totals:	\$3,623,975.23	\$2,492,866.35	\$0.00	\$6,116,841.58	47	\$130,145.57

Open Worker's Compensation Claims that occurred from 12/01/2024 to 11/30/2025 as of 03/31/25

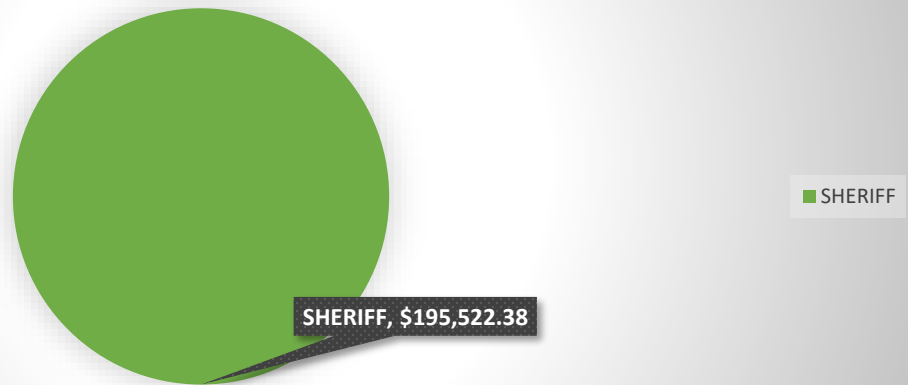


Departments	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
380:SHERIFF	\$12,359.59	\$37,505.41	\$0.00	\$49,865.00	12	\$4,155.42
430:COURT SERVICES	\$1,949.24	\$23,089.08	\$0.00	\$25,038.32	2	\$12,519.16
520:DIV OF TRANSPORTATION	\$1,528.31	\$22,242.69	\$0.00	\$23,771.00	2	\$11,885.50
360:PUBLIC DEFENDER	\$169.16	\$3,680.84	\$0.00	\$3,850.00	1	\$3,850.00
490:CORONER	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
Totals:	\$16,006.30	\$88,168.02	\$0.00	\$104,174.32	18	\$5,787.46

**Kane County Settlements by Department for Policy Period
December 1, 2024- November 30, 2025 as of March 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%	0
HEALTH	\$0.00	0%	
JUDICIARY COURTS	\$0.00	0%	0
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$195,522.38	100%	6
STATES ATTY	\$0.00	0%	
Total	\$195,522.38	100%	6

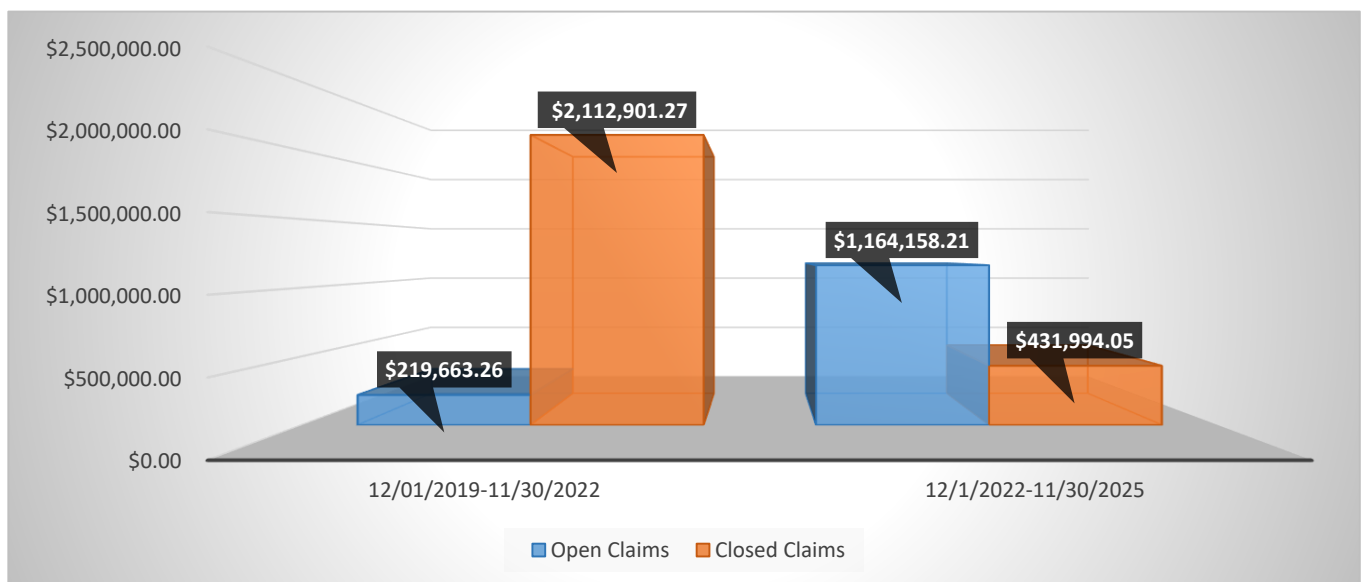
Settlements by Department as of March 31, 2025



Kane County Claims (open and closed) and paid amounts from 12/01/2019-11/30/2022 and 12/01/2022-11/30/25 periods as of 03/31/2025

	Open Claims	Closed Claims	Claim Count
12/01/2019-11/30/2022	\$219,663.26	\$2,112,901.27	169
12/1/2022-11/30/2025	\$1,164,158.21	\$431,994.05	165

There are 4 more claims reported from 12/01/202019-11/30/2022, compared to the 12/01/2022-11/30/2025 period. The amount paid from claims that occurred 12/01/2019-12/1/2022 is \$736,412.00 more compared to 12/01/2022-11/30/25 period.



STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

REPORT NO. TMP-25-435

MONTHLY TRAINING REPORT

**Sexual Harassment Training Compliance
4/2/2025**

Type of Training Delivered	Training Title	Source of Training	Departments invited	Total number of attendees	Deadline
Webinar	Prevention of Sexual Harassment at work - Employee	Illinois Chamber of Commerce	All	1037	08.31.2025
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	182	08.31.2025

Active Employees: 1325



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing Updates To The County's Health Plan

Committee Flow:

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

Contact:

Jamie Lobrillo, 630.208.3836

Budget Information:

Was this item budgeted? No	Appropriation Amount: \$N/A
If not budgeted, explain funding source: Health Insurance Fund	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution is authorizing that "Mental health counseling" in the current HMO and PPO health plans be covered without imposing a deductible, coinsurance, copayment, or any other cost-sharing requirement. This provision is to be effective June 1, 2025.

Exhibit A

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

TRAVEL POLICY

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

Overnight and Multi-Day Travel

a) Permitted Rates:

i. *Transportation:*

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

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

ii. Reserved:

iii. Meals:

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

iv. Lodging:

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

v. e. Other allowed and disallowed expenses:

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

Local Travel

b) Permitted Rates:

i. Transportation:

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

ii. Meals:

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

iii. Guests:

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

iv. Department meetings and events:

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

from the meeting or event without prior department head approval.

v. *Other allowed and disallowed expenses:*

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

c) Required Documentation:

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

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

d) Reimbursement:

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

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

reimbursed subject to prior approval as follows:

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



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Amending Kane County Financial Policies Related to Travel

Committee Flow:

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

Contact:

Cliff Surges, 630.444.1221

Budget Information:

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

Summary:

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



Kane County Travel Purpose and Evaluation Form

Participant:

Travel Date:

Event or meeting attended:

Name/host of the meeting:

Purpose and Benefit to Kane County:

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

1 2 3 4 5 6 7 8 9 10

Explain the rating above:

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

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- c. Mode: All travel by the most economical mode of transportation available.
- d. Rental Vehicles for county business: The actual cost for use of the vehicle, which includes gas, taxes, optional insurance coverage and any other fees imposed by the rental agency. When a vehicle is used for both business and personal purposes, there must be a daily allocation with personal usage being

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v. e. Other allowed and disallowed expenses:

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

d) Reimbursement:

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

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

reimbursed subject to prior approval as follows:

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

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

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

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

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

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

WHEREAS, the Vice-Chair of the Board, the Executive Director of Finance, the Executive Director of Human Resources, and another ad hoc member of the Board to be appointed by the County Board Chair are best suited to make this evaluation; and

WHEREAS, to accelerate the attrition rate, it is prudent to offer employees willing to resign under a Voluntary Separation Incentive Plan incentives to resign their position; and

WHEREAS, Human Resources Department is best suited to develop and manage the terms of the Voluntarily Separation Incentive Plan within the guidelines provided by the Kane County Board; and

WHEREAS, the County Board wishes to provide its employees within departments under the jurisdiction of the Kane County Board with 4 weeks of allocated severance pay and 4 months of health insurance eligibility for the County HMO plan as an incentive to voluntarily resign; and

WHEREAS, the County Board wishes to provide employees voluntarily declining all or some of the months of available health insurance with an incentive of \$350 per full month declined.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the salaries of all existing Kane County employees are frozen at their current rate of pay and shall not be changed without prior approval of the Kane County Board; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that a Voluntary Separation Incentive Plan developed and managed by the Human Resources Department; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that employees participating in the Voluntary Separation Incentive Plan receive 4 weeks of severance pay and 4 months of health insurance eligibility for the County's HMO plan; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that employees participating in the Voluntary Separation Incentive Plan declining any portion of the 4 months of health insurance eligibility be paid a lump sum \$350 for any complete months in which they decline the offered health insurance eligibility; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that an Evaluation Panel is hereby created consisting of the Vice-Chair of the Board, the Executive Director of Finance, the Executive Director of Human Resources, and another ad hoc member of the Board to be appointed by the County Board Chair; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that an attrition program is hereby put into place effective immediately requiring that no employee be hired by Kane County without an evaluation by the Evaluation Panel; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that the Evaluation Panel must meet as needed to conduct an evaluation at the request of the Department Head not later than within one month of the date the request is made; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Kane County Board that effective immediately, no employee be hired by Kane County without either the approval of a majority vote of the Evaluation Panel or approval by the full Kane County Board.

Passed by the Kane County Board on May 13, 2025.

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

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

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Establishing An Attrition Program For Kane County Personnel

Committee Flow:

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

Contact:

Corinne Pierog

Budget Information:

Was this item budgeted? No	Appropriation Amount: \$N/A
If not budgeted, explain funding source: N/A	
Was this item passed through the appropriate committee? Yes	

Summary:

This resolution establishes an Attrition Program with the following terms:

- An immediate salary freeze for all current employees;
- A hiring freeze whereby:
 - A evaluation must be made by a designated panel (currently listed as the HR Director, Finance Director, Vice-chair of Board and an Ad Hoc member of the Board appointed by Madam Chair) when a department requests to re-hire a vacancy.
 - The evaluation is then submitted to the Kane County Board for a re-hiring decision.
 - The evaluation group may authorize the immediate rehire without prior Board approval in the event of extenuating services or immediate essential need.
- A Voluntary Separation Incentive Program is authorized providing the following incentives to employees voluntarily participating:
 - 4 weeks of severance pay
 - 4 months of health insurance eligibility for HMO Plan
 - In lieu of health insurance, participating employees will receive a lump sum of \$350 for every complete month of health insurance they decline.