



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)

Wednesday, April 10, 2024

9:00 AM

County Board Room

1. **Call To Order**
2. **Roll Call**
3. **Remote Attendance Requests**
4. **Approval of Minutes: March 13, 2024**
5. **Public Comment (Agenda Items)**
6. **Public Comment (Non-Agenda Items)**
7. **Monthly Financial Reports**
 - A. Monthly Finance Reports (attached)
8. **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)
9. **Compliance**
 - A. Monthly Training Report (attached)
10. **Old Business**
11. **New Business**
 - A. **Resolution:** Authorizing FY24 Judiciary and Courts Budget Adjustment
 - B. External Equity (Discussion Only)
 - C. **Resolution:** Adopting a Sick Leave Donation Policy to the Personnel Policy Handbook

- D. Resolution:** Establishing the Transfer of American Rescue Plan Act Grant Staff Management and Functions from the County Board Office to the Finance Department

- 12. Reports Placed On File**
- 13. Executive Session (if needed)**
- 14. Adjournment**


















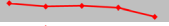
























STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-24-2138
MONTHLY FINANCE REPORTS (ATTACHED)

















Committee Revenue Budget Report - by Account Detail
Through March 31, 2024 (33.3% YTD)
*2019, 2020, 2021, 2022 Actual Full Fiscal Year, **2023 DRAFT

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount**	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
120 Human Resource Management	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	
246 Employee Events Fund	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	
Revenue	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
38900 - Miscellaneous Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
39900 - Fund Balance Utilization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Interest Revenue	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 664	\$ 184	360.6%	\$ -	\$ 709	0.0%	
38000 - Investment Income	\$ 561	\$ 313	\$ (1)	\$ (256)	\$ 664	\$ 184	360.6%	\$ -	\$ 709	0.0%	
Reimbursements	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ 800	77.0%	\$ 139	\$ 800	17.4%	
37900 - Miscellaneous Reimbursement	\$ 1,277	\$ 621	\$ 402	\$ 575	\$ 616	\$ 800	77.0%	\$ 139	\$ 800	17.4%	
Grand Total	\$ 1,839	\$ 934	\$ 401	\$ 320	\$ 1,279	\$ 984	130.0%	\$ 139	\$ 1,509	9.2%	

Committee Expense Budget Report - by Account Detail
Through March 31, 2024 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 3/16/2024)
***2019, 2020, 2021, 2022 Actual Full Fiscal Year, **2023 DRAFT**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount**	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
120 Human Resource Management	\$ 3,006,918	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,450,939	\$ 4,824,028	95.1%	\$ 4,037,332	\$ 5,075,990	79.5%	
001 General Fund	\$ 234,941	\$ 248,652	\$ 230,337	\$ 205,373	\$ 266,126	\$ 322,813	74.7%	\$ 78,169	\$ 260,846	30.0%	
Expenses	\$ 234,941	\$ 248,652	\$ 230,337	\$ 205,373	\$ 266,126	\$ 322,813	74.7%	\$ 78,169	\$ 260,846	30.0%	
Personnel Services- Salaries & Wages	\$ 152,144	\$ 181,653	\$ 166,938	\$ 160,097	\$ 201,575	\$ 219,656	91.8%	\$ 62,943	\$ 202,946	31.0%	
40000 - Salaries and Wages	\$ 152,144	\$ 181,794	\$ 166,938	\$ 160,097	\$ 201,575	\$ 213,239	94.5%	\$ 62,943	\$ 202,945	31.0%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417	0.0%	\$ -	\$ 1	0.0%	
40009 - Salaries and Wages Subsidy	\$ -	\$ (142)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Personnel Services- Employee Benefits	\$ 40,506	\$ 35,578	\$ 31,088	\$ 29,810	\$ 49,754	\$ 50,057	99.4%	\$ -	\$ -	0.0%	
45000 - Healthcare Contribution	\$ 39,448	\$ 34,218	\$ 30,049	\$ 28,816	\$ 47,913	\$ 48,874	98.0%	\$ -	\$ -	0.0%	
45009 - Healthcare Subsidy	\$ -	\$ (60)	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
45010 - Dental Contribution	\$ 1,058	\$ 1,414	\$ 1,039	\$ 993	\$ 1,841	\$ 1,183	155.6%	\$ -	\$ -	0.0%	
45019 - Dental Subsidy	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Contractual Services	\$ 36,213	\$ 26,163	\$ 26,863	\$ 10,471	\$ 12,018	\$ 45,600	15.2%	\$ 10,686	\$ 48,150	22.2%	
50000 - Project Administration Services	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ 10,000	0.0%	\$ -	\$ 10,000	0.0%	
52130 - Repairs and Maint- Computers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0.0%	\$ -	\$ -	0.0%	
52140 - Repairs and Maint- Copiers	\$ 852	\$ 1,282	\$ 1,171	\$ 1,072	\$ 1,210	\$ 1,500	80.7%	\$ 234	\$ 1,500	15.6%	
53050 - Employment Advertising	\$ -	\$ -	\$ -	\$ 85	\$ 731	\$ 500	146.3%	\$ 4,722	\$ 6,800	69.4%	
53100 - Conferences and Meetings	\$ -	\$ -	\$ -	\$ 500	\$ 3,043	\$ 5,500	55.3%	\$ 4,190	\$ 5,500	76.2%	
53110 - Employee Training	\$ -	\$ -	\$ 952	\$ 256	\$ 1,479	\$ -	0.0%	\$ -	\$ -	0.0%	
53120 - Employee Mileage Expense	\$ -	\$ -	\$ -	\$ 44	\$ 92	\$ 150	61.6%	\$ -	\$ 150	0.0%	
53130 - General Association Dues	\$ 607	\$ -	\$ -	\$ -	\$ 732	\$ 1,200	61.0%	\$ -	\$ 1,200	0.0%	
55000 - Miscellaneous Contractual Exp	\$ 34,754	\$ 24,882	\$ 24,663	\$ 8,514	\$ 4,730	\$ 25,250	8.1%	\$ 1,540	\$ 23,000	6.7%	
Commodities	\$ 6,078	\$ 5,259	\$ 5,448	\$ 4,995	\$ 2,780	\$ 7,500	37.1%	\$ 4,539	\$ 7,500	60.5%	
60000 - Office Supplies	\$ 4,291	\$ 5,029	\$ 2,071	\$ 4,267	\$ 2,295	\$ 4,800	47.8%	\$ 3,376	\$ 4,800	70.3%	
60010 - Operating Supplies	\$ 1,612	\$ -	\$ 1,763	\$ -	\$ -	\$ 2,200	0.0%	\$ 1,163	\$ 2,200	52.9%	
60050 - Books and Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60080 - Employee Recognition Supplies	\$ 175	\$ 230	\$ 1,614	\$ 727	\$ 485	\$ 500	97.0%	\$ -	\$ 500	0.0%	
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250	0.0%	
70090 - Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 2,250	0.0%	
010 Insurance Liability	\$ 2,769,103	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,184,813	\$ 4,500,231	96.8%	\$ 3,959,163	\$ 4,813,635	82.2%	
Expenses	\$ 2,769,103	\$ 3,263,613	\$ 3,313,916	\$ 3,503,841	\$ 4,184,813	\$ 4,500,231	96.8%	\$ 3,959,163	\$ 4,813,635	82.2%	
Personnel Services- Salaries & Wages	\$ 136,022	\$ 136,111	\$ 105,936	\$ 133,016	\$ 156,582	\$ 143,005	109.5%	\$ 50,466	\$ 159,043	31.7%	
40000 - Salaries and Wages	\$ 136,022	\$ 136,111	\$ 105,936	\$ 133,016	\$ 156,582	\$ 138,827	112.8%	\$ 50,466	\$ 154,410	32.7%	
40002 - Non-Union Wage Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,178	0.0%	\$ -	\$ -	0.0%	
40003 - Cost of Living Increase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 4,633	0.0%	
Personnel Services- Employee Benefits	\$ 39,008	\$ 36,442	\$ 23,828	\$ 31,488	\$ 39,379	\$ 34,718	113.4%	\$ 11,700	\$ 40,764	28.7%	
45000 - Healthcare Contribution	\$ 18,520	\$ 14,912	\$ 6,061	\$ 12,177	\$ 19,025	\$ 15,905	119.6%	\$ 5,446	\$ 20,856	26.1%	
45010 - Dental Contribution	\$ 305	\$ 749	\$ 238	\$ 486	\$ 889	\$ 508	175.0%	\$ 297	\$ 456	65.2%	
45100 - FICA/SS Contribution	\$ 10,260	\$ 10,151	\$ 8,035	\$ 9,988	\$ 11,580	\$ 10,940	105.8%	\$ 3,712	\$ 12,167	30.5%	
45200 - IMRF Contribution	\$ 9,922	\$ 10,631	\$ 9,493	\$ 8,836	\$ 7,886	\$ 7,365	107.1%	\$ 2,245	\$ 7,285	30.8%	
Contractual Services	\$ 2,594,073	\$ 3,091,047	\$ 2,766,253	\$ 3,313,104	\$ 3,984,774	\$ 4,318,430	96.2%	\$ 3,893,016	\$ 4,609,847	84.5%	
50000 - Project Administration Services	\$ 107,843	\$ 106,928	\$ 117,829	\$ 103,715	\$ 87,090	\$ 108,975	79.9%	\$ 26,212	\$ 108,975	24.1%	
50150 - Contractual/Consulting Services	\$ 289,672	\$ 182,847	\$ 82,494	\$ 112,114	\$ 831	\$ 185,000	0.0%	\$ -	\$ 185,000	0.0%	
53000 - Liability Insurance	\$ 224,201	\$ 1,620,506	\$ 1,984,178	\$ 2,594,794	\$ 2,764,506	\$ 2,619,000	105.7%	\$ 2,728,186	\$ 2,837,941	96.1%	
53010 - Workers Compensation	\$ 1,939,711	\$ 1,152,118	\$ 583,453	\$ 511,667	\$ 1,075,548	\$ 1,378,395	77.3%	\$ 1,109,933	\$ 1,450,851	76.5%	
53020 - Unemployment Claims	\$ 32,646	\$ 28,648	\$ (1,700)	\$ (9,186)	\$ 56,799	\$ 27,060	210.3%	\$ 28,685	\$ 27,080	105.9%	
53110 - Employee Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Commodities	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
60000 - Office Supplies	\$ -	\$ 13	\$ (13)	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	

Committee Expense Budget Report - by Account Detail
Through March 31, 2024 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 3/16/2024)
***2019, 2020, 2021, 2022 Actual Full Fiscal Year, **2023 DRAFT**

Department / Fund / Account Classification	2019 Actual Amount*	2020 Actual Amount*	2021 Actual Amount*	2022 Actual Amount*	2023 Actual Amount**	2023 Adopted Budget	2023 YTD% Actual/Budget	2024 Actual Amount	2024 Adopted Budget	2024 YTD% Actual/Budget	2019 - 2024 Trend
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	\$ 4,078	100.0%	\$ 3,981	\$ 3,981	100.0%	
99000 - Transfer To Other Funds	\$ -	\$ -	\$ 417,912	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
99001 - Transfer to Fund 001	\$ -	\$ -	\$ -	\$ 3,575	\$ 4,078	\$ 4,078	100.0%	\$ 3,981	\$ 3,981	100.0%	
246 Employee Events Fund	\$ 2,874	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 1,509	0.0%	
Expenses	\$ 2,874	\$ -	\$ -	\$ 1,044	\$ -	\$ 984	0.0%	\$ -	\$ 1,509	0.0%	
Contractual Services	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
50150 - Contractual/Consulting Services	\$ 2,874	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 525	0.0%	
89000 - Addition to Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ 525	0.0%	
Grand Total	\$ 3,006,918	\$ 3,512,266	\$ 3,544,253	\$ 3,710,258	\$ 4,450,939	\$ 4,824,028	95.1%	\$ 4,037,332	\$ 5,075,990	79.5%	



Human Services Accounts Payable by GL Distribution

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

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 53100 - Conferences and Meetings										
4526 - Fifth Third Bank	5419-CM-02/24	Feb/March PCard Statement	Paid by EFT # 86761		03/04/2024	03/12/2024	03/12/2024		03/25/2024	4,190.00
Account 53100 - Conferences and Meetings Totals									Invoice Transactions 1	\$4,190.00
Account 55000 - Miscellaneous Contractual Exp										
1299 - Kane County Regional Office of Education	8002400152	Background Checks - 2024 February Fingerprinting	Paid by EFT # 86821		03/05/2024	03/11/2024	03/11/2024		03/25/2024	420.00
Account 55000 - Miscellaneous Contractual Exp Totals									Invoice Transactions 1	\$420.00
Account 60000 - Office Supplies										
3509 - DS Services of America, Inc. dba Primo Water NA	23838934 021724	Water delivery 02/01, 02/15 & March Rental Fee	Paid by EFT # 86450		02/17/2024	02/28/2024	02/28/2024		03/11/2024	16.36
3578 - Warehouse Direct, Inc.	5673543-0	Office Supplies February 2024	Paid by EFT # 86625		02/23/2024	02/29/2024	02/29/2024		03/11/2024	43.21
4526 - Fifth Third Bank	5419-CM-02/24	Feb/March PCard Statement	Paid by EFT # 86761		03/04/2024	03/12/2024	03/12/2024		03/25/2024	29.45
Account 60000 - Office Supplies Totals									Invoice Transactions 3	\$89.02
Sub-Department 120 - Human Resource Management Totals									Invoice Transactions 5	\$4,699.02
Department 120 - Human Resource Management Totals									Invoice Transactions 5	\$4,699.02
Fund 001 - General Fund Totals									Invoice Transactions 5	\$4,699.02
Fund 010 - Insurance Liability										
Department 120 - Human Resource Management										
Sub-Department 130 - Insurance Liability- HRM										
Account 53000 - Liability Insurance										
8728 - State Street Collision, Inc.	17145824	Liability Repair Payment RPO-KC-23-0024	Paid by EFT # 86595		02/16/2024	03/01/2024	03/01/2024		03/11/2024	854.77
13578 - Mobilespike Technologies Inc	2024011201	Liability Repair Payment 23D45K966381	Paid by EFT # 86533		01/12/2024	03/01/2024	03/01/2024		03/11/2024	1,347.37
1654 - Northern Contracting, Inc.	INV-0028	Liability Repair Payment	Paid by EFT # 86540		02/28/2024	03/01/2024	03/01/2024		03/11/2024	1,553.07
1654 - Northern Contracting, Inc.	INV-0029	Liability Repair Payment	Paid by EFT # 86540		02/28/2024	03/01/2024	03/01/2024		03/11/2024	2,538.62
1654 - Northern Contracting, Inc.	INV-0031	Liability Repair Payment	Paid by EFT # 86540		02/28/2024	03/01/2024	03/01/2024		03/11/2024	4,488.24
1654 - Northern Contracting, Inc.	INV-0032	Liability Repair Payment	Paid by EFT # 86540		02/28/2024	03/01/2024	03/01/2024		03/11/2024	1,373.62
1654 - Northern Contracting, Inc.	INV-0033	Liability Repair Payment	Paid by EFT # 86540		02/28/2024	03/01/2024	03/01/2024		03/11/2024	1,524.96



Human Services Accounts Payable by GL Distribution

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

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										
9385 - H&H Electric Co.	42613 R1	Liability Repair Payment	Paid by EFT # 86481		12/31/2023	03/01/2024	03/01/2024		03/11/2024	61,977.65
9385 - H&H Electric Co.	42615 R1	Liability Repair Payment	Paid by EFT # 86481		12/19/2023	03/01/2024	03/01/2024		03/11/2024	56,380.16
9385 - H&H Electric Co.	43138 R1	Liability Repair Payment	Paid by EFT # 86481		01/22/2024	03/01/2024	03/01/2024		03/11/2024	2,680.28
9385 - H&H Electric Co.	43139 R1	Liability Repair Payment	Paid by EFT # 86481		01/20/2024	03/01/2024	03/01/2024		03/11/2024	4,193.81
9385 - H&H Electric Co.	43141 R1	Liability Repair Payment	Paid by EFT # 86481		01/25/2024	03/01/2024	03/01/2024		03/11/2024	4,519.32
9385 - H&H Electric Co.	43143 R1	Liability Repair Payment	Paid by EFT # 86481		01/26/2024	03/01/2024	03/01/2024		03/11/2024	4,323.07
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	79756	Liability Repair Payment 24D45M038651	Paid by EFT # 86623		02/19/2024	03/01/2024	03/01/2024		03/11/2024	387.50
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	79668	Liability Repair Payment 24D45M038651	Paid by EFT # 86623		02/14/2024	03/01/2024	03/01/2024		03/11/2024	134.01
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	79225	Liability Repair Payment 24D45M038651	Paid by EFT # 86623		02/13/2024	03/01/2024	03/01/2024		03/11/2024	401.19
11377 - Via Carlita, LLC dba Hawk Ford of St. Charles	79945	Liability Repair Payment 24D45M038651	Paid by EFT # 86623		02/19/2024	03/01/2024	03/01/2024		03/11/2024	58.94
12798 - West Bend Mutual Insurance Company	2568433	Notary Bond - Galley 2568433	Paid by Check # 383837		02/29/2024	03/11/2024	03/11/2024		03/25/2024	20.00
9385 - H&H Electric Co.	43140 R1	Liability Repair Payment	Paid by EFT # 86781		01/22/2024	03/15/2024	03/15/2024		03/25/2024	3,351.06
1654 - Northern Contracting, Inc.	INV-0030	Liability Repair Payment RPO-KC-24-0006	Paid by EFT # 86857		02/28/2024	03/15/2024	03/15/2024		03/25/2024	5,189.94
1654 - Northern Contracting, Inc.	INV-0038-2	Liability Repair Payment RPO-KC-24-0007	Paid by EFT # 86857		02/29/2024	03/15/2024	03/15/2024		03/25/2024	4,038.23
1654 - Northern Contracting, Inc.	INV-0038	Liability Repair Payment 24D45M057608	Paid by EFT # 86857		02/28/2024	03/15/2024	03/15/2024		03/25/2024	1,578.97
1654 - Northern Contracting, Inc.	INV-0041	Liability Repair Payment 24D45M057624	Paid by EFT # 86857		02/29/2024	03/15/2024	03/15/2024		03/25/2024	5,441.25



Human Services Accounts Payable by GL Distribution

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

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										
8728 - State Street Collision, Inc.	20240313	Liability Repair Payment 24D45M038651	Paid by EFT # 86927		03/13/2024	03/15/2024	03/15/2024		03/25/2024	4,562.98
8258 - CCMSI	0150941-IN	CCMSI GL Funding Reimbursement	Paid by EFT # 86695		02/29/2024	03/15/2024	03/15/2024		03/25/2024	19,354.68
Account 53000 - Liability Insurance Totals									Invoice Transactions 25	\$192,273.69
Account 53010 - Workers Compensation										
13202 - Matthew J Goncher	20240301	Goncher March 2024 PSEBA Payment	Paid by EFT # 86476		03/01/2024	03/01/2024	03/01/2024		03/11/2024	859.98
4220 - Illinois Workers Compensation Commission	20241231	20241231 WC	Paid by Check # 383793		12/31/2023	03/15/2024	03/15/2024		03/25/2024	7,182.98
8258 - CCMSI	0150940-IN	CCMSI WC Funding Reimbursement	Paid by EFT # 86695		02/29/2024	03/15/2024	03/15/2024		03/25/2024	55,009.86
Account 53010 - Workers Compensation Totals									Invoice Transactions 3	\$63,052.82
Sub-Department 130 - Insurance Liability- HRM Totals									Invoice Transactions 28	\$255,326.51
Department 120 - Human Resource Management Totals									Invoice Transactions 28	\$255,326.51
Fund 010 - Insurance Liability Totals									Invoice Transactions 28	\$255,326.51
Grand Totals									Invoice Transactions 33	\$260,025.53



Tuition Reimbursement FYTD

Payment Date Range 12/01/23 - 03/31/24

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										
13612 - Rachel L. Hall	2307-01	Tuition Reimb - CMRJ 201, CMRJ 303	Paid by EFT # 84628		11/13/2023	12/07/2023	11/30/2023		12/18/2023	1,482.00
5043 - Kristin Johnson	2305-01	Tuition Reimb - PBHL 6898, PBHL-6203	Paid by EFT # 85303		12/22/2023	01/02/2024	11/30/2023		01/16/2024	2,400.00
13311 - Heidi Lichtenberger	2302-03	Tuition Reimb - GEOGR-1154	Paid by EFT # 85319		12/21/2023	01/02/2024	11/30/2023		01/16/2024	273.60
14283 - Ally Logan	2306-01	Tuition Reimb - SWK 6045-F2-02	Paid by EFT # 85614		01/08/2024	01/12/2024	11/30/2023		01/29/2024	1,483.20
10326 - Stephanie T Galley	2401-01	Tuition Reimb - MBA 6130/Economics	Paid by EFT # 86767		03/04/2024	03/11/2024	03/15/2024		03/25/2024	1,392.00
Account 45420 - Tuition Reimbursement Totals							Invoice Transactions	5		<u>\$7,030.80</u>
Sub-Department 020 - Riverboat Totals							Invoice Transactions	5		<u>\$7,030.80</u>
Department 010 - County Board Totals							Invoice Transactions	5		<u>\$7,030.80</u>
Fund 120 - Grand Victoria Casino Elgin Totals							Invoice Transactions	5		<u>\$7,030.80</u>
Grand Totals							Invoice Transactions	5		<u>\$7,030.80</u>

Health Insurance Fund
Revenue and Expenses
Through March 31, 2024 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 3/16/2024)
with comparative for Full Fiscal Year 2021 and 2022

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
Revenue				
652.800.000.38000 - Investment Income	\$ 5,673	\$ (89,645)	\$ 243,999	\$ -
652.800.000.38900 - Miscellaneous Other		\$ 17,880	\$ -	\$ -
652.800.000.38910 - Healthcare Employer Portion	\$ 12,211,311	\$ 13,116,149	\$ 14,469,417	\$ 5,301,531
652.800.000.38915 - Dental Employer Portion	\$ 421,550	\$ 425,507	\$ 407,933	\$ 155,606
652.800.000.38920 - Healthcare Employee Portion	\$ 2,501,115	\$ 3,197,317	\$ 2,925,521	\$ 1,103,813
652.800.000.38921 - Dental Employee Portion	\$ 267,158	\$ 281,567	\$ 269,619	\$ 98,534
652.800.000.38927 - MERP Employer Portion	\$ 888,142	\$ 998,731	\$ 1,120,209	\$ 427,459
652.800.000.38930 - Retiree Payments - Healthcare	\$ 577,472	\$ 609,359	\$ 657,037	\$ 38,575
652.800.000.38935 - Retiree Payments - Dental	\$ 2,886	\$ 2,615	\$ 3,815	\$ 1,104
652.800.000.38940 - Cobra Payments - Healthcare	\$ 55,784	\$ 47,684	\$ 24,367	\$ 13,437
652.800.000.38945 - Cobra Payments - Dental	\$ 2,977	\$ 2,696	\$ 2,010	\$ 767
Total Revenue	\$ 16,934,067	\$ 18,609,860	\$ 20,123,927	\$ 7,140,827
Expenses - Health Insurance General				
652.800.814.50150 - Contractual/Consulting Services	\$ 100,800	\$ 114,000	\$ 108,000	\$ 27,000
652.800.814.50520 - Healthcare Admin Services	\$ 10,860	\$ 11,244	\$ 11,665	\$ 5,137
652.800.814.53005 - Healthcare - Stop Loss Insurance	\$ (1,469,791)	\$ (624,786)	\$ (806,784)	\$ (238,345)
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	\$ 27,627
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	\$ 202,806
652.800.814.53320 - Healthcare - Life Insurance	\$ 34,494	\$ 42,029	\$ 40,678	\$ 13,858
652.800.814.53380 - Healthcare - Wellness		\$ -	\$ (100,000)	\$ (375,000)
652.800.814.53381 - Healthcare - Wellness Surcharge Refunds	\$ 14,750	\$ -	\$ 46,550	\$ -
652.800.814.53385 - Financial Wellness	\$ 10,000	\$ 7,500	\$ 10,000	\$ 2,500
Total Health Insurance General Expenses	\$ (487,514)	\$ 383,286	\$ 201,575	\$ (334,417)

Health Insurance Fund
Revenue and Expenses
Through March 31, 2024 (33.33% YTD, 30.77% Payroll Expense through Pay Period Ending 3/16/2024)
with comparative for Full Fiscal Year 2021 and 2022

	2021 Actual	2022 Actual	2023 Actual	2024 Actual
Expenses - Health Insurance MERP				
652.800.814.53340 - MERP - Premium Reimbursement	\$ 54,593	\$ 55,424	\$ 64,554	\$ 27,263
652.800.814.45100 - MERP FICA/SS on Premium Reimbursement	\$ 5,012	\$ 4,202	\$ 8,338	\$ 1,939
652.800.814.53330 - MERP - Medical Expense Reimbursement	\$ 163,392	\$ 331,406	\$ 447,562	\$ 139,852
652.800.814.53350 - MERP - Shared Savings with Administrator	\$ 164,946	\$ 14,316	\$ -	\$ -
Total MERP Expenses	\$ 387,944	\$ 405,349	\$ 520,454	\$ 169,054
Expenses - Health Insurance PPO				
652.800.817.53005 - Healthcare - Stop Loss Insurance	\$ 424,614	\$ 505,541	\$ 723,948	\$ 212,356
652.800.817.53031 - Self Insured Healthcare Claims	\$ 6,292,190	\$ 6,180,965	\$ 7,738,450	\$ 2,264,462
652.800.817.53032 - Self Insured Healthcare Claims Administration	\$ 188,336	\$ 218,379	\$ 245,663	\$ 66,840
652.800.817.53033 - Healthcare Facility Access Fee	\$ 43,966	\$ 76,025	\$ 13,041	\$ 24,350
652.800.817.53037 - Healthcare Credits	\$ (190,164)	\$ (260,803)	\$ (350,324)	\$ (130,448)
Total Health Insurance PPO Expenses	\$ 6,758,941	\$ 6,720,108	\$ 8,370,778	\$ 2,437,561
Expenses - Health Insurance HMO				
652.800.818.53005 - Healthcare - Stop Loss Insurance	\$ 397,022	\$ 462,946	\$ 555,815	\$ 149,590
652.800.818.53031 - Self Insured Healthcare Claims	\$ 8,180,201	\$ 6,714,631	\$ 6,963,453	\$ 2,177,602
652.800.818.53032 - Self Insured Healthcare Claims Administration	\$ 389,186	\$ 394,430	\$ 372,131	\$ 92,776
652.800.818.53034 - Healthcare HMO Managed Care Fee	\$ 82,666	\$ 92,087	\$ 104,647	\$ 26,533
652.800.818.53035 - Healthcare Physician Services Fee	\$ 2,360,426	\$ 2,658,797	\$ 2,594,715	\$ 625,488
652.800.818.53037 - Healthcare Credits	\$ (394,368)	\$ (497,551)	\$ (564,106)	\$ (191,941)
Total Health Insurance HMO Expenses	\$ 11,015,133	\$ 9,825,340	\$ 10,026,655	\$ 2,880,048
Expenses - Retiree				
652.800.820.53300 - Healthcare - Health Insurance	\$ 89,873	\$ 106,764	\$ 125,395	\$ 50,931
Total Expenses	\$ 17,764,377	\$ 17,440,846	\$ 19,244,858	\$ 5,203,177
Revenue Net Expenses	\$ (830,310)	\$ 1,169,014	\$ 879,070	\$ 1,937,650
Fund Balance	\$ 5,247,855	\$ 6,416,869	\$ 7,295,939	\$ 9,233,589
<i>Target Fund Balance at 25%</i>	\$ 4,441,094	\$ 4,360,212	\$ 4,811,214	\$ 1,300,794
<i>Target Fund Balance at 50%</i>	\$ 8,882,188	\$ 8,720,423	\$ 9,622,429	\$ 2,601,588

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-24-2163

MONTHLY BLUE CROSS BLUE SHIELD INVOICE (ATTACHED)

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	825317365426
Invoice Date	02/29/2024
Invoice Period	02/01/2024 - 02/29/2024
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 \$1,716,597.64

Date Due 04/01/2024

See footnotes for important Wire & ACH payment instructions

Claim Charges/Credits - Paid 2/1/24 – 2/29/24

Value Based Care-Value Incentive	(213.26)
Medical-Facility	767,001.13
Value Based Care-Care Coordination	150.33
Pharmacy	361,345.04
Medical-Professional	324,682.37
Total Claim Charges/Credits	\$1,452,965.61

Prior Period Corrections – Claim Charges/Credits

Value Based Care-Care Coordination	292.00
Value Based Care-Value Incentive	(75.13)
Total Claim Charges/Credits	\$216.87

Stop Loss - 2/1/24 – 2/29/24

Specific Stop Loss Credit/Charge	(23,126.92)
Total Stop Loss	\$(23,126.92)

Administration Fees
Calculation Method

RX Rebate Credit	Per Contract Per Month	(119,929.14)
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(continued on next page)

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	
Medical Rx Rebate Credit	Per Contract Per Month	(1,035.00)
Benefits Value Advisor	Per Contract Per Month	1,221.30
HMO Managed Care Fee	Per Contract Per Month	8,733.24
IL Access Fee	Monthly IL Access Fee	13,436.90
Physician Service Fee - Allocated	Monthly Claims	33,828.41
Administration Fee	Per Contract Per Month	51,033.24
Specific Stop Loss	Per Contract Per Month	124,563.42
Physician Service Fee - Direct	Monthly Claims	174,558.66
APR Savings Program-Advanced Claim Edits and Coding Validation	Claim Based	131.05
Total Administration Fees		\$286,542.08

Total Claim Charges/Credits	\$1,430,055.56
Total Administration Fees & Adjustments	\$286,542.08
Total Charges	\$1,716,597.64

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 \$1,716,597.64 Date Due 04/01/2024	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

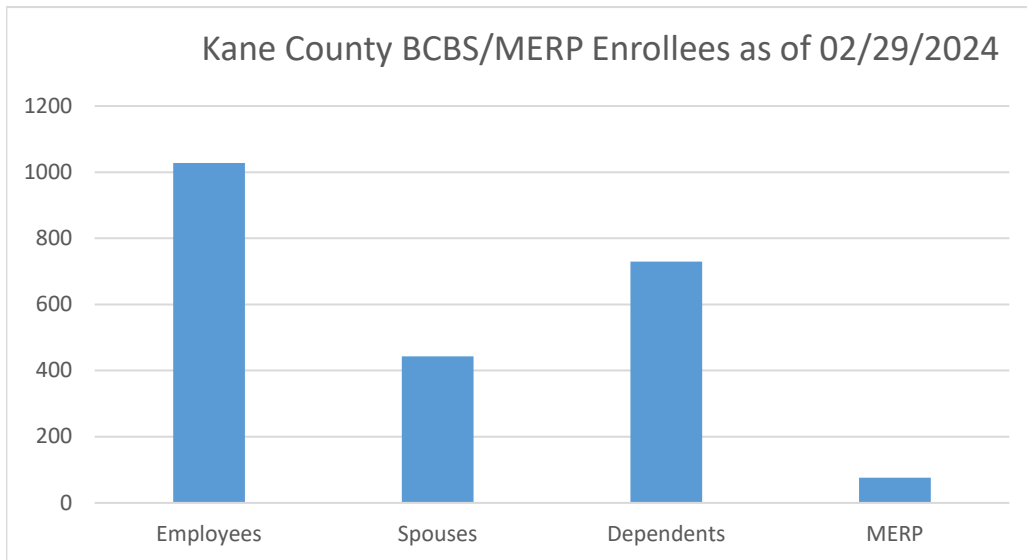
STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-24-2169

MONTHLY BCBS AND MERP TOTALS (ATTACHED)

**Kane County BCBS/MERP Enrollees as of
02/29/2024**

Employees	Spouses	Dependents	MERP
1028	443	730	76



STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-24-2178

MONTHLY ASSURED PARTNERS REPORT (ATTACHED)



Kane County

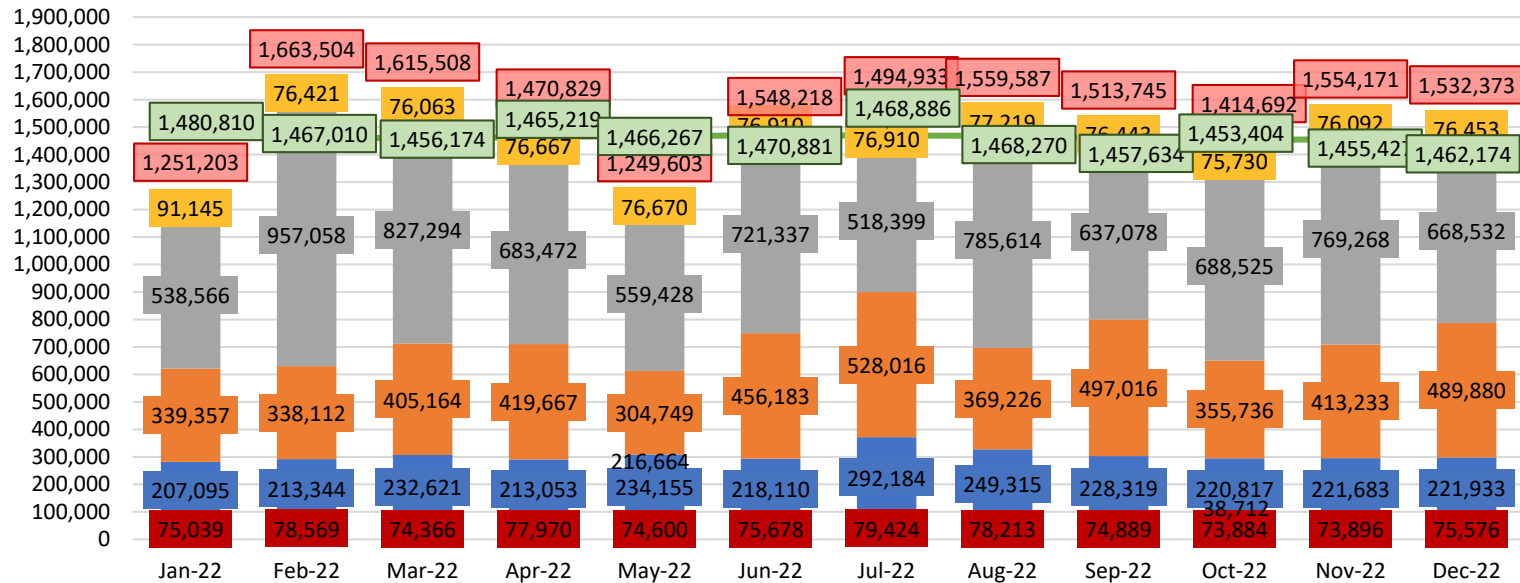
HSC Meeting

4/10/2024

Presented by: AssuredPartners

2022 Global Financial Tracker

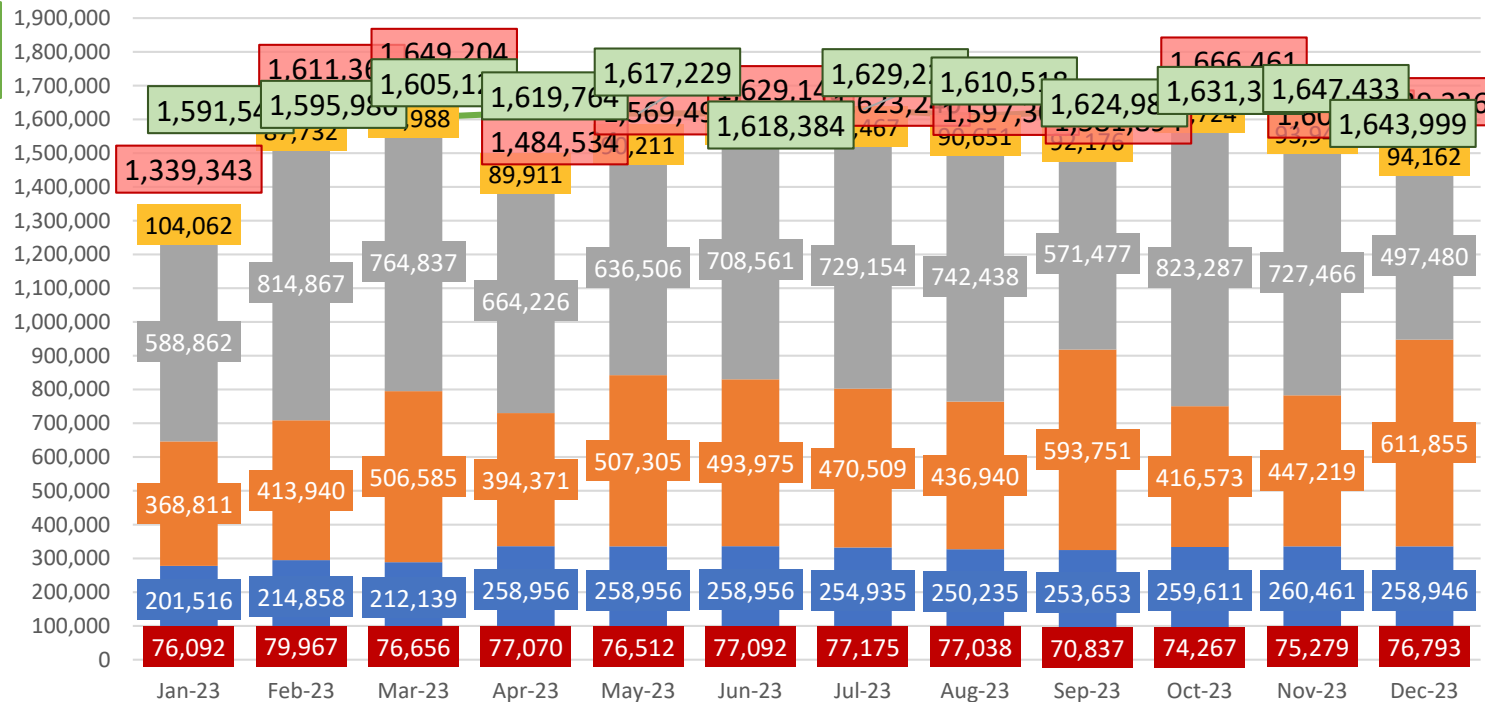
Amount Toward
Reserve:
-\$296,211



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

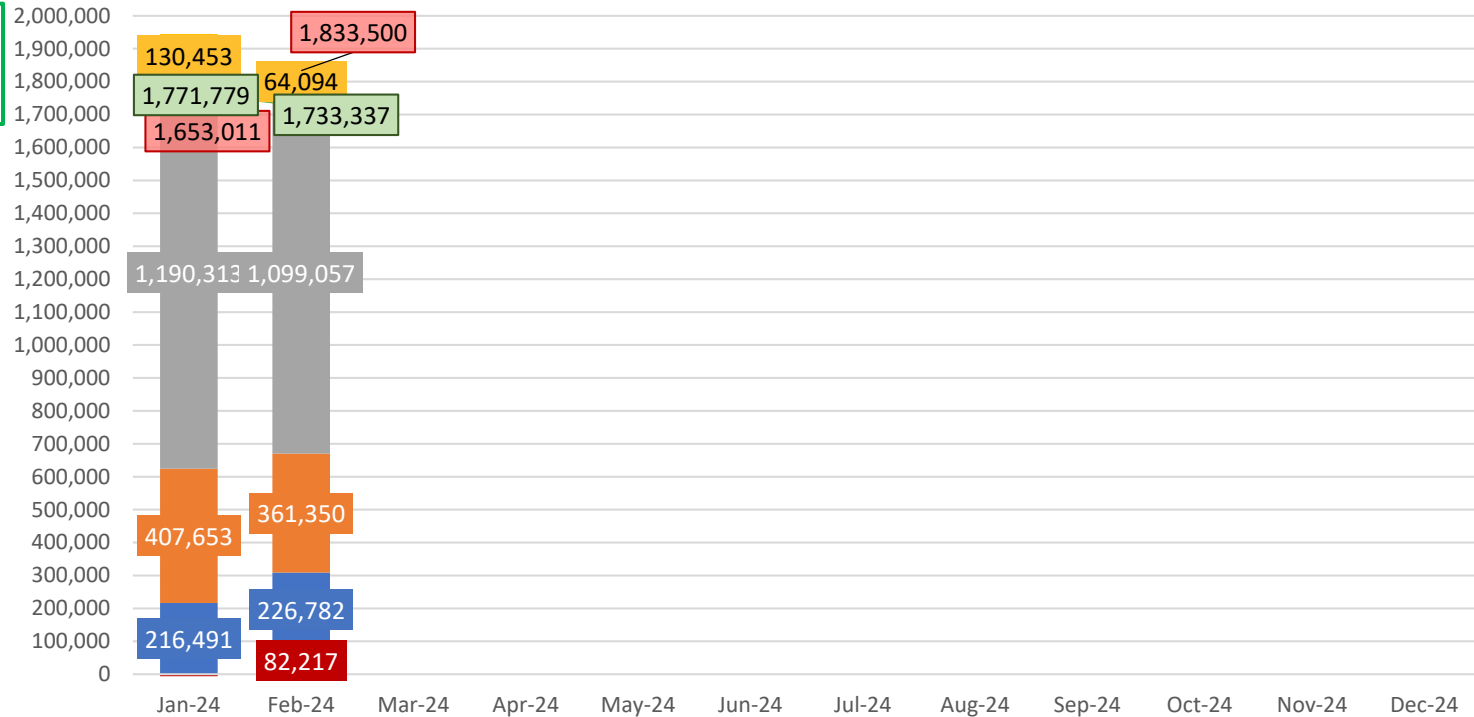
2023 Global Financial Tracker

Amount Toward Reserve:
\$539,988



2024 Global Financial Tracker

Amount Toward Reserve:
\$18,605



	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Medical/Rx Fixed Cost	130,453	64,094										
Medical Claims after SL Reimbursements	1,190,313	1,099,057										
Rx Claims	407,653	361,350										
Capitation	216,491	226,782										
All Other *	-291,900	82,217										
Total Cost	1,653,011	1,833,500										
Total Funding	1,771,779	1,733,337										
Surplus/Deficit	118,768	-100,163										

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-24-2179

MONTHLY APPLICANTS AND STAFF CHANGES (ATTACHED)

Job Applicants for March 2024 by Position

Title	Post Date - Deadline	Internal/External	Applicants
Auditor			
Auditor Intern - Part Time Temporary	3/11/2024 - N/A	External	5
Deputy Auditor	3/11/2024 - N/A	External	1
Intern/Volunteer	Open - N/A	External	1
Internal Staff Auditor	3/26/2024 - N/A	External	1
Total Auditor Applicants			8
Building Management			
Janitor	2/27/2024 - N/A	External	8
Maintenance Technician I	2/22/2024 - N/A	External	3
Maintenance Technician III	2/22/2024 - N/A	External	2
Total Building Management Applicants			13
Circuit Court Clerk			
Deputy Clerk	2/6/2024 - N/A	External	14
Total Circuit Court Clerk Applicants			14
County Board			
American Rescue Plan Program Coordinator	3/25/2024 - N/A	External	5
Total County Board Applicants			5
Court Services			
Probation Officer	3/26/2024 - 4/10/2024	External	1
Youth Counselor	1/29/2024 - 3/31/2024	External	13
Total Court Services Applicants			14
Development and Community Services			
Building Inspector	12/1/2023 - N/A	External	1
Total Development and Community Services Applicants			1
Division of Transportation			
Chief of Traffic Operations – Civil Engineer VI	1/31/2024 - N/A	External	1
Deputy Chief of Staff	11/21/2023 - N/A	External	1
Highway Maintainer I	3/11/2024 - N/A	External	15
Permit & Traffic Engineer – Civil Engineer II, III or IV	1/30/2024 - N/A	External	1
Permit & Traffic Engineer – Civil Engineer II, III or IV	3/18/2024 - N/A	External	1

Project Manager – Civil Engineer II, III, IV or V (2 Openings)	1/30/2024 - N/A	External	1
Regional Planning Liaison & County Bicycle/Pedestrian Planner	11/8/2023 - N/A	External	1
Regional Planning Liaison & County Bicycle/Pedestrian Planner	3/18/2024 - N/A	External	1
Total Division of Transportation Applicants			22

Finance Department

Grant Administrator	1/24/2024 - N/A	External	8
Intern/Volunteer	Open - N/A	External	2
Internship	12/27/2023 - N/A	External	4
Total Finance Department Applicants			14

Health Department

Children's Mental Health Program Manager (Grant Funded Position)	3/1/2024 - N/A	External	4
Clinical Manager for Behavioral Health	1/5/2024 - N/A	External	7
Community Case Manager	1/5/2024 - N/A	External	8
Community Health Initiatives Coordinator- Family Engagement Specialist	3/22/2024 - N/A	External	8
Early Childhood Mental Health Consultant (Grant Funded)	3/18/2024 - N/A	External	1
Emergency Response Supervisor (Grant Funded Position)	3/22/2024 - N/A	External	2
Environmental Health Practitioner	10/30/2023 - N/A	External	3
Environmental Health Practitioner	3/18/2024 - N/A	External	1
Lead Disease Surveillance Practitioner	3/22/2024 - N/A	External	1
Part Time Receptionist	3/7/2024 - N/A	External	1
Total Health Department Applicants			36

Information Technology Department

Desktop Support Analyst II	1/31/2024 - N/A	External	12
Intern/Volunteer	Open - N/A	External	2
Systems Administrator I	2/16/2024 - N/A	External	10
Web Developer II	11/24/2023 - N/A	External	2
Web Developer II	3/18/2024 - N/A	External	4
Total Information Technology Department Applicants			30

KANECOMM

Intern/Volunteer	Open - N/A	External	3
Total KANECOMM Applicants			3

Office of Community Reinvestment

Assistant Director for Finance and Administration	3/8/2024 - N/A	External	1
Business Services Representative	1/26/2024 - N/A	External	7
Community Development Program Manager	2/14/2024 - N/A	External	4
Continuum of Care (COC) Program Analyst	2/1/2024 - N/A	External	5
Program Assistant	11/9/2023 - N/A	External	6
Program Assistant	3/18/2024 - N/A	External	9
Total Office of Community Reinvestment Applicants			32

Public Defender

Investigator	2/26/2024 - 3/8/2024	External	6
Total Public Defender Applicants			6

Sheriff

Correction Officers *Lateral Transfer*	7/19/2023 - N/A	External	1
Corrections Officer	3/27/2024 - 4/26/2024	External	1
Human Resources Manager	2/20/2024 - 3/8/2024	External	1
Human Resources Manager	2/27/2024 - 3/8/2024	External	9
Total Sheriff Applicants			12

State's Attorney

Assistant State's Attorney – Misdemeanor Division	12/21/2023 - N/A	External	1
Bilingual Advocate/Case Manager- Child Advocacy Center	12/21/2023 - N/A	External	1
Bilingual Child and Family Therapist	12/21/2023 - N/A	External	1
Bilingual Victim Advocate	12/21/2023 - N/A	External	3
Felony Specialty Courts/Pre-Trial Fairness Act Administrative Assistant	3/22/2024 - N/A	External	1
Paralegal / Civil Division	2/22/2024 - N/A	External	8
Total State's Attorney Applicants			15

Treasurer

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

Total Applicants for March **226**

New Hire Report

from 03/01/2024 - 03/31/2024

Department	Employee Name	Job Title	Employee Status	Hire Date
Building Management	ACKLAND, CALLIE M	Janitor	ACTIVE	03/04/2024
		Janitor I	ACTIVE	03/04/2024
Community Reinvestment	URNER, MARK R	Career Navigator	ACTIVE	03/04/2024
Coroner	FOLEY, VICTORIA A	Community Liaison	ACTIVE	03/17/2024
County Clerk	DAY, MELISSA L	Election Worker or Judge	ACTIVE	03/19/2024
	DEPAUL, PATRICIA M	Election Worker or Judge	ACTIVE	03/19/2024
	EICHINGER, LYNN A	Election Worker or Judge	ACTIVE	03/19/2024
County Clerk Elections-PR Only/County Clerk Elections - PR Only				
	ALBERTS, PETER J	Election Worker or Judge	ACTIVE	03/19/2024
	AUDET, CURTIS G	Election Worker or Judge	ACTIVE	03/19/2024
	BARNARD, REGHAN I	Election Worker or Judge	ACTIVE	03/19/2024
	BEHENNA, JACOB M	Election Worker or Judge	ACTIVE	03/14/2024
	BENSON, DIANE L	Election Worker or Judge	ACTIVE	03/01/2024
	BERKHOUT, ANASTASIA D	Election Worker or Judge	ACTIVE	03/19/2024
	BOEN, MARY A	Election Worker or Judge	ACTIVE	03/19/2024
	BORRICO, MATTHEW J	Election Worker or Judge	ACTIVE	03/19/2024
	BOSWELL-NUEVE, MARY B	Election Worker or Judge	ACTIVE	03/19/2024
	BRAVO, MATTHEW R	Election Worker or Judge	ACTIVE	03/01/2024

New Hire Report

from 03/01/2024 - 03/31/2024

BUEHRER, TODD E	Election Worker or Judge	ACTIVE	03/19/2024
CAMACHO VARGAS, VICTOR M	Election Worker or Judge	ACTIVE	03/19/2024
CAREY, CAITLYN L	Election Worker or Judge	ACTIVE	03/19/2024
CASTANS JR, EDWARD E	Election Worker or Judge	ACTIVE	03/19/2024
CERNEKEE, DIANE M	Election Worker or Judge	ACTIVE	03/19/2024
CHYCHULA, DAWN M	Election Worker or Judge	ACTIVE	03/19/2024
CRABB, ANDREA G	Election Worker or Judge	ACTIVE	03/19/2024
CRAIG, AMY J	Election Worker or Judge	ACTIVE	03/19/2024
DANIEL, JOHN H III	Election Worker or Judge	ACTIVE	03/19/2024
DELALIS, BRYCE K	Election Worker or Judge	ACTIVE	03/11/2024
DLUGOS, LAURIE M	Election Worker or Judge	ACTIVE	03/19/2024
DRIES, LOUIS J	Election Worker or Judge	ACTIVE	03/04/2024
DUERR, JOY Y	Election Worker or Judge	ACTIVE	03/19/2024
DUNDON, AIMEE S	Election Worker or Judge	ACTIVE	03/19/2024
EISENHUT, STEVEN T	Election Worker or Judge	ACTIVE	03/19/2024
ESPINOZA, NAOMI M	Election Worker or Judge	ACTIVE	03/19/2024
FABING, MICHELLE A	Election Worker or Judge	ACTIVE	03/01/2024
FELBINGER, CYNTHIA L	Election Worker or Judge	ACTIVE	03/19/2024
FELBINGER, RICHARD L	Election Worker or Judge	ACTIVE	03/19/2024
FERREIRA FLESC, PATRICIA A	Election Worker or Judge	ACTIVE	03/19/2024
FINLEY, TYANNA A	Election Worker or Judge	ACTIVE	03/19/2024
FOERTSCH, THOMAS M	Election Worker or Judge	ACTIVE	03/19/2024
FOX, RICHARD W	Election Worker or Judge	ACTIVE	03/19/2024
FURNISH, LARRY L	Election Worker or Judge	ACTIVE	03/11/2024
GODSEN, KATHLEEN L	Election Worker or Judge	ACTIVE	03/01/2024
HAIMANN, JOSEPH	Board Member	ACTIVE	03/19/2024

New Hire Report

from 03/01/2024 - 03/31/2024

HAIMANN, JOSEPH	Election Worker or Judge	ACTIVE	03/19/2024
HAUGHAN, ELAINE M	Election Worker or Judge	ACTIVE	03/19/2024
HEIN, GEORGETTE M	Election Worker or Judge	ACTIVE	03/19/2024
HUERTA JR, HUMBERTO	Election Worker or Judge	ACTIVE	03/19/2024
INGERSOLL, ZOE L	Election Worker or Judge	ACTIVE	03/19/2024
JACOBSON, WENDY M	Election Worker or Judge	ACTIVE	03/19/2024
JAHODA, ELLEN N	Election Worker or Judge	ACTIVE	03/19/2024
JARKA, TAMMIE K	Election Worker or Judge	ACTIVE	03/19/2024
JENSEN, ERIC R	Election Worker or Judge	ACTIVE	03/19/2024
KALINOWSKI, CASIMIR T	Election Worker or Judge	ACTIVE	03/19/2024
KAUTZ, CHRISTINE	Election Worker or Judge	ACTIVE	03/19/2024
KELLY, MICHAEL	Election Worker or Judge	ACTIVE	03/19/2024
KESSLER, SUSANNE R	Election Worker or Judge	ACTIVE	03/19/2024
KOONTZ, CHRISTINE A	Election Worker or Judge	ACTIVE	03/19/2024
KUNKEL, BONNIE L	Board Member	ACTIVE	03/14/2024
	Election Worker or Judge	ACTIVE	03/14/2024
KWASNIEWSKI, ZACHARIAH T	Election Worker or Judge	ACTIVE	03/17/2024
KYP-JOHNSON, JAY E	Election Worker or Judge	ACTIVE	03/19/2024
LAGER, EARL S	Election Worker or Judge	ACTIVE	03/19/2024
LEWINSKI, RUSSELL E	Election Worker or Judge	ACTIVE	03/19/2024
LOZANO, BETSY	Election Worker or Judge	ACTIVE	03/19/2024
MACK, LISA M	Election Worker or Judge	ACTIVE	03/19/2024
MANEY, CATHERINE C	Election Worker or Judge	ACTIVE	03/19/2024
MANICKI, TESS M	Election Worker or Judge	ACTIVE	03/04/2024
MARSH, KEITH S	Election Worker or Judge	ACTIVE	03/19/2024
MCDONOUGH, ROBERT M	Correctional Officer	ACTIVE	03/19/2024

New Hire Report

from 03/01/2024 - 03/31/2024

MCDONOUGH, ROBERT M	Election Worker or Judge	ACTIVE	03/19/2024
MCGILL, ANDRIETTE	Election Worker or Judge	ACTIVE	03/19/2024
MCGRATH, LYNDIA S	Election Worker or Judge	ACTIVE	03/19/2024
MCMAHON, LORI L	Election Worker or Judge	ACTIVE	03/19/2024
MCNALLY, OWEN P	Election Worker or Judge	ACTIVE	03/19/2024
MEHR, ROBERT E	Election Worker or Judge	ACTIVE	03/19/2024
MEYER, JEAN A	Election Worker or Judge	ACTIVE	03/19/2024
MEYER, MICHAEL J	Election Worker or Judge	ACTIVE	03/19/2024
NEMETH, ROBERT J	Election Worker or Judge	ACTIVE	03/19/2024
NEWBY, AMY E	Election Worker or Judge	ACTIVE	03/19/2024
OSTROWSKI, MATTHEW J	Election Worker or Judge	ACTIVE	03/19/2024
PAVEK, VICTORIA A	Election Worker or Judge	ACTIVE	03/19/2024
PEMBERTON, CHRISTOPHER S	Election Worker or Judge	ACTIVE	03/19/2024
PIVOVAR, MARIANNE J	Election Worker or Judge	ACTIVE	03/19/2024
PRUSANK, STEVEN J	Election Worker or Judge	ACTIVE	03/19/2024
RAMIREZ, JULIA A	Election Worker or Judge	ACTIVE	03/01/2024
RING, MARK A	Election Worker or Judge	ACTIVE	03/19/2024
RIVAIT, DAVID J	Election Worker or Judge	ACTIVE	03/19/2024
SALK, KATHLEEN A	Election Worker or Judge	ACTIVE	03/19/2024
SAMARAS, JOANETTA P	Election Worker or Judge	ACTIVE	03/19/2024
SCHRAGE, SILVIA S	Election Worker or Judge	ACTIVE	03/19/2024
SCIORTINO, TAYLOR L	Election Worker or Judge	ACTIVE	03/19/2024
SELF, MARJORIE A	Election Worker or Judge	ACTIVE	03/19/2024
SKAAR, JAMES D	Election Worker or Judge	ACTIVE	03/19/2024
SKAAR, PAMELA V	Election Worker or Judge	ACTIVE	03/19/2024
SOUDERS, BLANCA N	Election Worker or Judge	ACTIVE	03/19/2024

New Hire Report

from 03/01/2024 - 03/31/2024

SPRADIN, MAUREEN F	Election Worker or Judge	ACTIVE	03/19/2024
STANLEY, CHARLENE J	Election Worker or Judge	ACTIVE	03/19/2024
STEIER, SHERRY A	Election Worker or Judge	ACTIVE	03/19/2024
SULLIVAN, EILEEN M	Election Worker or Judge	ACTIVE	03/19/2024
SURLAK, LINDA G	Election Worker or Judge	ACTIVE	03/19/2024
THOMPSON, TAMERA A	Election Worker or Judge	ACTIVE	03/19/2024
VAISVIL, ELIZABETH M	Election Worker or Judge	ACTIVE	03/19/2024
VEGA, MARIA P	Election Worker or Judge	ACTIVE	03/01/2024
VOGT, FREDERICK W	Election Worker or Judge	ACTIVE	03/17/2024
VYLETA, JAMES P	Election Worker or Judge	ACTIVE	03/19/2024
WHEATLEY III, JACK T	Election Worker or Judge	ACTIVE	03/18/2024
WOOTEN, JUNE C	CHS III Comm Health Practitioner	ACTIVE	03/19/2024
	Election Worker or Judge	ACTIVE	03/19/2024
YORK, JASON M	Election Worker or Judge	ACTIVE	03/19/2024
YOUNG, KIMBERLEY M	Election Worker or Judge	ACTIVE	03/01/2024

Court Services/Court Services Administration

WELLENDORF, JULIE S	Support Staff	ACTIVE	03/18/2024
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Court Services/Juvenile Justice Center

GIUSEFFI, MICHELE A	Youth Counselor JJC	ACTIVE	03/26/2024
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Health

DRESSEL, ELISE C	Public Health West Nile	ACTIVE	03/11/2024
	Public Health West Nile Intern	ACTIVE	03/11/2024
HARVEY, JASCENT M	CHS II Environ Hlth Practitioner	ACTIVE	03/18/2024

Judiciary and Courts

BRASKI, EILEEN M	Court Bailiff	ACTIVE	03/13/2024
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New Hire Report

from 03/01/2024 - 03/31/2024

	SPARKS, SAMANTHA J	Staff Attorney	ACTIVE	03/18/2024
<hr/>				
Public Defender	BEAUPRE, AUTUMN M	Assistant Public Defender	ACTIVE	03/18/2024
		Trial Staff Service	ACTIVE	03/18/2024
	GABRIEL, MICHAEL A	Trial Service Staff	ACTIVE	03/04/2024
	OHRNSTEIN, BRANDON L	Paralegal	ACTIVE	03/11/2024
<hr/>				
Regional Office of Education				
	YARBROUGH, LESIA M	Licensure Specialist	ACTIVE	03/25/2024

Total New Hires 115

Termination Report

from 03/01/2024 - 03/31/2024

Department	Employee Name	Termination Date
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County Clerk Elections-PR Only/County Clerk Elections - PR Only

ELLINGER, DORI ANN	03/12/24
ESCONTRIAS, MONICA	03/12/24
ESTUPINAN, ANGELINA G	03/12/24
FAHY, DONNA L	03/12/24
FAITH, PATRICK C	03/12/24
FELS, BRADEN G	03/12/24
FLECK, JAMES A	03/12/24
FLOYD, WESLEY W	03/12/24
FORESTALL, PATRICIA M	03/12/24
FORESTALL, ROBERT S	03/12/24
FOUNTAIN, CHRISTOPHER W	03/12/24
FRANCESCONI, ISABELLA R	03/12/24
FRANZ, JOSEPH A	03/12/24
FRISONE, KEVIN D	03/12/24
FRITZ, JEAN A	03/12/24
GIBBLE KEENAN, JAMES J	03/14/24
GIBNEY-DESMASON, MARION R	03/14/24
GIBSON, DARNELL	03/14/24
GIBSON, DOMINIQUE D	03/14/24
GILLETTE, MICHAEL J	03/14/24
GLEAMZA, BRUCE E	03/14/24
GOEBEL, RICHARD A	03/14/24
GONZALEZ DE LA TORRE, ARMANDO	03/14/24
GONZALEZ, CAMERON D	03/14/24
GONZALEZ, RODRIGO	03/15/24
GRANT, PATRICIA A	03/15/24
GREEN, THEODORA K	03/15/24
GRIPE, JONATHAN L	03/15/24
GUSTAFSON, RHIANNON E	03/15/24
HAFHEY, JOHN P	03/15/24

Court Services/Diagnostic Center

MEBUST, NICOLLETTE A	03/08/24
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Termination Report from 03/01/2024 - 03/31/2024

Court Services/Juvenile Justice Center

SANCHEZ, MIGUEL F	03/02/24
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Health

MCCORMACK, KATHERINE A	03/01/24
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MEJIA, AMY M	03/15/24
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VIGIL, JULIA M	03/08/24
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Judiciary and Courts

LOWE, SUSAN A	03/11/24
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Sheriff/Adult Corrections

CAWVEY, SHERDELL G	03/02/24
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State's Attorney

ABDULLAH, TAMEEM	03/15/24
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Total Terminations 38

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

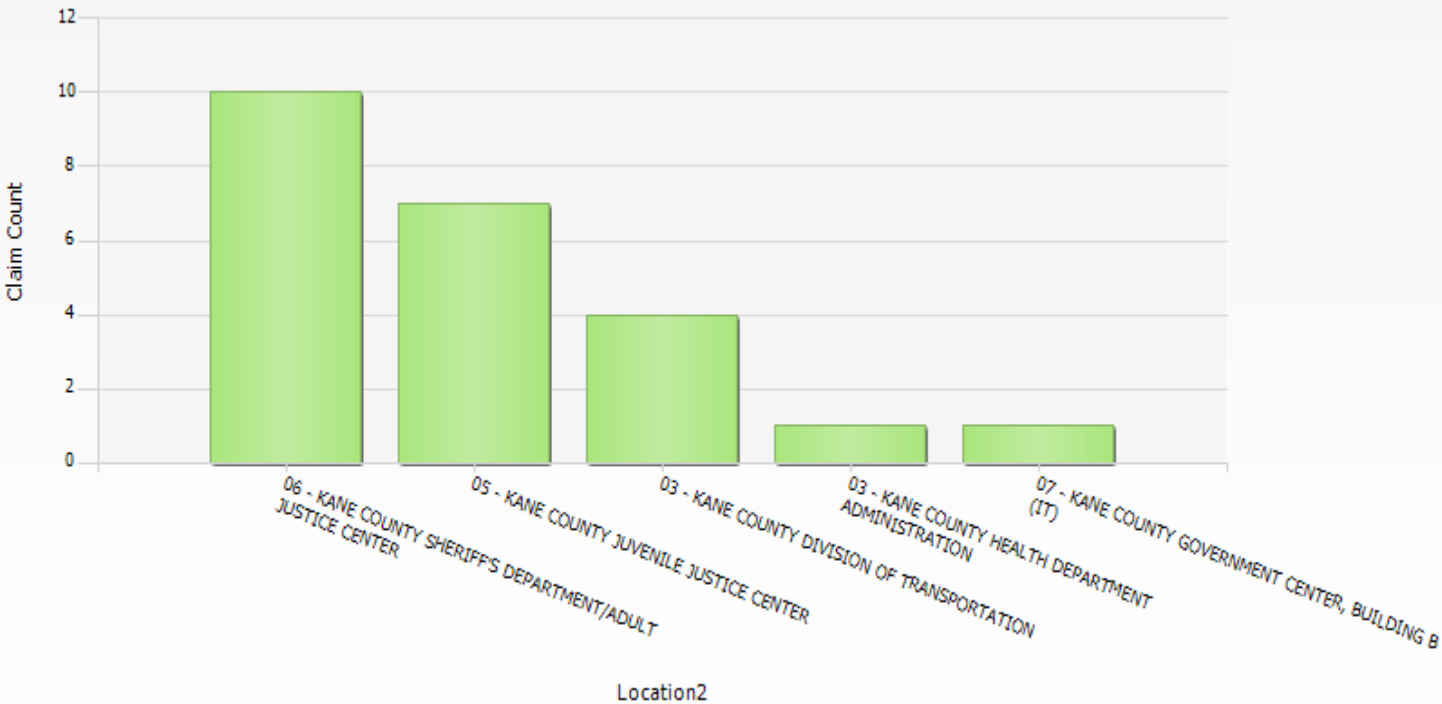
REPORT NO. TMP-24-2180

MONTHLY WORKERS COMP AND LIABILITY REPORTS (ATTACHED)

Kane County Top 5 Locations where the most incidents have occurred 12/01/2023-11/30/2024 s of 03/31/2024

Location2	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
06 - KANE COUNTY SHERIFF'S DEPARTMENT/ADULT JUSTICE CENTER	10	\$18,820.48	\$76,127.48	\$0.00	\$94,947.96	\$0.00	\$94,947.96	\$9,494.80	42%	75%
05 - KANE COUNTY JUVENILE JUSTICE CENTER	7	\$2,251.65	\$7,500.97	\$0.00	\$9,752.62	\$0.00	\$9,752.62	\$1,393.23	29%	8%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	4	\$1,125.88	\$9,166.07	\$0.00	\$10,291.95	\$0.00	\$10,291.95	\$2,572.99	17%	8%
03 - KANE COUNTY HEALTH DEPARTMENT ADMINISTRATION	1	\$121.79	\$8,379.21	\$0.00	\$8,501.00	\$0.00	\$8,501.00	\$8,501.00	4%	7%
07 - KANE COUNTY GOVERNMENT CENTER, BUILDING B (IT)	1	\$0.00	\$1,650.00	\$0.00	\$1,650.00	\$0.00	\$1,650.00	\$1,650.00	4%	1%

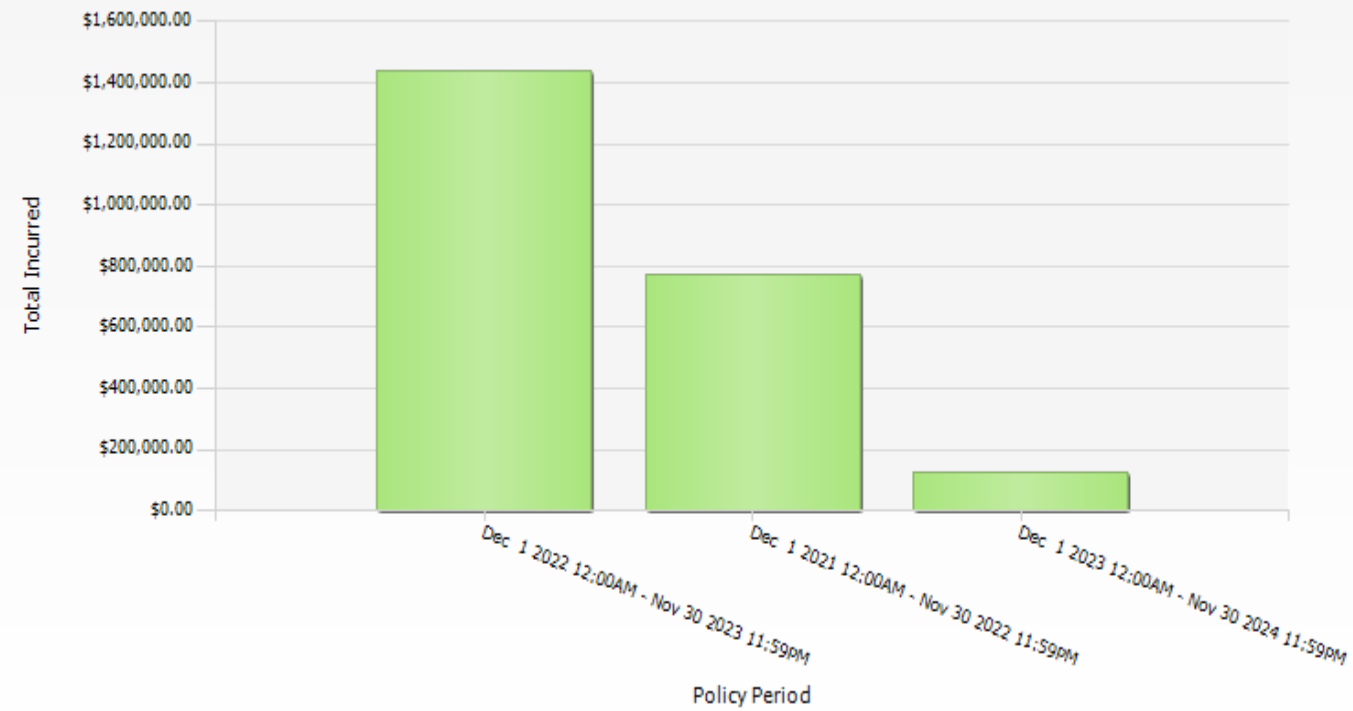
Summary by Location2 Ordered by Claim Count in Descending Order



Kane County Workman's Compensation trend from the 3 policy periods (12/01/21-11/30/24), in descending order by total incurred as of 03/31/2024

Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimburseme	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2022 12:00AM - Nov 30 2023 11:59PM	70	\$792,468.66	\$649,197.58	\$0.00	\$1,441,666.24	\$0.00	\$1,441,666.24	\$20,595.23	48%	62%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	52	\$494,248.52	\$287,430.98	\$8,647.62	\$773,031.88	\$0.00	\$773,031.88	\$14,866.00	36%	33%
Dec 1 2023 12:00AM - Nov 30 2024 11:59PM	24	\$23,700.94	\$103,092.59	\$0.00	\$126,793.53	\$0.00	\$126,793.53	\$5,283.06	16%	5%

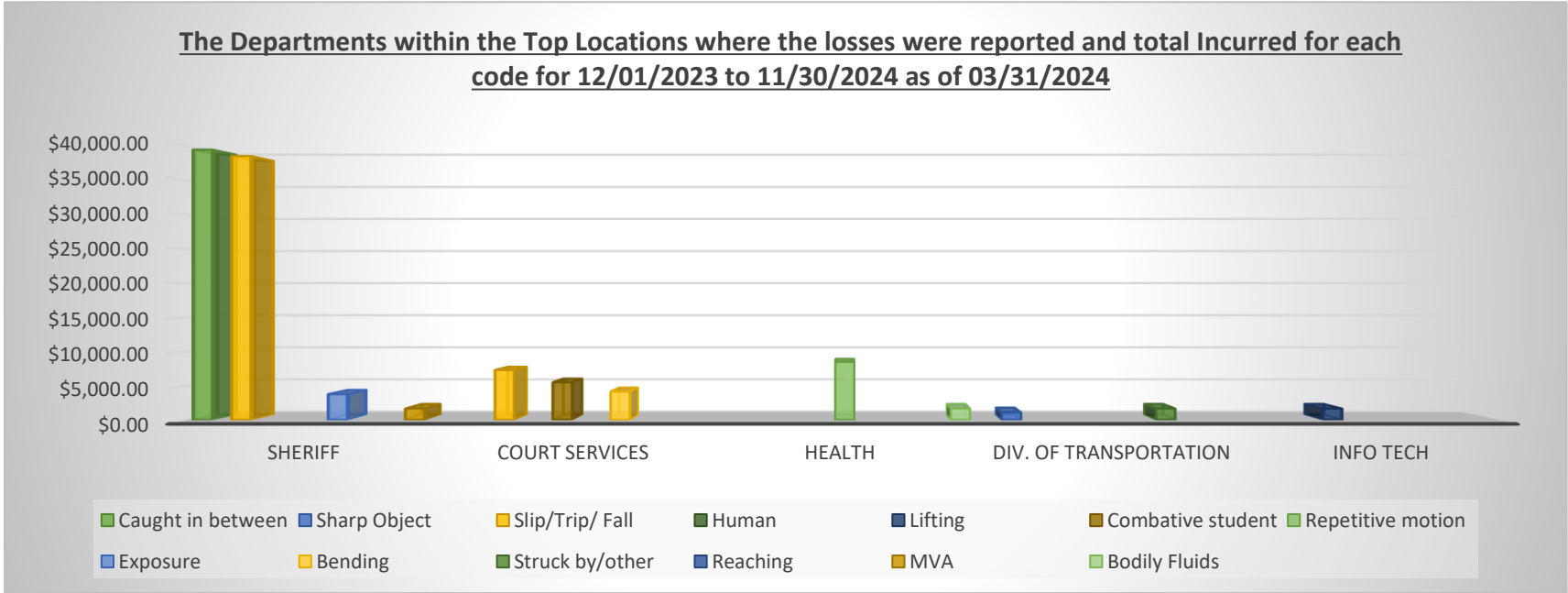
Summary by Policy Period Ordered by Total Incurred in Descending Order



The Departments within the 5 Top Locations where the losses were reported and the Total incurred for each cause code from 12/01/2023 -11/30/2024 as of 03/31/2024

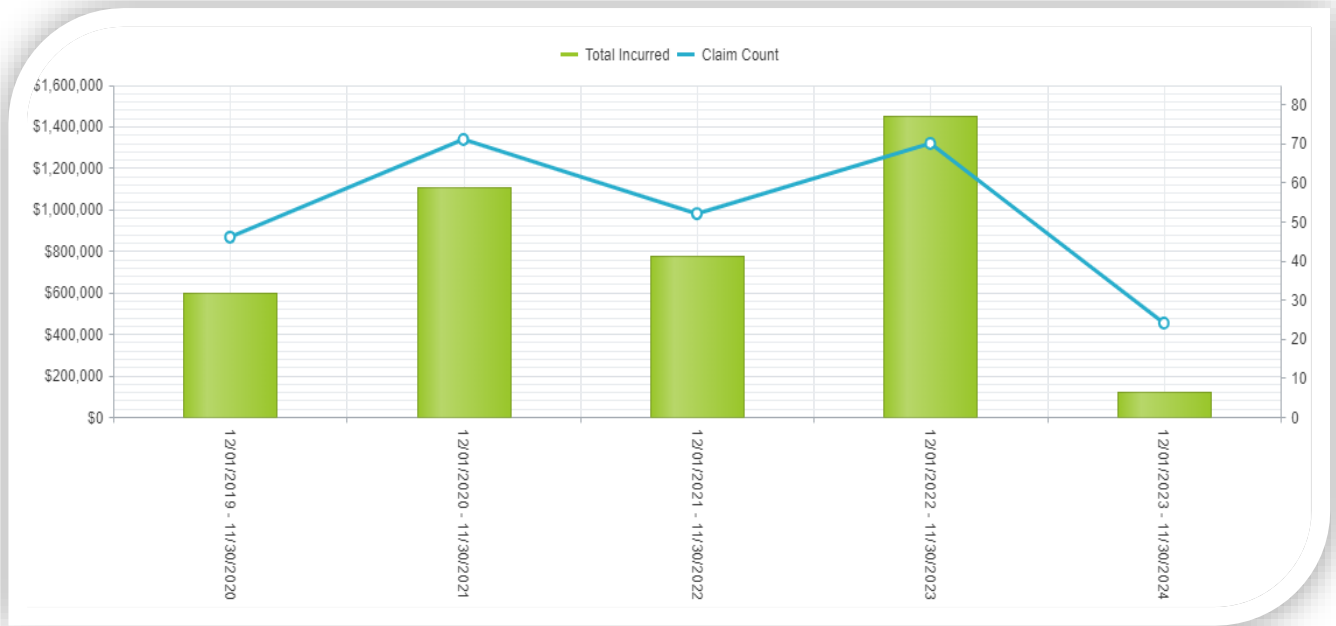
Departments	Caught in between	Sharp Object	Slip/Trip/ Fall	Human	Lifting	Combative student	Repetitive motion	Exposure	Bending	Struck by/other	Reaching	MVA	Bodily Fluids
Sheriff	\$39,502.00		\$38,573.96					\$3,770.00				\$1,650.00	
Court Services			\$7,301.00			\$5,500.00			\$4,151.00				
Health							\$8,501.00						\$1,650.00
Div. of Transportation		\$1,100.00								\$1,650.00			
Info Tech					\$1,650.00								

The Departments within the Top Locations where the losses were reported and total Incurred for each code for 12/01/2023 to 11/30/2024 as of 03/31/2024



Departments	Count	Total Incurred
Sheriff	8	\$85,145.96
Court Services	7	\$18,602.00
Health	1	\$8,501.00
Div. of transportation	3	\$2,750.00
Info Tech	1	\$1,650.00
Total	20	\$116,648.96

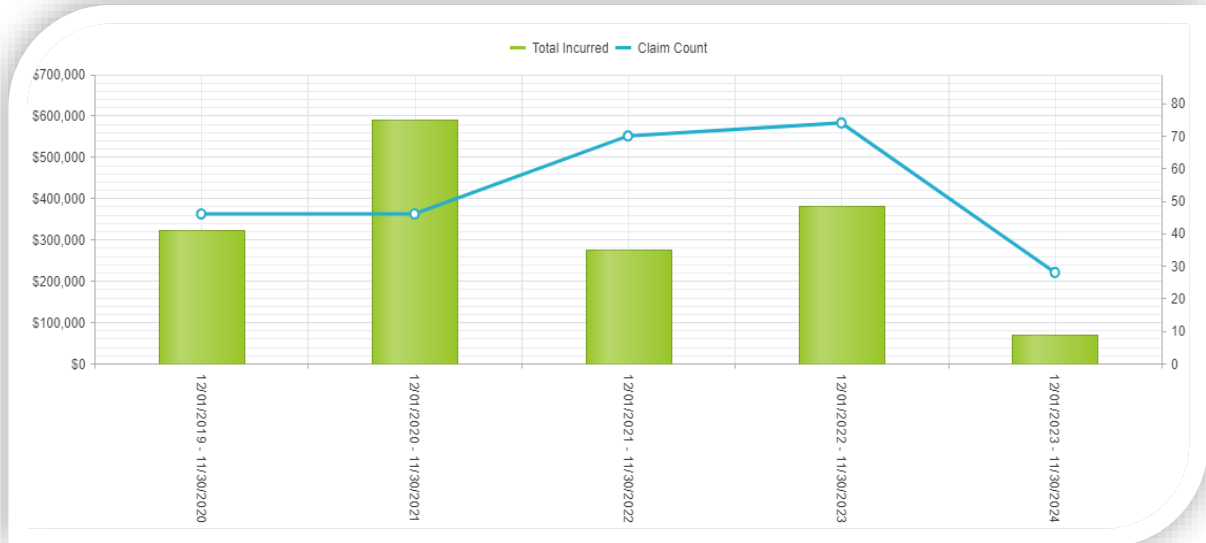
Executive Reports for Kane County Worker's Compensation Program for the last 4 years and the current year – By policy period and chronological order as of 03/31/24



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2019 - 11/30/2020	\$423,425.06	\$174,728.81	\$608.39	\$597,545.48	46	\$12,990.12
12/01/2020 - 11/30/2021	\$788,079.41	\$339,890.23	\$23,736.71	\$1,104,232.93	71	\$15,552.58
12/01/2021 - 11/30/2022	\$494,248.52	\$287,430.98	\$8,647.62	\$773,031.88	52	\$14,866.00
12/01/2022 - 11/30/2023	\$790,769.30	\$656,796.94	\$0.00	\$1,447,566.24	70	\$20,679.52
12/01/2023 - 11/30/2024	\$23,334.36	\$96,208.17	\$0.00	\$119,542.53	24	\$4,980.94
Totals:	\$2,519,856.65	\$1,555,055.13	\$32,992.72	\$4,041,919.06	263	\$15,368.51

-Total incurred for the current policy period is at \$119,542.53 with 24 claims reported. The average cost per claim is \$4,980.94. These claims will continue to develop along with new claims reported.

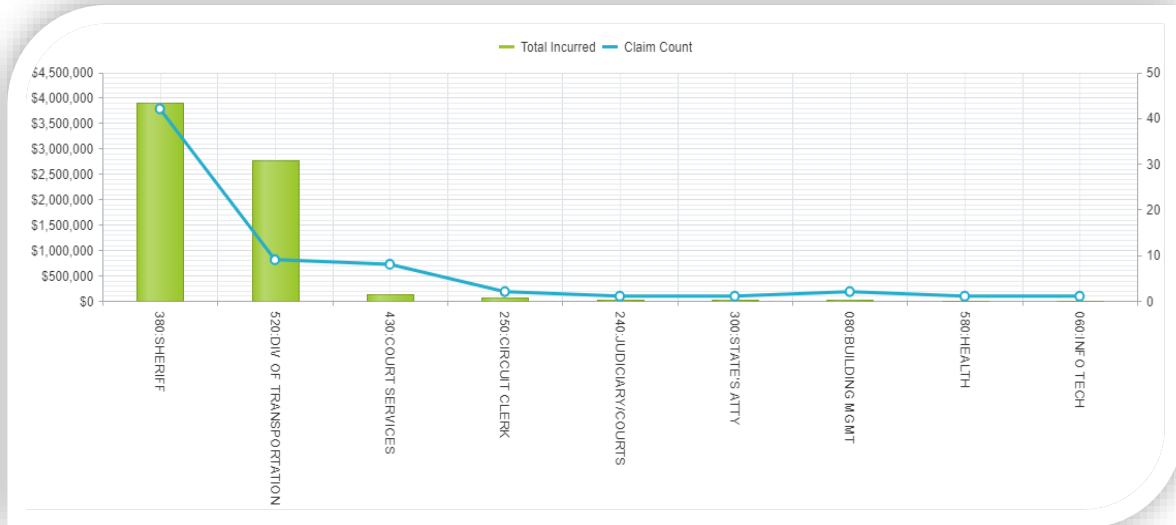
Executive Report for Kane County Liability Program for the last 4 years and the current year-By policy period and chronological order as of 03/31/24



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	\$694,819.04	\$58,000.00	\$163,936.41	\$588,882.63	46	\$12,801.80
12/01/2021 - 11/30/2022	\$413,506.40	\$31,100.50	\$167,928.39	\$276,678.51	70	\$3,952.55
12/01/2022 - 11/30/2023	\$393,252.38	\$156,175.71	\$167,909.92	\$381,518.17	74	\$5,155.65
12/01/2023 - 11/30/2024	\$39,704.84	\$34,102.10	\$4,193.81	\$69,613.13	28	\$2,486.18
Totals:	\$1,664,842.91	\$534,378.31	\$560,871.72	\$1,638,349.50	264	\$6,205.87

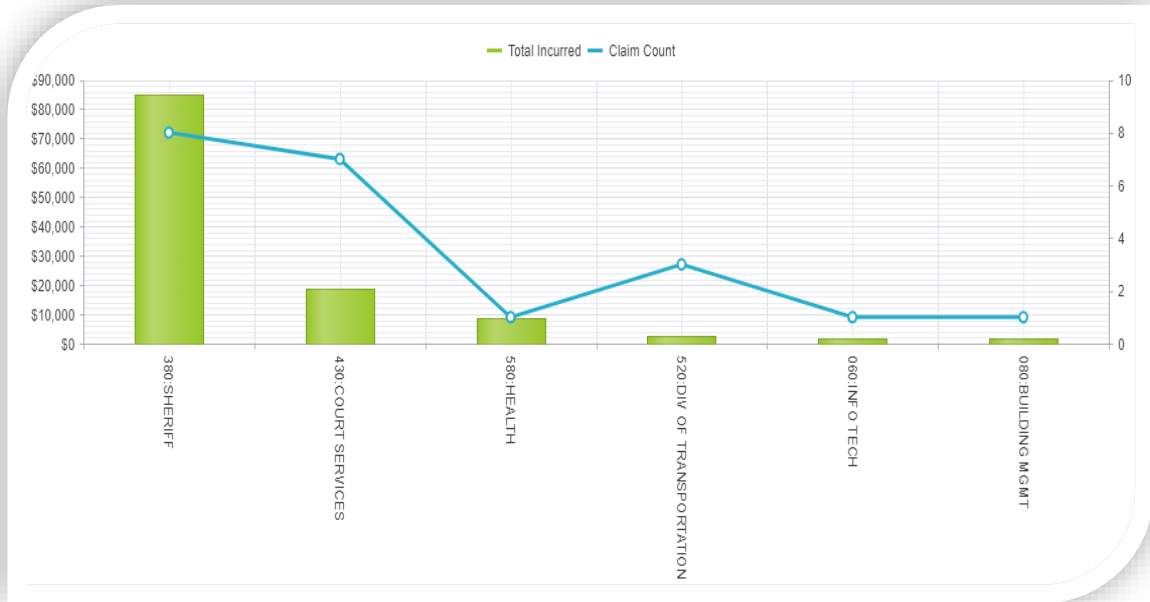
Total incurred for the current policy period is \$69,613.13 with 28 claims reported for the current period and that will change upon receipt of additional information. Average cost per claim is \$2,486.18 for the current policy period.

All open Worker's Compensation Claims for Kane County as of 03/31/2024 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
380:SHERIFF	\$2,231,768.14	\$1,667,002.00	\$0.00	\$3,898,770.14	42	\$92,827.86
520:DIV OF TRANSPORTATION	\$1,680,941.08	\$1,082,737.25	\$0.00	\$2,763,678.33	9	\$307,075.37
430:COURT SERVICES	\$30,039.73	\$90,594.42	\$0.00	\$120,634.15	8	\$15,079.27
250:CIRCUIT CLERK	\$26,271.79	\$42,430.92	\$0.00	\$68,702.71	2	\$34,351.36
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	\$7,305.20	\$5,875.80	\$0.00	\$13,181.00	2	\$6,590.50
580:HEALTH	\$121.79	\$8,379.21	\$0.00	\$8,501.00	1	\$8,501.00
060:INFO TECH	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
Totals:	\$3,991,628.03	\$2,928,943.31	\$0.00	\$6,920,571.34	67	\$103,292.11

Open Worker's Compensation Claims that occurred from 12/01/2023 to 11/30/2024 as of 03/31/24

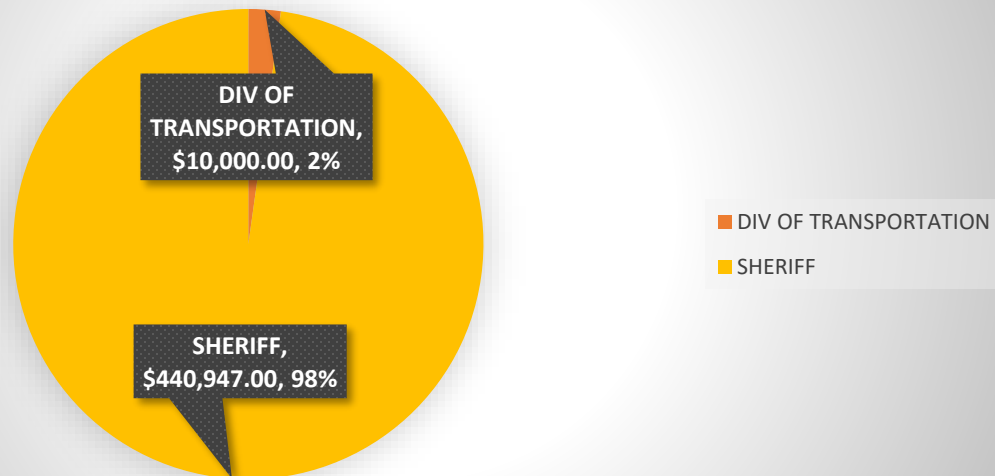


Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
380:SHERIFF	\$16,756.56	\$68,389.40	\$0.00	\$85,145.96	8	\$10,643.25
430:COURT SERVICES	\$3,288.71	\$15,313.29	\$0.00	\$18,602.00	7	\$2,657.43
580:HEALTH	\$121.79	\$8,379.21	\$0.00	\$8,501.00	1	\$8,501.00
520:DIV OF TRANSPORTATION	\$834.93	\$1,915.07	\$0.00	\$2,750.00	3	\$916.67
060:INFO TECH	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
080:BUILDING MGMT	\$1,088.80	\$561.20	\$0.00	\$1,650.00	1	\$1,650.00
Totals:	\$22,090.79	\$96,208.17	\$0.00	\$118,298.96	21	\$5,633.28

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

Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$0.00	0%	
DIV OF TRANSPORTATION	\$10,000.00	2%	1
HEALTH	\$0.00	0%	
KCDEE	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$440,947.00	98%	4
STATES ATTY	\$0.00	0%	
Total	\$450,947.00	100%	5

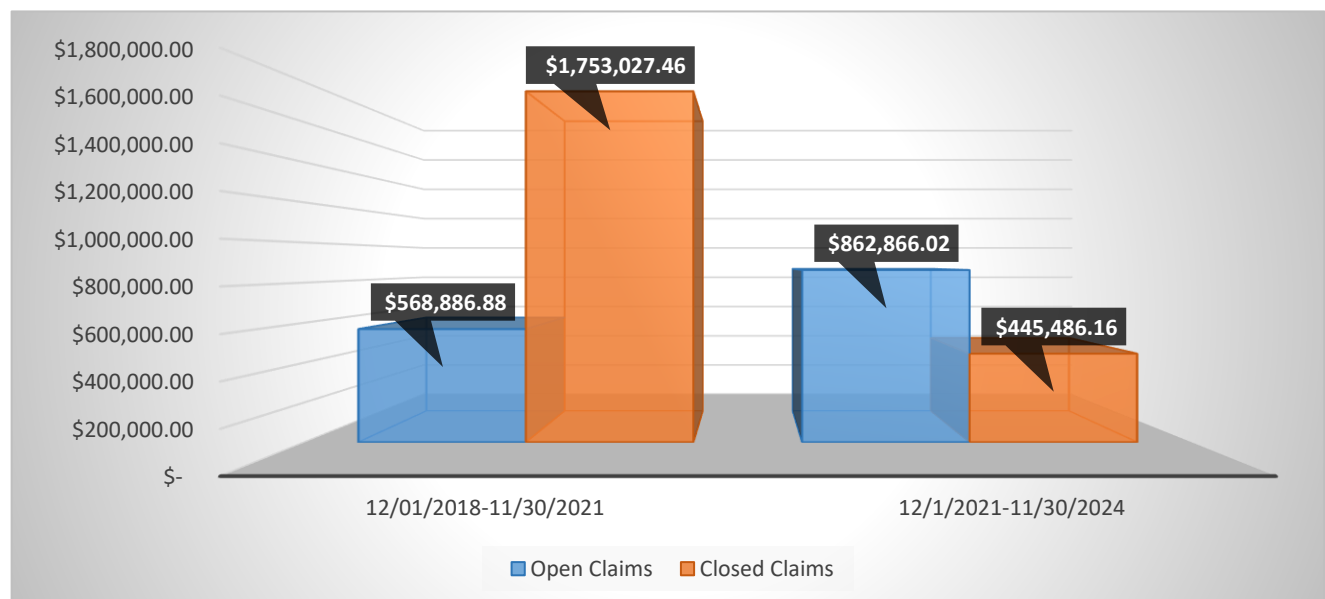
Settlements by Department as of March 31, 2024



**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 03/31/2024**

	Open Claims	Closed Claims	Claim Count
12/01/2018-11/30/2021	\$ 568,886.88	\$ 1,753,027.46	209
12/1/2021-11/30/2024	\$ 862,866.02	\$ 445,486.16	146

There are 63 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 \$1,013,562.16 more compared to 12/01/2021-11/30/2024 period.



STATE OF ILLINOIS)
COUNTY OF KANE) SS.

REPORT NO. TMP-24-2199
MONTHLY TRAINING REPORT (ATTACHED)

Sexual Harassment Training Compliance 4/2/2024					
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	955	08.31.2024
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	168	08.31.2024
Active Employees: 1291					

STATE OF ILLINOIS)
COUNTY OF KANE) SS.

RESOLUTION NO. TMP-24-2054

AUTHORIZING FY24 JUDICIARY AND COURTS BUDGET ADJUSTMENT

WHEREAS, the Human Resources Department conducted an Equity Study to ensure consistent application of salaries; and

WHEREAS, under the Equity Study it was determined that Judiciary and Courts was underfunded in the amount of \$55,623.79; and

WHEREAS, based on the positions recommended for increases by the Equity Study, it would be inconsistent with current staff functions and duties to award certain increases and not others; and

WHEREAS, Judiciary and Courts continue to maintain minimal staffing levels to accomplish essential functions; and

WHEREAS, in an effort to retain our current Staff Attorneys and Paralegals and maintain adequate staffing levels, the salaries and wages must be increased to reflect equity amongst comparable positions and salaries of Attorneys and Paralegals in the Public Defender and State's Attorneys Offices; and

WHEREAS, in recognition that our Bailiffs are our lowest paid employees, and the difficulty we have in maintaining adequate staffing levels; and

WHEREAS, the State's Attorney and Public Defender have received increases in their salaries and wages for FY24 outside of the Equity Study to distribute at their discretion; and

WHEREAS, it is within the discretion of Judiciary and Courts, as the third branch of government, to distribute the awarded funds as deemed appropriate to fund equitable salary increases;

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Chairman thereof and hereby is authorized and directed to grant the FY24 budget increase as requested by Judiciary and Courts in the amount of \$49,970.00 to distribute at the Chief Judge's discretion to fund equitable salary increases.

001.240.240.40000	Salaries & Wages	\$49,970.00
1 Senior Staff Attorney	\$6,810.00	
2 Staff Attorneys	\$18,050.00	
1 Paralegal	\$5,710.00	
20 FT/4 Seasonal Bailiffs	\$19,400.00 (\$0.50/hour)	
001.000.000.39900	Fund Balance Utilization	\$49,970.00

Line Item: See Above

Line Item Description: Salaries & Wages

Was Personnel/Item/Service approved in original budget or a subsequent budget revision? No

Are funds currently available for this Personnel/Item/Service in the specific line item? No

If funds are not currently available in the specified line item, where are the funds available?

See Above

Passed by the Kane County Board on May 14, 2024.

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

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

Vote:



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Authorizing FY24 Judiciary and Courts Budget Adjustment

Committee Flow:

Human Services Committee, Judicial/Public Service Committee, Finance and Budget Committee, Executive Committee, County Board

Contact:

Jason W. Mathis, 630.208.5145

Budget Information:

Was this item budgeted? No	Appropriation Amount: \$49,970
If not budgeted, explain funding source: TBD	

Summary:

To authorize a FY24 Budget Adjustment in the amount of \$49,970.

STATE OF ILLINOIS)

SS.

COUNTY OF KANE)

PRESENTATION/DISCUSSION NO. TMP-24-2201

EXTERNAL EQUITY (DISCUSSION ONLY)



RESOLUTION / ORDINANCE EXECUTIVE SUMMARY ADDENDUM

Title

Adopting a Sick Leave Donation Policy to The Kane County Personnel Policy Handbook

Committee Flow:

Human Services Committee, Finance and Budget 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 resolution adopts a Sick Leave Donation Policy within the Personnel Policy Handbook to allow eligible employees to voluntarily donate their available, unused sick/personal leave hours or vacation hours to a co-worker with a qualifying need.

Exhibit A

Sick Leave Donation Policy <u>Effective Date:</u> June 1, 2024 <u>Last Amended Date:</u> N/A	Applicable Law/Statute: IRS Rev. Rul. 90-29, 1990-1 CB 11, IRC Sec(s). 61
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SICK LEAVE DONATION

Policy

Kane County recognizes that employees may be affected by a major illness, injury, or impairment resulting in a need for additional time off in excess of their available sick/personal time. Therefore, it is the policy of Kane County that eligible employees will be permitted to voluntarily donate their available, unused sick/personal leave hours or vacation hours to a co-worker with a qualifying need. Accrued Extended Illness Leave days are not eligible for donation.

Definitions

- **Medical Emergency:** A “medical emergency” is a medical condition which meets the Family and Medical Leave Act definition of a “serious medical condition” of either the employee or the employee's family member that is likely to require the employee to be absent from duty for a prolonged period, including intermittent absences for the same purpose or condition, and which result in a substantial loss of income because of the employee's lack of available paid leave.
- **Family Member:** A “family member” is defined as an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.
- **Substantial Loss of Income:** “a substantial loss of income” is the absence (or expected absence) from duty without available paid leave for at least 3 work days for a full-time employee.

Eligibility

The policy applies to employees under the jurisdiction of the County Board. 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 and utilize 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 Leave Donation by notifying their employees and the County Department of Human Resource Management and the County Payroll Department in writing.

Guidelines

1. Full time employees meeting the above criteria are eligible to receive donated sick/personal time or vacation time under the following conditions:
 - The employee is recorded with the County as on an active and approved FMLA leave or extended medical leave for a medical emergency as defined above.
 - False statements made by any employee to participate in sick leave donation or abuse of donated time will subject the employee to disciplinary action that may include return of the donated time received as well as other disciplinary actions pursuant to Kane County disciplinary policies.
 - The donated hours will be used only for the duration of the current leave, and cannot be used for leave not yet approved by the department or participating office.
 - The employee has fully exhausted their own paid leave hours, including but not limited to sick/personal leave, extended illness leave, and vacation time and anticipate at least 3 days of unpaid absence.
 - Receiving employee may choose to have their status kept confidential or to allow the request to be shared with staff.

2. Full-time employees are eligible to donate sick/personal or vacation time to another employee under the following conditions:
 - The donated days are available in the employees personal/sick bank or vacation bank at the time of donation;
 - The employee must retain at least one week total of either vacation, personal/sick, or a combination thereof in case of the employee's own illness or emergency.
 - Donating employees may choose to keep their donation anonymous or have their donation disclosed to the receiving employee.
 - Employee may specify the employee to receive leave. Employees wishing to donate time without specifying the recipient employee may do so. Any donated time will be given to the oldest open, eligible application on file. If no open, eligible applications exist, the donation will be declined and the leave will remain in the corresponding bank of the donating employee. Donating employee will not be informed of recipient employee(s)' name without express consent from the recipient employee.
3. Donations must be made in full work-day increments for the daily hours standard of the donating employee (7, 7.5, or 8 hours applicably) and are received in full-day increments for the receiving employee (7, 7.5, or 8 hours applicably).
4. Donated but unused time will be forfeited upon expiration of the receiving employee's medical certification or approved leave.
5. Participating in this program is entirely voluntary for the recipient and the donor. No employee, supervisor, department head, or elected official is permitted to demand, incentivize, provide special accommodation, or in any other way coerce any employee to elicit a donation of leave.
6. Leave of absence must be approved prior to any application to receive donations. Approval of a Leave of Absence is not affected by an employee's ability to secure paid leave.
7. No employee, supervisor, department head, elected official, or human resources employee shall divulge the recipient employee's medical condition, eligibility to receive leave, or other information without express consent from the recipient employee.
8. Employees are not eligible to receive IMRF disability while receiving any wages, including donated paid leave.
9. Leave payment will be made and be taxable to the recipient only and will be included in the recipient's wages on form W-2. These wages will be subject to all applicable income and employment taxes as well as IMRF contributions for the recipient only. The donating employee will not be reported wages and will not receive any IMRF credit for donated time.

Procedure for Leave Donation

1. An eligible employee wishing to receive donated leave must complete Application to Become a Leave Recipient form established by the Human Resource Department after their personal or family medical leave of absence has been approved.
2. The Application to Become a Leave Recipient must be approved by the department head or elected official of the donating and receiving employee and forwarded to the Human Resources Department and Payroll Department.
3. The approved form will be returned to the employee indicating the amount of leave the employee is eligible to receive.
4. If the receiving employee has consented to have their need shared, the HR department will coordinate with the receiving employee to determine an appropriate statement and notice will be sent by the Human Resources Department as appropriate.
5. Employees wishing to donate leave must complete and sign a Leave Donation Authorization Form established by the Human Resources Department and forward to their department head for approval.
6. All forms must be approved by the Human Resources Department and Payroll Department to ensure all eligibility conditions are met and guidelines are followed.

Passed by the Kane County Board on May 14, 2024.

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 The Transfer Of American Rescue Plan Act Grant Staff Management And Functions From The County Board Office To The Finance Department

Committee Flow:

Human Services Committee, Finance and Budget 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 resolution approves placing the ARPA staff in the Finance Department. The Department currently is placed in the County Board Office for Administrative purposes only. This move will help with support and compliance for the staff and program. There is no change in funding with this resolution.