

**HUMAN SERVICES COMMITTEE**

**April 13, 2007**

**9:00 a.m.**

1. Call to Order
2. Minutes: March 16, 2007
3. Monthly Financial Report

**VETERANS ASSISTANCE COMMISSION**

- Monthly Report

**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**EMPLOYMENT & EDUCATION**

- Monthly Report

**HUMAN RESOURCES**

- Monthly Report
- *Resolution*: IMRF Adjustment for SLEP Employee
- *Resolution*: Amendment of Personnel Policy Handbook (Automobiles and Social Security Numbers Policies)

**OLD BUSINESS**

**EXECUTIVE SESSION *(if needed)***

**ADJOURNMENT**

MONTHLY FINANCIAL REPORT

PERCENTAGE OF YEAR COMPLETED= 33.3%

March 31, 2007

ACCOUNTING PERIOD 4/2007

ACCOUNT DESCRIPTION	Personnel			Benefits			Contract & Commodities			Capital			Total		
	2007 Budget	Year to Date	% Spent	2007 Budget	Year to Date	% Spent	2007 Budget	Year to Date	% Spent	2007 Budget	Year to Date	% Spent	2007 Budget	Year to Date	% Spent
03/31/07															
PERCENTAGE OF YEAR COMPLETED= 33.3%															
4510 Human Resources	294,000	96,004	33%	58,358	12,834	22%	101,050	14,333	14%	0	0	0%	453,408	123,171	27%
026-2060 Insurance Liability (HRM)	99,126	29,809	30%	27,754	7,531	27%	1,967,582	713,847	36%	0	0	0%	2,094,462	751,167	36%
045 Veterans Commission	174,826	56,718	32%	71,117	21,905	31%	87,186	17,512	20%	0	0	0%	333,129	96,135	29%

**TO:** Sheila McCraven  
Executive Director of Human Resources Management

**FROM:** John Carr  
Superintendent, Veterans Assistance Commission

**DATE:** April 11, 2007

**RE:** Human Services Committee Meeting

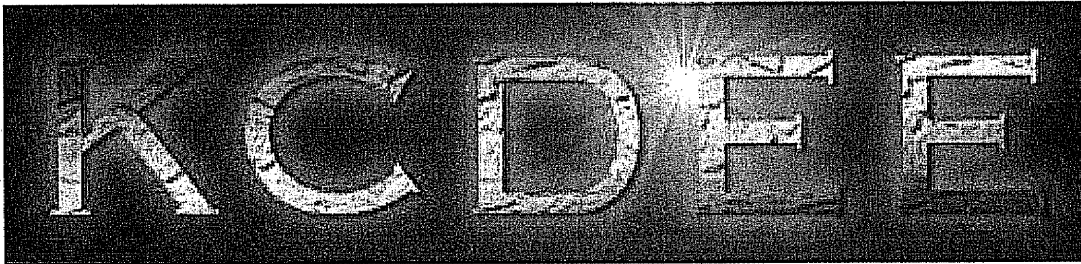
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**The Veterans Assistance Commission meeting agenda:**

**1: March Monthly Reports**







**KANE COUNTY DEPARTMENT OF EMPLOYMENT & EDUCATION**

*“Enhancing the skills of job seekers to provide the world class human investment that every successful organization needs”*

**March 2007**

Location	Aurora		Elgin		Yorkville		Eastside
<b>Total # of Customers Served-CRC</b>	1426		1360		61		144
<b>Total # of ITA's issued</b>	10		11		2		
	1A	1D	1A	1D	1A	1D	
	4	6	5	6	1	1	
<b># of Pending new Training applications</b>	20		11		3		
	1A	1D	1A	1D	1A	1D	
	12	8	2	9	2	1	
<b># of Pending new Intensive application</b>	7		10		5		
	1A	1D	1A	1D	1A	1D	
	5	2	5	5	2	3	
<b># of Pending new Staff-Assisted applications</b>	4		12		1		
	1A	1D	1A	1D	1A	1D	
	4	0	4	8	0	1	
<b>#of DHS referrals</b>	0		0		0		
<b># Department of Public Aid</b>	0		0				
<b>Court Services</b>	0						

**WARN 1D (involves layoff of 40 or more employees)**

**New Events:**

Dominick's Finer Foods & Safeway, Inc. (East Dundee) - Pre-layoff presentation date pending outcome of union bumping.

Farmers Group Inc. (Aurora)

**Active Events:**

- Cub Foods East (Aurora)
- Stewart Associates Inc./CUNA (Elgin)
- Unilever (Elgin)
- Motorola (Elgin)
- Shaped Wire (Batavia)
- Lucent Technologies AGCS (DeKalb/Genoa)
- Lyon Workspace Products, LLC. (Montgomery)

**New local events: (involves layoff of less than 40 employees)**

Spaulding Composites (DeKalb)  
 CDW (W. Dundee)  
 Wrigley (Yorkville)  
 Vonachen Services VSI (Aurora)

**Active Local Events:**

Gould Packaging, Inc. (DeKalb)

	County	Report Date	Current Participants	Total in/completed training
Dominick's Finer Foods & Safeway	Kane	2/2/07	0	0
Farmers Group Inc	Kane	11/6/06	0	0
Cub Foods East	Kane	10/2/06	3	0
Stewart Associates Inc.	Kane	6/19/06	13	8
Aramark Education Facility Services	Kane	6/05/06	0	0
Motorola	Kane	10/26/05	1 (16)**	1
Unilever	Kane	11/07/05	2	1
Shaped Wire	Kane	10/19/05	2	0
Applied Composites Corp*	Kane	05/23/05	0	0
Lyon Workspace Products, LLC	Kane	10/01/04	39	9
Lucent Technologies AGCS	DeKalb	8/25/03	7	6

\*\*enrolled in another LWIA

Training Provider	Training Program	Total Attendees to date
PC Center Training Institute	Medical billing/Medical office	1
	A+/MCSE	2
	CIW for web site fundamentals	1
Kishwaukee College	Basic Nursing	1
	Electronics & Computer Technology	1
	Medical Billing Coding	1
	Medical Transcription	1
	Office Assisting	1
Starr Truck Driving School	240 hour regional pro driver course	6
	200 hour local pro course	8
Elgin Community College	Integrated Systems Technology	13
	Nursing	1
	Human Services	1
	Residential AC and Heating	1
	Heating, AC and Refrigeration	1
	Network Specialist	1
	Real Estate Appraisal	1
	Supervisory Administrative Management	1
	Entrepreneurial Studies	1
	Illinois Healthcare Solutions	Basic Nursing Assistant
College of DuPage	Occupational Therapy Assistant (AAS)	1
	MSCE	2
	Dressmaking	1
Technical School of Medicine	General & Vascular Ultrasound	1
First Institute	Medical Assistant	3
	Business Computer Applications	3
	Massage Therapy Practitioner	1
	PC software Applications with basic web design	1
Waubensee Community College	Advanced Auto Body Repair	1
	Automotive Maintenance	1
	Electronic Publishing Certificate	1
	Nursing	1
	Medical Office Certificate	2
	Heating, Ventilation and AC (AAS)	1
	Office Skills Certificate	1
	Beginning Health Care Interpreting certificate	1
	Electronic Technology (AAS)	1
	Illinois Welding School	Combination Structural/Pipe Welding
American Institute of Software	Medical Office Specialist	4
	Patient Care Technician	1
Aurora University	Masters of Arts Teaching Certification	1
Professional Bartenders School	Bartending	1
Academy of Dog Grooming	Professional Pet Grooming	1
Canella School of Hair Design	Cosmetology	1
Micro Train	MCSE/NCDBA	1

	MCSE 2000	4
Chicago School of Massage Therapy	Massage Therapy	1
NIU	Professional HR Management Program	1
Rock Valley College	Truck Driving	1
Mexico Juarez Driving School	Truck Driving	2
ETI	Heating, AC & refrigeration	1
MITS	Medical Office Coding & Billing Specialist	1

### TRADE ADJUSTMENT ACT (TAA)

Active events in Kane, Kendall & DeKalb counties since 11/4/02:

- Aurora - First Alert/BRK Brands Inc., certified 3/13/07
- DeKalb - Spaulding Composites, Inc. certified 1/09/07
- Montgomery - Lyon Workspace Products, certified 6/28/06
- DeKalb - Gould Packaging, Inc. certified 6/5/06
- Carpentersville - Bulklift certified 3/22/05, expired 3/22/07

Provided Benefits, Rights and Obligations presentations offered to Trade impacted employees of the following companies:

- Spaulding Composites – DeKalb
- SSA Global Technologies - Chicago
- Schnadig Corp – Des Plaines

#### TAA Services

	LWIA 5	DeKalb only
Referrals-IDES, LWIAs, customer	278	
IDES carry over files (revised & finalized)	61	5
Total customers	339	20
Total customers co-enrolled in WIA	139	
KCDEE referrals to other LWIAs	6	15
Referrals contacted, no response	14	
Assessments completed, new customers	195	
Spanish assessments completed, new customers	27	
Customers in/completed training	123	
Customers that received job search allowance	0	
Customers that received relocation allowance	2	
Exits	120	
Not Eligible	18	

Training Provider	Training Program	Total Attendees
HVAC Tech	Spanish HVAC with TESL	2
ECC	Substance abuse counselor	1
	AAS HVAC	2
	HVAC certificate	1
	HVAC Level III	1
	ESL/Automotive	1
	Brakes&Suspension/Engine performance	1
	Automotive electrical specialist	1
	CDL truck driving	1
	Management/marketing retail certificate	1
	AAS Retail Management/Marketing	1
	AAS Management	1
	Graphics software certification	1
	Teacher's aide	1
	Manufacturing Technology	1
	AAS Industrial Manufacturing	1
	ESL/CNA	3
	ESL/GED	3
	Welding	1
	AAS Office Administration & Technology/ESL	1
	Office Assistant	2
	Medical Office Assistant	2
	ESL Level 5 – 8	1
	Intensive English	3
	CNC operator	1
	Medical Billing	1



	ESL/Phlebotomy	1
	GED/Early Childhood Education	1
	Prep Cook	1
MITS	Management associate	1
	Project Management	1
	Medical Assistant	1
	Program/business analyst	1
	Junior Office Associate	1
NIU	Cartography/GIS technician	1
	WAN	1
	Network Support Professional	1
	MCSE/CCNA/CCNP	1
	Residential construction management certificate	1
N. Eastern University	H.R. Development	1
Cannella School of Beauty	Cosmetology	3
Environmental Technical Institute	Heating, AC & Refrigeration	5
Triton Community College	Ophthalmic Technician	1
William Rainey Harper College	AAS Dental Hygiene	1
	Culinary certificate	1
	Elementary Ed Associate Degree	1
PC Center Training Institute	Oracle	1
Olympia College	Medical Office	1
	Medical Administrative Assistant	3
Technical School of Medicine	Vascular/Abdominal Ultrasound	3
	General/Small parts/Vascular Ultrasound	1
	Echocardiography/Vascular Ultrasound	1
Chicago School of Massage	Massage Therapy	1
Waubensee Community College	Small Business Management	1
	Medical Office Certificate	1
	Automotive Maintenance	1
	Early Childhood Aide	1
	Materials Management	1
	RN	1
	Truck Driving	2
	GED	1
	GED/ESL	2
Micro Train	WAN	1
	CCMP, web design, network+, CCNA	1
	Project Management Network track	2
	A+/Network+	1
	MCSE/PMP/ITIL	1
	MCSE	1
	Network+/MCSE/CCNA	1
College of DuPage	Desktop Publishing & Technical Writer	1
	Speech Language Pathology Assistant	1
	Surgical Technician	2
	Executive Assistant	1
	Micro computer service technician	1
	Intensive ESL/GED	1
	Intensive English/Real estate appraisal	1
	Library Tech Assistant AAS	1
Kishwaukee College	Intensive ESL	1
	Computer Information Science – Associate Degree	1
	Information Processing	1
	Medical Billing & Coding	1
	Horticulture/Landscape design AAS	2
Charis Bible College	Training Institute/Practical Ministry	1
Talent Technology, Inc.	Java/J2EE/MS Net	1
	Microsoft/Oracle/Developer/DBA	1
Illinois Institute of Art	Digital photography, multi media, web design	1
Juarez Truck Driving School	CDL	1
Image Designer School	Nail Tech	1
Aurora University	BA Organizational Management	1
IT Quality Group	CNC programmer/operator	1
JCM III corporation	Patient Care technician	2
Aquarius Institute	Ultrasound tech	2
	Medical office/phlebotomy/EKG	1
Gatlin University	Online 3D Max	1
PCCTI	Diagnostic Medical Sonography	1
Computer Training Source	MOS/Computer Repair	1

# COUNTY OF KANE

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Sheila D. McCraven  
Executive Director

Ellen Burmeier  
Human Resource Director



County Government Center  
719 Batavia Avenue  
Geneva, Illinois 60134  
Phone: (630) 232-3560  
Fax: (630) 232-3421  
www.co.kane.il.us

### Human Services Committee Meeting

April 13, 2007

### Job Vacancies for March - 20

#### Court Services

Juvenile/Adult Probation Officer (Hybrid)  
Youth Counselor - Female  
Youth Counselor - Male

#### Health

Clinical Supervisor, Maternal - Child Program  
Clinical Supervisor, Maternal - Child Program, Elgin  
Clinical Supervisor, Maternal - Child Program, Aurora  
Nurse/Nutritionist Case Manager  
Disease Intervention Specialist  
Public Health Associate, Seasonal  
Case Manager/Nurse, Seasonal

#### Judiciary

Case Scheduler

#### KCDEE

Career Resource Center Specialist - 2

#### Sheriff

Jail Commander  
Executive Assistant to Jail Commander  
Information Processor IV - 2

#### Transportation

Construction Project Manager  
Assistant Permit Engineer  
Civil Engineer Assistant (Co-op Intern)

### Applications - 48

### Background Checks - 8

### New Hires by Department - 14

Aurora Elections

Position  
Executive I

Circuit Clerk

Deputy Clerk

Court Services	Youth Counselor - 3
Health	Nurse Case Manager - 2 Administrative Officer II - 2
Judiciary	Bailiff Court Assistant
Sheriff	Telecommunicator II
State's Attorney	Administrative Assistant
Treasurer	Clerk I

**Terminations - 15**

**Length of Service**

Circuit Clerk	Deputy Clerk Deputy Clerk	2 yr./7 mo. 2 mo.
County Clerk	Director/Administrator Clerk I, seasonal	2 yr./4 mo. 1 mo.
Court Services	Probation Officer	9 mo.
Development	Executive III	9 yr./3 mo.
Health	Nurse Consultant Nurse Case Manager Executive IV Executive II	5 yr./5 mo. 4 yr./1 mo. 2 yr./3 mo. 3 yr./11 mo.
Public Defender	Assistant Public Defender	2 yr./1 mo.
Sheriff	Deputy Information Processor Lieutenant	26 yr./1 mo. 8 mo. 21 yr./11 mo.
State's Attorney	Administrative Assistant	4 yr./7 mo.



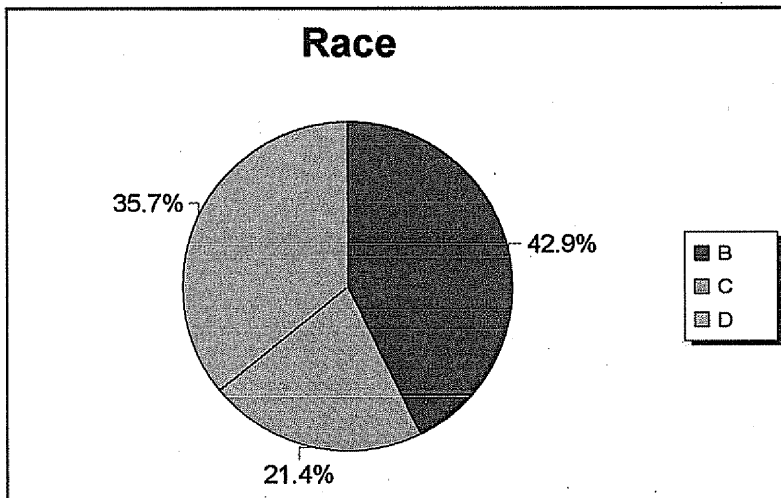
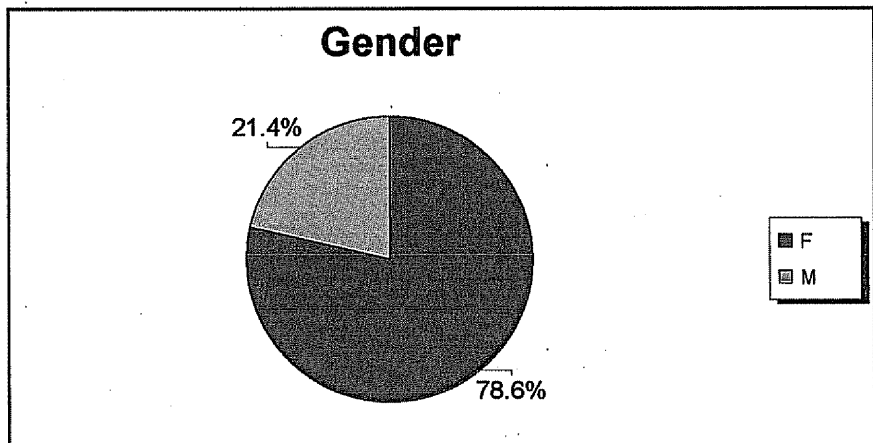
# Kane County New Hires by Gender, Race and Category

## EEO Report for 3/1/2007 - 3/31/2007

Date: 4/9/2007  
Time: 12:39PM

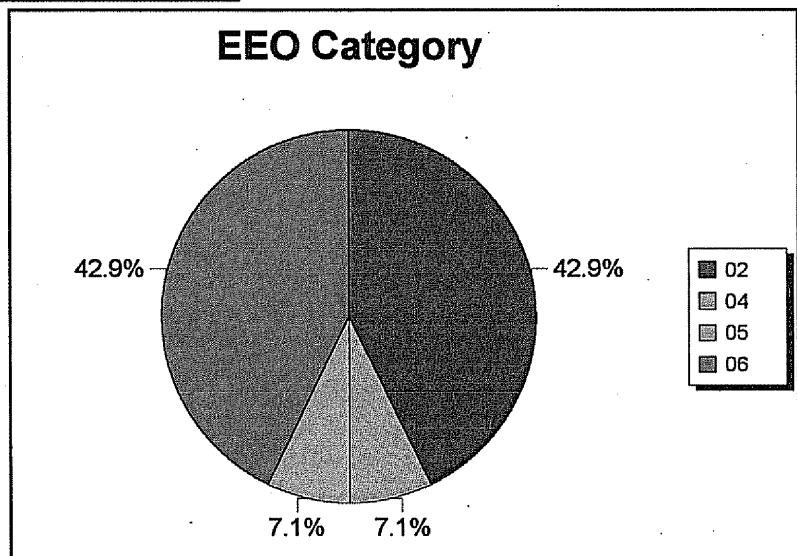
Gender	Count
F	11
M	3
<b>Total</b>	<b>14</b>

F = Female  
M = Male



Code	Race	Count
B	WHITE	6
C	BLACK	3
D	HISPANIC	5
<b>Total</b>		<b>14</b>

Code	EEO Category Description	Count
02	PROFESSIONALS	6
04	PROTECTIVE SERVICES	1
05	PARA-PROFESSIONALS	1
06	ADMINISTRATIVE SUPPORT	6
<b>Total</b>		<b>14</b>



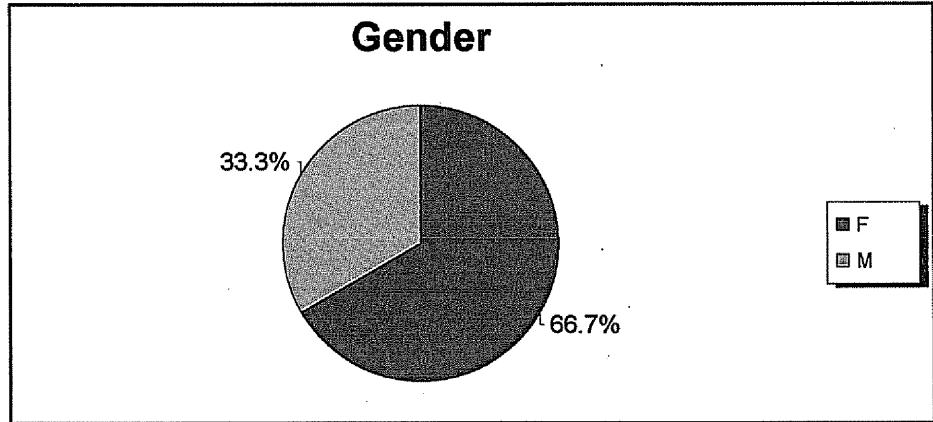


## Kane County Terminations by Gender, Race and Reason EEO Report for 3/1/2007 - 3/31/2007

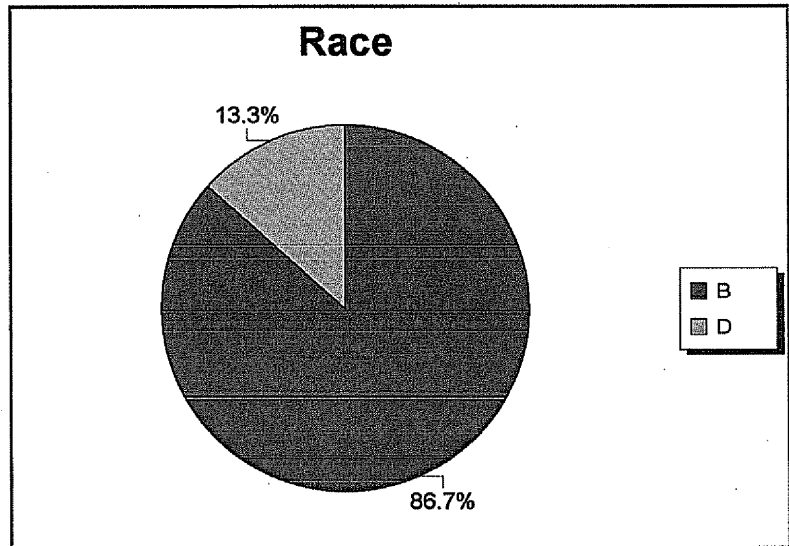
Date: 4/9/2007  
Time: 12:46PM

Gender	Count
F	10
M	5
<b>Total</b>	<b>15</b>

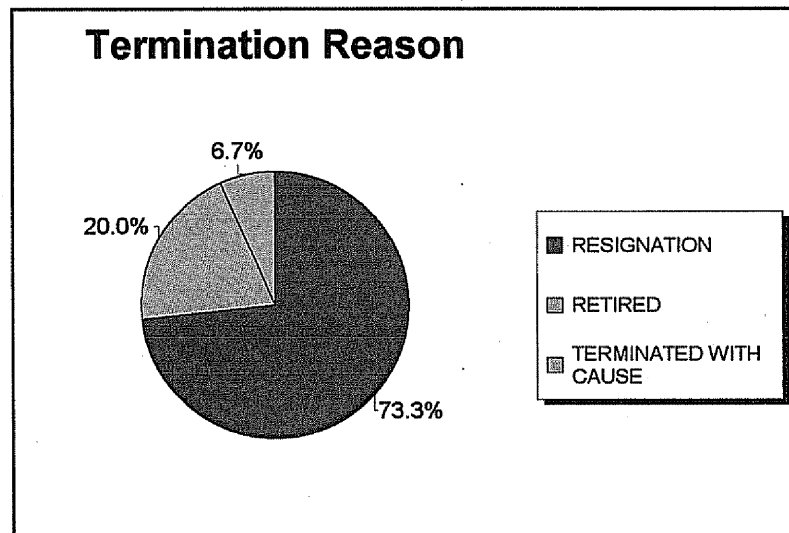
F = Female  
M = Male



Code	Race	Count
B	WHITE	13
D	HISPANIC	2
<b>Total</b>		<b>15</b>



Termination Reason	Count
RESIGNATION	11
RETIRED	3
TERMINATED WITH CAUSE	1
<b>Total</b>	<b>15</b>



STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. 07 - \_\_\_\_\_

**ACCEPTING THE OBLIGATION DUE IMRF  
FOR EMPLOYEE CONTRIBUTIONS (JAMES LEWIS)**

WHEREAS, earnings and contributions for James Lewis, a Sheriff's Department corrections officer, were reported to the Illinois Municipal Retirement Fund for five and one-half years, from June 1991 through October 1997, as Regular and should have been reported as SLEP; and

WHEREAS, James Lewis was employed in a SLEP position during the aforementioned time period and James Lewis is currently employed in a SLEP position; and

WHEREAS, Kane County's governing body agrees to accept the obligation due IMRF for James Lewis' employee contributions.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that the IMRF authorized agent is hereby authorized and directed to file a certified copy of this resolution and all other pertinent forms and documents to the Illinois Municipal Retirement Fund to accept the obligation due for the employee contributions of James Lewis.

Passed by the Kane County Board on May 8, 2007.

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

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Karen McConnaughay  
Chairman, County Board  
Kane County, Illinois

Vote:  
Yes \_\_\_\_\_  
No \_\_\_\_\_  
Voice \_\_\_\_\_  
Abstentions \_\_\_\_\_

5SLEP

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. 07 -

**AMENDMENT OF PERSONNEL POLICY HANDBOOK**

WHEREAS, from time to time the Human Services Committees finds it desirable to amend certain policies contained in the Kane County Personnel Policy Handbook, to adopt new policies and to repeal previously enacted policies that may conflict with newly adopted policies; and

WHEREAS, the Human Services Committee desires to adopt a comprehensive policy regarding "Automobiles" and to repeal the "Auto Insurance" policy and the "Statements Regarding Accidents/Litigation" policy that are contained in the Kane County Personnel Policy Handbook as they may conflict with the provisions of this resolution; and

WHEREAS, the Human Services Committee desires to adopt a policy regarding the use of Social Security Numbers.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board the "Automobiles" and "Social Security Numbers" policies are adopted as set forth in the attached documents and the "Auto Insurance" and "Statements Regarding Accidents/Litigation" policies of the Personnel Policy Handbook are repealed.

Passed by the Kane County Board on May 8, 2007.

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

\_\_\_\_\_  
Karen McConnaughay  
Chairman, County Board  
Kane County, Illinois

Vote:  
Yes \_\_\_\_\_  
No \_\_\_\_\_  
Voice \_\_\_\_\_  
Abstentions \_\_\_\_\_

## AUTOMOBILES

Effective July 1, 2007 it shall be the policy of the County to check driving records and proof of auto liability insurance of all employees who will drive County vehicles or their own personal vehicle while on County-related business. The initial check will take place when the employee is first hired and thereafter shall be checked periodically by a Department Head or Elected Official whenever the employee submits a travel reimbursement request.

### Driving County-owned vehicles

The use of a County vehicle is a privilege, not a right, and the County can revoke the use of a vehicle at any time. The County considers an acceptable driving record to be no more than two (2) convictions within the last three (3) years that are punishable as petty offenses for violating the Illinois Vehicle Code. The employee is responsible for any tickets, fines or other penalties assessed against the employee. Any employee with three (3) or more convictions within the last three (3) years that are punishable as a petty offense for violating the Illinois Vehicle Code be denied the ability to drive a County vehicle. Receiving a Driving Under the Influence (DUI) violation may lead to immediate dismissal. The employee's driving is a direct reflection on the employee and the County. The County's insurance rates are highly affected by the employee's driving record.

The County cannot list rules to cover every situation, and employees are expected to use good judgment with respect to the use of automobiles or other vehicles. The County encourages you to drive safely on County time as well as personal time. The County requires all personnel who drive a County vehicle to:

- Abide by all traffic laws
- Heed all traffic signs and signals
- Practice defensive driving
- Maintain good driving records
- Refrain from carrying non-employee passengers in the vehicle, unless required
- Abstain from smoking in the vehicle
- Refrain from cell-phone use while driving the vehicle
- Lock unattended vehicles at all times to prevent theft of County and/or personal property.
- Make sure that the vehicle is equipped with proof of insurance, current registration, and state inspection reports. These items are issued to the vehicle, not the driver, and must not be removed under any circumstances.

### Driving an Employee-owned vehicle

Employees required to use their own vehicles on County business must have any automobile liability policy issued in amounts no less than the minimum amounts set for bodily injury or death and destruction of property under the 625 ILCS 5/7-601 and 625 ILCS 5/7-203 of the Illinois Vehicle Code.

The defense and indemnity by the County will be, in all cases, secondary to the coverage mandated by Illinois law. It is the responsibility of each employee to maintain coverage as specified and by driving a vehicle while on the job, it is assumed that coverage is in force.

The County assumes no liability for employee vehicles used for work-related travel. If an accident occurs when the employee is driving their own personal vehicle, the employee's personal insurance coverage shall be primary and should be reported to the employee's insurance company.



**Reporting Accidents and Injuries**

All work-related accidents and injuries, no matter how minor, should be reported to the employee's supervisor immediately. The County provides workers' compensation insurance on every employee. It protects the employee for loss of pay and time and for the cost of medical care for injuries sustained while working. Complete a written report for all accidents and injuries within 48 hours of its occurrence. Incident report forms are available from the Department of Human Resource Management or may be downloaded from the County's intranet site. Any damage to the vehicle, no matter how slight, must be noted on the incident report.

In the event that any employee is involved in a motor vehicle accident while performing duties as an employee of Kane County, the employee may furnish such information as his name, address and the registration number of the vehicle, and may exhibit his driver's license upon request to any other person involved in the accident. Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses. Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.

**Statements regarding accidents/litigation**

The County requires that employees do not give any written, verbal or signed statement at any time regarding:

1. Any accident that involves a Kane County employee of agent, or property which is owned, controlled or maintained by Kane County.
2. Any treatment of any inmate or prisoner under the care or control of any Kane County employee including a Sheriff's correctional officer or deputy Sheriff.
3. Any incident directly or indirectly associated with pending or threatened litigation, to any person except with the knowledge or consent of the State's Attorney's Office.

Failure to adhere to this policy or violations of this policy can result in the loss of driving privileges and may be grounds for appropriate disciplinary action up to and including discharge in extreme situations.

## **Social Security Numbers**

The County will not request an original Social Security card during the I-9 process and will review a Social Security card during the I-9 process only if voluntarily offered by a prospective employee or current employee. An accurate SSN is expected. If an I-9 review discloses possible invalid documents, the County will offer the employee the option of providing other documentation from I-9 lists. Replacement documents should be accepted if facially valid. Persons who present documents, which on their face appear invalid, may not be employed until they are able to establish work authorization.

At any time, the County may seek confirmation from the Social Security Administration (SSA) that it has the correct SSN for an employee. Mismatched SSNs can be caused by many legitimate reasons. If a mismatched SSN is caused by immigration problems, the County cannot help. Employees with immigration-related problems must work with their own personal advisor, attorney, or a community organization to address these problems. The County will not report an employee to any government agency simply because of the mismatch. The County cannot promise confidentiality to employees who discuss their immigration status with the County.

When any government agency informs the County of an employee with an SSN mismatch, the employee will be informed of the mismatch by a letter from the payroll office and a payroll representative will meet with the employee. The letter will contain the employee's name and SSN as contained in the County's records and will ask the employee to compare the name and number on his or her original Social Security card with the name and number written on the letter. The payroll representative will review the contents of the letter with the employee, will ask for an explanation, will note any steps the employee agrees to take, and will set a time to talk again to resolve the SSN issue. The employee is to keep the payroll representative informed of the status of the efforts to correct the mismatched SSN. If the employee fails to resolve the matter within three (3) work days, the payroll representative shall inform the employee's Department Head or Elected Official of the issue and inquire about the action the Department Head or Elected Official want to take, such as removing the employee from the payroll.

In all cases, an individual must be paid for work performed, even if the individual is later unable to demonstrate authorization to work in the United States of America or its territories.

In other contexts, such as compliance with recordkeeping imposed by the government for tax purposes, the County may request to review a Social Security card. Employees are expected to review their W-2s to confirm that the County has their correct SSN. If a mismatch of a SSN occurs, the employee is to identify the reason for a mismatch and is to correct it.

This policy will be amended to comply with any changes in laws, procedures, or regulations.