



# KANE COUNTY

SURGES, Lewis, Allan, Bates, Davoust, Iqbal, Kenyon & ex-officios Pierog  
(County Chair) and Shepro (County Vice Chair)

## HUMAN SERVICES COMMITTEE

WEDNESDAY, FEBRUARY 9, 2022

---

County Board Room

Agenda

9:00 AM

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

---

1. **Call to Order**
2. **Approval of Minutes: January 12, 2022 and January 26, 2022**
3. **Public Comment**
4. **Monthly Financial Reports**
  - A. January Monthly Reports (attached)
5. **Veteran's Assistance Commission**
  - A. Monthly Report
6. **Department of Human Resource Management**
  - A. Monthly Blue Cross/Blue Shield Invoice (attached)
  - B. Monthly BCBS/MERP Graph (attached)
  - C. Monthly Assured Partners Report (attached)
  - D. Monthly Applicants and Staff Changes (attached)
  - E. Monthly Workers Comp Reports (attached)
7. **Compliance**
  - A. Monthly Training Report (attached)
8. **Old Business**
  - A. **Resolution:** Amending Kane County Code to Add Chapter 30 Lobbyist Registration Ordinance And Repeal "Lobbying" From the Division 3 Ethics Ordinance
  - B. **Resolution:** Adopting Training Policy to the Personnel Policy Handbook
9. **New Business**
  - A. Health Insurance Broker RFP Update
  - B. Student Loan Assistance Policy
10. **Reports Placed On File**
11. **Executive Session (If Needed)**
12. **Adjournment**

**Human Services Committee Revenue Report - Summary  
Through January 31, 2022 (16.7% YTD)**

	<b>Current Month Transactions</b>	<b>Total Amended Budget</b>	<b>YTD Actual Transactions</b>	<b>Total % Received</b>
<b>120 Human Resource Management</b>	<b>\$ 136</b>	<b>\$ 984</b>	<b>\$ 136</b>	<b>13.87%</b>
246 Employee Events Fund	\$ 136	\$ 984	\$ 136	13.87%
<b>660 Veterans' Commission</b>	<b>\$ 204</b>	<b>\$ 349,293</b>	<b>\$ 274</b>	<b>0.08%</b>
380 Veterans' Commission	\$ 204	\$ 349,293	\$ 274	0.08%
<b>Grand Total</b>	<b>\$ 341</b>	<b>\$ 350,277</b>	<b>\$ 411</b>	<b>0.12%</b>

**Human Services Committee Expenditure Report - Summary**  
**Through January 31, 2022 (16.7% YTD, 15.4% Payroll Expense through Pay Period Ending 1/22/2022)**

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	YTD Encumbrances	Total % Used
<b>120 Human Resource Management</b>	<b>\$ 118,173</b>	<b>\$ 4,429,719</b>	<b>\$ 2,553,284</b>	<b>\$ -</b>	<b>57.64%</b>
001 General Fund	\$ 18,903	\$ 331,440	\$ 34,494	\$ -	10.41%
010 Insurance Liability	\$ 99,271	\$ 4,097,295	\$ 2,518,790	\$ -	61.47%
246 Employee Events Fund		\$ 984	\$ -	\$ -	0.00%
<b>660 Veterans' Commission</b>	<b>\$ 22,429</b>	<b>\$ 349,293</b>	<b>\$ 44,583</b>	<b>\$ -</b>	<b>12.76%</b>
380 Veterans' Commission	\$ 22,429	\$ 349,293	\$ 44,583	\$ -	12.76%
<b>Grand Total</b>	<b>\$ 140,602</b>	<b>\$ 4,779,012</b>	<b>\$ 2,597,867</b>	<b>\$ -</b>	<b>54.36%</b>

**Human Services Committee Expenditure Report - Detail**  
**Through January 31, 2022 (16.7% YTD, 15.4% Payroll Expense through Pay Period Ending 1/22/2022)**

	Current Month Transactions	Total Amended Budget	YTD Actual Transactions	YTD Encumbrances	Total % Used
<b>120 Human Resource Management</b>	\$ 118,173	\$ 4,429,719	\$ 2,553,284	\$ -	<b>57.64%</b>
<b>001 General Fund</b>	\$ 18,903	\$ 331,440	\$ 34,494	\$ -	<b>10.41%</b>
Personnel Services- Salaries & Wages	\$ 11,981	\$ 205,615	\$ 24,827	\$ -	12.07%
Personnel Services- Employee Benefits	\$ 2,946	\$ 55,325	\$ 5,509	\$ -	9.96%
Commodities	\$ 117	\$ 6,900	\$ 300	\$ -	4.34%
Contractual Services	\$ 3,859	\$ 63,600	\$ 3,859	\$ -	6.07%
<b>010 Insurance Liability</b>	\$ 99,271	\$ 4,097,295	\$ 2,518,790	\$ -	<b>61.47%</b>
Personnel Services- Salaries & Wages	\$ 7,019	\$ 137,077	\$ 13,173	\$ -	9.61%
Personnel Services- Employee Benefits	\$ 1,555	\$ 35,959	\$ 2,913	\$ -	8.10%
Contractual Services	\$ 90,696	\$ 3,920,684	\$ 2,499,129	\$ -	63.74%
Transfers Out	\$ -	\$ 3,575	\$ 3,575	\$ -	100.00%
<b>246 Employee Events Fund</b>	\$ -	\$ 984	\$ -	\$ -	<b>0.00%</b>
Commodities	\$ -	\$ 984	\$ -	\$ -	0.00%
<b>660 Veterans' Commission</b>	\$ 22,429	\$ 349,293	\$ 44,583	\$ -	<b>12.76%</b>
<b>380 Veterans' Commission</b>	\$ 22,429	\$ 349,293	\$ 44,583	\$ -	<b>12.76%</b>
Personnel Services- Salaries & Wages	\$ 15,534	\$ 202,504	\$ 31,046	\$ -	15.33%
Personnel Services- Employee Benefits	\$ 6,522	\$ 92,108	\$ 13,165	\$ -	14.29%
Commodities	\$ -	\$ 6,259	\$ -	\$ -	0.00%
Contractual Services	\$ 373	\$ 48,422	\$ 373	\$ -	0.77%
<b>Grand Total</b>	\$ 140,602	\$ 4,779,012	\$ 2,597,867	\$ -	<b>54.36%</b>



# Human Services Accounts Payable by GL Distribution

Payment Date Range 01/01/22 - 01/31/22

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 001 - General Fund</b>											
Department <b>120 - Human Resource Management</b>											
Sub-Department <b>120 - Human Resource Management</b>											
Account <b>53050 - Employment Advertising</b>											
3245 - Paddock Publications (Daily Herald)	205435	Advertising Employment	Paid by Check # 377251		01/17/2022	01/20/2022	01/20/2022		01/31/2022	85.10	
								Account <b>53050 - Employment Advertising</b> Totals		Invoice Transactions 1	<u>85.10</u>
Account <b>53110 - Employee Training</b>											
4526 - Fifth Third Bank	7740-TK-11/21-H1	HR Training Conference	Paid by EFT # 69822		12/06/2021	12/22/2021	11/30/2021		01/03/2022	900.00	
								Account <b>53110 - Employee Training</b> Totals		Invoice Transactions 1	<u>900.00</u>
Account <b>55000 - Miscellaneous Contractual Exp</b>											
12942 - Fera Consulting Group	KaneHD.12.21	Health Department Analysis 2021	Paid by EFT # 69821		11/30/2021	12/22/2021	11/30/2021		01/03/2022	8,500.00	
1299 - Kane County Regional Office of Education	8002200109	December 21 Fingerprinting Fees	Paid by EFT # 70119		01/03/2022	01/07/2022	01/07/2022		01/18/2022	680.00	
12942 - Fera Consulting Group	KaneHD.01.22	Health Department Analysis 2021	Paid by EFT # 70338		01/19/2022	01/24/2022	01/24/2022		01/31/2022	3,093.75	
								Account <b>55000 - Miscellaneous Contractual Exp</b> Totals		Invoice Transactions 3	<u>\$12,273.75</u>
Account <b>60000 - Office Supplies</b>											
12287 - Century Springs/Ove Water Services	2798311	Fin Water Deliveries 12/3, 12/17 & 12/31/21 and Jan 22 Rent	Paid by EFT # 70036		12/30/2021	01/05/2022	01/05/2022		01/18/2022	13.07	
								Account <b>60000 - Office Supplies</b> Totals		Invoice Transactions 1	<u>\$13.07</u>
Account <b>60080 - Employee Recognition Supplies</b>											
4526 - Fifth Third Bank	7740-TK-11/21-H2	Employee Recognition Party Supplies	Paid by EFT # 69822		12/06/2021	12/22/2021	12/22/2021		01/03/2022	164.65	
4526 - Fifth Third Bank	7740-TK-12/21-H3	Supplies for Employee Recognition Party	Paid by EFT # 70339		01/04/2022	01/20/2022	01/20/2022		01/31/2022	104.38	
								Account <b>60080 - Employee Recognition Supplies</b> Totals		Invoice Transactions 2	<u>\$269.03</u>
								Sub-Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 8	<u>\$13,540.95</u>
								Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 8	<u>\$13,540.95</u>
								Fund <b>001 - General Fund</b> Totals		Invoice Transactions 8	<u>\$13,540.95</u>
<b>Fund 010 - Insurance Liability</b>											
Department <b>120 - Human Resource Management</b>											
Sub-Department <b>130 - Insurance Liability- HRM</b>											
Account <b>50000 - Project Administration Services</b>											
8258 - CCSI	0138521-IN	Claims fees true up FY 2021	Paid by EFT # 70033		12/30/2021	01/07/2022	11/30/2021		01/18/2022	11,199.00	
								Account <b>50000 - Project Administration Services</b> Totals		Invoice Transactions 1	<u>\$11,199.00</u>



# Human Services Accounts Payable by GL Distribution

Payment Date Range 01/01/22 - 01/31/22

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount	
<b>Fund 010 - Insurance Liability</b>											
Department <b>120 - Human Resource Management</b>											
Sub-Department <b>130 - Insurance Liability- HRM</b>											
Account <b>50150 - Contractual/Consulting Services</b>											
1026 - Laner Muchin Ltd	612844	Legal Services Performed through 11/20/21	Paid by EFT # 69872		12/01/2021	11/30/2021	11/30/2021		01/03/2022	8,198.81	
									<b>Account 50150 - Contractual/Consulting Services Totals</b>	<b>Invoice Transactions 1</b>	<b>\$8,198.81</b>
Account <b>53000 - Liability Insurance</b>											
9385 - H & H Electric Co.	37355	Insurance Repair RPO KC 21-0007	Paid by EFT # 69837		07/31/2021	12/22/2021	11/30/2021		01/03/2022	2,480.15	
9385 - H & H Electric Co.	37891	Insurance Repair RPO KC 21-0006	Paid by EFT # 69837		10/31/2021	12/22/2021	11/30/2021		01/03/2022	2,034.26	
9385 - H & H Electric Co.	36865	Insurance repair 20D45J978774	Paid by EFT # 69837		04/30/2021	12/22/2021	11/30/2021		01/03/2022	5,775.30	
9385 - H & H Electric Co.	36423	Insurance repair RPO KC 21-0004	Paid by EFT # 69837		01/31/2021	12/22/2021	11/30/2021		01/03/2022	4,678.75	
9385 - H & H Electric Co.	36425	Insurance Repair RPO KC 21-0005	Paid by EFT # 69837		01/31/2021	12/22/2021	11/30/2021		01/03/2022	2,811.21	
9385 - H & H Electric Co.	36572	Insurance repair 21D45J978853	Paid by EFT # 69837		02/28/2021	12/22/2021	11/30/2021		01/03/2022	1,085.55	
10407 - Physicians Immediate Care North Chicago, LLC	4237345	Hep B Vaccines - November 2021	Paid by EFT # 69916		12/03/2021	12/22/2021	11/30/2021		01/03/2022	285.00	
8258 - CCMIS	0112814-IN	Liability Funding Reimbursement December 2021	Paid by EFT # 70032		12/31/2021	01/07/2022	01/07/2022		01/18/2022	19,778.67	
12798 - West Bend Mutual Insurance Company	2508176	Notary - Fahnestock	Paid by Check # 377155		12/21/2021	01/07/2022	01/07/2022		01/18/2022	20.00	
12798 - West Bend Mutual Insurance Company	2508092	Notary - Turcios	Paid by Check # 377155		12/20/2021	01/07/2022	01/07/2022		01/18/2022	20.00	
1654 - Northern Contracting, Inc.	9591	Guardrail Repair	Paid by EFT # 70159		12/27/2021	01/07/2022	01/07/2022		01/18/2022	2,407.18	
1654 - Northern Contracting, Inc.	9590	Guardrail Repair	Paid by EFT # 70159		12/27/2021	01/07/2022	01/07/2022		01/18/2022	2,948.09	
1654 - Northern Contracting, Inc.	9593	Guardrail Repair	Paid by EFT # 70159		12/27/2021	01/07/2022	01/07/2022		01/18/2022	1,873.70	
1654 - Northern Contracting, Inc.	9592	Guardrail Repair	Paid by EFT # 70159		12/27/2021	01/07/2022	01/07/2022		01/18/2022	4,749.94	
1654 - Northern Contracting, Inc.	9594	Guardrail Repair	Paid by EFT # 70159		12/07/2021	01/07/2022	01/07/2022		01/18/2022	2,970.73	
9385 - H & H Electric Co.	38097	Street Light repair RPO-KC21-0009	Paid by EFT # 70357		12/31/2021	01/20/2022	01/20/2022		01/31/2022	3,361.77	
12798 - West Bend Mutual Insurance Company	2509802	2509802 Bond	Paid by Check # 377271		01/17/2022	01/20/2022	01/20/2022		01/31/2022	20.00	



# Human Services Accounts Payable by GL Distribution

Payment Date Range 01/01/22 - 01/31/22

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
<b>Fund 010 - Insurance Liability</b>										
Department <b>120 - Human Resource Management</b>										
Sub-Department <b>130 - Insurance Liability- HRM</b>										
Account <b>53000 - Liability Insurance</b>										
13382 - C & D Autobody Repair Inc	4662	Vehicle Repair 21D45J961861	Paid by EFT # 70283		12/14/2021	01/20/2022	01/20/2022		01/31/2022	2,956.75
10407 - Physicians Immediate Care North Chicago, LLC	4239820	Hepatitis B Vaccine	Paid by EFT # 70437		01/05/2022	01/20/2022	01/20/2022		01/31/2022	90.00
11377 - Via Carlita LLC dba Hawk Ford of St. Charles	46555	Squad Car Repair RPO- KC21-0008	Paid by EFT # 70489		12/27/2021	01/20/2022	01/20/2022		01/31/2022	119.29
							Account <b>53000 - Liability Insurance</b> Totals		Invoice Transactions 20	<u>\$60,466.34</u>
Account <b>53010 - Workers Compensation</b>										
8258 - CCMST	0112813-IN	Workers Comp Claims Paid Dec 2021	Paid by EFT # 70032		12/31/2021	01/07/2022	01/07/2022		01/18/2022	48,526.83
13202 - Matthew J Goncher	20220121 PSEBA	2022 January PSEBA Reimbursement	Paid by Check # 377217		01/20/2022	01/20/2022	01/20/2022		01/31/2022	853.48
							Account <b>53010 - Workers Compensation</b> Totals		Invoice Transactions 2	<u>\$49,380.31</u>
							Sub-Department <b>130 - Insurance Liability- HRM</b> Totals		Invoice Transactions 24	<u>\$129,244.46</u>
							Department <b>120 - Human Resource Management</b> Totals		Invoice Transactions 24	<u>\$129,244.46</u>
							Fund <b>010 - Insurance Liability</b> Totals		Invoice Transactions 24	<u>\$129,244.46</u>
<b>Fund 380 - Veterans' Commission</b>										
Department <b>660 - Veterans' Commission</b>										
Sub-Department <b>660 - Veterans' Commission</b>										
Account <b>53110 - Employee Training</b>										
4526 - Fifth Third Bank	8705-JZ-11/21	Purchasing Card Expenses	Paid by EFT # 69822		12/06/2021	01/06/2022	11/30/2021	12/06/2021	01/03/2022	100.00
							Account <b>53110 - Employee Training</b> Totals		Invoice Transactions 1	<u>\$100.00</u>
Account <b>53120 - Employee Mileage Expense</b>										
4526 - Fifth Third Bank	8705-JZ-11/21	Purchasing Card Expenses	Paid by EFT # 69822		12/06/2021	01/06/2022	11/30/2021	12/06/2021	01/03/2022	8.00
							Account <b>53120 - Employee Mileage Expense</b> Totals		Invoice Transactions 1	<u>\$8.00</u>
Account <b>53130 - General Association Dues</b>										
4526 - Fifth Third Bank	8705-JZ-12/21	Purchasing Card Expenses	Paid by EFT # 70339		01/04/2022	02/04/2022	01/20/2022	01/20/2022	01/31/2022	200.00
							Account <b>53130 - General Association Dues</b> Totals		Invoice Transactions 1	<u>\$200.00</u>
Account <b>70030 - Computer Software License Cost</b>										
4526 - Fifth Third Bank	8705-JZ-11/21	Purchasing Card Expenses	Paid by EFT # 69822		12/06/2021	01/06/2022	11/30/2021	12/06/2021	01/03/2022	.00
							Account <b>70030 - Computer Software License Cost</b> Totals		Invoice Transactions 1	<u>\$0.00</u>
							Sub-Department <b>660 - Veterans' Commission</b> Totals		Invoice Transactions 4	<u>\$308.00</u>
							Department <b>660 - Veterans' Commission</b> Totals		Invoice Transactions 4	<u>\$308.00</u>
							Fund <b>380 - Veterans' Commission</b> Totals		Invoice Transactions 4	<u>\$308.00</u>
							Grand Totals		Invoice Transactions 36	<u>\$143,093.41</u>



# Tuition Reimbursement FYTD

Payment Date Range 12/01/21 - 01/31/22

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund <b>120 - Grand Victoria Casino Elgin</b>										
Department <b>010 - County Board</b>										
Sub-Department <b>020 - Riverboat</b>										
Account <b>45420 - Tuition Reimbursement</b>										
12598 - Nicole Acosta Ponce de Leon	2113-01	CHEM121 General Chemistry	Paid by EFT # 69992		01/06/2022	01/06/2022	11/30/2021		01/18/2022	264.00
11166 - Karen Hames	2101-02	ESC100 Earth Science & HED100 Personal Wellness	Paid by Check # 377092		01/07/2022	01/06/2022	11/30/2021		01/18/2022	396.00
12398 - Jessica Orsini	2104-03	LEJA512 Ethics Public Safety & LEJA518 Comp Seminar Law Enforce	Paid by Check # 377122		12/27/2021	01/06/2022	11/30/2021		01/18/2022	870.81
13250 - Brittany Woods	2112-01	ENG101-English 101	Paid by EFT # 70500		01/19/2022	01/20/2022	11/30/2021		01/31/2022	198.00
							Account <b>45420 - Tuition Reimbursement</b> Totals		Invoice Transactions 4	<u>\$1,728.81</u>
							Sub-Department <b>020 - Riverboat</b> Totals		Invoice Transactions 4	<u>\$1,728.81</u>
							Department <b>010 - County Board</b> Totals		Invoice Transactions 4	<u>\$1,728.81</u>
							Fund <b>120 - Grand Victoria Casino Elgin</b> Totals		Invoice Transactions 4	<u>\$1,728.81</u>
							Grand Totals		Invoice Transactions 4	<u>\$1,728.81</u>



# COUNTY OF KANE

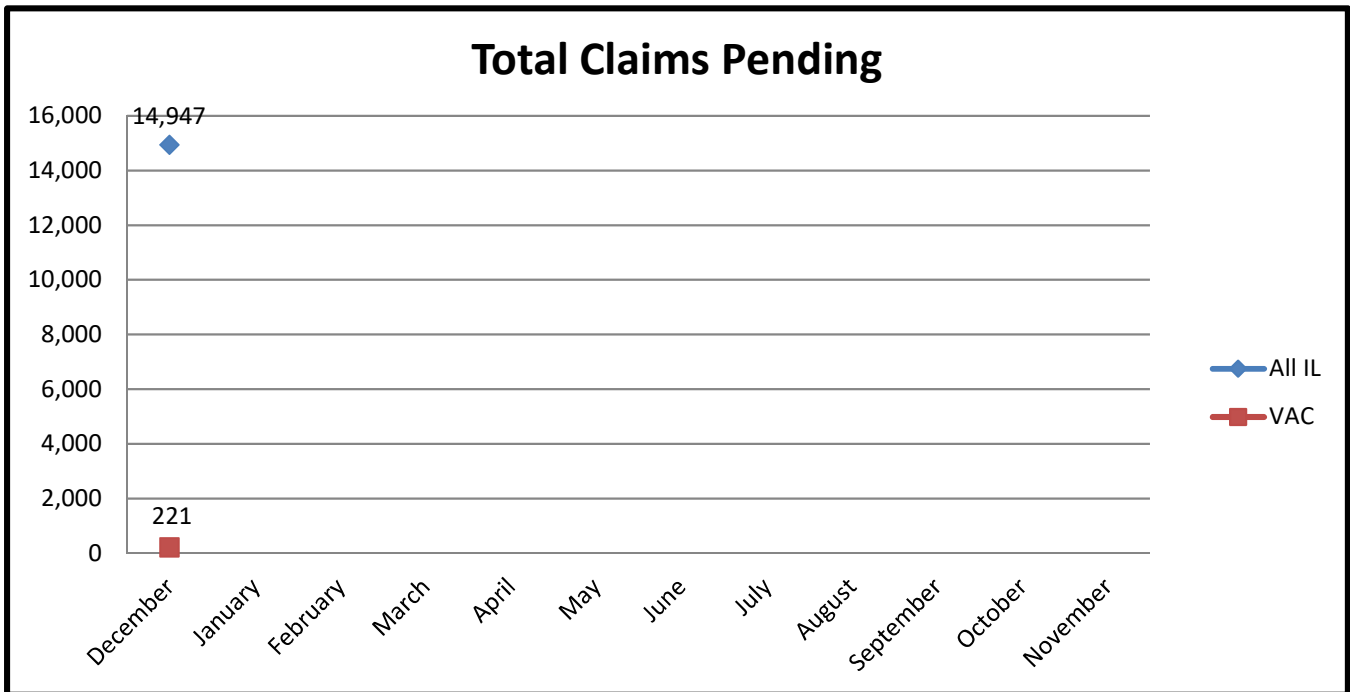
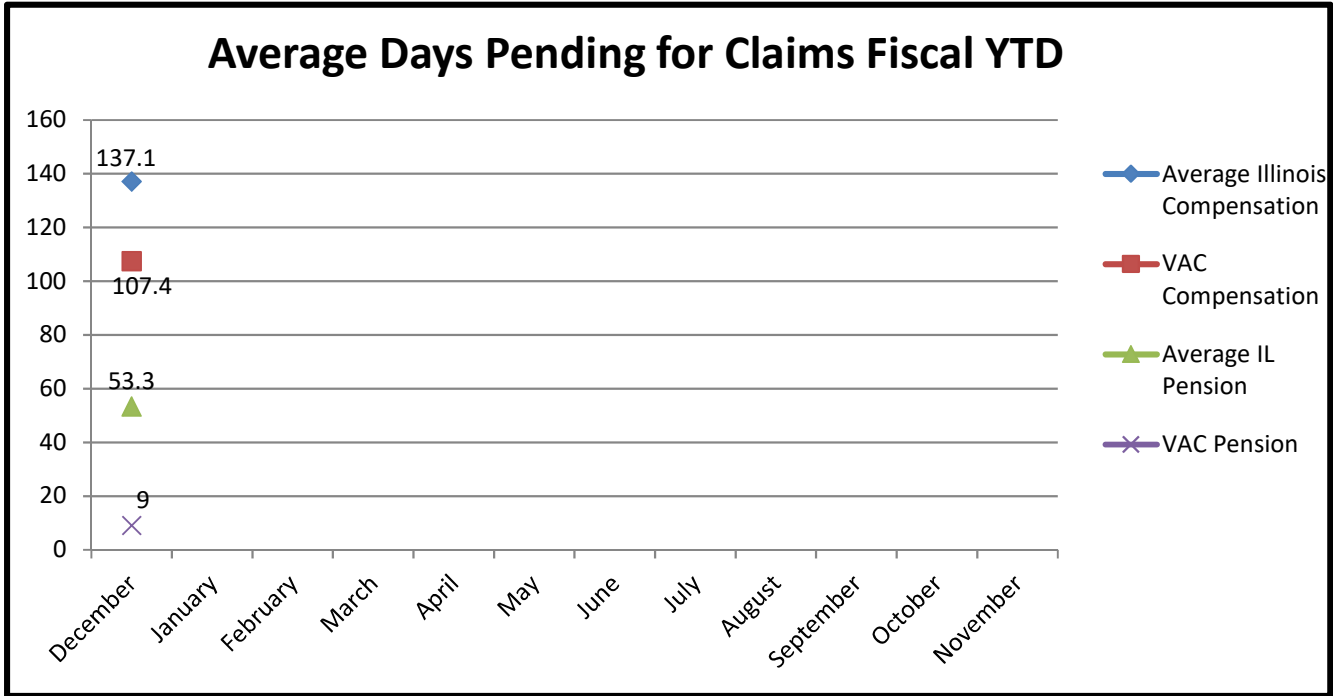
## VETERANS ASSISTANCE COMMISSION

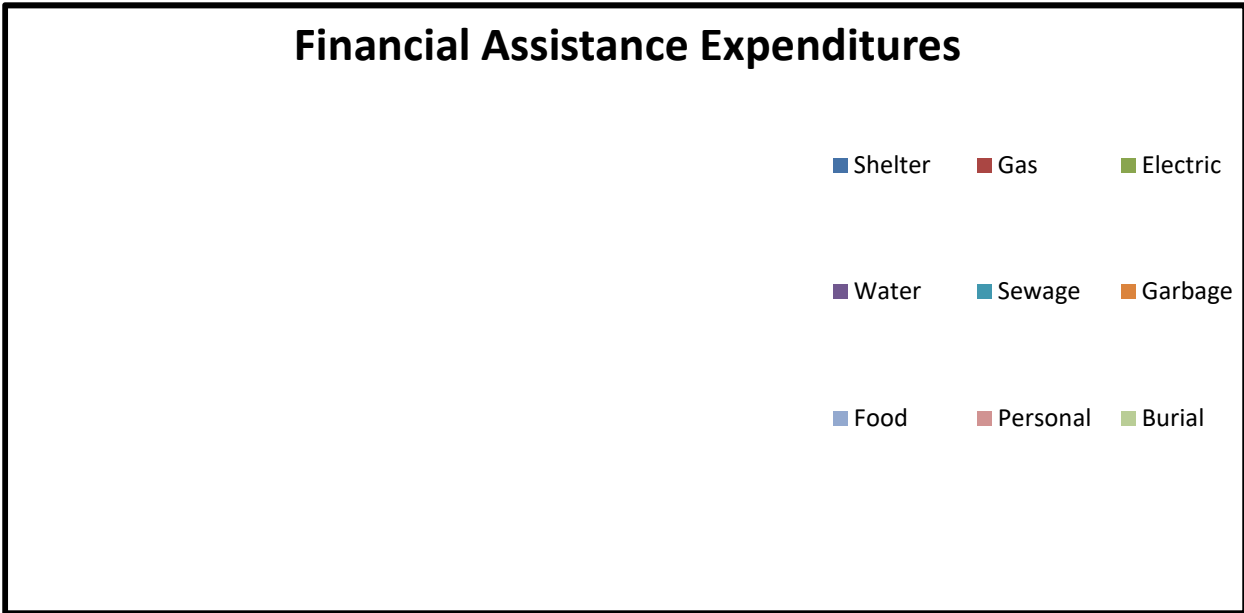
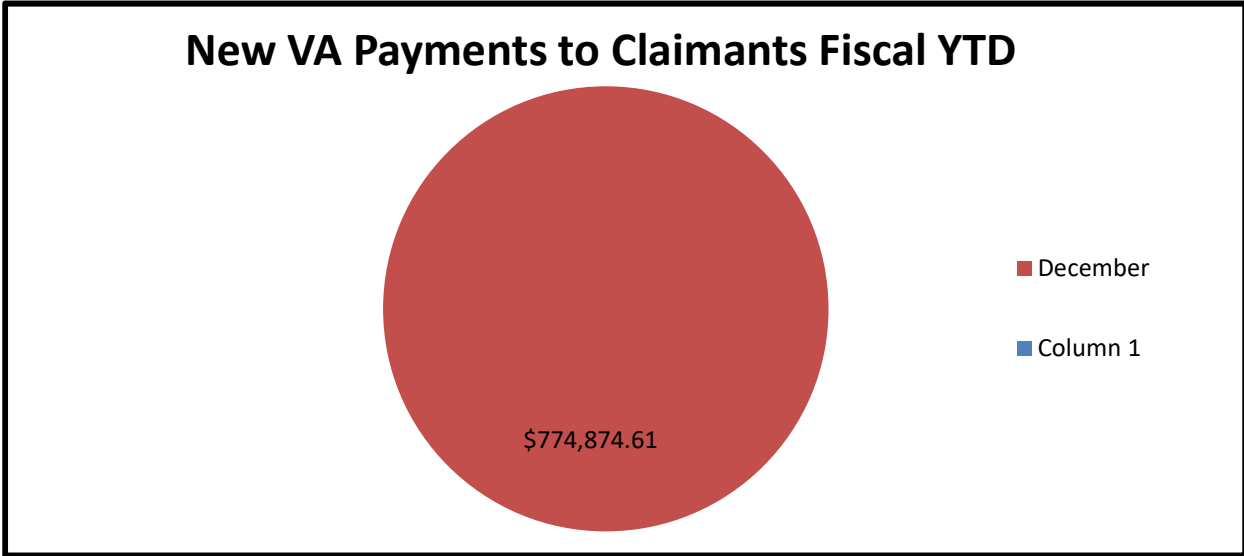
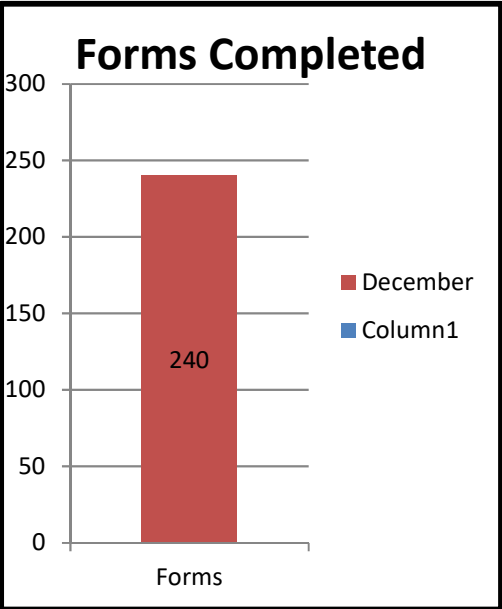
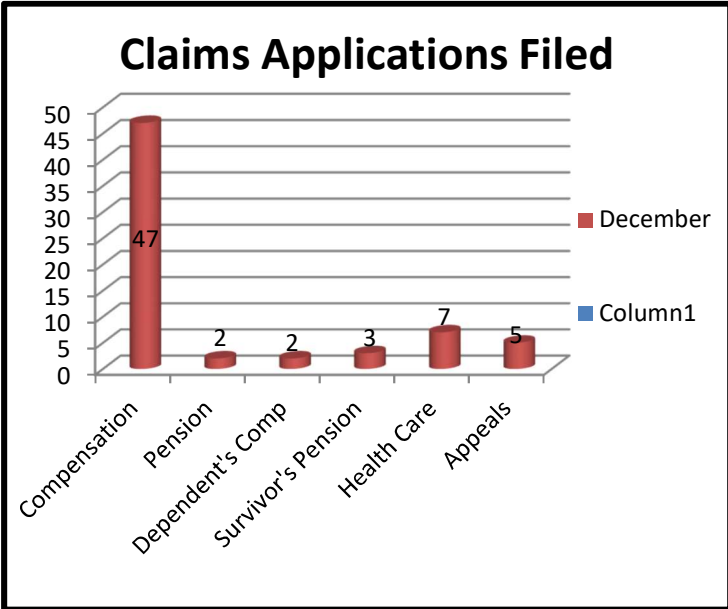
**JACOB A. ZIMMERMAN**  
Superintendent



**COUNTY GOVERNMENT CENTER**  
719 South Batavia Avenue, Building A  
Geneva, Illinois 60134-3077  
Phone: (630) 232-3550  
Fax: (630) 232-5403  
[www.countyofkane.org/pages/veterans.aspx](http://www.countyofkane.org/pages/veterans.aspx)

### Monthly Report on Commission Activities





VETERANS ASSISTANCE COMMISSION CLAIM REPORT

Category	December	January	February	March	April	May	June	July	August	September	October	November	FY 2022 Total
Service-Connected Disability Claims	41												41
Non-Service Connected Pension Claims	2												2
Dependent's Compensation Claims	2												2
Survivor's Pension Claims	2												2
Intent-to-File	11												11
VA Health Care Applications	7												7
Claims Follow Up or Decision Review	38												38
Supplemental Claim	7												7
Higher Level Review (Appeal)	4												4
Board of Veterans Appeals (Appeal)	1												1
Board Hearing or Informal Conference	1												1
Burial Benefits Applications	3												2
Military or Other Record Request	9												9
Corrections / Upgrade Military Records	5												5
Federal Ancillary Benefit Applications	7												7
State Ancillary Benefit Applications	5												5
Dependent's Ancillary Applications	12												12
Total Forms or Letters Completed	240												240
Total Clients Assisted	153												153
Total Claims Pending	221												
Total Intents-to-File Pending	70												
New VA Monetary Awards	\$ 774,874.61												\$ 774,874.61



**Monthly Settlements - Settlement Statement**

**BARS Number:** 01272010008 - KANE COUNTY ASO INVOICE

**Statement Period:** 12/01/2021-12/31/2021 Rebill: NO Process Date: 12/30/2021

**Settlement Statement**

The Settlement Statement presents a high level overview of charges, including administrative fees, stop loss premiums, billing adjustments, and other charges.

Billing Contact: **JAMIE LOBRILLO**  
**KANE COUNTY ASO INVOICE**  
**719 BATAVIA AVENUE**  
**GENEVA, IL 60134-3077**

Past Due Date: **01/24/2022**

**Settlement Statement**

This statement includes claims paid thru 12/31/2021.		
Prior Statement Balance		\$1,603,207.78
Claims	\$1,557,287.31	
Fees	\$81,334.69	
Charges		\$1,469,455.31
Cash Applied		(\$1,603,207.78)
Disbursements		\$0.00
Adjustments		\$213,155.93
Account Balance at 12/31/2021		\$1,682,611.24
Ending Statement Balance as of 12/31/2021		<b>\$1,682,611.24</b>

**Payment Instructions**

Please follow the instructions below when remitting your payment.

**For Electronic Payments (Wire or ACH),** make payments to:  
 Mellon Bank  
 Health Care Service Corporation  
 ABA#: 043000261  
 Account#: 120-5032

When remitting electronically via wire or ACH, please indicate: Settlement ID 01272010008 and Settlement Date: 12/21.

**For check payments:**

- Make check payable to: **Blue Cross Blue Shield of IL**
- Please provide your Settlement ID 01272010008 and Settlement Date: 12/21 on the check.

If sending payment by **1st Class Mail**, remit to:

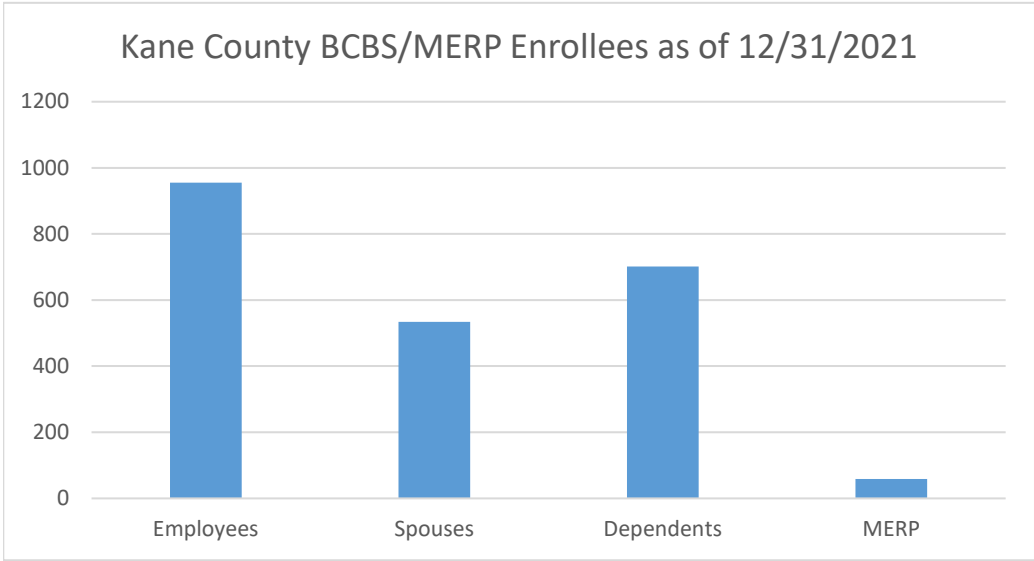
Blue Cross Blue Shield of IL  
 Dept. 1134  
 P.O. Box 121134  
 Dallas, TX 75312-1134

If sending via **Overnight Courier:**

Blue Cross Blue Shield of IL  
 Box 891134  
 1501 North Plano Rd  
 Richardson, TX 75081

**Kane County BCBS/MERP Enrollees as of  
12/31/2021**

Employees	Spouses	Dependents	MERP
955	534	702	59





# Kane County

October Human Services Committee Meeting

02.09.22

*Presented by: AssuredPartners*

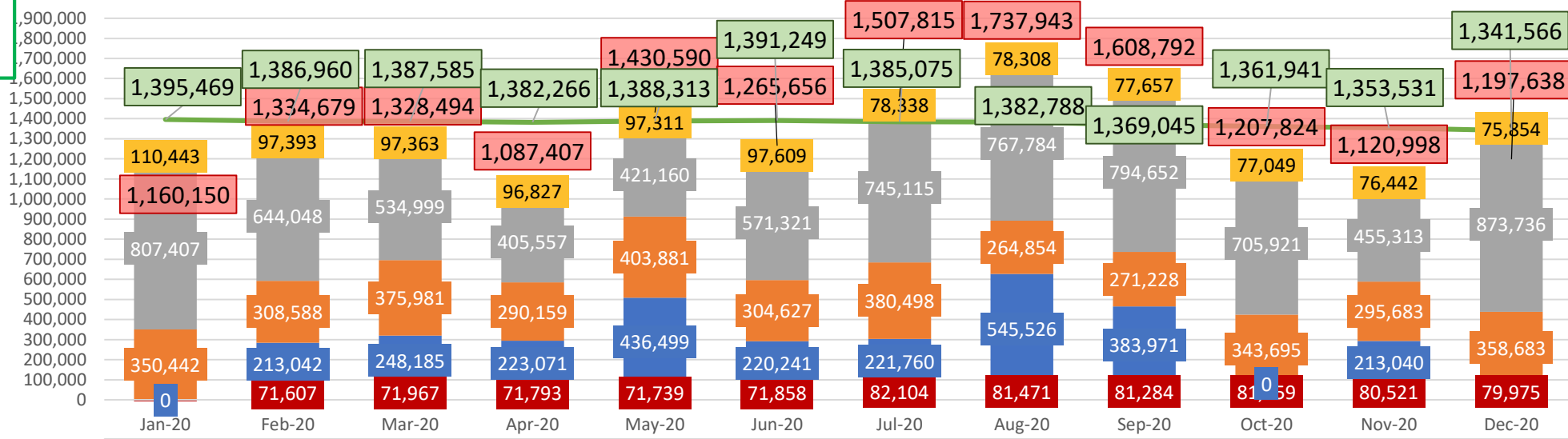
# Financial Tracker



# 2020 Global Financial Tracker

Amount Toward Reserve  
(1.1.2020 – 12.31.2020):  
**\$537,805**

2020 Global Financial Tracker



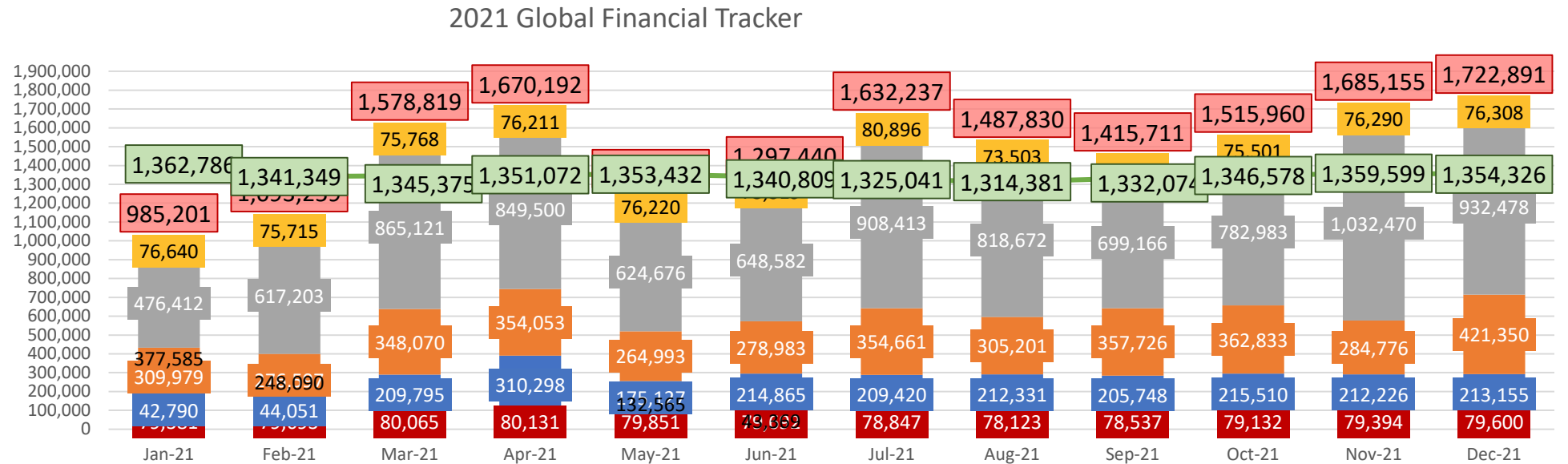
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Medical/Rx Fixed Cost	110,443	97,393	97,363	96,827	97,311	97,609	78,338	78,308	77,657	77,049	76,442	75,854
Medical Claims after SL Reimbursements	807,407	644,048	534,999	405,557	421,160	571,321	745,115	767,784	794,652	705,921	455,313	873,736
Rx Claims	350,442	308,588	375,981	290,159	403,881	304,627	380,498	264,854	271,228	343,695	295,683	358,683
Capitation **	0	213,042	248,185	223,071	436,499	220,241	221,760	545,526	383,971	0	213,040	-190,610
All Other *	-108,142	71,607	71,967	71,793	71,739	71,858	82,104	81,471	81,284	81,159	80,521	79,975
<b>Total Cost</b>	<b>1,160,150</b>	<b>1,334,679</b>	<b>1,328,494</b>	<b>1,087,407</b>	<b>1,430,590</b>	<b>1,265,656</b>	<b>1,507,815</b>	<b>1,737,943</b>	<b>1,608,792</b>	<b>1,207,824</b>	<b>1,120,998</b>	<b>1,197,638</b>
<b>Total Funding</b>	<b>1,395,469</b>	<b>1,386,960</b>	<b>1,387,585</b>	<b>1,382,266</b>	<b>1,388,313</b>	<b>1,391,249</b>	<b>1,385,075</b>	<b>1,382,788</b>	<b>1,369,045</b>	<b>1,361,941</b>	<b>1,353,531</b>	<b>1,341,566</b>
<b>Total Funding Towards Reserve</b>	<b>235,319</b>	<b>52,282</b>	<b>59,091</b>	<b>294,860</b>	<b>-42,276</b>	<b>125,593</b>	<b>-122,739</b>	<b>-355,155</b>	<b>-239,747</b>	<b>154,117</b>	<b>232,533</b>	<b>143,929</b>

\*All Other includes Interactive Health Service, consulting fee, dental, vision, life and EAP services  
 \*All Other July 2020 includes a 30,000 Wellness Credit and 150,000 Communication Credit from BCBSIL  
 \*\*October's capitation of \$217,040 was included in November's billing. December and January's HMO Capitation experienced billing issues. Amounts shown are not capturing the full cost. \$328,444 of additional capitation was accounted for on February's statement. February's billing also experienced billing issues, additional capitation of \$170,988 from February was included in March's billing. \$237,391 was credited to Kane County on June billing statement due to duplicate capitation charges.  
 \*\*\*Medical Runout not included in claims: July '19 is 299,789 and August '19 is 95,383. Additional \$122,632 of reimbursement is expected at the end of the stop loss contract in August 2020 due to run-in claims from previous Stop Loss contract with IPBC.



# 2021 Global Financial Tracker

Amount Toward Reserve  
(1.1.2021 – 12.31.21):  
**(\$1,178,741)**



\* December 2020 and January 2021's HMO Capitation experienced billing issues. Amounts shown are not capturing the full cost. \$328,444 of additional capitation was accounted for on February's statement. February's billing also experienced billing issues, additional capitation of \$170,988 from February was included in March's billing. \$237,391 was credited to Kane County on June billing statement due to duplicate capitation charges.

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

# Job Applicants for January 2022 by Position

Title	Post Date - Deadline	Open/Closed	Applicants
<b>Animal Control</b>			
Warden	09/08/2020 - N/A	Closed on 1/14/2022	1
Part Time Kennel Assistant	02/05/2021 - N/A	Closed on 1/14/2022	0
Part Time Kennel Assistant	01/14/2022 - N/A	Open	0
Warden	01/14/2022 - N/A	Open	3
Total Animal Control Applicants			4
<b>Building Management</b>			
Jail Maintenance Worker	06/28/2021 - N/A	Open	1
Maintenance Worker	06/28/2021 - N/A	Open	2
Total Building Management Applicants			3
<b>Circuit Clerk</b>			
Deputy Clerk	11/17/2021 - N/A	Open	9
Total Circuit Clerk Applicants			9
<b>Community Reinvestment and Workforce Development</b>			
Program Assistant	06/18/2021 - N/A	Open	9
Program Coordinator	06/18/2021 - N/A	Open	4
Business Services Representative	08/10/2021 - N/A	Open	4
Career Specialist	08/26/2021 - N/A	Open	6
Housing Specialist	01/12/2022 - N/A	Open	5
Total Community Reinvestment and Workforce Development Applicants			28
<b>Court Services</b>			
Youth Counselor	12/01/2021 - N/A	Open	21
Probation Officer	12/17/2021 - 01/12/2022	Closed on 1/12/2022	11
Total Court Services Applicants			32
<b>Development &amp; Community Services</b>			
Code Enforcement/Building Inspector	11/19/2021 - N/A	Open	5
Total Development & Community Services Applicants			5
<b>Human Resource Management</b>			
Senior Human Resources Generalist - Benefits	01/27/2022 - 02/10/2022	Open	2
Total Human Resource Management Applicants			2

## Information Technologies

Web Developer I	12/14/2021 - N/A	Open	1
Total Information Technologies Applicants			1

## Judiciary

Staff Attorney 16th Judicial Circuit Court	01/10/2022 - 01/31/2022	Closed on 1/31/2022	2
Courtroom Bailiff	01/26/2022 - 02/14/2022	Open	2
Paralegal	01/26/2022 - 02/14/2022	Open	0
Total Judiciary Applicants			4

## Kane Comm

9-1-1 Telecommunicator	02/09/2021 - N/A	Open	4
9-1-1 Operations Manager	01/07/2022 - 01/21/2022	Closed on 1/21/2022	9
Total Kane Comm Applicants			13

## KDOT

Construction Resident Engineer	10/06/2020 - N/A	Open	0
Civil Engineer I-III/Project Manager	05/19/2021 - N/A	Open	0
2022 Summer Internship	01/14/2022 - N/A	Open	1
Customer Service/Program Assistant	01/28/2022 - 02/15/2022	Open	2
Total KDOT Applicants			3

## Public Defender

Legal Secretary	12/06/2021 - 01/03/2022	Closed on 1/3/2022	0
Total Public Defender Applicants			0

## Public Health Department

CHS II - Community Health Practitioner	04/16/2021 - N/A	Open	1
CHS II Environmental Health Practitioner-Aurora	07/02/2021 - N/A	Closed on 1/12/2022	0
CHS II Public Health Nurse (Grant Funded Position for the Nurse Family Partnership Program)	08/12/2021 - N/A	Open	0
Medical Reserve Corp Coordinator (Part-time 100% Grant Funded)	08/17/2021 - N/A	Open	0
CHS III Community Health Initiatives Coordinator	10/05/2021 - N/A	Open	2
Community Health Specialist I: Receptionist	10/05/2021 - N/A	Closed on 1/12/2022	0
Workforce Development Specialist	10/27/2021 - N/A	Closed on 1/12/2022	3
Early Childhood Mental Health Consultant	11/10/2021 - N/A	Open	0
Early Childhood Mental Health Consultant	11/10/2021 - N/A	Open	0

Total Public Health Department Applicants			6
<b>Recorder</b>			
Recording Assistant	01/19/2022 - N/A	Open	5
Total Recorder Applicants			5
<b>Sheriff</b>			
Aramark Team Opening: Cook Supervisors (Jail)	10/18/2021 - N/A	Open	0
Information Data Processor	12/06/2021 - 01/07/2022	Closed on 1/7/2022	1
Total Sheriff Applicants			1
<b>State's Attorney</b>			
Bilingual Child Advocacy Center - Advocate	11/17/2021 - N/A	Closed on 1/27/2022	0
Assistant State's Attorney/Misdemeanor/Traffic	01/03/2022 - N/A	Closed on 1/10/2022	0
Total State's Attorney Applicants			0
<b>Total Applicants for January</b>			<b>116</b>

**New Hire Report**  
**from 01/01/2022 - 01/31/2022**

Department	Employee Name	Job Title	Employee Status	Hire Date
<b>Circuit Clerk</b>	BALLESTEROS, HONEY L	Deputy Clerk	ACTIVE	01/03/2022
	JOHNSON, JENNIFER L	Deputy Clerk	ACTIVE	01/20/2022
	PLUSKOWSKI, JAMES M	Deputy Clerk	ACTIVE	01/03/2022
	SUMMERHILL, PAIGE	Deputy Clerk	ACTIVE	01/31/2022
<b>Community Reinvestment</b>	PARKER-CLARK, KRISTEN N	Program Assistant	ACTIVE	01/03/2022
	SROCKI, RYAN A	Program Assistant	ACTIVE	01/03/2022
<b>Coroner</b>	KELLY, MAUREEN E	FOIA Officer	ACTIVE	01/01/2022
<b>County Auditor</b>	CHAVEZ, RAUL I	Intern	ACTIVE	01/10/2022
	MUNDY, RAMIE R	Accounts Payable Specialist	ACTIVE	01/10/2022
<b>County Clerk</b>	DEL RICCIO, NINA M	Clerk I	ACTIVE	01/20/2022
<b>Court Services/Diagnostic Center</b>	WEBSTER, JILLIAN M	Support Staff Secretary	ACTIVE	01/10/2022
<b>Development/County Development</b>	BAUM, KURT D	Admin Officer Code Enforcement	ACTIVE	01/03/2022
<b>Health</b>	THOMPSON, SHAKINA L	Workforce Development Specialist	ACTIVE	01/10/2022
	BUSCHBACHER, BRENDA E	Communications Analyst	ACTIVE	01/10/2022
<b>Regional Office of Education</b>	VARGAS, CORINNE J	Communicators Coordinator	ACTIVE	01/24/2022
<b>Sheriff/Adult Corrections</b>	SOTO, LORENZO E	Maintenance Worker	ACTIVE	01/11/2022
<b>Sheriff/Court Security</b>	WOLF, JACOB T	Court Security Officer	ACTIVE	01/24/2022
<b>Sheriff/Sheriff</b>				

**New Hire Report  
from 01/01/2022 - 01/31/2022**

	WRIGHT, NICOLE D	Information Specialist	ACTIVE	01/10/2022
<b>State's Attorney</b>	ABELLAR, ALYANA J V	Assistant States Attorney	ACTIVE	01/03/2022
	ARROYO, ANGELICA	Administrative Assistant	ACTIVE	01/18/2022
	BAYER, MADISEN L	Administrative Assistant	ACTIVE	01/03/2022
	EBERHARDT, SUSAN J	Assistant States Attorney	ACTIVE	01/18/2022
	FORD, STEVEN R	Administrative Asst Workforce Bd	ACTIVE	01/03/2022
		Assistant States Attorney	ACTIVE	01/03/2022
	IBRAHIM, MORAWEH T	Assistant States Attorney	ACTIVE	01/03/2022
	MYERS, CHRISTINA M	Assistant States Attorney	ACTIVE	01/10/2022
	RODRIGUEZ, ZAIDA	Grant Administrator	ACTIVE	01/03/2022
	VAN DE BURGT, CASSANDRA A	Administrative Assistant	ACTIVE	01/11/2022
<b>Treasurer/Collector</b>				
	CHRISTOPHER, CYNTHIA L	Customer Service Manager	ACTIVE	01/03/2022
<b>Total New Hires 28</b>				

## Termination Report from 01/01/2022 - 01/31/2022

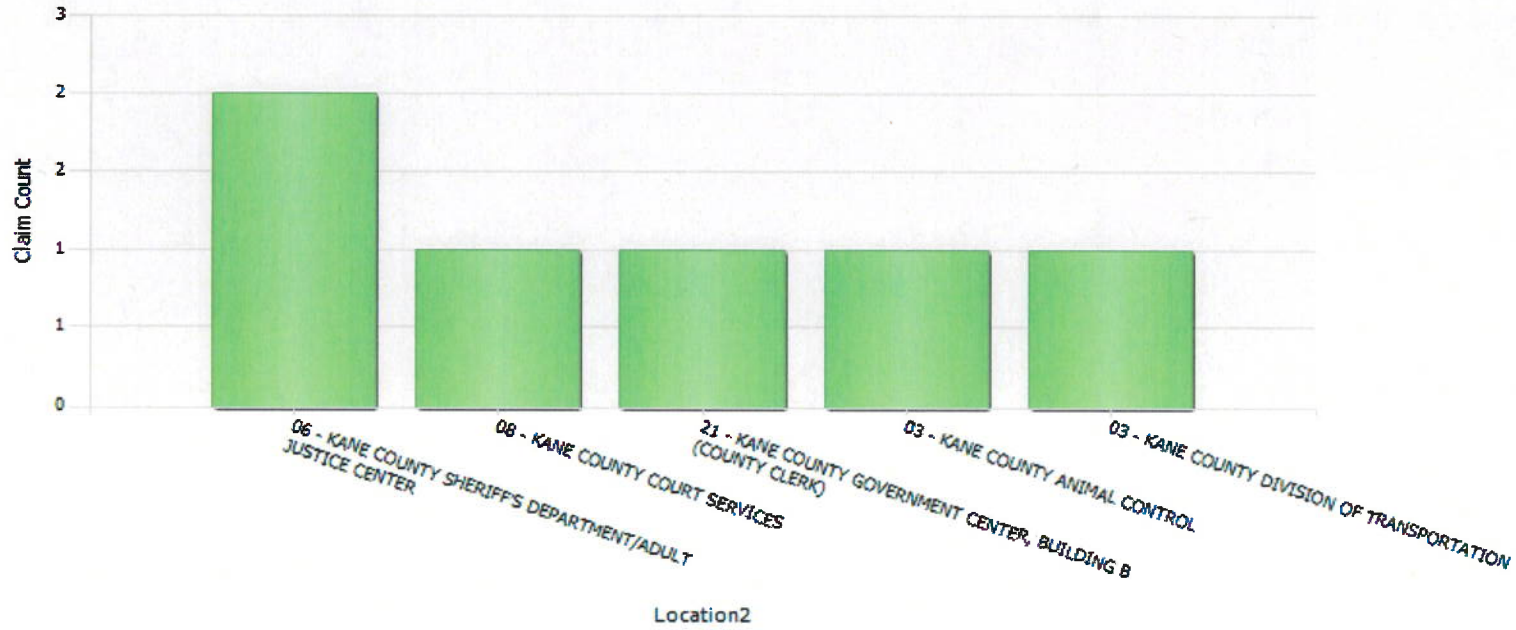
Department	Employee Name	Termination Date
<b>Court Services/Juvenile Justice Center</b>	HARRINGTON, RODERICK C	01/01/22
<b>Environmental Management</b>	JARLAND, JENNIFER C	01/07/22
<b>Judiciary and Courts</b>	SMITH, SHIRLEY C	01/07/22
<b>Sheriff/Adult Corrections</b>	KREBS, DEREK J	01/05/22
<b>Sheriff/Court Security</b>	BURNETTE, JEFF A	01/04/22
<b>State's Attorney</b>	SHANER, RYAN J	01/03/22

**Total Terminations 6**

Kane County Locations where the most incidents have occurred from 12/01/2021-11/30/2022 as of 01/31/22

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	2	\$40.00	\$1.00	\$0.00	\$41.00	\$0.00	\$41.00	\$20.50	29%	1%
08 - KANE COUNTY COURT SERVICES	1	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$1,100.00	14%	15%
21 - KANE COUNTY GOVERNMENT CENTER, BUILDING B (COUNTY CLERK)	1	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	\$20.00	14%	0%
03 - KANE COUNTY ANIMAL CONTROL	1	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$1,100.00	14%	15%
03 - KANE COUNTY DIVISION OF TRANSPORTATION	1	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00	\$1,100.00	14%	15%

Summary by Location2 Ordered by Claim Count in Descending Order

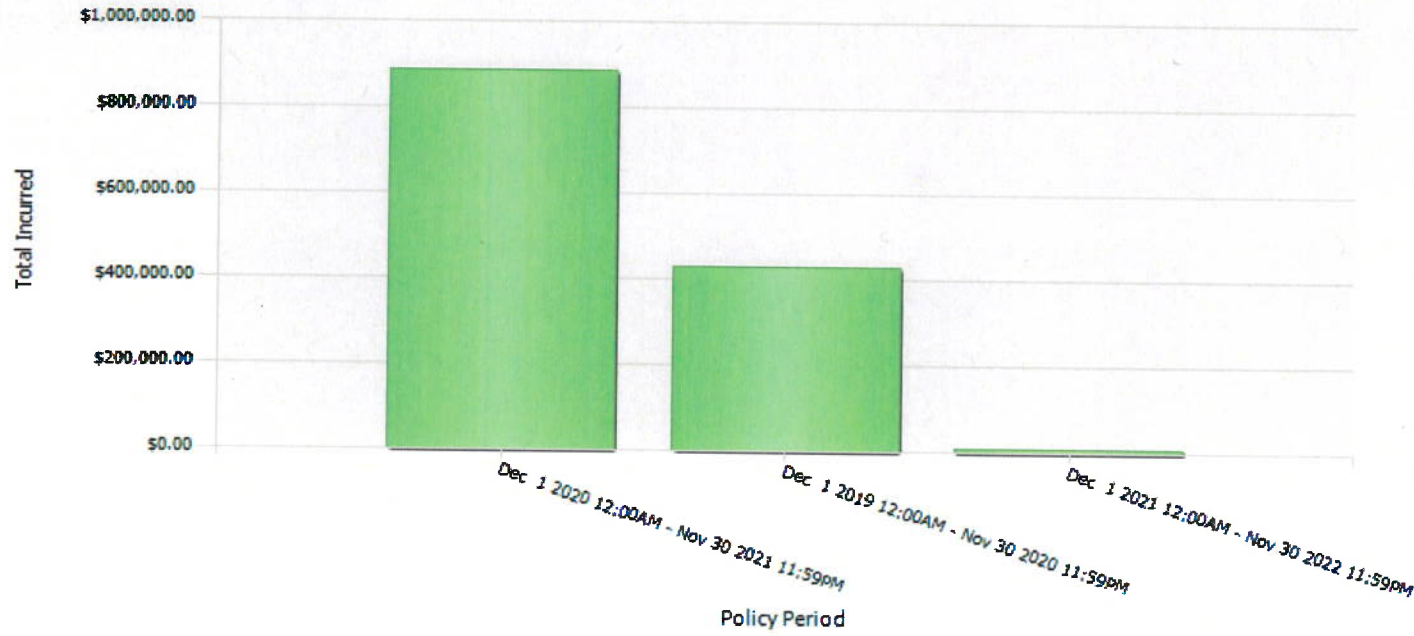




Kane County Workman's Comp Trend from the 3 Policy Periods- Descending order by the total incurred as of 01/31/2022.

Policy Period	Claim Count	Total Paid	Outstanding Reserves	Recovery	Total Incurred	Total Reimbursement	Net Incurred	Cost Per Claim	% of Freq	% Of Incur
Dec 1 2020 12:00AM - Nov 30 2021 11:59PM	69	\$396,486.32	\$489,926.12	\$0.00	\$886,412.44	\$0.00	\$886,412.44	\$12,846.56	57%	67%
Dec 1 2019 12:00AM - Nov 30 2020 11:59PM	46	\$206,861.90	\$222,263.77	\$0.00	\$429,125.67	\$0.00	\$429,125.67	\$9,328.82	38%	32%
Dec 1 2021 12:00AM - Nov 30 2022 11:59PM	7	\$80.00	\$7,132.00	\$0.00	\$7,212.00	\$0.00	\$7,212.00	\$1,030.29	6%	1%

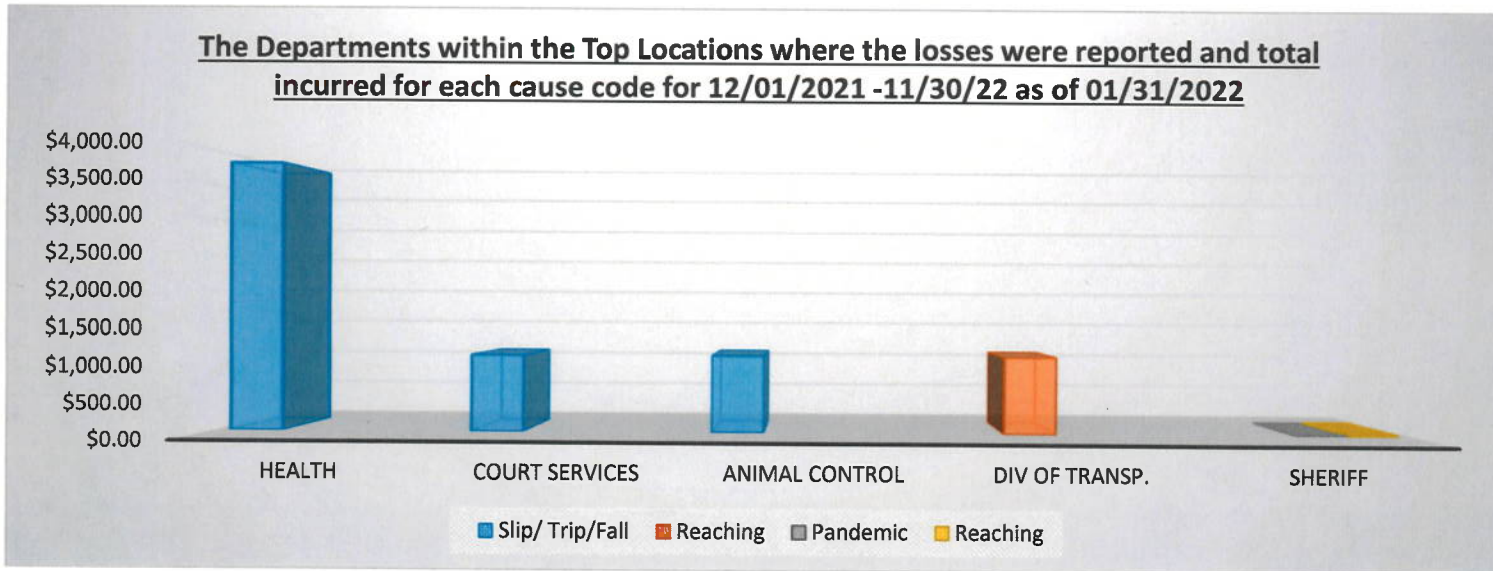
Summary by Policy Period Ordered by Total Incurred in Descending Order



**The Departments within the Top 5 Locations where the Losses were reported and the total incurred for each cause code from 12/01/2021- 11/30/2022 as of 01/31/2022**

Departments	Slip/ Trip/Fall	Reaching	Pandemic	Reaching
Health	\$3,831.00			
Court Services	\$1,100.00			
Animal Control	\$1,100.00			
Div of Transp.		\$1,100.00		
Sheriff			\$20.00	\$21.00

**The Departments within the Top Locations where the losses were reported and total incurred for each cause code for 12/01/2021 -11/30/22 as of 01/31/2022**



Dept.	Count	Total Incurred
Health	1	\$3,851.00
Court Services	1	\$1,100.00
Animal Control	1	\$1,100.00
Div. of Transp.	1	\$1,100.00
Sheriff	2	\$41.00
<b>Total</b>	<b>6</b>	<b>\$7,192.00</b>

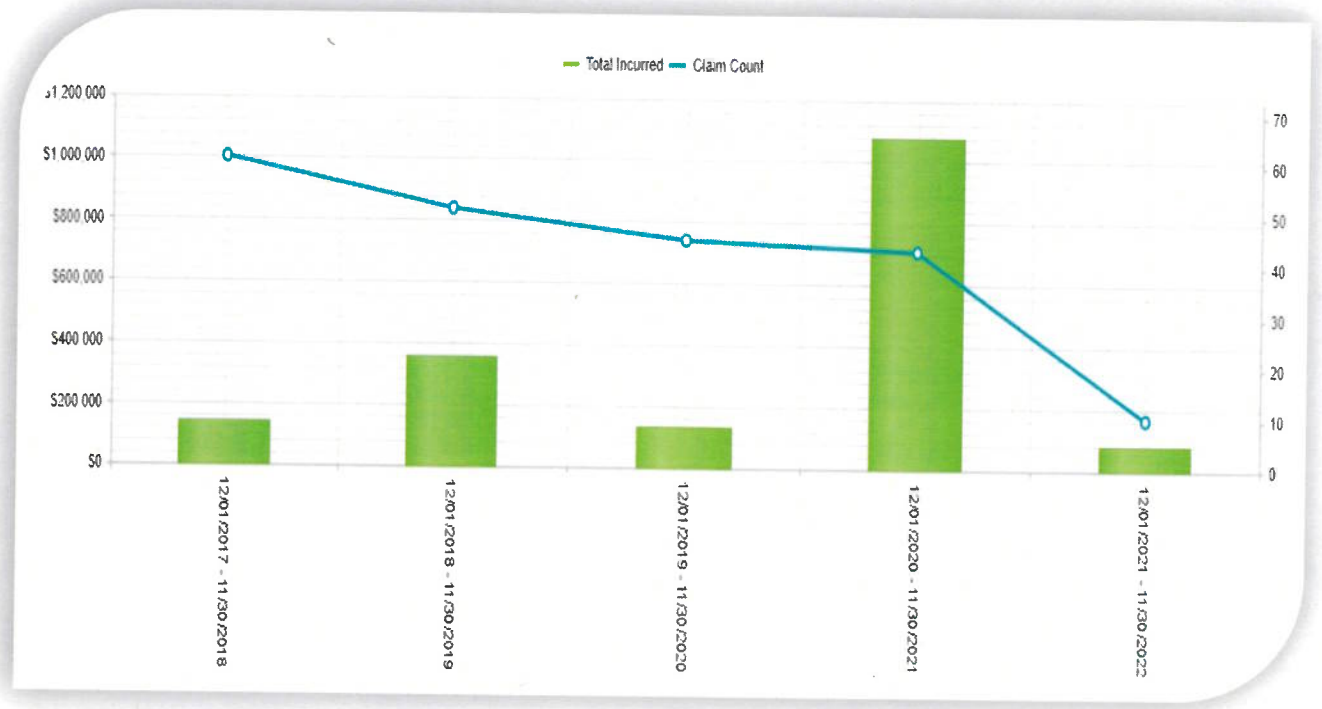
**Executive Report for Kane County Worker’s Compensation Program for the last 4 years and the current year-By Policy period and Chronological order as of 01/31/2022**



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2017 - 11/30/2018	\$777,723.05	\$251,990.11	\$1,678.90	\$1,028,034.26	75	\$13,707.12
12/01/2018 - 11/30/2019	\$725,630.57	\$261,009.90	\$0.00	\$986,640.47	92	\$10,724.35
12/01/2019 - 11/30/2020	\$206,861.90	\$222,263.77	\$0.00	\$429,125.67	46	\$9,328.82
12/01/2020 - 11/30/2021	\$396,486.32	\$489,926.12	\$0.00	\$886,412.44	69	\$12,846.56
12/01/2021 - 11/30/2022	\$80.00	\$7,132.00	\$0.00	\$7,212.00	7	\$1,030.29
<b>Totals:</b>	<b>\$2,106,781.84</b>	<b>\$1,232,321.90</b>	<b>\$1,678.90</b>	<b>\$3,337,424.84</b>	<b>289</b>	<b>\$11,548.18</b>

**-Total incurred for the current policy period is \$7,212.00 with seven reported claims. The average cost per claim is at \$1,030.29 for the current policy as these claims are still developing.**

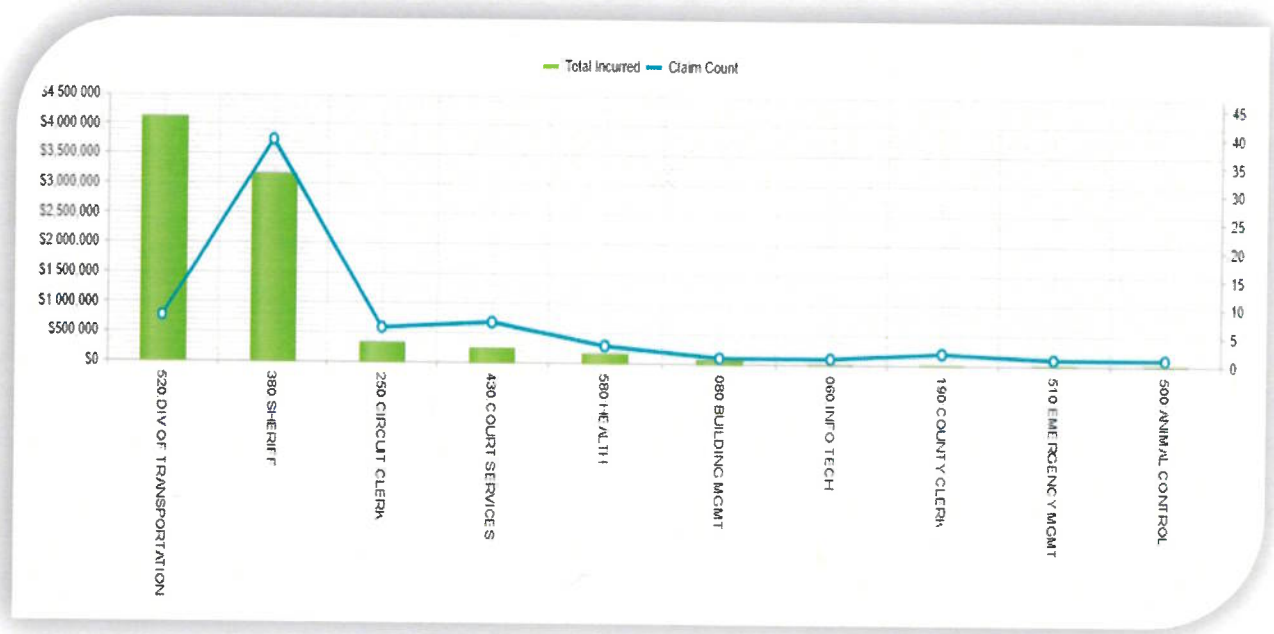
**Executive Report for the Kane County Liability Program for the last 4 years and the current year- By Policy Period and Chronological order as of 01/31/2022**



Policy Period	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
12/01/2017 - 11/30/2018	\$183,245.72	\$19,100.00	\$57,251.07	\$145,094.65	61	\$2,378.60
12/01/2018 - 11/30/2019	\$97,395.90	\$307,000.00	\$47,993.36	\$356,402.54	51	\$6,988.29
12/01/2019 - 11/30/2020	\$118,999.35	\$71,000.76	\$54,493.37	\$135,506.74	45	\$3,011.26
12/01/2020 - 11/30/2021	\$184,712.83	\$1,018,204.78	\$125,676.95	\$1,077,240.66	43	\$25,052.11
12/01/2021 - 11/30/2022	\$25,824.00	\$54,178.00	\$0.00	\$80,002.00	10	\$8,000.20
<b>Totals:</b>	<b>\$610,177.80</b>	<b>\$1,469,483.54</b>	<b>\$285,414.75</b>	<b>\$1,794,246.59</b>	<b>210</b>	<b>\$8,544.03</b>

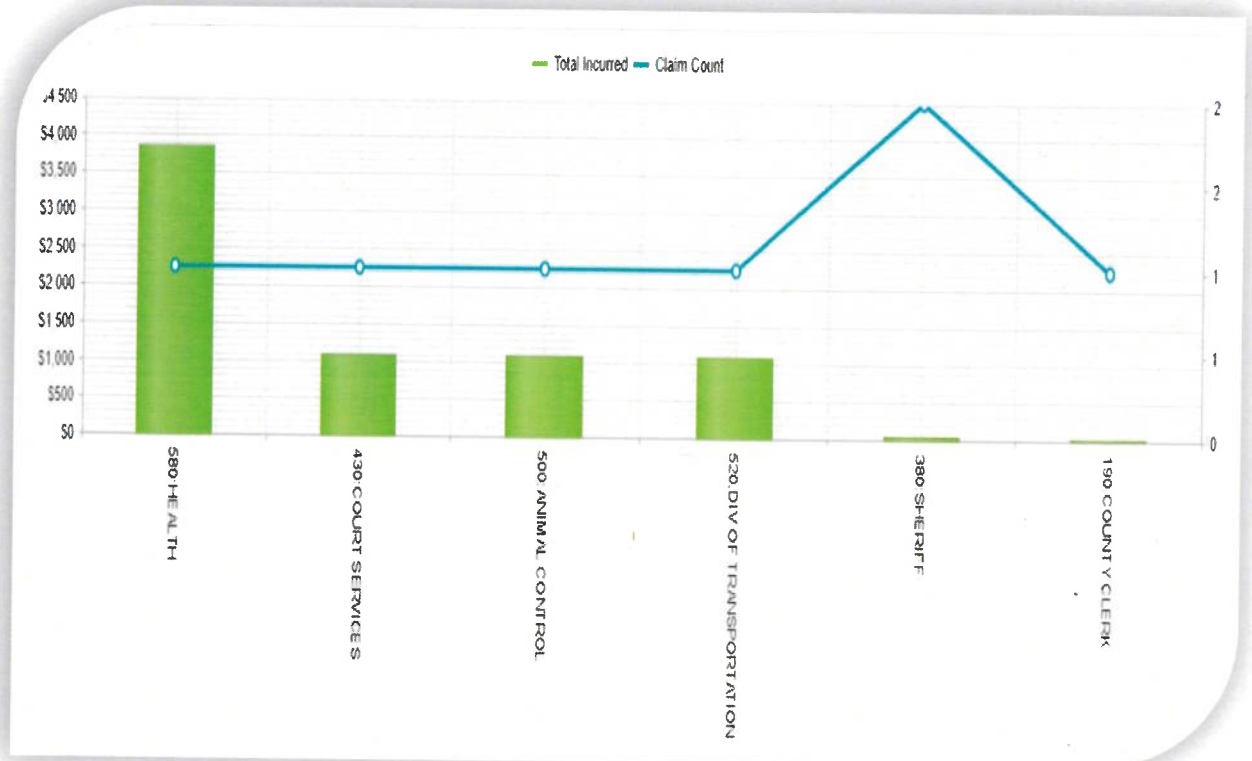
**-Total incurred for the current policy period is at \$80,002.00 for 10 claims reported for the current period. Average cost per claim is at \$8000.20 for the current period. Average cost for last policy period is currently at \$25,052. 11, which is down approximately \$3,000.00 compared to last month.**

**All Open Worker's Compensation Claims for Kane County as of 01/31/2022 with the oldest date of injury to be 06/15/2000- By Department**



Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
520:DIV OF TRANSPORTATION	\$2,718,830.28	\$1,419,329.13	\$27,706.62	\$4,110,452.79	8	\$513,806.60
380:SHERIFF	\$1,643,557.24	\$1,506,436.68	\$0.00	\$3,149,993.92	39	\$80,769.07
250:CIRCUIT CLERK	\$146,484.07	\$186,235.42	\$0.00	\$332,719.49	6	\$55,453.25
430:COURT SERVICES	\$129,910.85	\$112,136.68	\$0.00	\$242,047.53	7	\$34,578.22
580:HEALTH	\$53,269.90	\$92,816.43	\$0.00	\$146,086.33	3	\$48,695.44
080:BUILDING MGMT	\$51,654.28	\$13,514.87	\$0.00	\$65,169.15	1	\$65,169.15
060:INFO TECH	\$0.00	\$7,700.00	\$0.00	\$7,700.00	1	\$7,700.00
190:COUNTY CLERK	\$32.30	\$3,864.54	\$0.00	\$3,896.84	2	\$1,948.42
510:EMERGENCY MGMT	\$0.00	\$1,650.00	\$0.00	\$1,650.00	1	\$1,650.00
500:ANIMAL CONTROL	\$0.00	\$1,100.00	\$0.00	\$1,100.00	1	\$1,100.00
<b>Totals:</b>	<b>\$4,743,738.92</b>	<b>\$3,344,783.75</b>	<b>\$27,706.62</b>	<b>\$8,060,816.05</b>	<b>69</b>	<b>\$116,823.42</b>

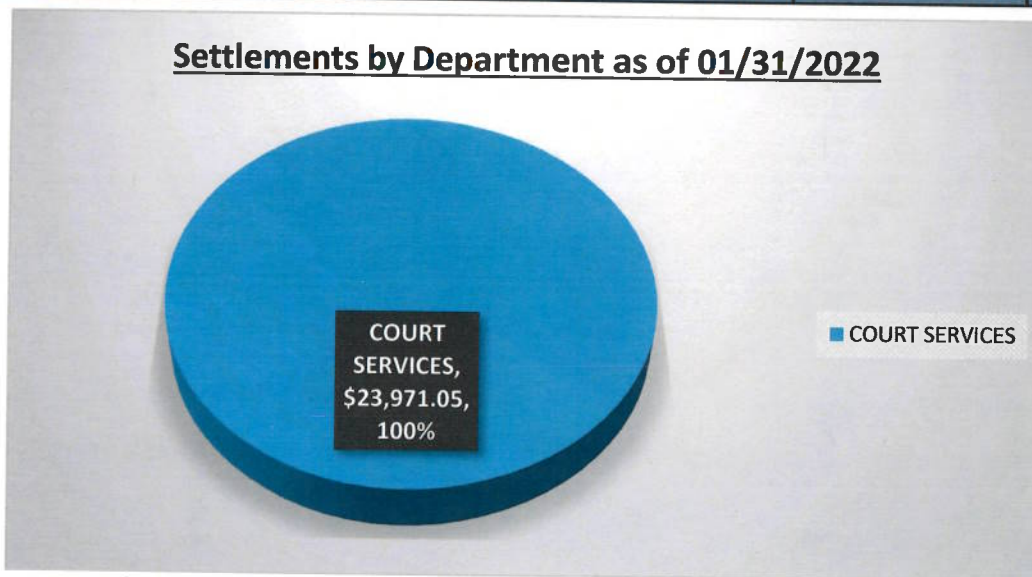
**Open Worker's Compensation Claims that occurred from 12/01/2021 to 11/30/2022 as of 01/31/22**



Departments	Paid	Out Reserve	Recovered	Total Incur	Claim Count	Cost per Claim
580:HEALTH	\$20.00	\$3,831.00	\$0.00	\$3,851.00	1	\$3,851.00
430:COURT SERVICES	\$0.00	\$1,100.00	\$0.00	\$1,100.00	1	\$1,100.00
500:ANIMAL CONTROL	\$0.00	\$1,100.00	\$0.00	\$1,100.00	1	\$1,100.00
520:DIV OF TRANSPORTATION	\$0.00	\$1,100.00	\$0.00	\$1,100.00	1	\$1,100.00
380:SHERIFF	\$40.00	\$1.00	\$0.00	\$41.00	2	\$20.50
190:COUNTY CLERK	\$20.00	\$0.00	\$0.00	\$20.00	1	\$20.00
Totals:	\$80.00	\$7,132.00	\$0.00	\$7,212.00	7	\$1,030.29

**Kane County Settlements by Department for Policy Period  
December 1, 2021- November 30, 2022 as of January 31, 2022**

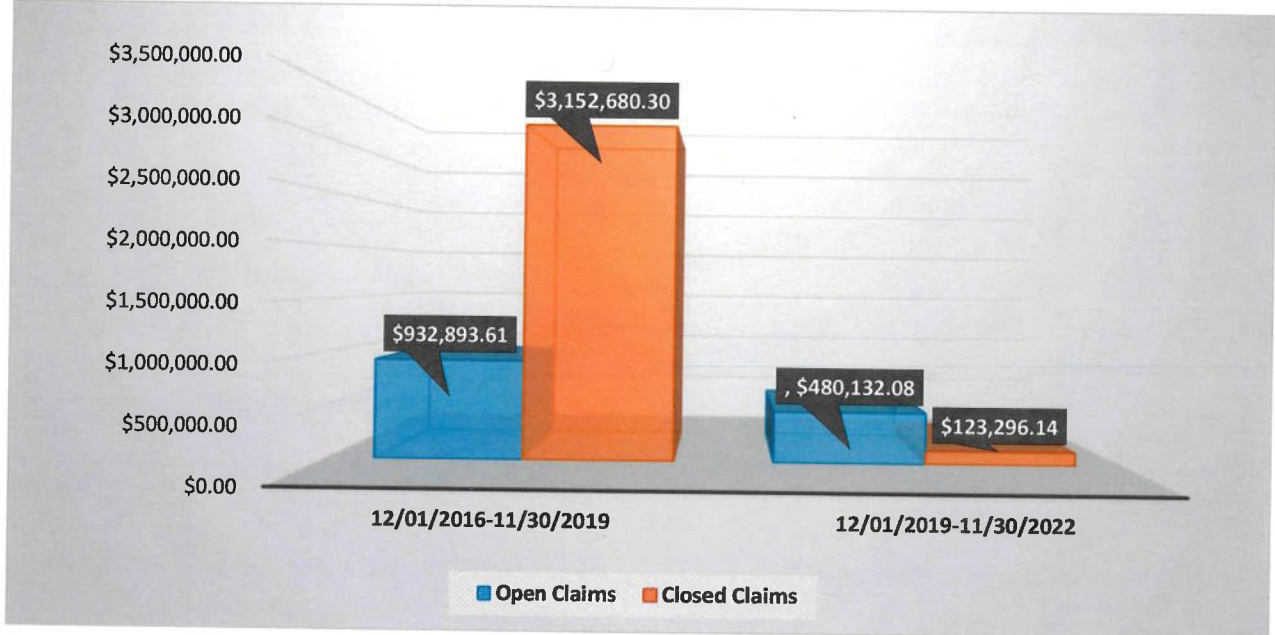
Department	Settlement Amount	Percentage %	Claims Settled
ANIMAL CONTROL	\$0.00	0%	
BUILDING MAINT	\$0.00	0%	
CIRCUIT CLERK	\$0.00	0%	
CORONER	\$0.00	0%	
COUNTY CLERK	\$0.00	0%	
COURT SERVICES	\$23,971.05	100%	1
DIV OF TRANSPORTATION	\$0.00	0%	
HEALTH	\$0.00	0%	
KCDEE	\$0.00	0%	
KANE COMM	\$0.00	0%	
RECORDER	\$0.00	0%	
SHERIFF	\$0.00	0%	
STATES ATTY	\$0.00	0%	
<b>Total</b>	<b>\$23,971.05</b>	<b>100%</b>	<b>1</b>



**Kane County Claims (open and closed) and paid amounts from 12/05/20216-11/30/2019 and 12/01/2019-11/30/22 periods as of 01/31/2022**

	Open Claims	Closed Claims	Claim Count
12/01/2016-11/30/2019	\$932,893.61	\$3,152,680.30	257
12/01/2019-11/30/2022	\$480,132.08	\$123,296.14	122

**There are 137 More claims reported from 12/01/2016-11/30/2019, compared to the 12/01/2019-11/30/2022 period. The amount paid for claims that occurred 12/01/2016-12/30/2019 is approximately \$3.4 million more compared to 12/01/2019 -11/30/2022 period.**





**Sexual Harassment Training Compliance  
02/02/2022**

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	567	08.31.2022
Webinar	Prevention of Sexual Harassment at work - Manager/Elected Official	Illinois Chamber of Commerce	All	91	08.31.2022

**Active Employees: 1206**



## RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

### Resolution: No.

Amending Kane County Code to Add Chapter 30 Lobbyist Registration Ordinance And Repeal "Lobbying" From the Division 3 Ethics Ordinance

**Committee Flow:** Human Services Committee, Executive Committee, County Board

**Contact:** Jamie Lobrillo, 630.208.3836

### Budget Information:

Was this item budgeted?	Appropriation Amount:
If not budgeted, explain funding source:	

### Summary:

This ordinance adds chapter 30 lobbyist registration ordinance. The proposed Kane County lobbyist registration would require any lobbyist to register with the Kane County Clerk in accordance with the ordinance. This would also repeal the current Section 2-118 Lobbying from the Ethics Ordinance found in Chapter 2 Administration, Article III Officers and Employees in General, Division 3 Ethics.

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION: NO.

**AMENDING KANE COUNTY CODE TO ADD CHAPTER 30 LOBBYIST REGISTRATION ORDINANCE AND REPEAL “LOBBYING” FROM THE DIVISION 3 ETHICS ORDINANCE**

WHEREAS, the Kane County Board has determined that it is in the best interests of the County of Kane (“Kane County”) and its citizens to provide for a lobbyist registration ordinance applicable to lobbying in Kane County; and

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board as follows.

Section 1: Chapter 2 Administration, Article III Officers and Employees in General, Division 3 Ethics, Section 2-118 Lobbying is repealed. This repeal shall not extend to or affect any pending complaint, violation, or investigation existing as of the date of adoption of this lobbyist registration ordinance.

Section 2: This Lobbyist Registration Ordinance shall create and be placed in Chapter 30 Lobbyist Registration as follows:

Lobbyist Registration

- A. Registration: Any person who, for compensation or otherwise, undertakes to lobby, or any person or entity who employs or compensates another person for the purposes of lobbying, shall register with the Kane County Clerk, unless that person or entity qualifies for one or more of the exemptions listed under subsection (C).
- B. Definitions
  - 1. “Compensation” means any money, thing of value or financial benefits received or to be received in return for services rendered or to be rendered, for lobbying or as a consultant.
  - 2. “Expenditure” means a payment, distribution, loan, advance, deposit, or gift of money or anything of value, and includes a contract, promise, or agreement, whether or not legally enforceable, to make an expenditure for the ultimate purpose of influencing executive, legislative or administrative action, other than compensation as defined in (B) (1).
  - 3. “Lobby” and “lobbying” means to communicate, including soliciting of others to communicate with an official as defined in subsection (B) (7) for the ultimate purpose of influencing any executive, legislative or administrative action at the county government level. Soliciting of others to communicate shall not include (i) the making of a grant by an organization recognized as text exempt under Section 501(c)(3) of the Internal Revenue Code made in accordance with Section 4945 and the regulations thereunder or (ii) a communication by an organization recognized as tax exempt under Section 501(c)(3) or 501 (c)(5) of the Internal Revenue Code to the public or a segment thereof or to its members to communicate with legislators, executives, or administrators with respect to a proposed action by legislature executive, or administrator.
  - 4. “Influencing” means any communication action, reportable expenditure or other

- means used to promote, support, affect, modify, oppose or delay any County action or to promote goodwill with officials as defined in subsection (B)(7).
5. "Lobbyist" means any natural person who undertakes to lobby County government as provided in subsection (B)(3).
  6. "Lobbying entity" means any entity that hires, retains, employs, or compensates a natural person to lobby State, municipal, county or township government as provided in subsection (B)(3).
  7. "Official" means any County board members, countywide elected officials, and members of any board, commission, authority, or task force created by local ordinance.
  8. "Board" means the Kane County Board and any and all of its standing, ad hoc or special committees or subcommittees.
  9. "Person" means any individual, entity, firm, partnership, committee, association, corporation, or any other organization or group of persons.
  10. "Authorized agent" means the person designated by an entity or lobbyist registered under this Ordinance as the person responsible for submission and retention of reports required under this Ordinance.
  11. "Client" means any person or entity that provides compensation to a lobbyist to lobby State, municipal, county, or township government as provided in subsection (B)(3) of this Section.
  12. "Client registrant" means the client who is required to register under this Ordinance.
  13. "Unit of local government" has the meaning ascribed to it in Section 1 of Article VII of the Illinois Constitution and also includes school districts and community college districts.
  14. "County" means County of Kane, Illinois.
  15. "Consultant" means any natural person or entity who, for compensation, provides advisory services, including but not limited to, rendering opinions on or developing strategies for lobbying or influencing, to a lobbyist or lobbying entity for the ultimate purpose of influencing any executive, legislative, or administrative action. "Consultant" does not include (i) an employee of the lobbyist or lobbying entity or (ii) an attorney or law firm providing legal services, including drafting legislation or advising and rendering opinions to clients as to the construction and legal effect of proposed or pending legislation or any executive, legislative, or administrative action.
  16. "Executive action" means the proposal, drafting, development, consideration, amendment, adoption, approval, promulgation, issuance, modification, rejection or postponement by a county entity of a rule, regulation, order, decision, determination, contractual arrangement, purchasing agreement or other quasi-legislative or quasi-judicial action or proceeding.
  17. "Legislative action" means the development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment or passage or defeat any bill, amendment, resolution, ordinance, report, nomination, administrative rule or other matter by either any county official or county employee. Legislative action also means the action of any county official or county employee in the development of the proposal for introduction before the Board.
  18. "Administrative action" means the execution or rejection of any rule, regulation, legislative rule, standard fee, rate, contractual arrangement, purchasing agreement or other delegated legislative or quasi-legislative action to be taken or withheld by any county official or county employee.

C. Persons Not Required to Register:

1. Persons or entities who, for the purpose of influencing any executive, legislative or administrative action and who do not make expenditures that are reportable pursuant to subsection (F) appear without compensation or promise thereof only as witnesses before a legislative committee for the purpose of explaining or arguing for or against the passage of or action upon any legislation, ordinance, or regulation then pending before the committee, or who seek compensation or promise thereof the approval or veto of any legislation or ordinance by the County Board.
2. A unit of local government, State government, or agencies, departments, commissions, boards, or task forces thereof.
3. An elected or appointed official or an employee of a unit of local government, who in the scope of his or her public office or employment, seeks to influence executive, legislative, or administrative action exclusively on behalf of that unit of local government.
4. Any full-time employee of a bona fide church or religious organization who represents that organization solely for the purpose of protecting the right of the members thereof to practice the religious doctrines of that church or religious organization, or any such bona fide church or religious organization.
5. Persons or entities who own, publish, or are employed by a newspaper or other regularly published periodical, or who own or are employed by a radio station, television station, or other bona fide news medium that in the ordinary course of business disseminates news, editorial or other comment, or paid advertisements that directly urge the passage or defeat of legislation. This exemption is not applicable to such an individual insofar as he or she receives additional compensation or expenses from some source other than the bona fide news medium for the purpose of influencing executive, legislative, or administrative action. This exemption does not apply to newspapers and periodicals owned by or published by trade associations and not-for-profit corporations engaged primarily in endeavors other than dissemination of news.
6. Persons or entities performing professional services in drafting ordinances or resolutions or in advising clients regarding the construction and effect of proposed or pending legislation when those professional services are not otherwise, directly or indirectly, connected with executive, legislative, or administrative action.
7. Persons or entities who are employees of departments, divisions, or agencies of county government for the purpose of explaining how the executive, legislative, or administrative action will affect those departments, divisions, or agencies of county government.
8. Employees of county legislators, legislative agencies, and legislative commission who, in the course of their official duties only, engage in activities that otherwise qualify as lobbying. Legislators whose activities are limited to occasional communications with an official of a unit of local government on behalf of their employer in the ordinary course of their non-public employment where (1) the primary duties of the employment are not to influence executive, legislative, or administrative action and (2) the legislator does not make any expenditures that are reportable pursuant to Section (F).

9. Persons or entities in possession of technical skills and knowledge of certain areas of executive, legislative, or administrative actions, whose skills and knowledge would be helpful to officials when considering those action, whose activities are limited to making occasional appearance for or communicating on behalf of a registrant, and who do not make expenditures that are reportable pursuant to subsection (F) even though receiving expense reimbursement for those occasional appearances.
  10. Persons or entities that receive no compensation other than reimbursement for expenses of up to \$500 per year while engaged in lobbying, unless those person make expenditures that are reportable under subsection (F).
  11. Any attorney or group or firm of attorneys (1) in connection with the practice of law or (2) in the course of representing a client in relation to any administrative, judicial, quasi-judicial proceeding or any witness providing testimony in any administrative, judicial, or quasi-judicial proceeding and who does not make expenditures that are reportable pursuant Section (F).
  12. Any attorney or group or firm of attorneys in the course of representing a client in an administrative or executive action involving a contractual or purchasing arrangement and who does not make expenditures that are reportable pursuant to Section (F).
  13. Persons or entities who, in the scope of their employment as a vendor, offer or solicit an official for the purchase of any goods or services when (1) the solicitation is limited to either an oral inquiry or written advertisements and informative literature; or (2) the goods and services are subject to competitive bidding requirements; or (3) the goods and services are for sale at a cost not exceeding \$5,000; and (4) the persons or entities do not make expenditures that are reportable under Section (F).
  14. Any witness providing testimony in any administrative, judicial, or quasi-judicial proceeding.
- D. Consultant. If, in the course of providing services as a consultant, the consultant communicates with an official on behalf of the lobbyist or lobbying entity for the ultimate purpose of influencing any executive, legislative, or administrative action, or makes an expenditure on behalf of or benefiting an official, the consultant shall register as a lobbyist within 2 business days of engaging in the communication with the official or making the expenditure benefiting the official.
- E. Registration and Disclosure. Every person and every entity required to register under this Ordinance shall before any services is performed which requires the person or entity to register, but in any event not later than 2 business days after being employed or retained, file in the Office of Kane County Clerk a statement containing information with respect to each person or entity employing, retaining, or benefitting from the services of the natural person required to register. Every person required to registered under this ordinance shall annually submit the registration required by this ordinance on or before each January 31 containing the following information:
1. The registrants name, permanent address, e-mail address, if any, fax number, if any, business telephone number, and temporary address, if the

registrant has a temporary address while lobbying.

2. If the registrant is an entity, the information required under subsection (E)(1) for each natural person associated with the registrant who will be lobbying, regardless of whether lobbying is a significant part of his or her duties.
3. The name and address of the client or clients employing or retaining the registrant to perform such services or on whose behalf the registrant appears. If the client employing or retaining the registrant is a client registrant, the statement shall also include the name and address of the client or clients of the client registrant on whose behalf the registrant will be or anticipates performing services.
4. If the registrant employs or retains a sub-registrant, the statement shall include the name and address of the sub-registrant and identify the client of the registrant on whose behalf the sub-registrant will be or is anticipated to be performing services.
5. If the registrant retains a consultant, the statement shall include the name and address of the consultant and identify the client or clients and each executive, legislative branch agency for which the consultant is to provide advisory services.
6. For those identified under (E)(3), (E)(4) and (E)(5) a brief description of the executive, legislative, or administrative action in reference to which such service is to be rendered.
7. Each executive and legislative branch agency of the County the registrant expects to lobby during the registration period.
8. Each elected or appointed public office in this State to be held by the registrant at any time during the registration period.
9. A confirmation that the registrant has a sexual harassment policy and that such policy shall be made available to any individual within 2 business days upon written request (including electronic requests), that any person may contact the authorized agent of the registrant to report allegations of sexual harassment.

F. Reports. Every person registered under this Ordinance shall file a report with the Kane County Clerk, under oath before a notary public, reporting expenditures related to lobbying, including any expenditures made by a consultant in performing services for the lobbying entity.

1. The report shall itemize each individual expenditure or transaction and shall include the name of the official on whose behalf the expenditure was made, the name of the client if the expenditure was made on behalf of a client, the total amount of the expenditure, a description of the expenditure, the date on which the expenditure occurred and the subject matter of the lobbying activity, if any.
2. Expenditures attributable to lobbying officials shall be listed and reported according to the following categories:
  - i. Travel and lodging on behalf of others, including, but not limited to, all travel and living accommodations made for or on behalf of county.

- ii. Meals, beverages, and other entertainment.
- iii. Gifts (indicating, which, if any, are on the basis of personal friendship).
- iv. Honoraria.
- v. Any other thing or service of value not listed under categories (i) through (iv) setting forth a description of the expenditure.

- 3. Expenditures incurred for hosting receptions, benefits and other large gatherings held for purposes of goodwill or otherwise to influence executive, legislative or administrative action to which where there are 25 or more county officials invited shall be reported listing only the total amount of the expenditure, the date of the event and the estimated number of officials in attendance.
- 4. Each individual expenditure required to be reported shall include all expenses made for or on behalf of county officials and members of the immediate family of those persons.
- 5. The following items need not be included in the report:
  - i. Reasonable and bona fide expenditures made by the registrant for personal sustenance, lodging, travel, office expenses and clerical or support staff.
  - ii. Salaries, fees and other compensation paid to the registrant for purposes of lobbying.
  - iii. Any contributions required to be reported under Article 9 of the Election Code.
  - iv. Expenditures made by a registrant on behalf of an official that are returned or reimburse prior to the deadline for submission of the report.
- 6. Reports under this section must be filed semi-monthly.
- 7. Registrant shall preserve for a period of 2 years all receipts and records used in preparing reports.
- 8. Registrant who terminates employment or duties which required him to register under this ordinance shall give the Kane County Clerk, within 30 days after the date of such termination, written notice of such termination and shall include therewith a report of the expenditures described herein, covering the period of time since the filing of his last report to date of termination of employment. Such notice and report shall be final and relieve such registrant of further reporting under this Ordinance, unless and until he takes employment or assumes duties requiring him to again register under this Ordinance.

G. Contingent Fee Prohibited. No person shall retain or employ another to lobby or provide services as a consultant with respect to any legislative, executive, or administrative action for compensation contingent in whole or in part upon the outcome of the action, and no person shall accept any such employment or render any such service for compensation contingent upon the outcome of County action.



- H. Duties of the Clerk. It shall be duty of the Kane County Clerk to provide appropriate forms for the registration and reporting of information required by this Ordinance and to keep such registrations and reports on file in his or her office for three years from the date of filing. The Kane County Clerk shall also maintain a listing registered lobbyists. Such records and listings shall be considered public information and open to public inspection during normal business hours. The Kane County Clerk shall review all forms that are filed for completeness. The Kane County Clerk shall report all violations and suspected violations of this Ordinance to the State's Attorney of Kane County.
- I. Venue. Any violation of this Ordinance shall be prosecuted in the Circuit Court of the Sixteenth Judicial Circuit, Kane County, Illinois, by the State's Attorney of Kane County.
- J. Severability. If any section, division, sentence, clause or phrase of this chapter is for any reason held to be unconstitutional, the decision shall not affect the validity of the remaining portions of this Ordinance.
- K. Petition To Member Or Public Official. Nothing in this Ordinance shall be construed to infringe in any way the right of a citizen to lawfully petition a County Board member or any other county official as guaranteed by the constitutions of the United States and the State of Illinois.
- L. Ethics Training. Any person required to register as a lobbyist under this Ordinance must complete a program of ethics training provided by the Secretary of State. Any person registered under this Ordinance must complete the training program before registration or renewal is deemed complete.
- M. Harassment and Discrimination Prevention Training. Any person required to register as a lobbyist under this Ordinance must complete, at least annually, a harassment and discrimination prevention training program provided by the Secretary of State. Any person registered under this Ordinance must complete the training program before registration or renewal is deemed complete.
- N. Penalties. Any person who violates any provision of this Ordinance, except for violation of (E)(9) and (M), shall be guilty of a business offense and shall be fined not more than five hundred dollars (\$500.00) for each violation. Any person in violation of any provision of this ordinance is prohibited for a period of three years from the date of such conviction from lobbying.
  - 1. Any person found guilty for failure to file any report within the time designated or the reporting of false or incomplete information shall constitute a violation of this ordinance. Every day that a report or registration is late shall constitute a separate violation.
  - 2. It is a violation of this ordinance to engage in lobbying or to employ any person for the purpose of lobbying who is not registered with the Clerk, except upon

condition that the person register and the person does in fact register within 2 business days after being employed or retained for lobbying services.

Passed by the Kane County Board on March 8, 2022.

---

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

---

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

Vote:

Lobby Registration Ordinance



## RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

### **Resolution: No.**

Adopting Training Policy to the 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?	Appropriation Amount:
If not budgeted, explain funding source:	

### **Summary:**

This resolution adds a Training Policy and Guidelines to the Personnel Policy Handbook

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION: NO.

**ADOPTING TRAINING POLICY TO THE PERSONNEL POLICY HANDBOOK**

WHEREAS, the Human Service Committee from time to time recommends that additions be made to the Kane County Personnel Policy Handbook to provide necessary guidelines and stay compliant with applicable laws and regulations; and

WHEREAS, Kane County provides training to its employees to develop its workforce; and

WHEREAS, a policy is necessary to provide guidelines for employee training to ensure consistency and compliance.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the Training Policy as set forth below is hereby added to the Kane County Personnel Policy Handbook effective immediately.

**EMPLOYEE TRAINING**

**Policy:**

It is the policy of Kane County to provide work-related education or training to its employees where such training maintains or improves the skills needed to maximize their effectiveness in their current position with Kane County.

**Definitions:**

Work-related Education (training): Education expenses are considered work-related education (training) and is subject to any training provisions established by the employee's department head if either of the below apply AND such education will not prepare the employee for a new trade or business and is not needed to meet the minimum requirements to be qualified for their current position.

1. The education is required by the employer, a regulating agency, or the law for the employee to keep their present salary, status, or job.
2. The requirement serves a bona fide business purpose of the County and maintains or improves the skills needed for the employee's current position.

Tuition: If either of the below apply, the education expenses are considered ineligible "Tuition" under this Employee Training Policy, and the courses are subject to the limitations of the Employee Tuition Reimbursement Program Policy in this handbook. Training funds cannot be used for expenses that are considered "Qualifying Educational Tuition" under the Employee Tuition Reimbursement Program, including:

1. Education needed to meet the minimum requirements of the job, trade, or business.
  - a. Minimum requirement may be imposed by the law, a regulatory agency, the employer, or by the standards of the trade, profession, or job.
2. Education that will satisfy the minimum requirements for a promotion or that qualify the employee for a new trade or business.

**Eligibility:**

All Kane County employees are eligible for work-related education.

**Guidelines:**

- 1) Employee must complete an Authorization for Work-Related Education (Training) Form and submit to their Department Head. The department head will evaluate the employee's request and document how the course will fill a job-related need of the employee, and ensure the needed training budget is available.
- 2) The form must be approved by Human Resources. Once approved, the employee may enroll in the education or training program. Payment is the responsibility of the department.
- 3) Non-exempt employees must be compensated for hours spent receiving work-related education (training).
- 4) General education courses and non-work related pre-requisites are not considered work-related for the purpose of this policy.
- 5) Proof of successful completion or attendance must be submitted to Human Resources and will be retained in the employee file.

Passed by the Kane County Board on March 8, 2022.

---

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

---

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

Vote:

Training Policy



## Kane County Authorization for Work Related Education (Training)

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Course Name: \_\_\_\_\_ Total Cost: \_\_\_\_\_

School or Course Provider: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Course Description (attach brochure or catalog page if available): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific skill(s) to be developed and relationship to current job with Kane County: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Once approved, I agree that I will attend and do the required work to attain a passing grade in the above listed course. I understand if I fail to attend or pass the course, I may be required to reimburse Kane County for the costs of the course.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

---

Office Use:

Proof of Completion Received: \_\_\_\_\_ Date: \_\_\_\_\_

Grade (if applicable): \_\_\_\_\_

<b>Student Loan Repayment Assistance</b>			
<b>Effective Date:</b> December 1, 2022	<b>Applicable Law/Statute:</b>	<b>Source Doc/Dept.:</b>	<b>Authorizing I.C. Sec:</b>
<b>Last Amended Date:</b> N/A			

**Student Loan Repayment Assistance**

**Policy**

The student loan assistance program provides eligible employees up to \$250 per Kane County fiscal year directly to the employee. Employees are expected to continue to make minimum monthly payments to the loan servicer in addition to the assistance provided under this policy. Student loan assistance is reported as taxable income on the employee's W-2.

**Eligibility**

Full-time employees of Kane County offices and countywide elected officials who have received a graduate or undergraduate degree that is related to or necessary for their employment with the County are eligible. New employees are eligible after one year of continuous full-time employment with Kane County.

Loans eligible for repayment assistance include U.S.-based education loans borrowed by the employee for the employee's own education, and loans must be in repayment status with accounts current and in good standing.

Employees may not participate in Student Loan Repayment Assistance and Tuition Reimbursement in the same calendar year.

**Procedures**

1. Eligible employees must complete a student loan assistance application and provide proof of graduation and documentation and loan documentation. Loan documentation must include:
  - Employee's name as student.
  - Loan servicer's name.
  - Loan account number.
  - Current balance.
  - Statement indicating payments are up to date and account is in good standing.
2. Student loan assistance applications must be sent to Human Resources for approval, and will be handled on a first come, first serve basis until budgeted funds are exhausted. Once budgeted funds are exhausted, student loan repayment assistance will cease for remainder of the fiscal year.
3. Employees are required to submit all required vendor paperwork to the Kane County Treasurer to allow direct payment to the employee.

**Termination**

No payment will be made to an employee who has terminated employment with Kane County.