I. CALL TO ORDER
The meeting was called to order by Chair Judy Gilmour at 9:00 a.m.

II. ROLL CALL
Committee Members Present: Lynn Cullick, Elizabeth Flowers (9:08p.m.), Judy Gilmour, Dan Koukol, and John Purcell

Others present: Glen Campos, Leslie Johnson, Stan Laken and Jeff Wilkins

III. APPROVAL OF SEPTEMBER 5, 2013 MEETING MINUTES – Motion to approve the minutes from September 5, 2013 made by Dan Koukol, second by Lynn Cullick. With all in agreement, the motion carried.

IV. REPORTS

Insurance/ Benefits Update

- Health Benefits: Jody Bates-Crable, CBIZ, reviewed the proposed health plan changes and the dental plan renewal analysis. Ms. Bates Crable stated that the change from Lincoln Dental to Met Life Dental as of December 1, 2013 at no rate increase, with a 25-month rate guarantee, changing the calendar year maximum from $1250 to $2000 annually, and providing an increase to 2033 providers in the network.

Jeff Wilkins stated that because the plan will begin in December 2013, there would be a $2000 annual benefit for the month of December, and then an additional $2000 benefit beginning in January 2014 for each enrollee.

Ms. Bates-Crable said that CBIZ will have Open Enrollment meetings with County Employees on October 22 and October 29, 2013, at the Historic Courthouse and Department of Health and Human Services and include PowerPoint presentations that describe benefits, the change to Met Life Dental Plan, and will answer questions. CBIZ will also participate in the Employee Benefits Fair in October.

Ms. Bates-Crable stated that employees currently enrolled in the Lincoln Financial Dental plan will automatically be transferred through a census enrollment over to Met Life Dental plan by CBIZ.

- Liability, Property, Workers Compensation: Rich Ryan, Wine Sergi and Todd Greer, ICRMT, reviewed the proposed Property, Liability and Workers Compensation Program for December 1, 2013 to December 1, 2014 for the County and KenCom. The proposed program information did not include the Forest Preserve. Mr. Ryan will meet with the Forest Preserve Commission on October 9, 2013. Leslie Johnson reviewed and clarified
the inter-governmental agreement between Kendall County and KenCom states that Kendall County will offer insurance coverage to KenCom, but that KenCom may elect to seek coverage elsewhere.

Mr. Greer reviewed changes in Liability – Malicious Prosecution, and said that it will be taken from the General Liability section to the Public Officials section, because it is more of a professional coverage for the State’s Attorney’s Office rather than being General Liability or coverage of bodily injury or property damage.

John Purcell suggested Wine Sergi and ICRMT meet with the Kendall County Department of Health and Human Services and Board of Health to explain the County Property, Liability and Workers Compensation Programs. Jeff Wilkins will make arrangements for these meetings.

County Administrator – Jeff Wilkins reviewed the monthly medical report, monthly insurance invoices, Human Resources summary report, and the Incident report.

Technology Director - Stan Laken stated that Technology conducted a study on the network up-time for the year, and discovered the need to include electrical power backup at the Historic Courthouse. The generator at the County Office Building did not include the backup at the Historic Courthouse. A power failure at the Historic Courthouse would also affect the County Office Building email and internet access. Mr. Laken stated they are researching options, such as a home generator that runs on natural gas, and will meet with Facilities Management to discuss possible options. Mr. Laken will include the equipment and installation costs in the Technology 5-year capital plan.

Mr. Laken stated that the County experienced an issue with the time on the computer and network, and can pose possible issues. KenCom is allowing Technology to use the KenCom Time Keeping Server so that time on the network is as accurate as it can be.

Mr. Laken reported they are assisting the Sheriff’s Office with software upgrades, and also assisting in the transition of personnel into the former KenCom area in the Public Safety Center with computer needs.

Mr. Laken updated the committee on their work with Environmental Health in taking GPS points for wells and septic areas.

V. OTHER BUSINESS

Discuss and Recommend Health Coverage Plans with Blue Cross Blue Shield of Illinois - Jeff Wilkins reviewed the proposed plan design changes approved in the union contracts, including the elimination of the HMO Illinois plan, the prescription drug co-pay changes, the PPO inpatient hospitalization co-pay, and the PPO deductible co-pay changes.

John Purcell made a motion to forward the Health Coverage Plans with Blue Cross Blue Shield of Illinois, second by Elizabeth Flowers.

Ms. Gilmour called for a voice vote: Cullick - yes; Koukol – yes; Flowers – aye; Purcell – yes; Gilmour – yes. With all in agreement, the motion carried.
**Discuss and Recommend Dental Coverage Plan with MetLife** – John Purcell made a motion to recommend the Dental Coverage Plan with Met Life to the County Board for approval, second by Dan Koukol.

Ms. Bates-Crable stated that if the County stated with Lincoln Financial, there would be a 28.29 percent increase in rates.

Ms. Johnson asked for clarification on whether those employees currently enrolled in HMO Illinois would need to complete additional paperwork to ensure their transition to the Blue Advantage plan. Glen Campos stated that he would be responsible for transitioning the individual and family plan participants over to the BAE plan in December 2013.

Ms. Gilmour asked for a voice vote: Cullick - yes; Koukol – yes; Flowers – aye; Purcell – yes; Gilmour – yes. **With all members in agreement, the motion carried.**

**Discuss and Recommend Policy Proposal with IL Counties Risk Management Trust for Property, Liability and Workers Compensation Coverage** – Item tabled to a future meeting pending a decision from the Forest Preserve Commission.

**Consider changing Admin HR Committee meeting time and adding second monthly meeting** – Discussion on changing the time for monthly meetings from 4:00p.m. to 9:00a.m.

Leslie Johnson reviewed the requirements of the Open Meetings Act for permanently changing a meeting time, location or date, and stated that we are required to post the notice of the change by publication in the newspaper at least 10 days in advance of the meeting, post the amended schedule at the County Office Building, provide notice to the media, and the full County Board will need to formally approve the change. The committee agreed to hold the November 7, 2013 meeting at 9:00a.m. and determine if they want a permanent time change for the committee meeting at the December 2013 meeting.

Discussion on the need for an additional monthly meeting. The committee agreed to discuss the need for an additional meeting at each monthly meeting. Ms. Johnson stated that temporarily adding an additional meeting would require a 3 day notification to the media according the Board Rules of Order.

**Review Employee Handbook Revisions Consistent with Affordable Care Act** – Judy Gilmour asked Ms. Johnson if the State’s Attorney’s Office was asked to review the proposed revisions. Ms. Johnson stated that the State’s Attorney’s Office has not reviewed any changes or revisions to the Administrative Services Employee Handbook and that other offices utilize their own employee handbook. Glen Campos reviewed the proposed changes/revisions with the committee.

Judy Gilmour asked Ms. Johnson to review the document revisions. Ms. Johnson stated she will attempt to review the document so that the item could be discussed at the Committee of the Whole meeting on October 10, 2013.
**Tuition Reimbursement Policy** – Judy Gilmour informed the committee that the State’s Attorney’s office has now reviewed the policy. Ms. Johnson reviewed the suggested revisions and offered recommendations on the policy.

Ms. Johnson asked for the committee’s clarification of their definition of full-time employees as defined in the Employee Handbook and this policy.

Ms. Johnson noted that the State’s Attorney’s Office was never asked to review the County Employee Handbook.

**This item will be added to the to the October 10, 2013 Committee of the Whole meeting agenda, and also added to the November 7, 2013 Admin HR Committee meeting agenda pending additional information gathered by Human Resources.**

Member Elizabeth Flowers left the meeting at 11:10 a.m. Member John Purcell left the meeting at 11:18 a.m.

**Electric Aggregation Recommendations** – Jeff Wilkins distributed copies of the State’s Attorney’s Office revisions to the contract with Progressive Energy. Since the SAO did not complete the review of the contract until October 2, 2013, Ms. Johnson recommended providing revisions to the contract to Progressive Energy for their review prior to submission to the County Board for approval. Jeff Wilkins will provide the documentation to Progressive Energy.

**Senior Services Funding Request Form Recommendations** – Item tabled to a future meeting and State’s Attorney’s Office review of all documentation.

**VI. ACTION ITEMS FOR COUNTY BOARD**
- Recommend Dental Coverage Plan with MetLife
- Recommend Health Coverage Plans with Blue Cross Blue Shield of Illinois

**VII. ITEMS FOR COMMITTEE OF THE WHOLE**
- Dental Coverage Plan with MetLife
- Health Coverage Plans with Blue Cross Blue Shield of Illinois
- Employee Handbook Revisions Consistent with Affordable Care Act
- Tuition Reimbursement Policy

**VIII. EXECUTIVE SESSION** – None

**IX. PUBLIC COMMENT** - None

**X. ADJOURNMENT**
Dan Koukol moved to adjourn the meeting at 11:25 a.m., Lynn Cullick seconded the motion.
The motion was unanimously approved by a voice vote.

Respectfully Submitted,
Valarie McClain. Administrative Assistant