

# **PERSONNEL AND POLICIES AD HOC COMMITTEE AGENDA**

**Called by:** Chairman, Paul Arena  
**Members:** Fred Wescott, Dave  
Kelley, John Butitta, Dorothy Redd,  
Angie Goral, Joe Hoffman

**DATE:** WEDNESDAY, NOVEMBER 6, 2019  
**TIME:** 5:30 PM

**LOCATION:** ROOM 510  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment – This is the time we invite the public to address the Personnel and Policies Ad Hoc Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- D. NIU Center for Governmental Studies Proposal: Technical Research, Administrator and Board Chair Duties
- E. Report to Personnel and Policies Committee
- F. Other Matters
- G. Adjournment



NORTHERN ILLINOIS UNIVERSITY

**Center for  
Governmental Studies**

*Outreach, Engagement, and Regional Development*

# **Winnebago County**

## **Technical Research: Administrator and Board Chair Duties**

**Proposed Workplan and  
Exploration Steps**

NIU Center for Governmental Studies  
NIU Dept. of Public Administration  
October 9, 2019

## *Proposed Scope of Services-*

The Center for Governmental Studies at Northern Illinois University, in conjunction with its Department of Public Administration partners, is pleased to respond to your request for a proposal to develop and undertake a series of exploration and technical research tasks on the roles and duties of the County Administrator and County Board Chair with respect to the County Board. The proposed research component works in parallel with related role and responsibility discussions undertaken by a Committee of the Winnebago County Board.

The overall aim is to undertake and conduct a series of directed research and analysis exercises to gather objective information and data, including the identification of alternative approaches and designs, related to the duties and responsibilities of executive level and legislative roles in the County Government, integral to the governance and administration of the County organization. The study team will research and explore, within the context of Illinois' statutory provisions, examples of traditional stand-alone activities related to policy research and policy-making, budget preparation and administration, organizational management, advancement of organizational goals, and County governance.

The research team will undertake a multi-part research and analysis effort that condenses our findings into a presentation of alternative actions that the County's study group may recommended to the County board for implementation. The project would begin with a brief evaluation and diagnosis step with the Committee's leadership, ending with a facilitated group discussion session to share findings, ideas, goals and possible frameworks toward the formation of a consensus.

Committee and organizational leaders, senior staff and other participants will likely be asked to provide input and ideas to augment the study team's technical research. Organizational expertise and context will be important to fully explore options that may be discussed.

## **PROJECT PHASES**

The multi-phase *Technical Assistance and Research project* will be composed of these primary activities:

1. Exploratory background and discovery research and interviews of governance and administrative structures
2. Directed/focused research on models and examples from other Counties in Illinois and other midwestern states.
3. Compilation of the Research Team's findings
4. Review of case law and related statutory elements and feedback by legal research advisor<sup>^\*\*</sup>
5. Facilitated Workshop Presentation/Discussions: review concepts and research findings with committee leaders

### **Component 1: Exploratory Background Research**

We recommend an initial 2-hour background session with County study group representatives, board leaders and senior staff to gain a full understanding of the policy and organizational issues to be explored.

### **Component 2: Exploratory Research/Data Gathering**

We will undertake a series of exploratory research and analysis tasks to gain both breadth and depth in the review of the key duties of the positions under study, and, their relationship to the governance structure and the County Board function as a whole.

### **Component 3: Thematic Analysis of Exploratory Research**

We will complete an assessment of the themes from the research and data gathering and analysis phase. The analysts will be looking for opportunities for collaborative shared governance possibilities, core duties and activities and resource utilization and pathways to organizational effectiveness and performance.

### **Component 4: Facilitated Reporting & Findings Workshop**

We will use the information gathered in Component 1., to lead a 90 minute +/- feedback and learning leadership workshop to help explore, understand, and identify possibilities, conceptual frameworks, alternatives and approaches. The planned report out at the session would be similar to the following:

Part a.) Background and Context- Group review of current policy environment, issue framing, current organizational and county profile

Part b.) Findings Summation of the Data Gathering/Research Steps - review of collected research and gathered data from the University research team and legal advisor/reviewer<sup>^\*\*</sup>.

Part c. ) Consideration of Knowledge Gained- Group discussions, deliberation of viable or desired conceptual structures or policy options

The planned concluding/reporting workshop would be conducted at one of the County-owned or identified meeting rooms or training facilities.

The researchers and facilitators will work to establish a common understanding among participants of the information shared, the ideas considered, and, if desired, can work to assist the group in moving toward a consensus view or point for further consideration, and/or concept termination.

The following primary objectives and framework for the technical research engagement will guide the University's research team:

- Promote knowledge, understanding, and analysis of information and concepts related to the topic at hand;
- Create a participative environment for all to share ideas and perspectives;
- Engage participants in shared dialogue and work to assist with group discussions and potential consensus building.

#### **Summarization/Compilation**

A summarization memorandum of the engagement's steps and research outcomes, and, the group discussions will be prepared, based on the group's work and conclusions.

## **PROPOSED WORK SCHEDULE**

The project's lead investigator/project coordinator will initiate on-site background meetings within two weeks of receipt of written notice to proceed. Work will progress from that point in time with an estimated completion time-frame of 5-7 weeks. The lead investigator/researcher serving as the primary field agent for the project will advise of any complications or unforeseen factors that would require amendments to the projected completion date.

## **PROJECT FEES**

### *Professional Fees & Expenses*

The Center for Governmental Studies, in partnership with the Department of Public Administration, proposes to undertake the above facilitated technical research/assistance project on a not-to-exceed professional fee basis. Our proposed fee for professional and support services for the project (Components described above) will be within a range of \$ 4,100-4,900 inclusive of normal project expenses for the research team. The eventual/final fee will be determined by the final scope of work completed including the extent of research undertaken, the number of encounters, workshop session participation and project coordination.

### *Expenses and Additional Work*

Reimbursable expenses, such as travel, printing, postage, telecommunications, research packets, or other materials are included in our range for the not-to-exceed fee. (Professional services by project team personnel for requested services, meetings or research *beyond* the project scope outlined above, or, not otherwise noted, will be charged at a rate of \$115 per hour, plus expenses, for professional-level staff involved. Support staff services will be charged at a rate of \$50 per hour.)

Should additional *Workshop Sessions*, beyond those identified in the scope of work above, be required, additional sessions will be billed at a rate of \$ 900 per each 2 +/- hour session (including required planning, follow-up, coordination, session notations, minor travel, etc.)

## **\*RESPONSIBILITIES OF THE COUNTY/COMMITTEE**

The designated County Official who will oversee the project will be responsible for identifying and reviewing

potential meeting sites with the lead researchers/coordinator and to select meeting sites mutually agreeable to both the City and the University research team. The County will also be responsible for inviting study group members, preparing all notices and agendas, keeping minutes, and, making all logistical, scheduling and equipment/supply arrangements for the sessions at the selected site. All meeting site expenses, refreshments, food, etc., (if any) will be the *sole responsibility* of the County and are typically contracted directly with the provider.

### TERMS

Upon execution of a formal notice to proceed, the Center for Governmental Studies will deliver a letter of agreement for execution, confirming the scope of the project, to Winnebago County for execution. Services will begin upon receipt of the executed agreement, and an engagement fee of \$1,000.

A final billing will be prepared at the conclusion of the research findings presentation meeting.

### PROJECT TEAM

Lead researcher and primary field agent duties will be shared with Prof. Kurt Thurmaier, Ph.D., Chair of the Department of Public Administration taking the lead researcher role and Greg Kuhn, Ph.D., Asst. Director for Public Management and Training at the Center for Governmental Studies serving as lead coordinator. Kurt and Greg will be assisted by other specialists, including Adam Simon, Esq. of Ancel Glink\*\*, and members of the Center's Public Management team as well as faculty or graduate students from the Department of Public Administration. Other support staff and professionals from NIU's Center for Governmental Studies may also serve as resources to the project's lead researcher. A summary biography of the project's lead researchers/facilitators and assisting staff is included with this proposal.

*^\*\*Please note, the County/ Board Committee will be asked to execute a separate professional services letter of engagement with Mr. Simon and Ancel Glink for their role and services related to the case law and statutory elements perspective important to the research undertaking described above.*

**ACCEPTANCE AND NOTICE TO PROCEED**

Thank you for your consideration of our outline to be of assistance to Winnebago County. Should the above outline confirm our understanding of the project and meet with the County's needs, please sign below as confirming to proceed. A separate inter-agency professional services agreement will be prepared by the Center's business office for the County's signature.

SUBMITTED BY:

ACCEPTED BY:



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NIU Center for Gov'tl. Studies  
Greg Kuhn, PhD  
Asst. Director  
October 11, 2019

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Title: \_\_\_\_\_  
Winnebago County

Date: \_\_\_\_\_



**Background Summary and Qualifications**  
**Project Team Members for**  
**Workshops & Research/Data Gathering for Winnebago County**  
**NIU CGS and Public Administration Dept.**

**Kurt Thurmaier, Ph.D., is Distinguished Engagement Professor & Chair, Department of Public Administration, and Senior Research Scholar, Center for Governmental Studies, School of Public & Global Affairs at Northern Illinois University.** Prof. Thurmaier is a Fellow of the National Academy of Public Administration, and a member of its Standing Panel on Intergovernmental Systems.

He received his B.A. and M.P.P.A. from the University of Wisconsin-Madison and his Ph.D. from the Maxwell School, Syracuse University. He joined the NIU Public Administration faculty in 2006. His previous positions include assistant and associate professor positions at the University of Kansas (1990-2002) before becoming MPA director at Iowa State University (2002-2006). He has served as chair of the Department of Public Administration at NIU since 2009.

His research and teaching interests include budgetary decision making at the local and state levels in the U.S. and other countries, comparative public administration (especially fiscal decentralization) and intergovernmental relations (especially interlocal collaboration). His current research studies citizen participation in county budgeting in Kenya and the lessons those counties can provide US local governments. Underway since 2016, this research project has helped him develop an *Engaged Budgeting Model* to strengthen democratic accountability and improve allocative efficiency. Thurmaier also continues research about intergovernmental and intersectoral collaborations of local governments in the US. This research builds on previous work about city-county consolidations and interlocal agreements in the US. Consulting with local governments about shared services increases data collection on the topic.

Professor Thurmaier is the author of a number of articles and other publications on inter-agency collaboration including:

Dwight Ink and Kurt Thurmaier, *Getting Things Done with Courage and Conviction: Successful Management Strategies Serving Seven U.S. Presidents*, Melvin and Leigh Press, 2018.

Kurt Thurmaier, ed. [Alternative Service Delivery: Readiness Check](#), ICMA Press (EBook), 2014.

Jack Meek and Kurt Thurmaier, eds., **Networked Governance: The Future of Intergovernmental Management**, CQ Press, 2011.

Suzanne Leland and Kurt Thurmaier, eds, **Case Studies in City-County Consolidation: Promises Made, Promises Kept?** Georgetown University Press, 2010.

Suzanne Leland and Kurt Thurmaier, eds, **Reshaping the Local Government Landscape: Case Studies of Local Government Consolidation**, M.E. Sharpe, 2004.

Suzanne Leland and Kurt Thurmaier, "Political and Functional Local Government Consolidation: The Challenges for Core Public Administration Values and Regional Reform," **American Review of Public Administration** 44 (4) 2014: 29S-46S.

Kurt Thurmaier, "High Intensity Interlocal Collaboration in Three Cities," **Public Administration Review** 66(Supplement 1) 2006: 144-146

He has served as a consultant and researcher with ICMA, HIID, and several local governments. He is a lifetime member of the American Society for Public Administration (ASPA), and served as chair of the Association for Budgeting and Financial Management (ABFM). He is a member of the Government Finance Officers Association (including the Illinois Government Finance Officers Association), the International City/County Management Association (including the Illinois and Wisconsin associations). Dr. Thurmaier would serve as lead researcher and co-lead facilitator for the engagement.

**Greg Kuhn, Ph.D., is Assistant Director of Public Management and Training at Northern Illinois University's Center for Governmental Studies.** Dr. Kuhn is a former Village Manager who now conducts research, teaches and consults to governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development, and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Asst. to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has over 37 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training, undertaking over 200 local government engagements, studies and projects. Greg is an adjunct faculty member at both NIU's Department of Public Administration and Northwestern University's School of Professional Studies Public Policy and Administration Programs. He has taught graduate classes in public policy, public administration, leadership, strategic planning, intergovernmental relations, local government, budgeting and other topics. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

Dr. Kuhn would serve as co-lead facilitator/project coordinator for the engagement.

**Jeanna Ballard, MPA, Research Associate- Center for Governmental Studies** is a recent graduate of NIU's MPA Program and has joined the CGS team working with the Public Management and Training Group as a research analyst. Jeanna earned a dual MPA degree via her joint studies at both NIU and Renmin University in China. She's holds an undergraduate degree in Political Science from NIU. Jeanna served as a graduate assistant in NIU's MPA program last fall, an administrative intern in Algonquin in 2014-15, intern for Kane County Health Department in

2014, and a Congressional intern in the U.S. House in 2013. She was the recipient of the James M. Banovetz Fellowship Award and NIU Outstanding Women Student Award. Jeanna will assist with the project to coordinate surveys, strategic planning exercises, distill themes and findings from qualitative and quantitative information sources important to stakeholders.

Ms. Ballard will serve as an assisting project researcher, analyst, and collaborator.

**Other Project Staff and Support** – The study team above may also be joined or assisted by other staff members of the Center for Governmental Studies, the Dept. of Public Administration and the University, for certain project elements as needed.

# **FINANCE COMMITTEE AGENDA**

**Called by:** Chairman, Jaime Salgado  
Joe Hoffman, Burt Gerl, Dave  
Boomer, Dave Fiduccia, Steve  
Schultz, Keith McDonald

**DATE:** THURSDAY, NOVEMBER 7, 2019  
**TIME:** 5:30 PM  
**LOCATION:** ROOM 510  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of January 4, 2018 Combined Finance and Public Safety, January 18, 2018 Combined Finance and Operations and Administrative, and February 6, 2019 Combined Finance and Personnel and Policies
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Pending Litigation
- F. Budget Amendment 2020-001 Teen Pregnancy Grant
- G. Budget Amendment 2019-033 Ware Building Improvements
- H. Budget Amendment 2020-002 Probation Department
- I. Axion Proposal
- J. Request for Funding for Property Tax Monitoring Program
- K. Review of Closed Meeting Minutes
- L. Other Matters
- M. Adjournment

**2020 Fiscal Year**

Finance: November 7, 2019

Lay Over: November 14,  
2019

Sponsored by:

**Final Vote: November 26,  
2019**

Jaime Salgado, Finance Committee Chairman

## **2020 CO**

**TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

### **ORDINANCE**

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2020 at its September 26, 2019 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

#### **2020-001 Teen Pregnancy Grant**

**Reason: Award of one year Teen Pregnancy Prevention Grant contract # FCSYP05348 for \$220,129, Grant deliverables require staffing, benefits, and other training and related expenses to perform services obligated per the contract.**

**Alternative: N/A**

**Impact to fiscal year 2020 budget: None**

**Revenue Source: General Fund**

<b><u>Acct Description</u></b>	<b><u>Org</u></b>	<b><u>Obj</u></b>	<b><u>Prj</u></b>	<b><u>Debit (Credit)</u></b>
Regular Salaries	60100	41110	60335	109,075
Life Insurance	60100	41221	60335	88
Employer IMRF Contribution	60100	41231	60335	6,862
Employer FICA Contribution	60100	41241	60335	7,466
Employer Health Ins Contribution	60100	48211	60335	20,496
Travel	60100	43310	60335	16,522
Building R & M	60100	43810	60335	454
Building Rent	60100	43810	60335	1,440
Supplies	60100	42110	60335	21,918

Other Professional Services	60100	43190	60335	18,786
Telephone	60100	43210	60335	720
Instruction and Schooling	60100	43942	60335	16,302
State Operating Grants	60100	32120	60335	(220,129)

<b><u>Total Adjustment:</u></b>	<b><u>\$0</u></b>
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**(AGREE)**

Respectfully Submitted,  
**FINANCE COMMITTEE**  
**(DISAGREE)**

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA

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DAVID FIDUCCIA

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JOE HOFFMAN

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JOE HOFFMAN

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BURT GERL

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BURT GERL

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DAVID BOOMER

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DAVID BOOMER

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STEVE SCHULTZ

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STEVE SCHULTZ

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED BY:

\_\_\_\_\_  
FRANK HANEY  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**2020**  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

<b>DATE SUBMITTED:</b>		<b>10/11/2019</b>		<b>AMENDMENT NO: 2020-001</b>			
<b>DEPARTMENT:</b>		<b>Health</b>		<b>SUBMITTED BY: James Keeler</b>			
<b>FUND#:</b>		<b>301</b>		<b>DEPT. BUDGET NO.</b>		<b>60100</b>	

Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>							
60100/60335	41110	REGULAR SALARIES	\$0	\$0	\$0	\$97,600	\$97,600
60100/60335	41221	Life Insurance	\$0	\$0	\$0	\$88	\$88
60100/60335	41231	IMRF	\$0	\$0	\$0	\$6,862	\$6,862
60100/60335	41241	FICA	\$0	\$0	\$0	\$7,466	\$7,466
60100/60335	48211	Health Insurance	\$0	\$0	\$0	\$20,496	\$20,496
60100/60335	43310	Travel	\$0	\$0	\$0	\$16,522	\$16,522
60100/60335	43710	Building R & M	\$0	\$0	\$0	\$454	\$454
60100/60335	43810	Building Rent	\$0	\$0	\$0	\$1,440	\$1,440
60100/60335	42110	Supplies	\$0	\$0	\$0	\$21,918	\$21,918
60100/60335	43190	Other Professional Services	\$0	\$0	\$0	\$18,786	\$18,786
60100/60001	41110	Wages	\$0	\$0	\$0	\$11,475	\$11,475
60100/60335	43210	Telephone	\$0	\$0	\$0	\$720	\$720
60100/60335	43942	Instruction & Schooling	\$0	\$0	\$0	\$16,302	\$16,302
<b>Revenue</b>							
60100/60335	32120	State Operating Grants	\$0	\$0	\$0	\$220,129	\$220,129
<b>TOTAL ADJUSTMENT:</b>						<b>\$0</b>	<b>\$0</b>
Reason budget amendment is required:							
Award of one year Teen Pregnancy Prevention Grant contract # FCSYP05348 for \$220,129, Grant deliverables require staffing, benefits, and other training and related expenses to perform services obligated per the contract.							
Potential alternatives to budget amendment:							
N/A							
Impact to fiscal year 2021 budget: Potentially an additional \$220,129 in grant revenue with related expenses							
None							
Revenue Source:		(DHS) Departement of Human Services as a sub-grantee					



**2019 Fiscal Year**

Finance: November 7, 2019

Lay Over: November 14,  
2019

Sponsored by:

**Final Vote: November 26,  
2019**

Jaime Salgado, Finance Committee Chairman

**2019 CO**

**TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

**ORDINANCE**

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2019 at its September 27, 2018 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

**2019-033 Ware Building Improvements**

**Reason:** Masonry restoration work at the Ware Building was not budgeted in FY19.

**Alternative:** N/A

**Impact to fiscal year 2020 budget:** None

**Revenue Source:** Capital Improvements Fund

<u>Acct Description</u>	<u>Org</u>	<u>Obj</u>	<u>Pri</u>	<u>Debit (Credit)</u>
Building Improvements	82200	46320		250,000

<b><u>Total Adjustment:</u></b>	<b><u>\$250,000</u></b>
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**(AGREE)**

Respectfully Submitted,  
**FINANCE COMMITTEE**  
**(DISAGREE)**

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA

\_\_\_\_\_  
DAVID FIDUCCIA

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JOE HOFFMAN

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BURT GERL

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DAVID BOOMER

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DAVID BOOMER

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STEVE SCHULTZ

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STEVE SCHULTZ

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KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

**ATTESTED BY:**

\_\_\_\_\_  
FRANK HANEY  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2019  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		10/21/2019		AMENDMENT NO: 2019-033			
DEPARTMENT:		SUBMITTED BY: Steve Chapman					
FUND#:		0743		DEPT. BUDGET NO.			
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>							
82200	46320	Building Improvements	\$0	\$0	\$0	\$250,000	\$250,000
<b>Revenue</b>							
<b>TOTAL ADJUSTMENT:</b>						(\$250,000)	(\$250,000)
Reason budget amendment is required:							
Masonry work to Ware Building was not originally budgeted in FY19.							
Potential alternatives to budget amendment:							
None							
Impact to fiscal year 2020 budget: None, funds already budgeted in FY20 for this project.							
None							
Revenue Source: _____							

**2020 Fiscal Year**

Finance: November 7, 2019

Lay Over: November 14,  
2019

Sponsored by:

**Final Vote: November 26,  
2019**

Jaime Salgado, Finance Committee Chairman

**2020 CO**

**TO: THE HONORABLE MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2019 and recommends its adoption.

**ORDINANCE**

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**WHEREAS**, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to the provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore the following increases are hereby authorized.

**2020-002 Probation and Detention additional State Funding**

**Reason:** Increase personnel to reflect two (2) additional pre-trial probation officers funded in part from the State. State has also agreed to reimburse for two (2) existing positions, one in probation and one in detention, therefore reflecting a positive \$39,514 additional dollars to the County.

**Alternative:** N/A

**Impact to fiscal year 2020 budget:** None

**Revenue Source:** General Fund

<u>Acct Description</u>	<u>Org</u>	<u>Obj</u>	<u>Prj</u>	<u>Debit (Credit)</u>
Regular Salaries	21500	41110		61,666
Health Insurance, Employer	13500	41211		10,752
FICA-Employer	49200	41241		4,717
IMRF_Employer	49300	41231		4,551
State Salary Reimbursement	21500	32240		(90,900)
State Reimbursement	43100	32240		(30,300)

**Total Adjustment:** **\$(39,514)**

**(AGREE)**

Respectfully Submitted,  
**FINANCE COMMITTEE**  
**(DISAGREE)**

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO,  
FINANCE CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA

\_\_\_\_\_  
DAVID FIDUCCIA

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
BURT GERL

\_\_\_\_\_  
BURT GERL

\_\_\_\_\_  
DAVID BOOMER

\_\_\_\_\_  
DAVID BOOMER

\_\_\_\_\_  
STEVE SCHULTZ

\_\_\_\_\_  
STEVE SCHULTZ

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED BY:

\_\_\_\_\_  
FRANK HANEY  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**2020**  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

<b>DATE SUBMITTED:</b>		10/31/2019		<b>AMENDMENT NO:</b> 2020-002	
<b>DEPARTMENT:</b>		Probation		<b>SUBMITTED BY:</b> Debbie Jarvis	
<b>FUND#:</b>		001/0192/0193		<b>DEPT. BUDGET NO.</b> various	

Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>							
21500	41110	Regular Salaries	\$3,642,758	\$0	\$3,642,758	\$61,666	\$3,704,424
13500	41211	Health Insurance, Employer	\$6,183,157	\$0	\$6,183,157	\$10,752	\$6,193,909
49200	41241	FICA-Employer	\$5,055,000	\$0	\$5,055,000	\$4,717	\$5,059,717
49300	41231	IMRF-Employer	\$6,000,000	\$0	\$6,000,000	\$4,551	\$6,004,551
<b>Revenue</b>							
21500	32240	State Salary Reimbursement	\$2,380,500	\$0	\$2,380,500	\$90,900	\$2,471,400
43100	32240	State Reimbursement	\$1,460,500	\$0	\$1,460,500	\$30,300	\$1,490,800
<b>TOTAL ADJUSTMENT:</b>						\$39,514	savings to
Reason budget amendment is required: County							
Increase personnel to reflect two (2) additional pre-trial probation officers funded in part from the State. State has also agreed to reimburse for two (2) existing positions, one in probation and one in detention, therefore reflecting a positive \$39,514 additional dollars to the County							
Potential alternatives to budget amendment:							
N/A							
Impact to fiscal year 2021 budget:							
None							
Revenue Source: State Reimbursement							



Winnebago County  
404 Elm Street  
Rockford, Illinois 61101

September 5, 2019

Dear Ms. Terrinoni,

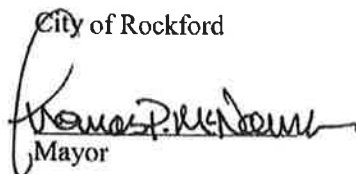
In 1986, the City of Rockford, Rockford School District, County of Winnebago and the Rock River Water Reclamation District (then, the Sanitary District) formed a group of taxing districts for the express purpose of supporting the health of the real property tax base in Winnebago County. Through the use of an Intergovernmental Agreement, a property tax assessment monitoring program was created.

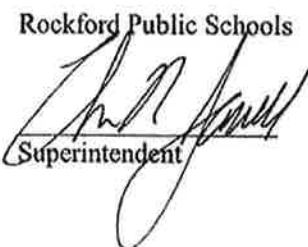
The activities of this group for more than 30 years have included direct support of property tax assessments through intervention and provision of legal defense and funding to support assessments both before the Winnebago County Board of Review and the Illinois Property Tax Appeal Board and other venues. Group funds are used to pay legal fees and costs, appraisal fees and witness testimony in defense of selected assessment cases. Most selected cases are seeking reduction of \$100,000 or more in assessment; in general, very few of these cases involve residential property.

Sufficient funding is critical to support these activities and the City, School District and Park District have determined the sum of \$100,000.00 is necessary to continue the work of the group in defending property assessments. Contribution from participating districts is the sole source of funds and contributions occur in proportion to each participating taxing district tax extension for the most recent year. Thus, contributions are proportionate to the revenue interest of each participant

All taxing districts in Winnebago County have a direct interest in maintaining the health of the county tax base and each should bear a proportional amount of the burden of helping to support the tax base and support its township assessor. All new participants would approve participation in the Intergovernmental Agreement which would be amended to allow for expanded participation.

Because we are now entering a critical stage of the assessment cycle, it is imperative that new participating districts act now. Please express your interest in participating or make any inquiries to Yashekia Simpkins at (815) 490-4121 by November 1, 2019.

City of Rockford  
  
Mayor

Rockford Public Schools  
  
Superintendent

Rockford Park District  
  
Executive Director

2018 pay 2019 taxes

Taxing District	Allocated by Tax Rate			Allocated by Extension		
	Rate	% of Total	Allocation	Extension	% of Total	Allocation
RPS 205	7.3508	51.2615%	\$25,630.76	\$154,623,668.49	50.4519%	\$50,451.86
Rockford City	3.1194	21.7534%	\$10,876.72	\$47,092,020.03	15.3656%	\$15,365.57
Rockford Twp	0.1385	0.9658%	\$482.92	\$2,570,911.86	0.8389%	\$838.86
Cherry Valley Twp	0.1392	0.9707%	\$485.36	\$378,407.33	0.1235%	\$123.47
Winnebago County	1.0173	7.0942%	\$3,547.12	\$39,038,447.85	12.7378%	\$12,737.78
Rockford Park District	1.1629	8.1096%	\$4,054.80	\$23,749,828.60	7.7493%	\$7,749.29
Rock Valley College	0.4987	3.4777%	\$1,738.87	\$19,134,293.33	6.2433%	\$6,243.29
Rockford City Library	0.4890	3.4101%	\$1,705.04	\$7,382,188.18	2.4087%	\$2,408.72
Gr Rktfd Airport Auth	0.1073	0.7483%	\$374.13	\$2,991,528.25	0.9761%	\$976.10
RRWRD	0.1964	1.3696%	\$684.81	\$5,114,752.97	1.6689%	\$1,668.88
Winnebago County Forest Pr	0.1203	0.8389%	\$419.46	\$4,401,562.94	1.4362%	\$1,436.18
Total	14.3398	100.0000%	\$50,000.00	\$306,477,609.83	100.0000%	\$100,000.00



# **REVISED PERSONNEL AND POLICIES COMMITTEE AGENDA**

**Called by:** Chairman, Dave Fiduccia  
Dave Boomer, Jim Webster, Joe  
Hoffman, Angie Goral, Dorothy  
Redd, Dave Kelley

**DATE:** THURSDAY, NOVEMBER 7, 2019  
**TIME:** IMMEDIATELY FOLLOWING THE  
FINANCE COMMITTEE

**LOCATION:** ROOM 510  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of May 16 and 30, 2019 Personnel and Policies, February 6, 2019 Combined Finance and Personnel and Policies, and March 21, 2019 Combined Operations and Administrative and Personnel and Policies
- D. Public Comment – This is the time we invite the public to address the Personnel and Policies Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Authorizing the Execution of a Renewal Agreement with Gallagher Bassett for Third Party Administrator Fees for Workers Compensation and Liability Claims
- F. Resolution Authorizing the Execution of a Renewal Agreement with Arthur J. Gallagher for the Property, Casualty, and Workers Compensation Coverage
- G. Personnel and Policies Subcommittee Report
- H. Search for County Administrator
- I. Review of Closed Session Minutes by State's Attorney
- J. Other Matters
- K. Adjournment

**Winnebago County Board  
Personnel & Policies Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, May 16, 2019  
Immediately Following the Finance Committee Meeting at 5:30 PM

**Present:**

Dave Fiduccia, **Chairman**  
Dave Boomer  
Jim Webster  
Joe Hoffman  
Angie Goral  
Dorothy Redd  
Dave Kelley

**Others Present:**

Frank Haney, County Board Chairman  
Carla Paschal, County Administrator  
Tiana McCall, Chief Strategic Initiatives Officer  
Brett Frazier, Animal Services Administrator  
Ann Johns, Purchasing Director  
Kim Ponder, Human Resources Director  
Gus Gentner, IT Department  
Marilyn Hite Ross, State's Attorney  
Charlotte LeClercq, Assistant Deputy State's Attorney  
Lori Gummow, County Clerk

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of January 24, 2019 Minutes
- D. Public Comment
- E. Resolution Authorizing the Administrator of River Bluff Nursing Home to Renew Agreements for Nursing Services
- F. Other Matters
  - 1. Animal Services Policy Discussion
- G. Adjournment

Chairman Fiduccia called the meeting to order at 5:45 PM.

**Motion to approve the Minutes of January 24, 2019**

Moved: Mr. Hoffman, Seconded: Mr. Webster.

Motion passed by unanimous voice vote.

**Public Comment**

Chairman Fiduccia omitted reading the Public Comment section of the Agenda due to no one present to speak.

**Resolution Authorizing the Administrator of River Bluff Nursing Home to Renew Agreements for Nursing Services**

Motion made by Ms. Goral and Seconded by Mr. Hoffman.

- A discussion followed.

Motion passed by unanimous voice vote.

**Other Matters****1. Animal Services Policy Discussion**

- Mr. Frazier gave a report.
- Mr. Salgado discussed the Winnebago County Good Government Caucus.

**Motion to Adjourn.** Moved: Mr. Boomer, Seconded: Mr. Hoffman.

Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant

**Winnebago County Board  
Personnel & Policies Committee Meeting  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101**

Thursday, May 30, 2019  
5:30 PM

**Present:**

Dave Fiduccia, **Chairman**  
Dave Boomer  
Jim Webster  
Joe Hoffman  
Angie Goral  
Dorothy Redd  
Dave Kelley

**Others Present:**

Carla Paschal, County Administrator  
Kim Ponder, Human Resources Director  
Marilyn Hite Ross, State's Attorney  
Dave Kurlinkus, Deputy State's Attorney  
Molly Terrinoni, Finance Director  
John Butitta, County Board Member  
Fred Wescott, County Board Member  
Paul Arena, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Other Matters
  - 1. Discussion – Baker Tilly Operational and Organizational Assessment of Human Resources and Finance Report
- E. Adjournment

Chairman Fiduccia called the meeting to order at 5:30 PM.

**Public Comment**

Chairman Fiduccia omitted reading the Public Comment section of the Agenda due to no one present to speak.

**Other Matters**

- 1. **Discussion – Baker Tilly Operational and Organizational Assessment of Human Resources and Finance Report**
  - Ms. Pascal spoke about the Baker Tilly report.
  - A discussion followed.

**Motion to Adjourn.** Moved: Mr. Hoffman, Seconded: Ms. Goral.  
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant

**Winnebago County Board  
Combined Meeting of the Finance Committee  
and Personnel and Policies Committee**

County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Wednesday, February 6, 2019

Immediately Following the Combined Finance Committee and Public Safety  
Committee Meeting at 5:30 PM

**Present:**

Jaime Salgado, **Chairman**  
Keith McDonald  
Dave Boomer  
Dave Fiduccia  
Joe Hoffman  
Burt Gerl  
Dave Fiduccia, **Chairman**  
Dave Boomer  
Jim Webster  
Joe Hoffman  
Angie Goral  
Dorothy Redd

**Others Present:**

Carla Paschal, County Administrator  
Dave Kurlinkus, Deputy State's Attorney  
Marilyn Hite Ross, State's Attorney  
Ann Johns, Purchasing Director  
Molly Terrinoni, Finance Director

**Absent:**

Steve Schultz  
Dave Kelley

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Closed Session
- E. Adjournment

Chairman Salgado called the meeting to order at 6:30 PM.

**Public Comment**

Chairman Salgado omitted reading the Public Comment section of the Agenda due to no one present to speak.

Mr. Salgado – Motion to go into closed session.

Moved: Mr. Boomer, Seconded: Mr. Fiduccia.

Motion passed by unanimous voice vote.

Mr. Fiduccia – No action was taken in closed session.

**Motion to adjourn.** Moved: Mr. Hoffman, Seconded: Ms. Redd.  
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant

**Winnebago County Board  
Combined Meeting of the Operations and Administrative Committee  
and Personnel and Policies Committee**

County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, March 21, 2019  
Immediately Following the Combined Finance and Operations and Administrative  
Committee Meeting at 5:30 PM

**Present:**

Keith McDonald, **Chairman**  
John Butitta  
Joe Hoffman  
Dorothy Redd  
Jaime Salgado  
Paul Arena  
Dave Fiduccia, **Chairman**  
Dave Boomer  
Jim Webster  
Angie Goral  
Dave Kelley

**Others Present:**

Frank Haney, County Board Chairman  
Carla Paschal, County Administrator  
Tiana McCall, Chief Strategic Initiatives Officer  
Marilyn Hite Ross, State's Attorney  
Ann Johns, Purchasing Director  
Molly Terrinoni, Finance Director  
John Giliberti, State's Attorney's Office  
Debbie Crozier, Human Resources  
Gus Gentner, Department of Information Technology  
Terri Wiegert, Human Resources

**Absent:**

Jean Crosby

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Resolution Awarding Onsite Wellness Clinic Services
- E. Other Matters
- F. Adjournment

Chairman McDonald called the meeting to order at 6:20 PM.

**Public Comment**

Chairman McDonald omitted reading the Public Comment section of the Agenda due to no one present to speak.

**Resolution Awarding Onsite Wellness Clinic Services**

Motion to put it on the table. Moved: Mr. Boomer, Seconded: Mr. Hoffman.

- A handout was distributed and explained.
- A discussion followed.

Motion passed by unanimous voice vote.

**Other Matters**

None

**Motion to adjourn.** Moved: Mr. Hoffman, Seconded: Mr. Butitta.  
Motion passed by unanimous voice vote.

Respectfully submitted,

Amy Ferling  
Administrative Assistant



**RESOLUTION  
of the  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: David Fiduccia

Submitted by: Personnel and Policies Committee

2019 CR

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**RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH GALLAGHER BASSETT  
FOR THIRD PARTY ADMINISTRATOR FEES FOR WORKERS COMPENSATION AND LIABILITY CLAIMS**

---

**WHEREAS**, the County of Winnebago, Illinois, each year adopts a Resolution which authorizes acceptance of third party administration (TPA) for workers compensation and liability claims; and,

**WHEREAS**, the renewal for December 1, 2019 TPA services contains premium changes; and

**WHEREAS**, Arthur J. Gallagher, who is the County's Insurance Broker, has extensively reviewed the County's options for this service and recommends continuation with Gallagher Bassett; and,

**WHEREAS**, Gallagher Bassett proposed the attached projected rates to Winnebago County for the TPA services of the workers compensation and liability claims beginning December 1, 2019 thru November 30, 2022:

Total Workers Compensation: \$74,782

Total Liability/Property: \$99,296

Ancillary Services Total: \$759

**TOTAL: \$174,837**

*This is year 1 of a 3 year agreement. Per claim fees will increase 1% year one (2019-2020), 1% year two (2020-2021), and 1.5% year three (2021-2022).*

**WHEREAS**, the Operations and Administrative Committee of the County Board for the County of Winnebago, Illinois has reviewed the renewal and recommends that the County Board authorize execution of an agreement with Gallagher Bassett for the administration of the TPA services for December 1, 2019 through November 30, 2022.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement with Gallagher Bassett, 15763 Collections Center Drive, Chicago, IL 60693, for TPA services for workers compensation and liability claims.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources and the County Auditor.

Respectfully Submitted,  
**PERSONNEL AND POLICIES COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
DAVID FIDUCCIA, CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA, CHAIRMAN

\_\_\_\_\_  
DAVID BOOMER

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DAVID BOOMER

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ANGIE GORAL

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ANGIE GORAL

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JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
DAVID KELLEY

\_\_\_\_\_  
DAVID KELLEY

\_\_\_\_\_  
DOROTHY REDD

\_\_\_\_\_  
DOROTHY REDD

\_\_\_\_\_  
JIM WEBSTER

\_\_\_\_\_  
JIM WEBSTER

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
**FRANK HANEY**

CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**ATTESTED BY:**

\_\_\_\_\_  
**LORI GUMMOW**

CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

<b>FEE PER CLAIM - HANDLE TO CONCLUSION</b>	<b>Est. Claim Frequency</b>	<b>Per Claim Fee</b>	<b>Projected Service Fee</b>
<b>Workers' Compensation</b>			
WC Medical Only	65	\$228	\$14,820
WC Indemnity	35	\$1,700	\$59,500
Incidents - Workers' Compensation	7	\$66	\$462
Claim Input Only	0	\$114	\$0
<b>Total Workers' Compensation Fee Per Claim</b>	<b>107</b>		<b>\$74,782</b>
<b>Liability</b>			
Auto Liability/Bodily Injury	16	\$1,614	\$25,824
Auto Liability/Property Damage	17	\$925	\$15,725
Auto/Physical Damage	21	\$761	\$15,981
General Liability/Bodily Injury	5	\$1,614	\$8,070
General Liability/Property Damage	6	\$925	\$5,550
Professional Liability	16	\$1,722	\$27,552
Incidents - Liability	9	\$66	\$594
<b>Total Liability Fee Per Claim</b>	<b>90</b>		<b>\$99,296</b>

<b>ADMINISTRATIVE SERVICES</b>	<b>Quantity</b>	<b>Rate</b>	<b>Estimated Annual Fee</b>
<b>Administrative Services</b>			
Administration / Data Management			\$759
RMIS Standard License (2 RMIS Users)			Included
<b>Total Administrative Services</b>			<b>\$759</b>
<b>TOTAL USD</b>			<b>\$174,837</b>

This is year 1 of a 3 year agreement. Per claim fees increased 1% in year one (2019-2020), 1.25% in year two (2020-2021), and 1.5% in year three (2021-2022).

\*Gallagher Bassett will set up Input/Admin files and will operate strictly as a record keeper, inputting information as directed by the County of Winnebago (Claim Manager). Investigation, negotiation and adjustment of the claims along with setting reserves will be done by the Claim Manager. GB will document claim notes and will issue the payments at the direction of the Claim Manager. Losses are expected to be open for 90 days or less each.

**GBCARE MEDICAL MANAGEMENT SERVICES**

<b>SERVICES</b>	<b>CHARGES</b>
<b>Fee Schedule (Bill Review / UCR )</b>	\$1.30 Per Line plus a 2 line header
<b>All Other Savings</b> <ul style="list-style-type: none"> <li>• <b>System Savings</b></li> <li>• <b>Clinical Validation/Nurse Review (CV)</b></li> <li>• <b>Preferred Provider Networks (PPO)</b></li> <li>• <b>Out Of Network (OON)</b></li> <li>• <b>Specialty Networks/Physical Therapy (PT)</b></li> </ul>	28 % of Savings 30 % of Savings 30 % of Savings 30 % of Savings 30 % of Savings
<b>Electronic Receipt of Medical Bills</b>	2 line header in all applicable states
<b>Telephonic Case Management</b>	\$75 Medical Triage \$290 per Indemnity claim (each 30 days) \$130 per Medical Only claim (one time)
<b>Hospital Certification Program</b>	\$120 Inpatient Pre-Certification
<b>Utilization Review Program</b>	\$105 Outpatient Pre-Certification
<b>UR Physician Review</b>	\$270 per Review
<b>Medical Case Management and Vocational Rehabilitation - Hourly</b>	\$98 per hour plus expenses \$112 per hour plus expenses - AK, CA, HI, NY
<b>Priority Care 365</b>	\$90 per call
<b>Other State Service Options:</b> <ul style="list-style-type: none"> <li>• <b>Illinois PPP Service Option</b></li> </ul>	For claims handled in the designated states (otherwise, Not Applicable) No additional fees beyond the normal Cost & Terms
<b>Medical Cost Projection (MCP) and Clinical Recommendations</b>	\$125 per Hour
<b>Pharmacy Benefit Management (PBM)</b>	Cost of prescriptions -- no charge for Bill Review or PPO reductions for PBM transactions
<b>Durable Medical Equipment (DME) Program</b>	Cost of medical equipment -- no charge for Bill Review or PPO reductions for Prospective DME transactions
<b>Dental Review Program</b>	Charged on a per review basis

Client and GB agree as follows: If a vendor other than the GBCARE Medical Management Services preferred vendor is utilized, an administrative fee may apply in exchange for bona fide administrative services. The administrative services may include, but not be limited to overhead costs for the oversight and management of medical management vendors which includes the development and oversight of quality standards, development and maintenance of EDI interfaces and reports, and ensuring proper mandatory state compliance and reporting.

**OTHER SERVICES**

<b>SERVICES</b>	<b>CHARGES</b>
RMIS Additional Users & Support	RMIS View-only User, \$500 annually per user RMIS Full Access User, \$1,000 annually per user RMIS Training: Hourly \$185 per hour, Daily \$1,275 plus expenses RMIS Hourly Support, \$185 per hour
Loss control	\$140 per hour
OSHA Reporting	\$6,000, OSHA platform to produce compliant OSHA 301 Report, 300 and 300a Logs, and electronic data file. Oversight and accuracy of all OSHA data is responsibility of the employer prior to posting or submitting any OSHA log.
<b>Gallagher Bassett Investigative Services (GBIS)</b>	
Special Fraud Investigations - SIU, Outside Field Investigations, Surveillance Investigations, Targeted Field Investigations	Prevailing hourly rate plus expenses
Targeted Database Searches, Self Service Database Searches	Prevailing rate per report
<b>Gallagher Bassett Litigation Management Program (GBLMP)</b>	
Invoice and Matter Management platform for adjusters/counsel	If utilized, 2% of net legal invoice (invoice net of disbursements and invoice review savings).
5 client licenses for Legal Analytics platform	Charged as discount off total payment remitted to counsel and will be reflected as an allocated expense on the claim file.
Attorney-led legal bill review	
<b>Gallagher Bassett Compliance Services (GBCS)</b>	
Medicare Set-Aside Services: Allocation, CMS Submission, Medicare Eligibility Inquiry (MEI), SSDI Verification, Medical Cost Projection (MCP)	Prevailing rate per each service Rush fees apply for MSA completed within 5 business days MSA Revision fees apply
Medicare Secondary Payer Services: BCRC Notification, Conditional Payment Research (CPR), Conditional Payment Negotiations (CPN), Condition Payment Notice Evaluation, Conditional Payment Dispute, Securing Final Demand for Settlement (SFD), Release / Settlement Agreement Review, Lien Research and Resolution (Advantage Plan, Medicaid, Part D)	Prevailing rate per each service
<b>Taxes</b>	
Taxes	All applicable taxes will be added to the service fees where required

**PROGRAM SPECIFIC TERMS AND CONDITIONS**

**1. Claim Count Reconciliation:**

- Estimate - Claims will be reconciled and billed at the 18th and 24th month and then every 12 months thereafter.

**2. Billing and Payment Terms:** Fees will be billed monthly during the service period.

**3. Claim Pricing Terms:**

**Handle to Conclusion:**

Claims will be handled for the life of the file. There will be no additional per claim fees for existing claims except if it changes category.

**Additional Charges:**

There will be additional charges for ongoing Data Management (RISX-FACS®), RMIS users, Administration, Banking fees and monthly reports for as long as GB handles claims.

**4. Account Administration includes the following:**

- Account Management
- Detailed Status Reports All Lines of Business @ \$50,000
- Settlement Authority All Lines of Business @ \$0
- 2 Claim Review(s) - Telephonic
- Claim Reporting
- Loss Fund Account Mgmt/Banking Services (SIMMS)
- Acknowledgement Letter to Injured Employee WC
- Acknowledgement Letter to Claimant Liab

**5. Claim Charges:** Claim and incident fees will be assessed on a per occurrence, per claimant, per line of coverage basis.

**6.** This material is the proprietary, confidential property of Gallagher Bassett Services, Inc. It has been provided to you for the sole purpose of considering a quote for claims administration services. It is not to be duplicated or shared in any form with anyone other than the individuals of such prospective client that have a business need to know the information. It must be destroyed or returned to Gallagher Bassett Services, Inc. after its intended use.

**7.** Gallagher Bassett Services, Inc. will not pay a fee, commission, or rebate to any party for the privilege of presenting our proposal or in order to secure the awarding of any program to Gallagher Bassett Services, Inc.

**8.** Pricing is based on using GBCARE Medical Management Services preferred vendors for Bill Review, PPO, out-of-network, utilization review, telephonic case management, MSA and field case management.

## **GENERAL CONTRACT TERMS AND CONDITIONS**

1. Independent Adjusters - If applicable, following any significant loss as a result of a single event (i.e., hurricane, tornado, flood, earthquake, etc.), GB reserves the right to retain outside resources (adjusters) when appropriate and those fees will be paid as an Allocated Expense off the file.
2. The pricing quoted in this Cost & Terms is based upon the data and information provided by Client, as well as existing legislative and regulatory requirements. Material inaccuracies or changes to the foregoing may require adjustments to the quoted pricing.
3. Taxes - All applicable taxes will be added to the service fees where required.
4. Allocated Expenses: Shall be your responsibility as applicable and shall include, but not be limited to:
  - Legal Fees
  - Legal Bill Review
  - Medical Examinations
  - Professional Photographs
  - Travel made at client's request
  - Costs for witness statements
  - Court reporter service, translation, and interpretation
  - Record retrieval and copying services (Including medical and legal)
  - Accident reconstruction
  - Experts' rehabilitation costs
  - Chemist
  - Fees for service of process
  - Collection cost payable to third parties on subrogation
  - Architects, contractors
  - Engineer
  - Any other similar cost, fee or expense reasonably chargeable to the investigation, negotiation, settlement or defense of a claim or loss which must have the explicit prior approval of the client
  - Police, fire, coroner, weather, or other such reports
  - Property damage appraisals
  - Vehicle appraisals (vehicle damage assessment)
  - SIU, surveillance and sub rosa investigation
  - Official documents and transcripts
  - Pre- and post-judgment interest paid
  - Outside Field Investigations
  - Subrogation at 20% of net recovery
  - Second Injury Fund Recovery
  - Data Intelligence Self-Service Reports
  - Medical Management - Medical Management services may include, but are not limited to:
    - Preferred provider organization networks
    - Utilization review services
    - Automated state fee scheduling
    - Light duty/return-to-work programs
    - Medical case management and Vocational rehabilitation network
    - Prospective injury management services
    - Hospital bill audit services

## **DEFINITIONS**

### **Incidents**

An incident is a loss reported electronically through ClaimLine and/or the Web, or set up manually at the branch. GB will review the Incident and make a courtesy call (if necessary) to determine if it is a claim or Incident. GB will have full discretion in the determination and handling of these Incidents and/or their conversion into claim status.

### **Workers' Compensation - Medical Only Claims**

A medical only claim is a work-related Claim that meets the following criteria: (i) payments for either indemnity or vocational rehabilitation were not required, (ii) the Claim has not become contested or in suit, (iii) investigation to determine compensability or subrogation requirements was not required, (iv) no loss notices, captioned reports, client meetings (other than routine meetings where the claim is listed and noted) or settlement authority approvals were required, (v) payments on the Claim have not exceeded \$2500.

### **Workers' Compensation - Indemnity Claims**

An indemnity claim is a Workers' Compensation claim that is not a Medical Only Claim.

### **Auto Physical Damage (APD)**

Investigate, evaluate and adjudicate all first-party claims which you report involving damage or loss of real or personal property. First-party claims will be managed and administered in accordance with our product guidelines.

### **Liability Claims**

Investigate, evaluate and adjudicate all third-party claims for which you may be legally obligated. Third-party claims will be managed and administered in accordance with our product guidelines.





**WINNEBAGO, COUNTY OF**  
12/01/2019 - 12/01/2020

**ACKNOWLEDGEMENT OF COST & TERMS**

The undersigned parties acknowledge and agree that this Cost & Terms is effective for the service period stated above.

Notices to Gallagher Bassett Services, Inc. should be directed to:

Gallagher Bassett Services, Inc.

2850 Golf Road

Rolling Meadows, Illinois 60008-4050

Attn: Legal Department

Email: [GB-Contracts@gbtpa.com](mailto:GB-Contracts@gbtpa.com)

ACCEPTED AND AGREED TO BY:

ACCEPTED AND AGREED TO BY:

**GALLAGHER BASSETT SERVICES, INC.**

**WINNEBAGO, COUNTY OF**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: David Fiduccia

Submitted by: Personnel and Policies Committee

2019 CR

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**RESOLUTION AUTHORIZING THE EXECUTION OF A RENEWAL AGREEMENT WITH ARTHUR J. GALLAGHER FOR THE PROPERTY, CASUALTY AND WORKERS COMPENSATION COVERAGE**

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**WHEREAS**, the County of Winnebago, Illinois, each year adopts a Resolution which authorizes acceptance of the property, casualty and workers compensation insurance coverage; and,

**WHEREAS**, the renewal for December 1, 2019 through November 30, 2020; the property, casualty, and workers compensation insurance does contain premium changes; and

**WHEREAS**, Arthur J. Gallagher & Co., who is the County's Insurance Broker, has extensively reviewed the County's options for this coverage; and,

**WHEREAS**, Arthur J. Gallagher & Co. has proposed the attached rates to Winnebago County for the property, casualty and workers compensation insurance coverage from December 1, 2019 thru November 30, 2020:

**See attachment A – Premium Summary Recap for Details. ➔**

**WHEREAS**, the Personnel and Policies Committee of the County Board for the County of Winnebago, Illinois has reviewed the renewal and recommends that the County Board authorize execution of an agreement with Arthur J Gallagher & Co. for the property, casualty and workers compensation insurance coverage for December 1, 2019 through November 30, 2020.

**NOW, THEREFORE BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the Winnebago County Board Chairman is hereby authorized to execute an agreement with Arthur J. Gallagher & Co., 2850 Golf Road, Rolling Meadows, IL 60008, for the property, casualty and workers compensation insurance coverage.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Director of Purchasing, Director of Human Resources and the County Auditor.

Respectfully Submitted,  
**PERSONNEL AND POLICIES COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
DAVID FIDUCCIA, CHAIRMAN

\_\_\_\_\_  
DAVID FIDUCCIA, CHAIRMAN

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DAVID BOOMER

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DAVID BOOMER

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ANGIE GORAL

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ANGIE GORAL

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JOE HOFFMAN

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JOE HOFFMAN

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DAVID KELLEY

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DAVID KELLEY

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DOROTHY REDD

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DOROTHY REDD

\_\_\_\_\_  
JIM WEBSTER

\_\_\_\_\_  
JIM WEBSTER

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
**FRANK HANEY**

CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

\_\_\_\_\_  
**LORI GUMMOW**

CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

# Winnebago County



## Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
Package	Premium Estimated Cost Annualized Cost TRIA Premium	Travelers Indemnity Company (The Travelers Companies, Inc.)	ESTIMATED COST	Travelers Indemnity Company (The Travelers Companies, Inc.)	
Property Excluding Auto Physical Damage					
Automobile Liability ONLY					
Umbrella					
Crime					

# Winnebago County



LINE OF COVERAGE		EXPIRING PROGRAM ESTIMATED COST		PROPOSED PROGRAM PROGRAM	
Professional Liability (Health Department Only)	Premium	Columbia Casualty Company (CNA Insurance Companies)	-	Columbia Casualty Company (CNA Insurance Companies)	\$15,584.00
	Estimated Cost		\$15,070.00		\$15,584.00
	Annualized Cost		-		-
	TRIA Premium		-		-
Cyber Liability	Premium	ACE American Insurance Company (ACE Group)	-	Underwriters at Lloyd's London (Underwriters at Lloyd's London)	\$27,045
	Taxes		-		\$967.00
	Sickling & Asmunt		-		-
	Total Fees		-	(at \$5M Limit option)	\$500.00
Excess Workers' Compensation	Estimated Cost		\$30,985.00		\$28,512.00
	Annualized Cost		-		-
	TRIA Premium		Included		\$0.00
	Premium	Safety National Casualty Corporation (Tokio Marine Holdings, Inc.)	-	Safety National Casualty Corporation (Tokio Marine Holdings, Inc.)	\$104,049.00
Excess Workers' Compensation	Estimated Cost		\$101,463.00		\$104,049.00
	Annualized Cost		-		-
	TRIA Premium		Included		Included
	Premium		-		-
Broker Fee - Arthur J. Gallagher & Co.			\$63,750.00		\$65,025.00
Total Estimated Program Cost without Crisis Protect			\$946,572.00		\$994,822.00

## Winnebago County



Quote from Travelers Indemnity Company (The Travelers Companies, Inc.) is valid until 12/1/2019  
 Quote from Travelers Property Casualty Co of America (The Travelers Companies, Inc.) is valid until 12/1/2019  
 Quote from Safety National Casualty Corporation (Tokio Marine Holdings, Inc.) is valid until 12/2/2019  
 Quote from Travelers Indemnity Company (The Travelers Companies, Inc.) is valid until 12/1/2019  
 Quote from Massachusetts Bay Insurance Company (Hanover Insurance Companies) is valid until 12/1/2019  
 Quote from Columbia Casualty Company (CNA Insurance Companies) is valid until 12/21/2019  
 Quote from Travelers Indemnity Company (The Travelers Companies, Inc.) is valid until 12/1/2019  
 Quote from Underwriters at Lloyd's London (Underwriters at Lloyd's London) is valid until 12/1/2019  
 Quote from Underwriters at Lloyd's London (Underwriters at Lloyd's London) is valid until 12/7/2019

Gallagher is responsible for the placement of the following lines of coverage:

Package  
 Property  
 Automobile  
 Umbrella  
 Crime  
 Professional Liability (Health Department Only)  
 Cyber Liability  
 Crisis Protect  
 Excess Workers' Compensation

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.