



# KENOSHA JOINT SERVICES

## PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

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1000 55<sup>th</sup> Street • Kenosha, WI 53140  
Website: [www.kenoshajs.org](http://www.kenoshajs.org) • Phone: (262) 605-5050

### A G E N D A

#### KENOSHA JOINT SERVICES BOARD MEETING

October 27, 2020 • 4:00 P.M.

Kenosha County Job Center

8600 Sheridan Road • Kenosha, WI • Room S-10

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- I. Call to Order
- II. Roll Call
- III. Citizen Comments
  - a. Email Comment from Cassandra Muno
    - i. Included in Board Packet

While both the building and the meeting is open to the public, in keeping with the CDC's recommendations on social distancing, members of the public are strongly encouraged NOT to attend the meeting in person. The meeting will be accessible for public monitoring by calling 1-408-418-9388 and using Access code (146 716 6384).

Citizens wishing to make a public comment may submit such comments in writing to: [info@kenoshajs.org](mailto:info@kenoshajs.org) before Tuesday October 27<sup>th</sup> 10:30am

- IV. Approval of Minutes from Open Session – August 25, 2020
- V. Joint Services Report
  - a. Director's Report
  - b. Administration
  - c. Communications
  - d. Records
  - e. Fleet Maintenance
  - f. Evidence/Identification
  - g. Information Technology
  - h. Overtime Report
  - i. Financial Statements
- VI. Items for Board Review and Action
  - a. Evidence Rooms Remodel
    - i. Status Update
  - b. Update on Employee Health Insurance
    - i. Consultant Alex Beaudry
  - c. Funding for Projects
    - i. Telephone Logging System
    - ii. Hardware for Public Safety Software
  - d. Employee Recognition
  - e. Employee Handbook
    - i. Length of Service
  - f. Request to Transfer Funds
- VII. Board Member Comments
- VIII. Adjournment

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**CITIZEN COMMENTS\_Letter for board meeting**

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**From :** 1987 cassandra <1987.cassandra@gmail.com>

Tue, Aug 25, 2020 12:54 PM

**Subject :** Letter for board meeting

**To :** info@kenoshajs.org

Sent from my iPhone

Begin forwarded message:

**From:** Cassandra Muno <1987.cassandra@gmail.com>

**Date:** August 21, 2020 at 15:18:06 CDT

**To:** Jessica Viola <jlviola99@gmail.com>

**Subject:** Letter draft

**Cassandra R. Muno**

6:38 AM (7 hours ago)

Good afternoon, my name is Cassandra Muno and I am a third shift Records Clerk working for Kenosha Joint Services (KJS). I was hired on April 1<sup>st</sup> of 2019, this makes me the most recently hired employee on third shift, however with KJS's proposed length of service (seniority) policy I would not be the lowest seniority member of my shift. I am writing in support of the request that years of service be totaled as time in the department.

I believe strongly that time spent within a company should be credited as length of service regardless of movement within departments. Supporting employee growth and development is a critical part of employee retention. By creating a policy that treats a long term valued member of KJS as a new hire when moving within departments limits growth and will easily lead to employee loss as they look for growth outside the organization.

That being said I can acknowledge that an initial transfer to a new department may require a reset of seniority as the employee would have less time and experience within that department as their peers. However should a transfer to the original department of service happen I believe that the time previously spent there should be considered when determining length of service.

As the newest hire on third shift I will be immediately effected by this decision. KJS's planned policy would make me the second lowest person on shift and therefore I would not be the primary person forced in early or to stay late, which falls to the lowest seniority shift member. By supporting the request that length of service be factored based on time in department I am putting myself at the bottom of the ladder in seniority, which only seems appropriate as I have worked for KJS 18 months vs Alma's 18+ years.

Respectfully,  
Cassandra R Muno  
3rd Shift Records Clerk  
Kenosha Joint Service

## KENOSHA JOINT SERVICES BOARD

August 25, 2020

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in room S-10 at the Kenosha County Job Center and via video conferencing.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, City Administrator John Morrissey, County Supervisor Monica Yuhas and Youth in Governance members Tristan Jantz and Sara Tyszkowska.

The **Members not in Attendance**, were Chief of Police Daniel Miskinis and City Alderman Rocco LaMacchia Sr.

Under **Citizen Comments**, there were three citizen comments emailed into the Board. One from Records Clerk Melissa Somers, one from Records Clerk Kimberly Wright and one from Records Supervisor Tiffany Hardy regarding an employee's length of service when moving from one department to another department within the agency.

Under **Approval of Minutes of Open Session Held on July 28, 2020**, Ms. Yuhas made a motion to approve the minutes and Mr. Morrissey seconded the motion. Motion approved unanimously.

Under **Director's Report**, Director Genthner reported that the staff is doing an outstanding job considering the circumstances.

The Board accepted the information as presented.

Under **Evidence Room Remodel**, Director Genthner reported that most of the construction work is completed for the Evidence Room remodel. There are a few punch list item that they are working on and evidence items are being moved back into the department from the temporary storage.

The Board accepted the information as presented.

Under **2021 Operating Budget**, Director Genthner presented the Board with the 2021 operating budget; it currently stands around \$10,053,000. This is approximately \$105,000, or 1%, below the 2020 budget, but an increase to the overall tax levy of 1.26%.

Alex Beaudry, The Horton Group, presented a summary of the estimated cost of the 2021 health insurance. He mentioned that every year they fight to get the renewal in a timely fashion and that estimates provided were the Horton Group's best guess. He discussed market trends and different strategies to control the budget for health insurance.

Mr. Beaudry explained that normally they have a good idea on how the market is looking, with the exception of this year. He stated that they do not have a good grasp with how the January renewals are going to look like due to the ongoing pandemic and other variables. He indicated that they were prepared to go out to market. A lengthy discussion ensued.

Ms. Tunkieicz made a motion for the health insurance not to exceed \$1,489,000, Mr. Morrissey seconded the motion. Motion approved unanimously.

Director Genthner reported that they need to purchase a refresh for the phone logger as well as the hardware for the public safety software. Additionally, they were prepared to borrow for both projects. This will commit Joint Services to 3-5 years of debt. Previously, some of this projects were funded through the CIP.

Chairman Gentz suggests that the County and City of Kenosha discuss whether they prefer to bond vs. Kenosha Joint Services borrowing the funds and suggested that the item be placed on next month's agenda. A brief discussion ensued.

Ms. Tunkieicz made a motion to approve the budget as presented with the City and County of Kenosha to address the issue of bonding vs borrowing in the upcoming weeks. Ms. Yuhas seconded the motion.

Aye – Gentz, Tunkieicz, Yuhas

Nay - Morrissey

The motion passed 3 – 1.

Under **Board Member Comments**, Mr. Morrissey speaking for the behalf of the City of Kenosha wanted to express their appreciation for Joint Services.

Tristan Jantz had a question regarding the borrowing.

At 5:32 p.m., Mr. Morrissey made a motion for **Adjournment** and Ms. Yuhas seconded the motion. Motion approved unanimously.



# **KENOSHA JOINT SERVICES**

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### ADMINISTRATION

Thomas W. Genthner  
Director

Joshua D. Nielsen  
Assistant Director

Francine I. Hooper  
Finance Assistant

Beverly M. Sebetic  
Human Resource Coordinator

### MANAGEMENT

Michael S. Blodgett  
Dispatch/Communications

Stephanie W. Lorenzo  
Records/Public Counter

Patrick W. Sepanski  
Fleet Maintenance

Sebastian Kawka  
Interim Evidence/Identification

TO: Kenosha Joint Services Board

FROM: Tom Genthner

REFERENCE: Kenosha Joint Services – Board Report

DATE: October 22, 2020

Human Resource Coordinator Bev Sebetic has provided notice of her intention to retire February 26, 2021. We are working on the hiring process to fill the position. After thirty-eight years of service, we wish her a wonderful retirement. She will be missed.

The Wisconsin Department of Justice-Bureau of Justice Information and Analysis has notified Records Manager Stephanie Lorenzo that the State has agreed to move forward with Incident Based Reporting (IBR) certification for both the Kenosha Sheriff's Department and Kenosha Police Department. Sheriff Beth and Chief Miskinis will each receive a signed certification letter as official confirmation.

In the next few days, DOJ will be switching both the Kenosha Sheriff's Department and Kenosha Police Department over to IBR certified in their system. Throughout the certification process, reporting submissions were timely and found to have minimal errors.

This is a significant accomplishment. Stephanie and her team have been working for many months on this project. Congratulations Stephanie and all who worked on the project!

Several departments have experienced COVID-19 symptom related cases and COVID-19 positive cases. These cases have resulted in employee quarantines for various lengths of time. The length is dependent upon symptom duration and test results.

There have also been several flu like cases. In many situations flu symptoms can present as COVID-19 as the symptoms are similar. The employee will usually obtain a COVID-19 test and their return is symptom driven.

Both of these scenarios have resulted in a number of employees taking supplemental sick time as authorized by the Board.

Kenosha Joint Services offered a free flu shot clinic to employees, employee family members and retirees' eligible of health insurance. Bev Sebetic coordinated the clinic and it was well attended. Several announcements have been sent out encouraging employees and employee family members to get a flu shot.

## **Kenosha Joint Services – Board Report**

We have taken some additional steps to address employee health where social distancing cannot be maintained. Plexiglas panels have been placed between work spaces in several departments. We continue to work with County Maintenance to address these concerns.

Kenosha Joint Services and ComSys employees displayed professionalism and an outstanding work ethic through the civil unrest. I am very proud of the dedication demonstrated by all.

Several employees have expressed safety concerns as a result of the recent civil unrest. I have been working with Kenosha Sheriff's Department to ensure their safety and security. I have also addressed some sheltering-in-place practices and I am updating the Shelter-in-Place vs. Evacuation policy.

Several times throughout the civil unrest employees were unable to enter or leave the KCSB because of protesters. At times the shuttle bus schedules became irregular resulting in delays getting to and leaving the KCSB.

A significant amount of overtime has been used in the Communications Department as a result of short staffing, the civil unrest and illnesses. Some of these variables impacted all departments although we were able to meet operational demands.

Interviews were conducted for the vacant Evidence/Identification manager's position. The hiring process continues.

### **ADMINISTRATION DEPARTMENT:**

Administration (4 full-time and 1 part-time position): One anticipated vacancy, human resource coordinator, February 2021. Bev Sebetic has submitted her notice of retirement, effective February 26. A recruiting process was started on October 9 and will close on November 6.

Communications (40 full-time positions): Six telecommunicator vacancies. Three new telecommunicators began in September. Regrettably, the fourth candidate did not successfully complete a final stage of testing.

A new recruiting effort began on September 4 and closed on October 2. We received nearly 200 applications and the online testing has been completed. Panel interviews are next and will be conducted virtually.

Records (21 full-time positions): One clerical vacancy. A new recruiting process began on September 22 and closed on October 13. We received 268 applications. The first step in the process will be online testing.

Fleet Maintenance (7 full-time and 1 part-time position): All positions filled.

Evidence/Identification (8 full-time positions): One vacancy, manager position. Thirty-three applications for the position were received from July 31 to August 28. Following a review for

## **Kenosha Joint Services – Board Report**

minimum qualifications, eight candidates were invited to a virtual panel interview. Two candidates subsequently withdrew from consideration. The next step will be background investigations.

### **COMMUNICATIONS:**

Ryan Echtenacher has completed his fire training and call take training. He is currently working as a counting member at those positions while we start 3 new employees. He is anticipated to complete his training early in 2021.

Kenneth Totten continues in training at the Sheriff console. He has completed his call take and police console training. He is anticipated to complete his training early in 2021.

Amelia Almazan, Michael Mietka and Deanna Fox have joined the communications center staff. They are all working on their call take training as their first console and are anticipated to complete their training mid-2021.

Work on replacement of the Radio Console System continues. All consoles have been installed and several are running as part of a required 30-day test prior to putting them in to service.

Staff continues to be very vigilant over cleaning processes and social distancing.

Communications staff and Joint Services Administration continue to meet to determine emergency staffing plans and ensure all needs within the center are met.

In an effort to help our staff deal stress with the events of August, we enlisted the assistance of peer support personnel. Waukesha County, Dane County and Racine County Communications departments graciously donated the time of many of their peer support personnel to come meet with our staff. These specially trained telecommunicators traveled to Kenosha to meet with our staff on four different occasions over the course of 3 weeks. Staff members who wished to meet with them were allowed time to do so and many availed themselves of the opportunity to talk and discuss how they were dealing with the stress these events placed on them. We are very thankful for the assistance offered by our colleagues as we work to address the stress experienced by our staff in the wake of these difficult events.

We continue to periodically staff the backup center to ensure operational readiness.

In September, 4,988 9-1-1 calls were received by the communications department with 93% of these calls answered in under 10 seconds, and 98% in under 15 seconds. There were 20,095 non-emergency calls handled and 26 text messages received during this month.

### **RECORDS:**

During the civil unrest the staff in Records remained professional and composed despite everything happening around them. They fielded over 2,700 phone calls from citizens from all

## Kenosha Joint Services – Board Report

over the United States. Records clerks were verbally abused, threatened, and frightened. Several times clerks were forced to evacuate the department when protesters were able to gain entry to the main lobby. When people enter the Public Safety Building, our records staff is usually the first staff seen.

Several records clerks volunteered to assist in the communications center. They answered non-emergency phone calls, which freed up telecommunicators to handle other priority and emergency calls. Many times, records clerks were unable to leave the building at the end of their shift due to protestors congregating in the streets. They continued working until it was safe for them to leave the building. This was an incredibly stressful time for all involved, but records staff displayed professionalism and strength, and should be proud of the work they did under these circumstances. We are currently working with the Kenosha Police Department Peer Support Team in an effort to support our records clerks following the critical events they encountered.

### **FLEET MAINTENANCE:**

The fleet maintenance staff continue vehicle maintenance and repair as scheduled. There were a total of 314 maintenance and repair lines performed during the month of August and 409 during the month of September.

The Sheriff's F150 patrol vehicles are currently being up-fitted. Four vehicles have been released for use. The Police patrol vehicle up-fitting has also started, a total of three vehicles are complete and waiting to be released. Overtime has been assigned to all technicians at the rate of two hours per day four days a week to expedite the up-fitting process.

Unanticipated repairs due to the civil unrest continue. Most remaining repairs are scheduled at the body shop with anticipated completion by the end of October or early November. Vehicles returning from the body shop will require additional in-house repairs prior to being released.

There were a total of 518 automatic car washes in the month of August and 203 in the month of September. The significant decline in September was due to the civil unrest. The primary focus part-time car washer continues to be disinfecting the interior of patrol vehicles.

## Kenosha Joint Services – Board Report

**Car Washes:** Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



### **EVIDENCE/IDENTIFICATION DEPARTMENT:**

To address safety concerns during the civil unrest all Evidence/Identification technicians were transitioned to first shift. Second shift was not staffed for two weeks. Agencies had scaled back some required services so all requested services were addressed. The department went back to normal schedules the day after Labor Day.

Overtime was suspended during the civil unrest, which effected the inventorying, barcoding and relocating of evidence from the PSB garage. When overtime resumed, the staff has done a tremendous job of making up for the lost time. The next move of evidence from the PSB garage is scheduled for November 3.

On September 17, additional lighting was installed over three additional evidence storage racks to enhance the visibility in the racks. The installation was delayed because of the civil unrest.

Livescan replacement testing is ongoing. All involved parties continue to work on minor fixes.

The upgrade of the Wisconsin's Automated Fingerprint Identification System (AFIS) began on September 14. On September 15, agencies were notified that all fingerprint submissions that were sent to DOJ on the September 14 were lost and had to be resubmitted. This effected all law enforcement agencies that use a Livescan to submit arrest records/fingerprints. The Interim Manager determined approximately 30 records were effected. The Interim Manager worked with the current Livescan vendor, Idemia, to resubmit the records to the state.

## Kenosha Joint Services – Board Report

The AFIS upgrade also effected the creation of State Identification Numbers (SIDS). The SID's are records of individuals who have been arrested in the state and are used to help identify subjects who may use false names or dates of births. This issue effected the submission of conviction DNA to the state. DNA cannot be submitted without a SID.

Courtney Kauffman successfully completed her training and began her second-shift assignment on September 8.

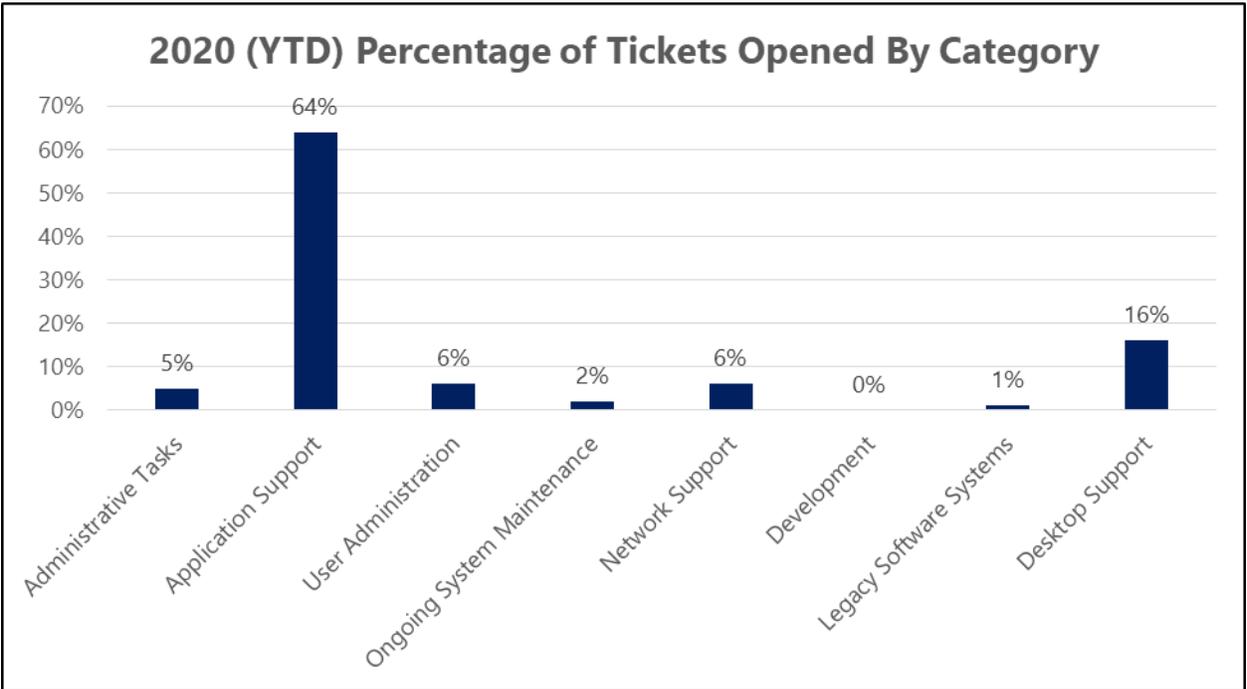
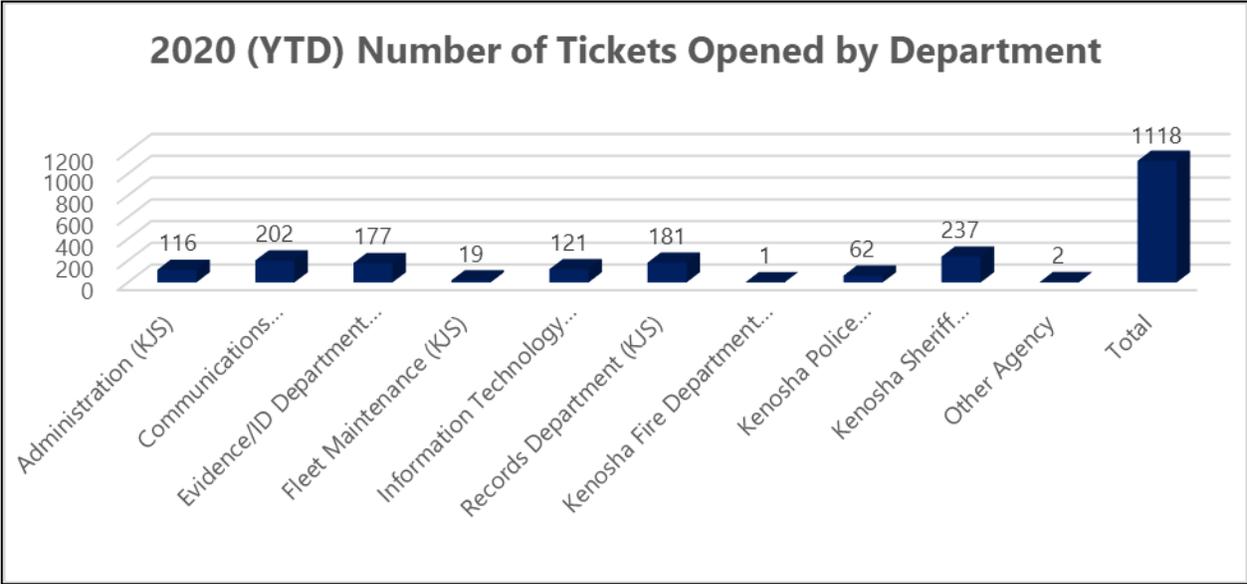
The Evidence/Identification Department transported 152 items to and from the Wisconsin Crime Lab in the month of September.

### **INFORMATION TECHNOLOGY DEPARTMENT:**

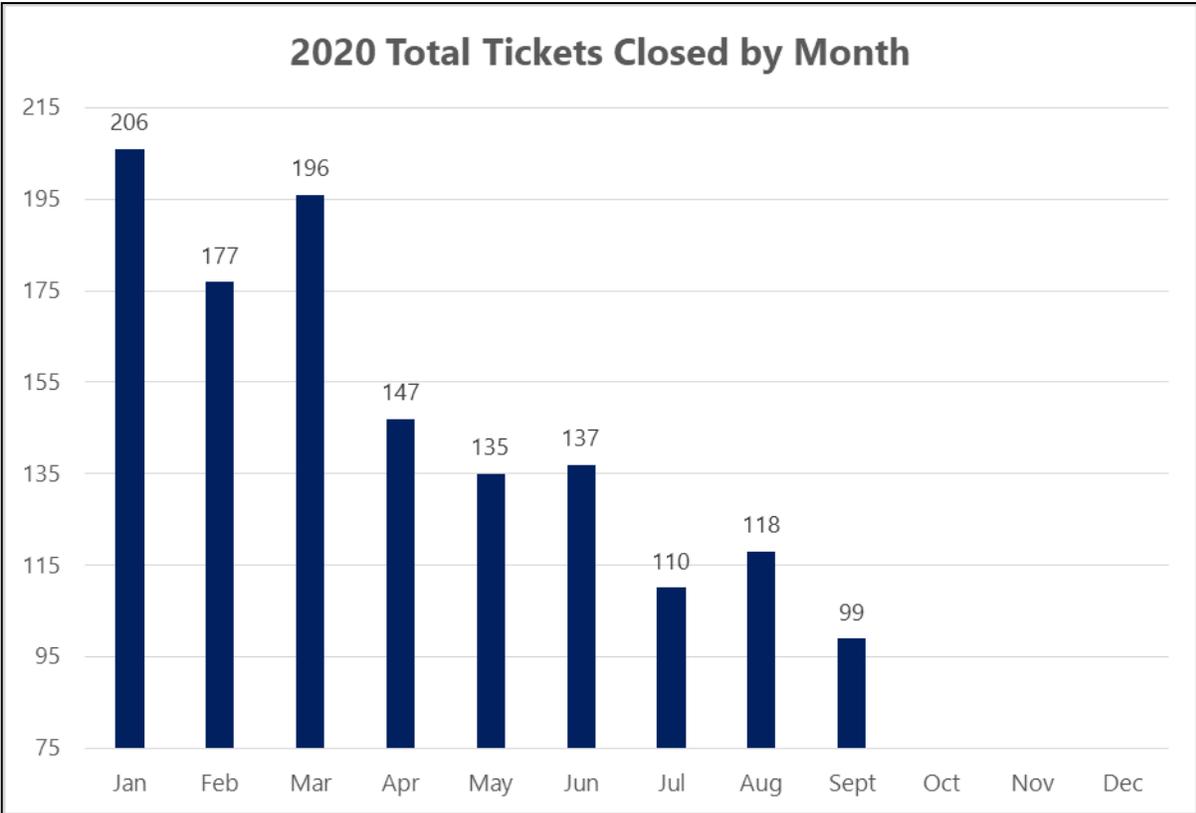
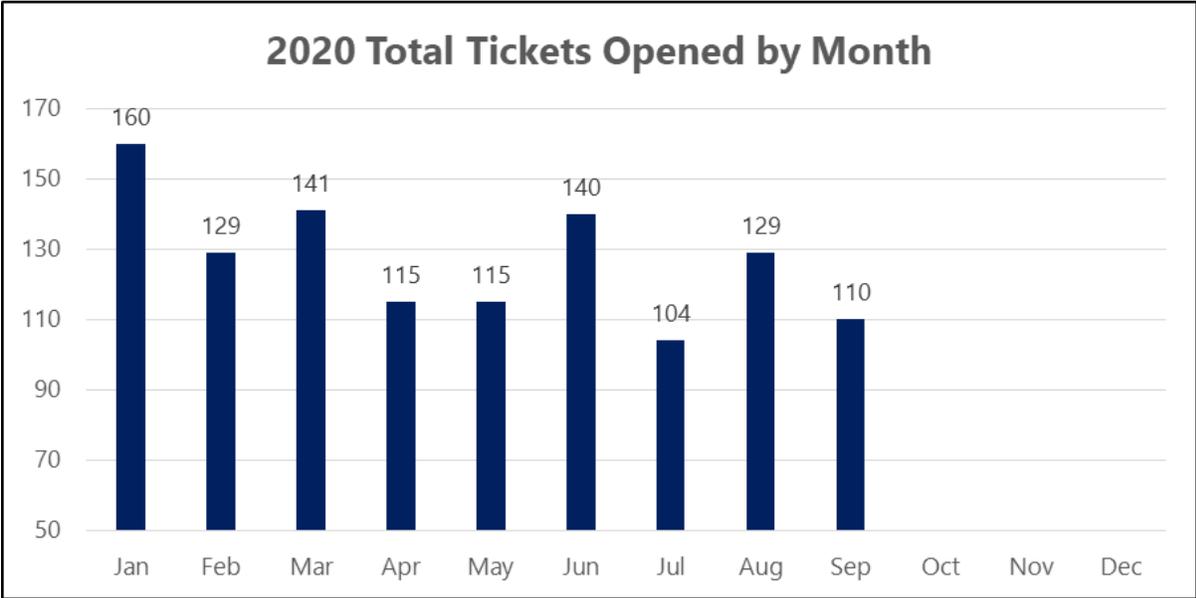
- Livescan Replacement Project
  - In Progress: Working with DataWorks to test fingerprint record transmissions to the state
- Consolidate Switches and Networking Devices
  - In Progress: Upgrade client switches in telco room and third floor data center, cleanup cabling
- Cybersecurity Training
  - Ongoing: Working on October training program
- Second-factor Authentication for Mobile and Remote Access
  - In Progress: Working on scheduling go-live date
- Mideo Digital Evidence Management System Server
  - Complete: Switchover from physical server to virtual server
- Netmotion
  - Complete: Agencies provided with new version 11.7
- Domain Controller Replacement
  - Complete: Build and configure two new domain controller virtual servers
  - In Progress: Synchronize and deploy new domain controllers
- Windows Server Upgrade
  - In Progress: Working on updating windows servers from version 2012 to version 2019
- Tip/ix Upgrade
  - In Progress: Upgrading Tip/ix operating system from Centos 6 to Centos 7
  - In Progress: Working on scheduling go-live date in November 2020
- Migration from Fire Mobile to Crewforce
  - In Progress: Working on user and device registration and training
- New World Upgrade to 2019.2
  - In Progress: Upgrade postponed to first quarter 2021
- LInX Crime Reporting
  - Complete: Kenosha Police Department files exporting daily to LInX

**Kenosha Joint Services – Board Report**

- In Progress: Kenosha Sheriff’s Department export scheduled to start December 2020
- Badger TraCS Upgrade
  - Complete: Kenosha Police Department has upgraded to WIPAK 200702
  - In Progress: Kenosha Sheriff’s Department scheduled to upgrade week of 10/26



**Kenosha Joint Services – Board Report**

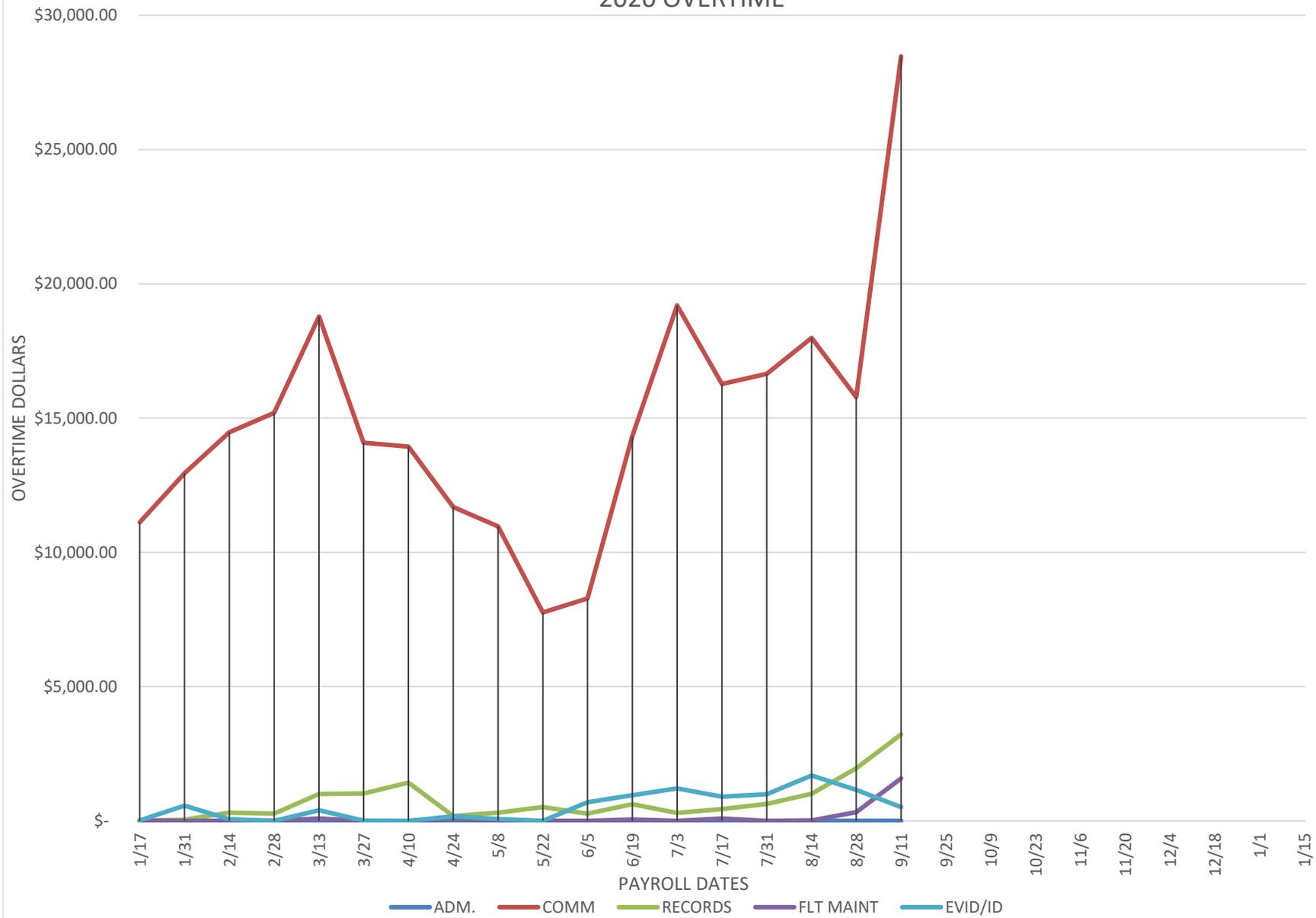


**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
2020 - OVERTIME REPORT**

	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>
	08/09-08/22	08/09-08/22	08/23-09/05	08/23-09/05		
<b>Administration</b>	0.00	\$ -	0.00	\$ -		
<b>Communications</b>	415.00	\$ 15,784.61	748.75	\$ 28,471.99		
<b>Records</b>	55.20	\$ 1,962.80	94.95	\$ 3,219.18		
<b>Fleet Maintenance</b>	8.00	\$ 322.89	38.00	\$ 1,582.05		
<b>Evidence/ID</b>	31.90	\$ 1,152.66	14.00	\$ 516.40		
	510.10	\$ 19,222.96	895.70	\$ 33,789.62		

	<b>TOTAL HRS. FROM 1/1/2020</b>	<b>TOTAL PAY FROM 1/1/2020</b>	<b>AVRG HRS</b>	<b>AVRG PAY</b>	<b>AVERAGE HOURLY RATE</b>	<b>ACCOUNT</b>	<b>PERCENT</b>
	<u>THRU 12/31/20</u>	<u>THRU 12/31/20</u>	<u>PER PAY PR</u>	<u>PER PAY PR</u>	<u>FOR OT</u>	<u>BALANCES</u>	<u>EXPENDED</u>
<b>Administration</b>	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
<b>Communications</b>	7155.15	\$267,913.26	447.20	\$16,744.58	\$37.44	(\$94,761.26)	155%
<b>Records</b>	388.55	\$13,535.56	24.28	\$845.97	\$34.84	\$21,661.44	38%
<b>Fleet Maintenance</b>	54.30	\$2,258.16	3.39	\$141.14	\$41.63	\$17,952.84	11%
<b>Evidence/ID</b>	<u>259.90</u>	<u>\$9,431.15</u>	<u>16.24</u>	<u>\$589.45</u>	<u>\$36.30</u>	<u>\$26,003.85</u>	27%
<b>Joint Services Total</b>	7857.90	\$293,138.13	98.22	\$3,664.23	\$30.04	(\$29,143.13)	

## KJS 2020 OVERTIME

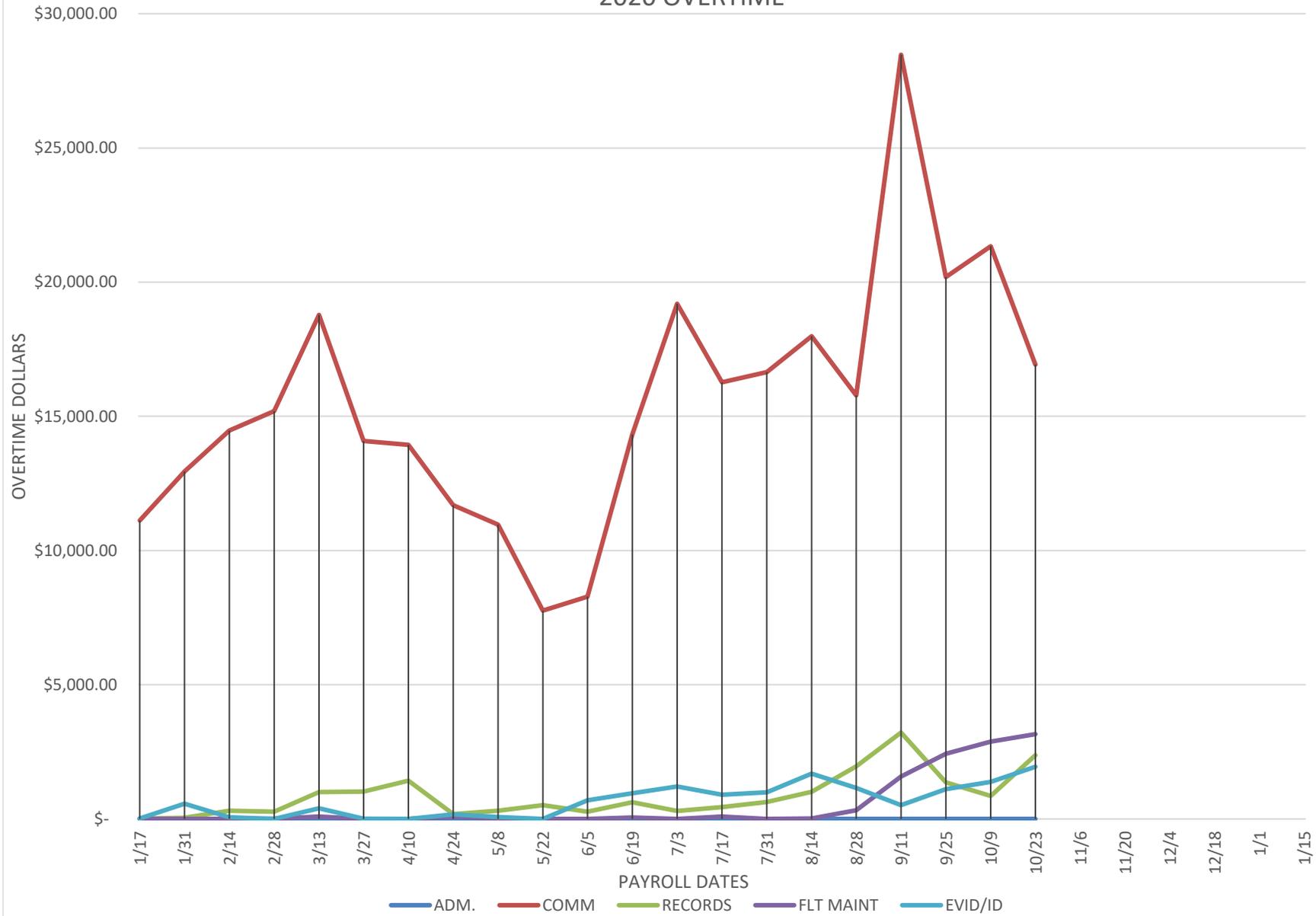


**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
2020 - OVERTIME REPORT**

	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>
	09/06-09/19	09/06-09/19	09/20-10/03	09/20-10/03	10/04-10/17	10/04-10/17
<b>Administration</b>	0.00 \$	-	0.00 \$	-	0.00 \$	-
<b>Communications</b>	534.90 \$	20,187.21	560.30 \$	21,332.87	456.30 \$	16,933.02
<b>Records</b>	37.50 \$	1,361.07	24.00 \$	861.26	69.00 \$	2,371.08
<b>Fleet Maintenance</b>	58.50 \$	2,433.13	70.20 \$	2,879.15	76.50 \$	3,159.29
<b>Evidence/ID</b>	30.10 \$	1,110.25	39.20 \$	1,385.97	54.70 \$	1,945.20
	661.00 \$	25,091.66	693.70 \$	26,459.25	656.50 \$	24,408.59

	<b>TOTAL HRS. FROM 1/1/2020</b>	<b>TOTAL PAY FROM 1/1/2020</b>	<b>AVRG HRS</b>	<b>AVRG PAY</b>	<b>AVERAGE HOURLY RATE</b>	<b>ACCOUNT</b>	<b>PERCENT</b>
	<b><u>THRU 12/31/20</u></b>	<b><u>THRU 12/31/20</u></b>	<b><u>PER PAY PR</u></b>	<b><u>PER PAY PR</u></b>	<b><u>FOR OT</u></b>	<b><u>BALANCES</u></b>	<b><u>EXPENDED</u></b>
<b>Administration</b>	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	
<b>Communications</b>	8706.65	\$326,366.36	544.17	\$20,397.90	\$37.48	(\$153,214.36)	188%
<b>Records</b>	519.05	\$18,128.97	32.44	\$1,133.06	\$34.93	\$17,068.03	52%
<b>Fleet Maintenance</b>	259.50	\$10,729.73	16.22	\$670.61	\$41.34	\$9,481.27	53%
<b>Evidence/ID</b>	<u>383.90</u>	<u>\$13,872.57</u>	<u>23.99</u>	<u>\$867.04</u>	<u>\$36.14</u>	<u>\$21,562.43</u>	39%
<b>Joint Services Total</b>	9869.10	\$369,097.63	123.36	\$4,613.72	\$29.98	(\$105,102.63)	

## KJS 2020 OVERTIME



KENOSHA JOINT SERVICES  
INCOME STATEMENT  
AUGUST 2020  
KENOSHA, WISCONSIN

**REVENUE**

	<b><u>2020 Projected Revenue</u></b>	<b><u>Actual Current Month</u></b>	<b><u>Actual Year-to-Date</u></b>	<b><u>Percent of Projected</u></b>
City Operating	\$3,870,029.00	\$322,502.42	\$2,580,019.32	66.67%
County Operating	\$4,814,549.00	\$401,212.42	\$3,209,699.32	66.67%
Bank Interest	\$1,000.00	\$21.41	\$294.13	29.41%
Photograph Revenue	\$200.00	\$0.00	\$98.56	49.28%
CD/DVD Revenue	\$2,400.00	\$33.00	\$360.44	15.02%
Report Copies	\$7,000.00	\$103.47	\$1,399.16	19.99%
False Alarms	\$39,000.00	\$0.00	\$9,175.00	23.53%
Other	<u>\$500.00</u>	<u>\$0.00</u>	<u>\$2,575.00</u>	515.00%
	\$8,734,678.00	\$723,872.72	\$5,803,620.93	66.44%
Fund Balance	\$725,844.00			
FM - Fuel & Parts	<u>\$698,000.00</u>			
<b>2020 ORIGINAL BGT</b>	<b>\$10,158,522.00</b>			

**2019 CARRYOVER & ENCUMBRANCE**

Software Carryover \$12,321.11

**2020 WORKING BGT** **\$10,170,843.11**

**EXPENDITURES (All Departments)**

	<b><u>Budgeted Amt</u></b>	<b><u>Current Month</u></b>	<b><u>Y-T-D EXP</u></b>	<b><u>Encumbrances</u></b>	<b><u>Balance</u></b>
Personnel Services	\$7,161,614.00	\$512,670.34	\$4,274,997.96	\$0.00	\$2,886,616.04
Contractual Serv	\$2,086,100.00	\$118,648.24	\$1,428,341.48	\$1,573.75	\$656,184.77
Supplies & Mat	\$860,157.00	\$56,699.29	\$447,281.79	\$2,288.68	\$410,586.53
Capital Outlay	\$50,651.00	\$0.00	\$37,407.39	\$731.68	\$12,511.93
Contingency	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	\$10,158,522.00	\$688,017.87	\$6,188,028.62	\$4,594.11	\$3,965,899.27
<b>TOTAL EXPENDITURES</b>	<b>\$10,158,522.00</b>				

**Percent of budget expended:** **60.96%**

KENOSHA JOINT SERVICES  
INCOME STATEMENT  
AUGUST 2020  
KENOSHA, WISCONSIN

**Fleet Maintenance Inventories**

**REVENUE**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$70,000.00	\$7,097.42	\$56,645.02	\$13,354.98	80.92%
County Parts/Labor	\$83,000.00	\$8,598.53	\$60,212.63	\$22,787.37	72.55%
City Fuel	\$247,500.00	\$18,430.20	\$121,095.54	\$126,404.46	48.93%
County Fuel	\$297,500.00	\$15,724.98	\$127,844.52	\$169,655.48	42.97%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
<b>TOTAL REVENUES</b>	<b>\$698,000.00</b>	<b>\$49,851.13</b>	<b>\$365,797.71</b>	<b>\$332,202.29</b>	<b>52.41%</b>

**EXPENDITURES**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$153,000.00	\$19,161.25	\$98,039.99	\$54,960.01	64.08%
Fuel	<u>\$545,000.00</u>	<u>\$29,355.91</u>	<u>\$226,002.58</u>	<u>\$318,997.42</u>	41.47%
	\$698,000.00	\$48,517.16	\$324,042.57	\$373,957.43	46.42%

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 9/08/20

TIME 16:22:18

KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 8/01 END DATE FOR SUMMARY: 8/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
44915	8/12	ADP LLC	150-01-50004-216-000	THRU 7/25	666.42
44916	8/12	AMAZON CAPITAL SERVICES INC	150-01-50006-302-000	SHEARS HEAVY DUTY	57.12
			150-00-12530-000-000	AUXBEAM LED LIGHTBAR	48.99
			150-00-12530-000-000	14GA WHI R/B 100FT	42.95
				..... CHECK TOTAL	149.06
44917	8/12	AT&T MOBILITY	150-01-50003-212-000	SUPERVISORS JLY20	28.38
			150-01-50007-212-000	SUPERVISORS JLY20	18.92
			150-01-50006-212-000	SUPERVISORS JLY20	10.72
				..... CHECK TOTAL	58.02
44918	8/12	BLUE WATER BENEFITS	150-01-50004-216-000	ACA REPORTING 2ND QT	150.00
44919	8/12	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 7/30	3,050.81
			150-00-12530-000-000	THRU 07/30	3.68
			150-01-50006-305-000	2%DISC PD W/IN TERMS	61.09CR
				..... CHECK TOTAL	2,993.40
44920	8/12	CLASSIC CARE PRODUCTS	150-01-50006-308-000	THRU 7/30	516.00
			150-00-12530-000-000	THRU 7/30	318.00
				..... CHECK TOTAL	834.00
44921	8/12	COMPLETE OFC OF WISCONSIN	150-01-50002-301-000	02 - THRU 7/31	781.31
44922	8/12	CULLIGAN WATER TREATMENT	150-01-50001-301-000	AUG'20	9.00
44923	8/12	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 08/14/20	610.84
44924	8/12	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	14,554.17
44925	8/12	FASTENAL COMPANY PURCHASING	150-00-12530-000-000	INDUSTRIAL SUPPLIES	7.22
44926	8/12	GORDIE BOUCHER FORD	150-00-12530-000-000	GENERAL FLEET MAINT	264.49
44927	8/12	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	JLY '20	447.38
44928	8/12	LYNCH CHEVROLET OF KENOSHA	150-00-12530-000-000	THRU 7/31	1,623.30

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 9/08/20

TIME 16:22:18

KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 8/01 END DATE FOR SUMMARY: 8/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
44929	8/12	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 08/14/20	1,212.41
44930	8/12	MICROSYSTEMS INC	150-01-50003-209-000	IMAGING	4,253.08
44931	8/12	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 08/14/20	2,064.29
44932	8/12	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 08/14/20	4,954.00
44933	8/12	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	2,920.00
			150-00-12530-000-000	MISC TIRE PURCHASES	110.80
			150-00-12530-000-000	MISC TIRE PURCHASES	21.00
				..... CHECK TOTAL	3,051.80
44934	8/12	PORCARO FORD	150-00-12530-000-000	06/01 THRU 07/31/20	5,644.92
44935	8/12	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	SEPT '20	934.71
			150-01-50002-124-000	SEPT '20	268.74
			150-01-50003-124-000	SEPT '20	157.64
			150-01-50006-124-000	SEPT '20	95.28
			150-01-50007-124-000	SEPT '20	68.10
			150-01-50001-124-000	SEPT '20	57.28
				..... CHECK TOTAL	1,581.75
44936	8/12	SHRED-IT USA	150-01-50003-212-000	2EA SHREDDING	35.00
			150-01-50002-212-000	2EA SHREDDING	35.00
				..... CHECK TOTAL	70.00
44937	8/12	STAPLES BUSINESS ADVANTAGE	150-01-50002-301-000	02 THRU 7/31	498.96
			150-01-50003-301-000	03 THRU 7/31	108.78
			150-01-50001-301-000	01 THRU 7/30	73.16
			150-01-50007-301-000	07 THRU 7/31	60.28
				..... CHECK TOTAL	741.18
44938	8/12	TRI-TECH FORENSICS INC	150-01-50007-301-000	BLUE EVIDENCE STRIPS	277.00
			150-01-50007-301-000	GEL LIFTS - BLACK	105.90
			150-01-50007-301-000	ARSON CANS-PINT 10PK	92.50
			150-01-50007-301-000	GEL LIFTS - WHITE	63.54
			150-01-50007-301-000	GEL LIFTS - CLEAR	43.56
			150-01-50007-301-000	GEL LIFTS - WHITE	42.36
			150-01-50007-301-000	EVIDENCE COLLECTION	34.95
				..... CHECK TOTAL	659.81

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 9/08/20

TIME 16:22:18

KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 8/01 END DATE FOR SUMMARY: 8/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
44939	8/12	ULINE	150-01-50007-301-000	MISC EVID/ID SUPPLY	574.65
44940	8/12	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	3QTR KPD/TIME	2,598.00
44941	8/20	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 7/31/20	692.35
			150-00-12530-000-000	THRU 07/31/20	181.00
			150-01-50007-320-000	THRU 7/31/20	47.65
				..... CHECK TOTAL	921.00
44942	8/20	BUELOW VETTER BUIKEMA OLSON	150-01-50004-201-000	LEGAL FEES	4.01
44943	8/20	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 7/31/20	3,866.99
			150-01-50006-305-000	2%DISC PD W/IN TERMS	78.92CR
				..... CHECK TOTAL	3,788.07
44944	8/20	COMSYS INC	150-01-50008-201-000	MIS SUPPORT	36,500.00
44945	8/20	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSY-ALM, FOX, TAM	1,485.00
44946	8/20	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	14,425.43
44947	8/20	FELD, SCHUMACHER & CO., LLP	150-01-50004-214-000	'19 FNCL REVIEW	5,450.00
44948	8/20	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	66,845.75
44949	8/20	KENOSHA COUNTY DHS	150-01-50004-208-000	POSTAGE JLY'20	309.50
44950	8/20	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	SYN 5W30	1,057.10
			150-00-12531-000-000	MOTORCYCLE FUEL	376.31
				..... CHECK TOTAL	1,433.41
44951	8/25	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 08/28/20	604.54
44952	8/25	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 08/28/20	1,212.41
44953	8/25	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 08/28/20	2,000.44
44954	8/25	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 08/28/20	4,808.00
44955	8/25	THOMAS WIERCINSKI	150-01-50006-303-000	BOOT REIM-TW	100.00
GRAND TOTAL FOR PERIOD *****					190,442.06

# Kenosha Joint Services

Medical Renewal Comparison, Effective January 1, 2021

		Humana Current WI PPO 16 Copay OPT 14		Humana Current WI PPO 16 Copay OPT 14	
Employee Only	27	\$677.69		\$1,084.33	
Employee & Spouse	10	\$1,490.91		\$2,385.53	
Employee & Children	16	\$1,287.61		\$2,060.23	
Family	33	\$2,168.60		\$3,469.87	
Total Monthly Premium		\$125,372.29		\$200,601.60	
<b>Total Annual Premium</b>		<b>\$1,504,467.48</b>		<b>\$2,407,219.20</b>	
<b>Percent Change from Current</b>		---		<b>60.00%</b>	
<b>Network</b>		Humana HPN		Humana HPN	
		In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible		Embedded		Embedded	
	Individual	\$1,000	\$3,000	\$1,000	\$3,000
	Family	\$2,000	\$6,000	\$2,000	\$6,000
Out of Pocket Maximum					
	Individual	\$4,000	\$12,000	\$4,000	\$12,000
	Family	\$8,000	\$24,000	\$8,000	\$24,000
Coinsurance		100%	70%	100%	70%
Hospitalization		100% after ded	70% after ded	100% after ded	70% after ded
Emergency Room		\$350 copay		\$350 copay	
Urgent Care		\$100 copay	70% after ded	\$100 copay	70% after ded
Primary Care Office Visit		\$25 copay	70% after ded	\$25 copay	70% after ded
Specialist Office Visit		\$50 copay	70% after ded	\$50 copay	70% after ded
Preventive		100% no ded	70% after ded	100% no ded	70% after ded
Telemedicine		\$25 copay	N/A	\$25 copay	N/A
Prescription Drugs					
	Level 1	\$10 copay		\$10 copay	
	Level 2	\$30 copay		\$30 copay	
	Level 3	\$50 copay		\$50 copay	
	Level 4	25%		25%	
	Level 5	35%		35%	
Mail Order Rx (90 Day Supply)		\$25/\$75/\$125/25%		\$25/\$75/\$125/25%	

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# EDW Underwriting Reporting

## Premium & Claims Summary Report – Incurred Basis

Enterprise Platform: EM	Platform: ALL SRC PLATFORMS SELECTED	Financial Product: FI MED
Ent Platform Name: METAVANCE	Customer: ALL SRC CUSTOMERS SELECTED	Type of Customer: ENTERPRISE
Enterprise Customer: 677684	MTV Div/CI Class: ALL SRC DIVISIONS SELECTED	Auto Cross-Ref: YES
Ent Customer Name: KENOSHA JOINT SERVICES	Benefit Plan: ALL SRC BENEFIT IDS SELECTED	Reporting Level: ENT CUST
Src Platform Name: ALL SOURCE PLATFORMS SELECTED	Group Number: ALL ALT CUSTOMERS SELECTED	From Date: 07-01-2018
Src Customer Name: ALL SOURCE CUSTOMERS SELECTED	MTV Ben/CAS Subgrp: ALL ALT BENEFIT IDS SELECTED	To Date: 06-30-2020
Division Name: ALL SOURCE DIVISIONS SELECTED	Product Line: MEDICAL	As of Date: 09-30-2020

\*\*\*\*\* SUBSCRIBER COVERAGE TYPES \*\*\*\*\*

Date	EE Only	EE + Sp	EE + Ch	Family	Total	Members	Premium	Medical*	RX*	Total Cost*
07-2018	26	9	14	27	76	193	85,663	116,332	3,802	120,134
08-2018	28	8	13	26	75	187	82,866	37,198	12,379	49,577
09-2018	28	9	14	26	77	192	84,932	61,748	6,769	68,517
10-2018	27	10	15	26	78	196	86,483	120,594	8,130	128,724
11-2018	27	10	15	26	78	196	86,588	94,450	9,905	104,355
12-2018	26	10	15	26	77	195	86,047	98,347	4,358	102,705
01-2019	26	11	16	25	78	196	94,223	74,201	28,016	102,217
02-2019	26	11	18	25	80	199	96,330	40,834	6,597	47,431
03-2019	25	11	17	25	78	196	94,470	76,954	9,378	86,332
04-2019	25	11	17	25	78	196	94,470	49,989	17,015	67,003
05-2019	25	11	18	25	79	198	95,511	48,139	9,797	57,936
06-2019	28	11	18	26	83	206	99,165	78,767	9,472	88,239
<b>317</b>	<b>122</b>	<b>190</b>	<b>308</b>	<b>937</b>		<b>2,350</b>	<b>1,086,749</b>	<b>897,553</b>	<b>125,618</b>	<b>1,023,171</b>

**Total Cost PMPM: 435.39**  
**Premium PMPM: 462.45**  
**Medical Expense Ratio: 94.15%**

\*\*\*\*\* SUBSCRIBER COVERAGE TYPES \*\*\*\*\*

Date	EE Only	EE + Sp	EE + Ch	Family	Total	Members	Premium	Medical*	RX*	Total Cost*
07-2019	28	11	17	26	82	204	97,699	53,993	11,882	65,874
08-2019	26	10	17	27	80	202	96,729	105,893	9,538	115,432
09-2019	26	10	17	27	80	202	96,959	92,519	5,906	98,425
10-2019	25	10	17	27	79	201	96,280	101,459	7,626	109,085
11-2019	25	11	17	27	80	203	97,576	68,720	4,577	73,297
12-2019	25	10	17	27	79	201	95,956	84,386	3,796	88,182
01-2020	24	11	18	27	80	205	112,605	74,176	10,319	84,495
02-2020	24	11	18	27	80	205	112,605	72,909	9,460	82,369
03-2020	25	10	17	27	79	200	110,414	57,445	25,236	82,681
04-2020	25	10	16	27	78	197	109,079	156,972	4,578	161,551
05-2020	25	10	17	28	80	201	112,536	21,098	6,741	27,839
06-2020	25	10	16	28	79	197	111,144	104,869	32,528	137,398
<b>303</b>	<b>124</b>	<b>204</b>	<b>325</b>	<b>956</b>		<b>2,418</b>	<b>1,249,583</b>	<b>994,439</b>	<b>132,187</b>	<b>1,126,627</b>

**Total Cost PMPM: 465.93**  
**Premium PMPM: 516.78**  
**Medical Expense Ratio: 90.16%**

\*\*\*\*\* SUBSCRIBER COVERAGE TYPES \*\*\*\*\*

Date	EE Only	EE + Sp	EE + Ch	Family	Total	Members	Premium	Premium PMPM
07-2020	24	10	16	28	78	196	110,466	563.60
08-2020	24	10	16	28	78	196	110,376	563.14
09-2020	24	10	16	26	76	188	108,159	575.31

# Kenosha Joint Services

Dental Renewal Comparison, Effective January 1, 2021

		Humana	
		Current	Renewal
Employee Only	26	\$36.68	\$38.48
Employee & Spouse	10	\$82.80	\$86.89
Employee & Child(ren)	17	\$77.67	\$81.12
Family	33	\$126.13	\$131.95
Monthly Total		\$7,264.36	\$7,602.77
<b>Annual Total</b>		<b>\$87,172.32</b>	<b>\$91,233.24</b>
<b>Percent Change from by Plan Current</b>		---	<b>4.66%</b>
<b>Rate Guarantee</b>		---	1 Year
<b>Network</b>		Humana PPO	
		In Network	Out-of-Network
<b>Deductible per Member</b>			
Individual		\$50	\$50
Family		\$150	\$150
<b>Annual Maximum</b>			
Per Person		\$1,500	\$1,500
<b>Diagnostic &amp; Preventative (Type 1)</b>		Deductible Waived	
Exams		100%	100%
Cleanings		100%	100%
Fluoride		100%	100%
Sealants		100%	100%
X-Rays		100%	100%
<b>Basic Services (Type 2)</b>			
Space Maintainers		80%	80%
Fillings		80%	80%
Emergency Treatment for Pain		80%	80%
Non-Surgical Extractions		80%	80%
Periodontics (Gum Disease)		80%	80%
Endodontics (Root Canals)		80%	80%
<b>Major Services (Type 3)</b>			
Surgical Extractions		50%	50%
Crowns, Inlays, Outlays		50%	50%
Bridges and Dentures		50%	50%
Repairs and Adjustments		50%	50%
Implants		50%	50%
<b>Orthodontics (Type 4)</b>			
		50%	50%
Appliances and Related Services		\$1,000 Lifetime Maximum; Children to Age 19	

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# Kenosha Joint Services

Voluntary Vision Renewal Comparison, Effective January 1, 2021

		Humana	
		Current	Renewal
Employee Only	17	\$9.49	\$10.06
Employee & Spouse	3	\$18.98	\$20.12
Employee & Child(ren)	10	\$18.04	\$19.12
Family	8	\$28.34	\$30.05
Monthly Total		\$625.39	\$662.98
<b>Annual Total</b>		<b>\$7,504.68</b>	<b>\$7,955.76</b>
<b>Percent Change from Current</b>		<b>N/A</b>	<b>6.01%</b>
<b>Rate Guarantee</b>		---	2 Years
<b>Network</b>		Humana Insight	
		<b>In Network</b>	<b>Out of Network</b>
<b>Copays</b>			
Exam Copay		\$10	
Materials Copay		\$15	
<b>Exams (per visit) Frequency</b>		<b>Once Every 12 Months</b>	
Exam		Covered in Full	\$30 Allowance
<b>Lenses (per pair) Frequency</b>		<b>Once Every 12 Months</b>	
Single Vision		Covered in Full	\$25 Allowance
Bifocal			\$40 Allowance
Trifocal			\$60 Allowance
<b>Frames Frequency</b>		<b>Once Every 24 Months</b>	
Standard		\$130 Allowance	\$65 Allowance
<b>Contact Lens Frequency (in lieu of glasses)</b>		<b>Once Every 12 Months</b>	
Conventional or Disposable Contact Lenses		\$130 Allowance	\$104 Allowance
Medically Necessary		Covered in Full	\$200 Allowance

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# KENOSHA JOINT SERVICES

## PlanPulse

Reporting  
Period:9/1/2019 -  
8/31/2020



Humana.



## Parameters - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

	REPORT SELECTION CRITERIA
Report Create Date:	10/21/2020
Reporting Period:	9/1/2019 - 8/31/2020
Paid Data Available Thru:	9/30/2020
Product Segment:	Commercial
ASO?	NO
Line of Business:	PPO
Customer Groups:	ALL Selected
Divisions:	ALL Selected
Benefits:	ALL Selected
Peer:	MARKET
Is there Pharmacy?	Yes
Is there Go365?	Yes

Report Methodology	1
Executive Summary	2
Demographic	
Member Demographics	3
Spend & Utilization	
Utilization Summary	4
Large Claimant Summary	5
Cost Share Summary	6
Clinical	
Clinical Conditions Summary	7
Clinical Program Summary	8
Preventive Summary	9
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Pharmacy Summary	11
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# Report Methodology - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

## Report Purpose

This PlanPulse report was prepared specifically for your organization to help you stay on top of your group's health care experience during the current plan year. Our desire is that with this PlanPulse and our other reporting tools – bolstered by the guidance and insights our Sales and Account Management associates deliver -- we will be able to help you make the most informed decisions possible about your organization's health, wellbeing and use of the health care system.

## Methodology

PlanPulse uses claim data to report on the important facets of your group's health care experience during the reporting period. PlanPulse reports on an "incurred" basis rather than a "paid/processed basis" to allow for better monitoring of member behavior in response to plan design changes that occur from one plan year to the next. Incurred basis reporting includes only services that were received during the reporting period, regardless of when the claim was paid.

To make the data more meaningful, we frequently report your current period data beside your prior period experience (same reporting period from the prior year) and/or your peer. Including the prior period and peer allows you to see how your group compares to your performance in the prior year and how it compares to other groups in your area or industry (see below for peer details). These comparable numbers add context that can help make sense of what we see.

## IBNR Defined

On several of the following pages you will see the term IBNR. IBNR is an abbreviation for Incurred But Not Reported. The numbers on the IBNR line include the estimated additional claim volume for the period. Combining the known claim volumes with the IBNR will give you a more accurate idea of the total claim volume and cost for the period once all claims are settled. IBNR allowances are added to the total rather than being added to each line item within that period's expenses because IBNR can affect the various line items differently. This estimate is not intended as a group specific financial reserve for ASO customers.

## Reporting Period

This PlanPulse is based on incurred claims for the period 9/1/2019 through 8/31/2020, with claims processed through 9/30/2020.

This report was created on 10/21/2020.

## Peer

The peer used for comparison purposes in this report is Humana's Market WISCONSIN, unless noted otherwise. In a few instances, Humana's National Book of Business is used as a comparison.

# Executive Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

On this page, you'll find the key indicators that drive your group's health plan performance. In the center of the page is the Net Paid PMPM variance from prior to current reporting period, a good indicator of how members are using their healthcare benefits and engaging in wellness. The surrounding metrics are deemed to have the most influence on Net Paid PMPM. Subsequent pages dive deeper into each of these metrics impacting spend.

<p><b>Medical Visits / 1,000</b></p> <p><b>-6.4%</b></p> <p>Current: 7,627 Prior: 8,146</p> 	<p><b>RX% Utilizing Members per Month:</b></p> <p><b>-2.1%</b></p> <p>Current: 27.4% Prior: 29.5%</p> 	<p><b>Generic Dispensing Rate:</b></p> <p><b>+2.0%</b></p> <p>Current: 88.9% Prior: 86.8%</p> 
<p><b>Large Claimant Spend Impact:</b></p> <p><b>+31%</b></p> <p>Current: 46% Prior: 15%</p> 	<p><b>Net Paid PMPM:</b></p> <p><b>-1.0%</b></p> <p>Current: \$418.54 Prior: \$422.77</p> 	<p><b>Member Cost Share:</b></p> <p><b>-2.0%</b></p> <p>Current: 11.5% Prior: 13.5%</p> 
<p><b>Members with Preventive Services:</b></p> <p><b>-9.6%</b></p> <p>Current: 42.9% Prior: 52.5%</p> 	<p><b>Health Alerts Full Member Compliance:</b></p> <p><b>-6.2%</b></p> <p>Current: 68.5% Prior: 74.6%</p> 	<p><b>Clinical Program Participation</b></p> <p>Current: 71.4% Target: 80%</p> 

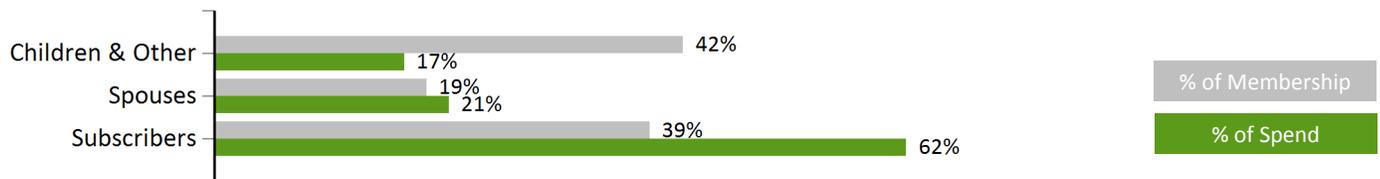
# Member Demographics - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

The Demographic page aids in discovering associations between member demographics and claim spend. Members who are engaged in their health have, on average, 8% lower healthcare costs. Humana uses multiple channels to connect with members along with encouraging members to utilize our self-service tools like MyHumana.com to learn more about all we have to offer and how their insurance is working for them.

	Current	Prior	Market Peer	Target
Average Number of Members	200	198	---	
Average Population Age	32.7	32.9	36.3	
Demographic Risk Score	1.11	1.10	1.25	
Member/Subscriber Ratio	2.51	2.53	1.87	
Male/Female Ratio	46/54	46/54	55/45	
Phone Number on File	97.0%	98.0%	80.0%	
Email on File	55.0%	59.0%	50.0%	
MyHumana.com Registrations	73.0%	72.0%	61.0%	80%

## Spend Distribution by Relationship



## Membership Demographics by Age Group

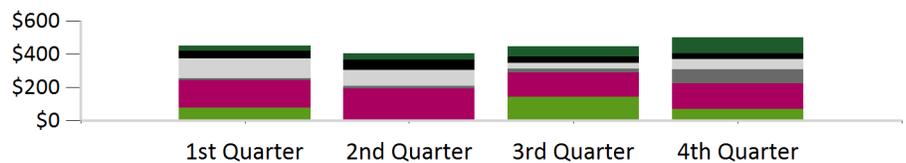
		Period Ending Subscribers	Period Ending Members	Current Pop. %	Prior Pop. %	Market Peer Pop. %	% of Total Spend
<b>Children</b>	< 3 Years	<5	5	2.6%	2.0%	2.7%	2.0%
	3-18	<5	45	23.0%	23.3%	18.4%	7.2%
<b>Adult Females</b>	19-25	<5	13	6.6%	8.9%	4.8%	5.1%
	26-44	32	41	20.9%	17.8%	12.9%	8.3%
	45-64	25	33	16.8%	17.8%	16.5%	64.9%
	65+	<5	<5	---	0.0%	0.6%	---
<b>Adult Males</b>	19-25	<5	13	6.6%	7.9%	5.4%	2.9%
	26-44	8	23	11.7%	9.9%	17.9%	3.8%
	45-64	11	23	11.7%	12.4%	19.6%	5.6%
	65+	<5	<5	---	0.0%	1.1%	---

# Utilization Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

	Current Utilization (Per 1000)*	Prior Utilization (Per 1000)*	% Change	12 Month Prior (Per 1000)*	MARKET Utilization (Per 1000)**	Peer Prior (Per 1000)	MARKET Prior (Per 1000)	Current Net Paid PMPM	Prior Net Paid PMPM	% Change	12 Month Prior PMPM	Current % In Network
<b>Office Visits</b>												
Freestanding Labs	210	212	-1.2%	212	213	197		\$2.40	\$0.89	170.8%	\$0.89	
Hospital Based Physician	10	---	---	0	13	14		\$0.02	---	---	---	
Primary Care	2,052	2,429	-15.5%	2,429	1,967	2,151		\$30.13	\$42.24	-28.7%	\$42.24	
Specialist Care	2,047	2,288	-10.5%	2,288	1,850	2,036		\$46.80	\$37.43	25.1%	\$37.43	
<b>Physician Total</b>	<b>4,318</b>	<b>4,929</b>	<b>-12.4%</b>	<b>4,929</b>	<b>4,044</b>	<b>4,398</b>		<b>\$79.35</b>	<b>\$80.56</b>	<b>-1.5%</b>	<b>\$80.56</b>	<b>96.5%</b>
<b>Inpatient Care</b>												
Acute Hospital	30	56	-46.1%	56	33	35		\$55.47	\$41.83	32.6%	\$41.83	
Days/1000 Members	140	162	-13.5%	162	128	144		---	---	---	---	
SNF & Rehabilitation	0	---	---	0	1	1		---	---	---	---	
Inpatient Physician Services	499	278	79.7%	278	371	391		\$18.55	\$21.85	-15.1%	\$21.85	
<b>Inpatient Care Total</b>	<b>30</b>	<b>56</b>	<b>-46.4%</b>	<b>56</b>	<b>34</b>	<b>37</b>		<b>\$74.02</b>	<b>\$63.68</b>	<b>16.2%</b>	<b>\$63.68</b>	<b>83.3%</b>
<b>Outpatient Care</b>												
Ambulatory Surgical Center	20	15	31.8%	15	16	22		\$4.66	---	---	---	
Other Outpatient Procedures	1,253	1,657	-24.4%	1,657	876	934		\$92.63	\$68.66	34.9%	\$68.66	
Outpatient Hospital Surgeries	65	131	-50.6%	131	86	104		\$39.13	\$91.41	-57.2%	\$91.41	
Outpatient Physician Services	844	980	-13.9%	980	676	789		\$28.30	\$28.03	1.0%	\$28.03	
<b>Outpatient Care Total</b>	<b>1,338</b>	<b>1,803</b>	<b>-25.8%</b>	<b>1,803</b>	<b>978</b>	<b>1,060</b>		<b>\$164.72</b>	<b>\$188.10</b>	<b>-12.4%</b>	<b>\$188.10</b>	<b>100.0%</b>
<b>Emergency Room</b>												
Emergency Room	135	197	-31.5%	197	123	140		\$21.62	\$21.35	1.2%	\$21.35	100.0%
<b>Urgent Care</b>												
Urgent Care	205	141	45.4%	141	94	74		\$1.19	\$0.84	40.6%	\$0.84	92.7%
<b>Other Services</b>												
Ambulance	20	20	-1.2%	20	18	20		\$0.96	\$0.54	76.8%	\$0.54	
Behavioral Health	529	333	58.7%	333	588	578		\$11.10	\$4.00	177.5%	\$4.00	
Chiropractic	235	187	25.5%	187	351	383		\$0.23	\$0.30	-24.1%	\$0.30	
Durable Medical Equipment	120	141	-15.3%	141	103	102		\$0.41	\$1.04	-60.9%	\$1.04	
Home Health/Hospice	265	187	41.6%	187	180	175		\$3.51	\$2.93	19.8%	\$2.93	
Other Ancillary Services	434	152	186.6%	152	307	216		\$5.88	\$4.34	35.5%	\$4.34	
<b>Other Services Total</b>	<b>1,602</b>	<b>1,020</b>	<b>57.2%</b>	<b>1,020</b>	<b>1,548</b>	<b>1,473</b>		<b>\$22.09</b>	<b>\$13.16</b>	<b>67.8%</b>	<b>\$13.16</b>	<b>96.9%</b>
<b>Medical Total</b>	<b>7,627</b>	<b>8,146</b>	<b>-6.3%</b>	<b>8,146</b>	<b>6,821</b>	<b>7,182</b>		<b>\$362.99</b>	<b>\$367.70</b>	<b>-1.3%</b>	<b>\$367.70</b>	<b>97.1%</b>
<b>Pharmacy</b>												
Pharmacy	7,213	7,667	-5.9%	7,667	7,628	8,009		\$55.54	\$55.07	0.8%	\$55.07	
<b>IBNR</b>												
IBNR	---	---	---	---	---	---		\$32.32	\$1.69	---	\$1.69	
<b>Grand Total</b>	<b>14,840</b>	<b>15,813</b>	<b>-6.1%</b>	<b>15,813</b>	<b>14,449</b>	<b>15,191</b>		<b>\$418.53</b>	<b>\$422.77</b>	<b>-1.0%</b>	<b>\$422.77</b>	
<b>Grand Total with IBNR</b>								<b>\$450.86</b>	<b>\$424.46</b>	<b>6.2%</b>		

## PMPM Utilization by Quarter



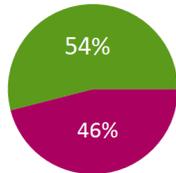
# Large Claimant Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Large variations in total plan spend are often a result of an increasing number or excessive spend of large claimants. Humana typically expects large claimant spend to be in the 20%-25% range. However, some plans experience large claimant spend that is much higher. In either case, your group can expect Humana's utilization management efforts to keep rein on these costs. Preferably, large claimants are being case managed and/or are in one or more of Humana's clinical programs, ensuring members are being offered the appropriate type and level of care.

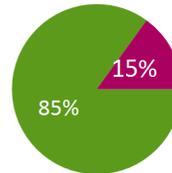
## Impact of Large Claimants PMPM

### Current Period



All Other Members	\$225.12
Large Claimants	\$193.41
# Large Claimants	3

### Prior Period



All Other Members	\$358.97
Large Claimants	\$63.80
# Large Claimants	2

## Top 25 Large Claimant Detail

	Major Clinical Condition	Medical Cost	Pharmacy Cost	Clinical Program Status	Status
1	Malignant Neoplasms	\$274,806	\$5,886	Low Opportunity for Impact	Active
2	Diseases of Skin and Subcutaneous T	\$86,488	\$43,951	No Response	Active
3	Musculoskeletal and Connective Tiss	\$52,114	\$1,719	Former Participant	Active

# Cost Share Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Knowing your plan and member cost share helps determine if either the plan or the member may be bearing an unusually high percentage of the cost. This information will help you understand if any changes to benefit design resulted in a cost share shift or if changes may be needed in the future.

## Member Cost Share

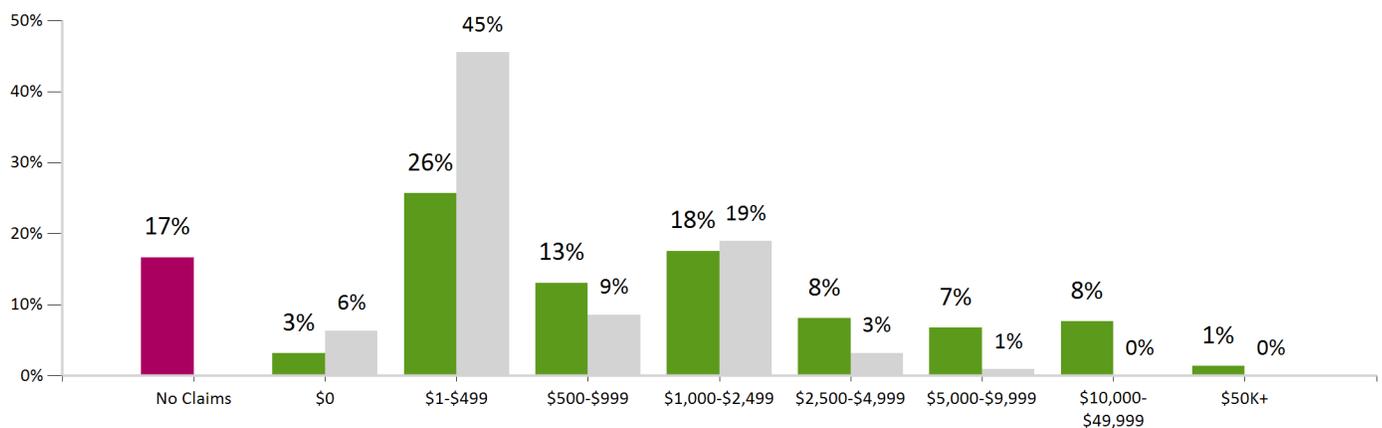


	Current Period	Prior Period
Plan Net Paid PMPM	\$418.53	\$422.77
Member Cost Share PMPM	\$54.38	\$66.03

## Cost Share by Place of Treatment

Service Group	Avg Allowed per Visit	Current Avg. Plan Paid Per Visit	Current Avg. Member Paid Per Visit	Current % Spend Split	Prior Avg. Plan Paid Per Visit	Prior Avg. Member Paid Per Visit	Prior % Spend Split
Office Visits	\$260	\$221	\$34	87/13	\$196	\$36	84/16
Primary Care	\$202	\$176	\$21	89/11	\$209	\$24	90/10
Specialist Care	\$330	\$274	\$48	85/15	\$196	\$51	79/21
Inpatient Care	\$28,412	\$29,658	\$461	98/2	\$13,755	\$510	96/4
Outpatient Care	\$1,729	\$1,478	\$162	90/10	\$1,252	\$164	88/12
Emergency Room	\$2,369	\$1,925	\$419	82/18	\$1,301	\$407	76/24
Urgent Care	\$151	\$70	\$78	47/53	\$72	\$57	56/44
Other Services	\$196	\$165	\$33	83/17	\$155	\$59	72/28
Pharmacy	\$113	\$92	\$21	82/18	\$86	\$19	82/18

## Claim Stratification by Dollar Categories



% of Mbrs with No Claims

Total med and RX Plan Payments

Total Med and RX Member Cost Share

# Clinical Conditions Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Major Clinical Condition	Active Members Diagnosed	Prevalence %		12-Month Humana National	Costs Directly Attributable to Clinical Condition			
		Current	Prior		Medical PMPM		Pharmacy PMPM	
					Current	Prior	Current	Prior
Exams and Preventive Services	127	63.4%	68.7%	57.3%	\$36.56	\$53.83	\$0.76	\$0.33
Infections	91	45.4%	42.9%	38.2%	\$2.53	\$1.72	\$0.36	\$0.27
Respiratory	86	42.9%	38.4%	34.8%	\$16.02	\$26.96	\$1.29	\$1.43
Health Risk Behaviors/Factors	73	36.4%	39.4%	28.2%	\$1.67	\$1.77	\$0.57	\$0.77
Signs and Symptoms	73	36.4%	36.9%	29.7%	\$16.33	\$14.28	\$0.31	\$2.97
Musculoskeletal and Connective Tissue	63	31.4%	38.4%	30.9%	\$41.39	\$29.55	\$0.47	\$2.39
Endocrine	60	30.0%	30.8%	25.6%	\$3.96	\$4.82	\$0.38	\$0.59
Behavior Health Conditions	60	30.0%	27.3%	24.0%	\$14.25	\$7.29	\$2.26	\$4.30
Digestive	56	28.0%	27.3%	23.5%	\$24.89	\$36.71	\$1.17	\$1.37
Genitourinary System	50	25.0%	27.3%	22.9%	\$21.85	\$51.17	\$0.98	\$0.61
Other Circulatory	46	23.0%	21.7%	23.3%	\$4.29	\$5.04	\$0.74	\$0.75
Diseases of Skin and Subcutaneous Tissue	44	22.0%	27.8%	21.1%	\$25.87	\$17.88	\$17.68	\$25.29
Nervous System	43	21.5%	19.2%	15.6%	\$4.21	\$19.79	\$1.00	\$0.66
Injury and Poisoning	35	17.5%	20.7%	13.2%	\$21.94	\$29.09	\$0.00	\$0.00
Sense Organs (Eyes and Ears)	35	17.5%	20.2%	16.6%	\$5.88	\$7.37	\$1.25	\$1.74
Pregnancy and Complications	24	12.0%	14.1%	7.7%	\$11.72	\$19.45	\$2.85	\$2.25
Neoplasms (Benign)	19	9.5%	10.6%	7.4%	\$1.66	\$14.51	\$0.00	\$0.00
Diabetes	13	6.5%	6.1%	7.6%	\$2.40	\$8.66	\$9.50	\$6.64
Malignant Neoplasms	12	6.0%	4.0%	5.4%	\$47.16	\$0.82	\$0.00	\$0.00
Other/Unclassified	12	6.0%	3.5%	6.3%	\$1.04	\$0.00	\$0.05	\$0.31
Other Heart Disease	9	4.5%	5.6%	4.1%	\$48.45	\$10.19	\$0.35	\$1.49
Diseases of Blood and Blood-forming Organs	9	4.5%	4.5%	6.7%	\$1.42	\$4.21	\$0.00	\$0.00
Congestive Heart Failure	6	3.0%	1.5%	2.3%	\$0.00	\$0.00	\$0.03	\$0.03
Rare Diseases	5	2.5%	1.5%	2.2%	\$0.45	\$1.58	\$12.79	\$0.09
Neonates	<5	---	---	2.5%	---	---	---	---
Cerebrovascular	<5	---	---	1.6%	---	---	---	---
Congenital Anomalies	<5	---	---	1.9%	---	---	---	---
Coronary Artery Disease	<5	---	---	2.1%	---	---	---	---
Motor Vehicle Accidents	<5	---	---	0.7%	---	---	---	---
Paralysis	<5	---	---	0.8%	---	---	---	---
Chronic Kidney Disease	<5	---	---	1.3%	---	---	---	---
Burns	<5	---	---	0.2%	---	---	---	---
Retroviral Conditions	<5	---	---	0.4%	---	---	---	---
Transplant	<5	---	---	0.2%	---	---	---	---
Allowance/IBNR					\$32.32	\$1.69	\$0.00	\$0.00
<b>Grand Total</b>					<b>\$395.31</b>	<b>\$369.38</b>	<b>\$55.54</b>	<b>\$55.07</b>

Acute Conditions      Chronic Conditions

# Clinical Program Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Humana's clinical programs help employees manage immediate health concerns as well as chronic illness and long-term health conditions. The following charts detail the number of clinical program interventions that occurred for your members who fell into one or more of these categories during the reporting period:

- High Cost: members with \$15,000 or more in claim costs
- At Risk: members whose severity scores indicate a likelihood of high claim costs
- Members with Admissions: members with one or more inpatient stays

A member may participate in more than one clinical program and may have multiple gaps in care, which may result in multiple Humana health alerts generated.

## Participation by Member

	High Cost Claimants (> \$15,000)	At Risk	Members with Admissions	Total Membership
<b>Total Members</b>	12	6	6	222
<b>Clinician Outreach:</b>				
Completed Program During Period	0	0	0	2
Enrolled at Period End Date	0	0	0	4
Engaged Since Period End Date	0	0	0	1
<b>Engaged with Clinical Programs:</b>	0	0	0	7
Declined	0	0	0	0
Unable to Reach/Letter Sent:				
Invalid Phone	0	0	0	0
No Response	1	1	0	2
<b>Clinical Program Outreach:</b>	1	1	0	9
Engagement from Prior Reporting Period:				
Former Participants	2	1	0	10
Previous Outreach: Non-Participant	1	0	1	10
Low Opportunity for Impact	8	4	5	193

## Participation by Program

\* Members may be enrolled in multiple programs

Clinical Programs	Total Eligible	Participated		Currently Enrolled	No Response	Invalid Phone	Declined
		During Period	% Eligible Participating				
Episodic	Case Management	---	---	---	---	---	---
	Neonatal	---	---	---	---	---	---
	Transplant	---	---	---	---	---	---
Chronic	Personal Nurse	2	---	0	2	0	0
	Personal Nurse (Self Managed)	5	5	4	0	0	0
	Complex Chronic	---	---	---	---	---	---
	HumanaBeginnings®	---	---	---	---	---	---
<b>Total</b>	<b>7</b>	<b>5</b>	<b>71%</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>

# Preventive Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Good health begins with prevention. The current regulatory environment and healthcare systems concur with this position, providing preventive services at no, or minimal, direct cost to the member. Many medical conditions and diseases are far more treatable and less costly when diagnosed in the early stages. With this in mind, we encourage you to educate members on the importance of getting their recommended preventive services.

The peer used for preventive services is the Humana National Book of Business.

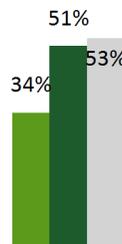
	Current	Prior	Nat'l Peer	12 Month Prior	12 Month Prior Nat'l Peer
Total Membership	42.9%	52.5%	46.6%	52.5%	49.1%
Children	38.0%	54.9%	52.0%	54.9%	54.1%
Employee Female	62.7%	64.5%	56.6%	64.5%	59.2%
Employee Male	47.4%	44.4%	28.9%	44.4%	31.0%
Adult Dependent Female	42.9%	57.1%	55.7%	57.1%	59.3%
Adult Dependent Male	17.5%	32.6%	34.1%	32.6%	35.7%
Large Claimants	66.7%	100.0%	---	---	---

**Adult Preventive Office Visits**



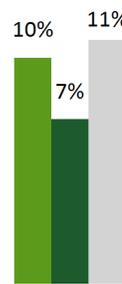
Targeted Members: 146

**Child Wellness Office Visits**



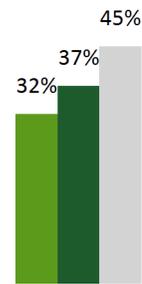
Targeted Members: 50

**Flu Shots**



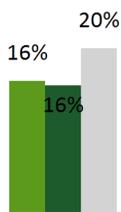
Targeted Members: 196

**Child Immunizations**



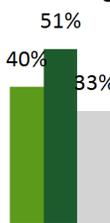
Targeted Members: 50

**Cervical Cancer Screening**



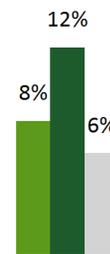
Targeted Members: 87

**Breast Cancer Screening**



Targeted Members: 45

**Colorectal Screening**



Targeted Members: 38

Current

Prior

Peer

# Health Alerts Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Humana health alerts promote better health through evidence-based medicine and preventive care. Each alert addresses the member’s specific medical condition, is tailored to the action needed to close gaps in care, and encourages the member to obtain the recommended care needed for better outcomes, lower costs, and healthier lives.

This chart displays the clinical categories for which health alerts are generated. Alert compliance represents the number of alerts where members followed recommended care (includes compliant alerts and alerts that changed from non-compliant to compliant), therefore requiring no further action by the member.

	Qualified	Alerts Generated	Alerts Closed	% Closed	% Compliant	Nat'l Peer % Compliant
<b>Total by Category</b>	<b>243</b>	<b>125</b>	<b>66</b>	<b>52.8%</b>	<b>75.7%</b>	<b>67.9%</b>
Prevention and Screening	101	51	33	64.7%	82.2%	66.6%
Cardiovascular	75	44	19	43.2%	66.7%	69.5%
Diabetes	56	24	11	45.8%	76.8%	67.4%
Liver	3	3	3	100.0%	100.0%	96.7%
Cancer	3	2	0	0.0%	33.3%	55.4%
Auto-Immune Disease	2	0	0	0.0%	100.0%	83.6%
Geriatrics	2	0	0	0.0%	100.0%	88.8%
Musculoskeletal	1	1	0	0.0%	0.0%	39.0%

This chart shows Member compliance percentage rates. Fully compliant members have no open Humana health alerts.



# Pharmacy Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Drug costs continue to outpace all other healthcare expenditures by a significant margin. Understanding your pharmacy utilization and cost drivers will empower you to optimize your plan's pharmacy benefits and contain costs. The peer used in the Pharmacy section is the Humana National Book of Business.

	Customer			Humana National Average		
	Current	Prior	% Change	Current	Prior	% Change
Avg. # of Members	200	198	1.2%	---	---	---
% utilizing Members per Month	27.4%	29.5%	-2.1%	---	---	---
Total # of Prescriptions	1,445	1,518	-4.8%	---	---	---
Total Prescription PMPM	.60	.64	-5.9%	0.85	0.87	-2.1%
Days Supply PMPM	26.94	27.00	-0.2%	33.50	32.40	3.4%
Plan/Member Cost Share	82 / 18	82 / 18	---	86/14	85/15	---
% Generic Distribution Rate	88.9%	86.8%	2.3%	86.0%	85.6%	0.4%
% Mail Order	10.2%	10.7%	-0.6%	4.6%	4.5%	0.1%
Total Net Paid	\$133,521	\$130,857	2.0%	---	---	---
Net Paid PMPM	\$55.54	\$55.07	0.8%	\$104.96	\$95.78	9.6%
Net Paid/Script (30 Day Equivalent)	\$61.84	\$61.20	1.0%	\$93.99	\$88.68	6.0%
Net Paid/Days Supply	\$2.06	\$2.04	1.0%	\$3.13	\$2.96	6.0%
Member Paid PMPM	\$12.44	\$11.82	5.3%	\$17.14	\$16.83	1.8%
Member Paid/Script (30 Day Equivalent)	\$13.85	\$13.14	5.5%	\$15.34	\$15.58	-1.5%
Specialty % of Scripts	0.6%	0.8%	-0.2%	---	---	---
Specialty % of Net Paid	54.2%	52.8%	1.3%	---	---	---
Specialty Net Paid PMPM	\$30.08	\$29.10	3.4%	---	---	---

	Customer			Humana National Average		
	Current	Prior	% Change	Current	Prior	% Change
Generic Distribution Rate Total	88.9%	86.8%	2.0%	86.0%	85.6%	0.4%
Generic Distribution Rate Retail	89.7%	87.9%	1.7%	80.4%	80.0%	0.4%
Multi-Source Brand Scripts	33	56	-41.1%	---	---	---
Multi-Source Brand % of Total Scripts	2.3%	3.7%	-1.4%	---	---	---
Substitution Rate	97.5%	95.9%	1.6%	---	---	---

	Retail	Mail Order	Other*
Total Scripts	1,278	147	20
Maintenance Scripts	876	130	8
Days Supply/Script	39.91	88.88	35.50
Net Paid PMPM	\$20.83	\$4.63	\$30.08

\*Other = Specialty, Long Term Care, Home Infusion, and Discount Card Prescriptions

# Conclusions - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

## Demographics

The male/female ratio stayed the same as the prior period.

Your group's current average age of 32.7 decreased less than one year. This is not a significant change period over period and therefore should have no effect on utilization and cost.

Spouses consist of 19% of membership, but account for 21% of spend.

Females 45-64 and Females 26-44 make up the majority of the spend, accounting for 73.1% of the total cost, while representing 37.8% of the membership.

97.0% of members have a phone number on file, down 1% from last year.

Humana's target for MyHumana.com member registration is 80%. You are 7.0% away from this goal.

## Wellness

Your clinical participation rate of 71% is lower than Humana's target participation rate of 80%.

Health Alert compliance decreased 6.2% since the prior period.

42.9% of members received a preventive service during the current reporting period.

Your group's preventive service rate decreased by 9.6% from the prior period. Continue to promote the benefits of preventive services.

Health Alerts aim to improve member health overall by encouraging preventive services, alerting physicians of potential drug interactions, and identifying options that could reduce the risk of complications. These gaps-in-care may be preventive in nature, disease specific, or related to care modification.

Humana was unable to reach 2 members due to no response or invalid phone numbers.

Driving program participation is critical to improving the health of members and lowering cost. Recommendations include continued communication of the Humana Clinical Programs in employee newsletters, intranet, and associate meetings.

## Spend and Distribution

Overall plan spend decreased by 1.0%. Medical spend decreased by 1.3%. Pharmacy spend increased by .8%.

When Large Claimant spend is excluded, your overall PMPM spend decreased 37.3% (from \$358.97 to \$225.12).

Plan/Member Cost share for the current period is 89/11.

Members paid less for their services in the current period than they did in the prior period.

Exams and Preventive Services are almost always the most prevalent clinical condition. Excluding these services, the most prevalent major clinical condition was Infections.

The top 3 most expensive clinical conditions account for 33% of your total spend.

The number of Large Claimants (\$50k) on the plan grew by 1 members.

Large Claimants account for 46.0% of spend this period, which is up 31.0% from prior period.

## Pharmacy

The number of prescriptions filled per member per month of .60 is lower than the Humana National National Average of .85. Your members are lower than average utilizers of the pharmacy benefit.

The plan paid \$55.54 per member per month, which is a .8% increase from the prior period and is also 82% of the total drug expense.

The goal is to drive members to mail-order where appropriate. Mail-order utilization is currently at 10.2%, which is above the Humana target rate of 7%.

Your generic dispensing rate increased 2.0% from the prior period and is 2.9% higher than the Humana National Average. Every 1% increase in GDR results in approximately \$1.56 PMPM savings.

For the current period, Specialty Drugs account for .6% of prescriptions and 54.2% of total pharmacy net paid. The Net Paid PMPM increased from \$29.10 to \$30.08.

# Go365 Summary - KENOSHA JOINT SERVICES(677684)

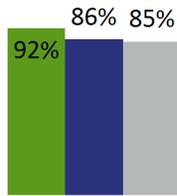
Report for: 9/1/2019 - 8/31/2020

\* All Go365 metrics on this page are based on the Go365 plan period, if different than the above Medical plan period

Go365™ is a wellness and rewards program made available by Humana. Go365 is deeply rooted in behavioral economics and actuarial science to motivate and reward members for taking steps to improve and continue their healthy behaviors. By integrating rewards with health, Go365 provides the tools and support to help members live healthier lives and reduce healthcare costs. As members earn more Points, they move into a higher Status. Humana believes that a Biometric screening, Dental Exam, Vision Exam, and flu shot are main drivers in keeping a member healthy. Higher subscriber activity can lead to higher Go365 engagement among all members.

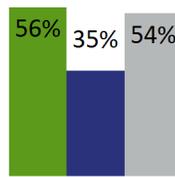
Subscribers- Current: 78 Prior: 80

## MyHumana Registrations



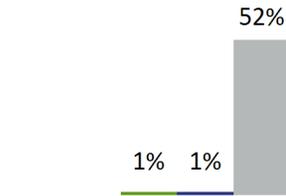
Current

## Health Assessment



Prior

## Biometric Screening



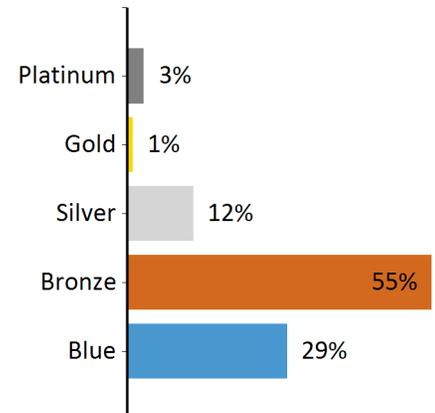
Peer

## Overview

	Current	Prior	Peer
% Participating (Bronze Earned Status or Above)	71%	49%	68%
% Engaged (Silver Earned Status or Above)	16%	9%	47%
Average Go365 Age	48.6	49.2	48.6
Average Actual Age	41.6	41.4	44.2
% at Risk for Metabolic Syndrome*	0%	0%	26%
% Downloaded Go365 App	50%	34%	50%
% Activated HealthyFood Card	37%	19%	36%

\*Metabolic Risk is only available starting January 2016

## Current Go365 Earned Status

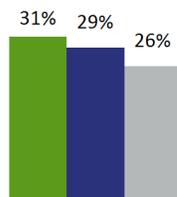


## Bucks Redemptions

	Current	Prior	Peer
% Subscribers Redeeming Bucks	26%	13%	---
Total Redeemed Amount (USD)	\$2,289	\$940	---

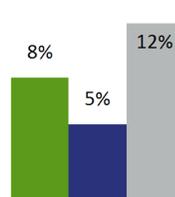
## Selected Preventive Services

### Dental Exam



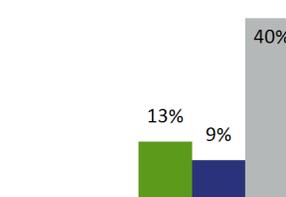
Current

### Vision Exam



Prior

### Flu Shot



Peer

Note: this page contains only subscriber data

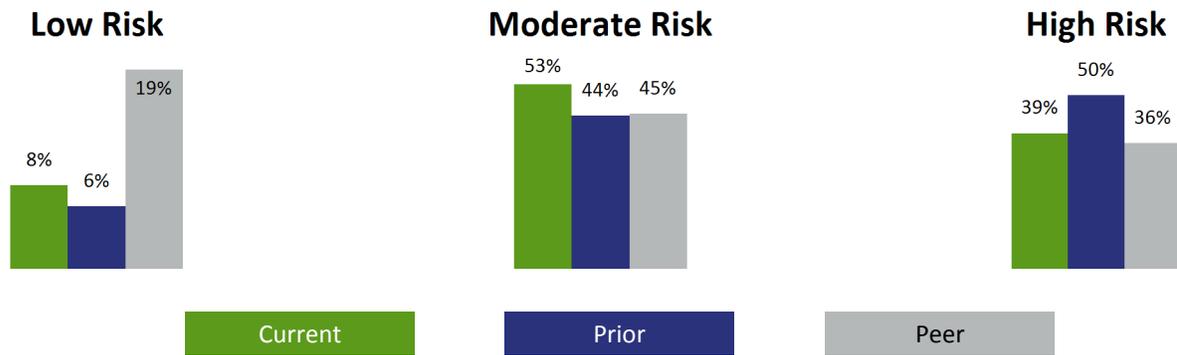
*\* All Go365 metrics on this page are based on the Go365 plan period, if different than the above Medical plan period*

Results from your group's Health Assessment and Biometric Screenings are excellent indicators of future issues that will show up in your health spend. Risk Factors are self-reported through the Health Assessment and verified via Biometric Screenings. A member with 0-1 risk factors is considered low risk, 2-3 risk factors is considered moderate risk, and 4 or more factors is considered high risk.

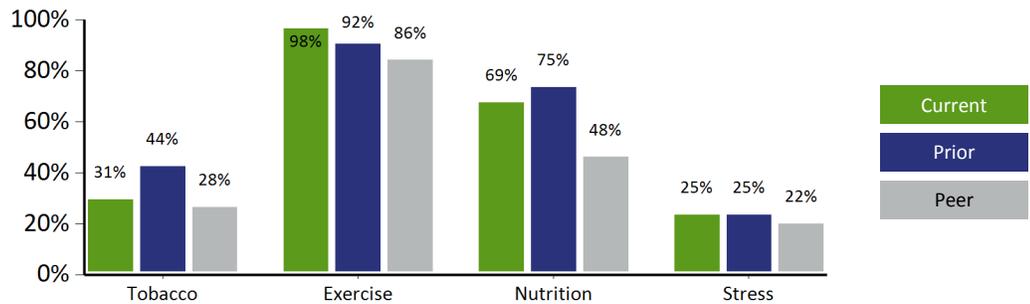
Generally speaking, lifestyle risk factors can be simpler to address; attempting to stop smoking, exercising more regularly, eating more fruits and vegetables, and finding ways to manage stress. The percentage of members with several biometric risks can lower as a long-term result of managing lifestyle risks.

Adult Members- Current: 150 Prior: 157  
 % with Risk Values- Current: 39% Prior: 23%

### Overall Health Risk\*

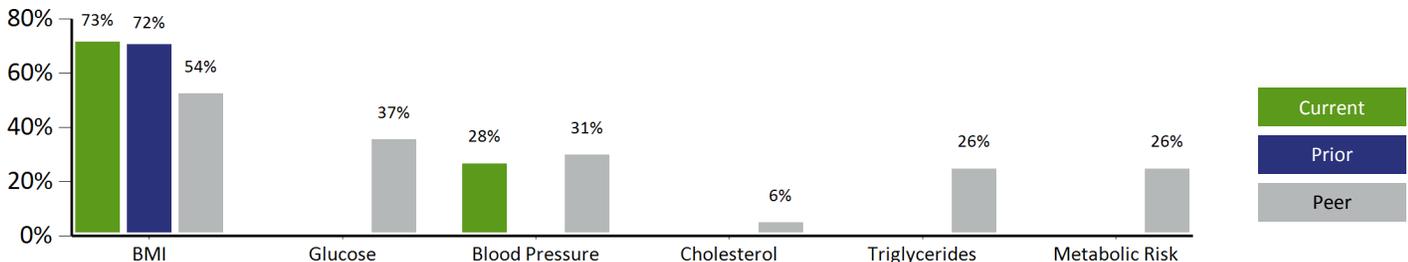


### Lifestyle Risk Factors\*



**TIP:** Encourage all members to do their Biometric Screening and Health Assessment, along with routine preventive medical services. Compare the Lifestyle Risk Factors with the Biometric Risk Factors seen here, then work with your Go365 representative to establish an engagement plan for your members to address these risks.

### Biometric Risk Factors\*



*\* 30 or more members must have been measured to show on report*

# Go365 Activities - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

*\* All Go365 metrics on this page are based on the Go365 plan period, if different than the above Medical plan period*

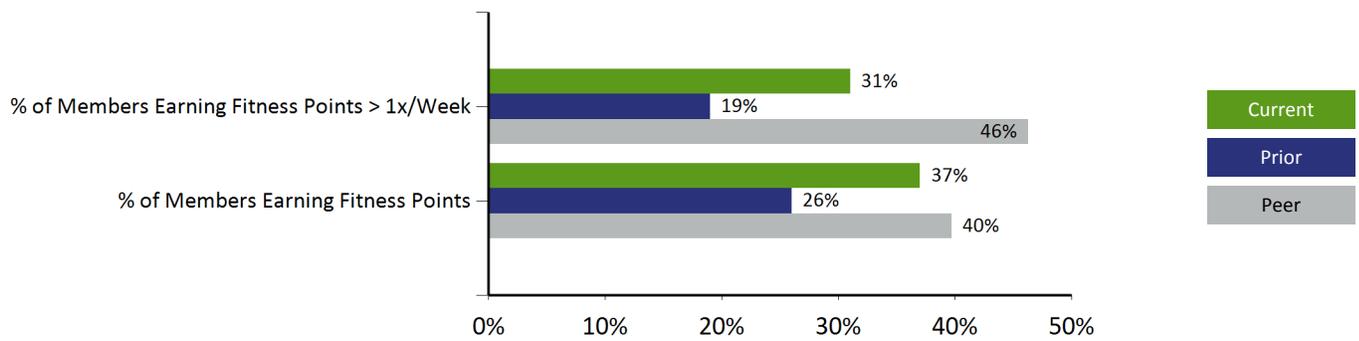
Go365 activities are an indicator of how effectively a group is engaged in the program. They are intended to make being healthy fun and exciting. Education and activities are a key element in future health. They allow members to set activities to become healthier and more active, as well as learn about what is holding them back from being their best. Members can also earn fitness points by meeting daily step goals with a connected device, visiting a gym, playing on a sports team, or participating in another fitness event.

Adult Members- Current: 150 Prior: 157

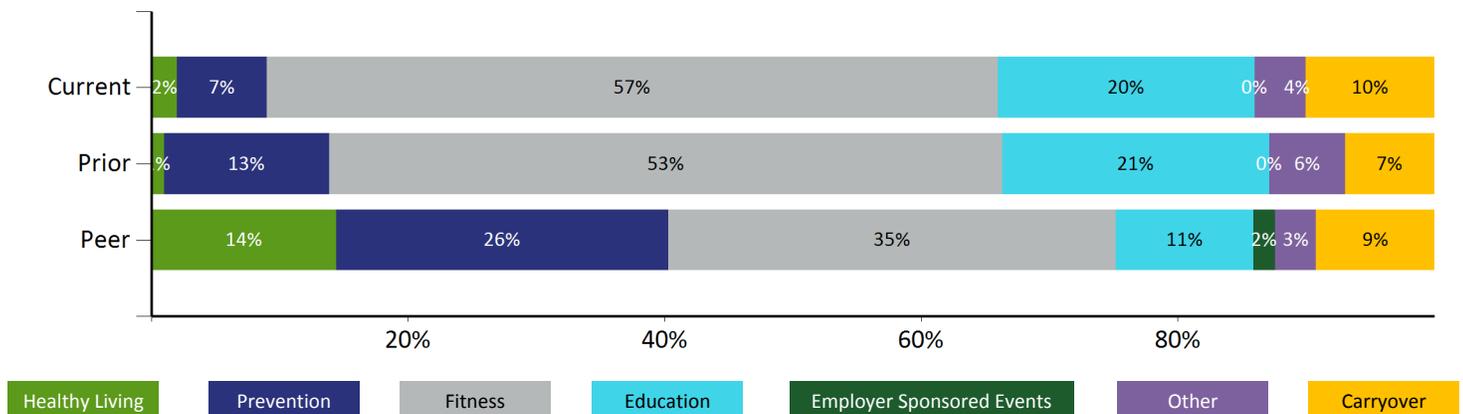
## Education and Activities

	Current	Prior	Peer
% Earning Any Education Points	64%	46%	64%
% Completing At Least One Calculator	11%	8%	16%
% Completing Four Calculators (Max)	8%	6%	11%
% Activated an Activity	14%	14%	13%
% Achieved an Activity	2%	6%	4%
% Earning Points for Coaching	17%	11%	21%
% Earning Points for Courses and Conversations	7%	6%	6%

## Fitness Events



## Points by Category



This page provides insight into how engaged your members are with Go365™, a highly personalized and motivational wellness and rewards program made available through Humana, where members engage to learn how small changes to their daily routine can improve their overall health. By understanding their health risks, exercising, taking more steps, getting a flu shot or routine preventive or dental exam, members can earn great rewards - like Amazon and Target gift cards, fitness devices and equipment, and much more - while effectively improving their health and lowering healthcare costs.

92% of your Go365 subscribers are registered on MyHumana. This is an increase of 6 percentage points since the prior period. MyHumana registrations is an important first step for members to engage in Go365.

Your subscribers who took the Go365 Health Assessment have a Go365 age that is 7 year(s) older than their actual age. For comparison purposes, the peer has a Go365 age that is 4 years older than their actual age.

64% of your adult members earned points through educating themselves on how to become healthier. This rate is 1% higher than the peer at 64%.

The percent of adult members earning fitness points increased 4 percentage points since the prior period.

A smaller percentage of your adult members earned points for fitness events than did the peer population.

You have increased your participation rates in the following categories since the prior period: • MyHumana Registrations • Health Assessment • Dental Check • Vision Check • Silver Status and Above Achievement

Compared to the peer, your participation rates are lower for the following categories: • Biometric Screening • Vision Check • Silver Status and Above Achievement

Your percentage of adult members in the low health risk category increased 2 percentage points UP from 6% to 8%.

Compared to the peer, you have a lower percentage of adult members in the low health risk category, higher percentage of adult members in the moderate health risk category, and a higher percentage of adult members in the high risk category.

Since the prior period, the percentage of at-risk adult members has increased in the following lifestyle categories: • Exercise

Compared to the peer, your adult members have higher at-risk percentages in the following lifestyle categories: • Tobacco • Exercise • Nutrition • Stress

Since the prior period, your percentage of at-risk adult members increased in the following biometric categories: • BMI • Blood Pressure

Compared to the peer, your adult members have higher at-risk percentages in the following biometric categories: • BMI

# Indicator Definitions - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

In order of PlanCompass appearance:

## Medical Visits per 1,000 % Change

GREEN = % Change is negative  
YELLOW = % Change is between 0% and 3.99%  
RED = % Change is 4% or higher

## RX % Utilizing Members per Month Change

GREEN = % Change is negative  
YELLOW = % Change is between 0% and 2.99%  
RED = % Change is 3% or higher

## Large Claimant Spend Impact % Change

GREEN = % Change is less than or equal to 0%  
YELLOW = Not used  
RED = % Change is greater than 0%

## Net Paid PMPM % Change

GREEN = % Change is negative  
YELLOW = % Change is between 0% and 5.49%  
RED = % Change is 5.5% or higher

## Generic Dispensing Rate (GDR) % c

GREEN = current is 90% of target or greater, target being 83%, so 74.7% or higher  
YELLOW = current is 70% - 90% of target, so 58.1% to 74.6%  
RED = current is less than 70% of target, so less than 58.1%

## Member Cost Share % Change

GREEN = % Change is greater than or equal to 3%  
YELLOW = % Change is between -2.99% and 2.99%  
RED = % Change is less than -3%

## Members with Preventive Services

GREEN = % Change is greater than 0%  
YELLOW = Not used  
RED = % Change is less than 0%

## Health Alerts Compliance % Change

GREEN = % Change is greater than 0%  
YELLOW = Not used  
RED = % Change is equal to or less than 0%

## Clinical Program Participation % compared

GREEN = current is 90% of target or greater, target being 80%, so 72% or higher  
YELLOW = current is 70% - 90% of target, so 56% to 71.9%  
RED = current is less than 70% of target, so less than 56%

### Acute

A condition that is severe and sudden in onset. This could describe anything from a broken bone to an asthma attack. Acute conditions may lead to a chronic syndrome if untreated.

### Admits/1000 Members

Number of members admitted to an inpatient facility by a plan participant per thousand members, calculated for a 12 month period.

### Alerts Closed

The number of identified Humana Health Alerts during the reporting period in which the member completed the appropriate clinical action to close the gap in care and become compliant.

### Alerts Generated

Within the alerts categories, the number of alerts where recommended care is not present (non-compliant), based on Humana's clinical rules engine. These alerts are used by Humana Clinicians, Network Providers and Customer Care when interacting with members. Additionally, a message is automatically created and shared with members, when appropriate.

### Alerts Compliant

Members who have no open Humana Health Alerts.

### Alerts Percent Changed

Based on the number of alerts closed divided by the number of generated alerts.

### Alerts Percent Compliant

The number of alerts in which a member followed recommended care (includes the compliant alerts and those alerts which changed from non-compliant to compliant) divided by the number of situations that qualified for alerts during the reporting period. No action is needed by the member.

### Alerts Qualified

The total number of times when Humana's clinical rules engine has enough information to determine if recommended care has been followed or not, and assign a compliant or non-compliant status for each alert.

### Average Members

The sum of the number of members active at the end of each month during the reporting period divided by the number of months within the reporting period.

### Average Population Age

The average age of all active members at the end of the reporting period.

### Benign Tumors

A growth that is not cancer.

### Biometric Screening

A blood screening and biometric assessment that measures body mass index (BMI), blood pressure, blood glucose, and total cholesterol.

### Blood Pressure

Pressure exerted by circulating blood upon the walls of blood vessels. Systolic blood pressure above 120 or diastolic blood pressure above 79 is considered at risk.

### BMI

Body Mass Index. Calculated from a member's weight and height. Provides a reliable indicator of body fat for most people and is used to screen for weight categories that may lead to health problems. A BMI under 18.5 or over 25 is considered At Risk.

### Cancer

Cancer of all types. (Breast, Digestive, Upper Gastrointestinal, Lower Gastrointestinal, Pancreas/biliary/liver, Other, Respiratory, Upper Airway, Lower Airway, Genitourinary, Female Genital, Male Genital, Lower Urinary Tract, Upper Urinary Tract, Lymphatic & Hematologic, Secondary Cancer, Head and Neck, Skin and SubQ Tissue, Melanoma, Leukemia (certain types)).

### Case Mix Index

The average DRG weight for all inpatient cases paid. The Case Mix Index is a measure of the relative costliness of the patients treated in an inpatient setting. An index of 1.05 means that the facility's patients are 5% more costly than average.

### Cerebrovascular Disease

Diseases that affect the blood flow to the brain. (Hemorrhage, Occlusion, Transient Ischemic Attack, Late Effects or complications of Cerebrovascular Accident).

### Cholesterol Level

Measure of LDL cholesterol, HDL cholesterol, and other lipid components. At risk is considered 200 mg/dl and above.

### Congestive Heart Failure

Impairment of the heart's muscle.

### Coronary Artery Disease

Blockage in the blood vessels of the heart. (Coronary Artery Bypass Graft(history of), Percutaneous Transluminal Coronary Angioplasty (history of), Myocardial Infarction, Angina, Other Ischemic Heart Disease, Coronary Atherosclerosis).

### Chronic

A health condition or disease that is persistent or otherwise long-lasting in its effects or a disease that comes with time.

### Chronic Kidney Disease

Long-term kidney problems.

### Chronic Obstructive Pulmonary Disease

Includes emphysema and chronic bronchitis.

### Congenital Anomalies

Congenital Anomalies (Birth defects). (Heart, CNS, Digestive & Peritoneum, Genitourinary, Musculoskeletal).

### Days / 1000 Members

The number of days admitted to an inpatient health care facility per thousand members, calculated for 12 month period.

### Demographic Risk Score

Average risk score of all active members at the end of the reporting period. Each member's risk score is a mathematically-determined number that represents the effect of age and gender on expected medical costs.

### Diabetes

A disease affecting how sugar is used in the body. (Neuropathy, Eye, Nephropathy, Peripheral Vascular Disease).

# Glossary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

## Digestive

Includes diseases of the entire digestive system from the mouth to the intestines. (Upper Gastrointestinal, Peptic Ulcer Disease, Mouth/Jaw, Esophagus, Stomach/Duodenum, Lower Gastrointestinal, Pancreas/Biliary, Liver).

## Endocrine

Includes all diseases (except diabetes) caused when a large system of the body made up of glands and the hormones that they release, fails to work properly. (Thyroid Disease, Other Glandular Disorders, Other Metabolic and Immunity Disorders, Nutrition).

## End Stage Renal Disease

Kidney failure requiring dialysis.

## Exams and Preventive Services

These are costs associated with screening examinations, outpatient medical or surgical office visits, or routine types of follow-up care. (Exam & Screenings for Coronary Artery Disease, Other Heart Disease, Other Circulatory, Diseases of Blood and Blood-forming Organs, Malignant Neoplasms, Diabetes, Obesity, Endocrine, Genito- Urinary System, Congenital Anomalies, Rare Diseases, Nervous System, Sense Organs, Musculoskeletal & Connective Tissue, Infections, Respiratory, Digestive, Skin and SubQ Tissue, Injury and Poisoning, Mental Health and Infant/Child Care, Vaccination and Other- Includes Rehab).

## Fasting Glucose

Measure of blood sugar (glucose) after a fasting period of at least 8 hours. At risk is considered 100 mg/dl and above.

## Gap in Care

Gap in care clinical rules compare a member's medical history to industry standard Quality of Care guidelines in order to identify an alert that is non-compliant.

## Generic

Common term to identify non-brand drugs that are equivalent to another drug, and are typically sold at a lower cost than brand drugs.

## Genitourinary System

Includes diseases of male reproduction, female reproduction with the exception of pregnancy, and the urinary system. (Kidney/Ureter/Bladder, Male, Breast, Female).

## Go365 Age

A proprietary measure to help see how a member's lifestyle impacts their health.

## Health Risk Behaviors

Includes care related not only to behaviors that an individual may be able to change, e.g. a smoker needing screenings for lung disease, but also hereditary conditions, e.g., family history of heart disease, or an abnormal laboratory result, such as high blood sugar. (Obesity, Hyperlipidemia, Dysmetabolic Syndrome, Impaired Glucose/Insulin Resistance, Acanthosis Nigricans, Polycystic Ovary Syndrome, Smoking, Family History, Hypercoagulability).

## HumanaBeginnings

Humana's maternity program.

## Health Assessment

A series of questions about a member's physical health, eating habits, exercise patterns, general lifestyle, and mental health used to help determine their current Go365 Age. Answers do not affect coverage, benefits, or premium for members.

### IBNR

Incurred But Not Reported. A type of reserve account used in the insurance industry as the provision for claims and/or events that have transpired, but have not yet been reported.

### Infections

Including, but not limited to Candidal Infection, Mycobacteria & TB, Meningococcal Infection, Septicemia.

### Injuries and Poisoning

Major injuries found under TRM (trauma). (Injury Major Organ, Drug Complications, Complicated).

### Kessler Stress Score

A 10-item questionnaire intended to yield a global measure of distress based on questions about anxiety and depressive symptoms that a person has experienced in the most recent 4 week period. A score of 20 or higher is considered at risk.

### Large Claimants

Members having more than \$50,000 in medical and pharmacy claims paid during the reporting period.

### Member Cost Share

The amount of the claim expense that is paid by the plan member through deductible, coinsurance, and copay amounts.

### Metabolic Syndrome

A group of risk factors in a single person that can increase the chances for developing heart disease, diabetes, and other health complications. The five risk factors include increased blood pressure, high blood sugar, excess fat around the waist, low levels of good cholesterol (HDL), and high triglyceride levels.

### Multi Source Brand

Any brand drug that has a generic alternative.

### Musculoskeletal

Diseases of the bones, joints, and soft tissue. (Osteoporosis, Arthritis (other than RA), Back/Neck Pain, Anthropathies, Infections, Joint-Specific Disorders, Malformations, Soft Tissue Disorders).

### Neonatal

Newborns. (Candidal Infection, Mycobacteria & TB, Meningococcal Infection, Septicemia).

### Nervous System

Conditions that affect the brain and the nerves. (Inflammatory Diseases, Hereditary/Degenerative, Migraine, Epilepsy).

### Non-Compliant

The status of a generated Humana Health Alert, when member has not taken the appropriate action to close the gap in care.

### Nutrition

A member's eating habits. At risk is considered 4 or fewer daily servings of fruits and vegetables.

### Other Circulatory

Multiple diseases that affect how the blood flows through the body, not listed elsewhere. Examples include: high blood pressure, blood clots and blockage, and abnormally widened arteries. (Hypertension, Essential Hypertension, Complicated, Arteriosclerosis, Aneurysms).

### Physical Activity

# Glossary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

A member's activity level. At risk is considered 4 or fewer days of physical activity per week.

## PMPM

Per Member Per Month. Calculated by dividing the sum of the number of active members at the end of each month in the reporting period (member months) into the raw number.

## Pregnancy

Pregnancy, including complications. (Ectopic/molar/aborted pregnancy, Complications, Normal Delivery, Multiple, L&D & Puerperal Complications, Pregnancy Care/Outcome of Delivery/Contraception).

## Prevalence

The number of members diagnosed with a specific condition divided by the average number of members active at the end of each month during the reporting period and expressed as a percentage.

## Preventive Services

Humana typically labels claims as *preventive* based on the services listed below.

Abdominal Aortic Ultrasound Screening, Breast Cancer Screening, Cervical Cancer Screening, Colorectal Cancer Screening (Including the procedures (but not exclusively): Barium Enema, CT, Colonography, Colonoscopy, Fecal Blood Occult, Radiological and Sigmoidoscopy ), Depression Screening, Diabetes Screening, Hearing Screening, Hypertension Screening, Immunizations (Including the vaccines for Influenza and Pneumonia, Newborn Screening, Nutritional Counseling, Osteoporosis Screening, Other Cancer Screening, Other Preventive Service, Pregnancy Related Service, Preventive Office Visits, Prostate Cancer Screening, Sexually Transmitted Counseling & Disease Screening, Substance Use/Abuse Counseling, Vision Screening, Weight Screening

## Respiratory

Includes all conditions of the airway, from the nose and sinuses to the lungs (Asthma, Chronic Obstructive Pulmonary Disease, Infections, Allergies, Respiratory Failure.

## SNF

Skilled Nursing Facility.

## Signs and Symptoms

Non-Specific Diagnoses. A specific diagnosis is not known or provided. (Coma, Altered Consciousness, Abdomen, Chest Pain, Death).

## Sense Organs

Includes diseases of the eyes and ears. (Eye, Cataract, Glaucoma, Retinal Diseases, Visual Disturbance, Optic Nerve, Ear, External Ear, Middle Ear, Inner Ear).

## Specialty Drug

A designation of pharmaceuticals that are classified as high-cost, high complexity and/or high touch. Specialty drugs are often biologics—"drugs derived from living cells" that are injectable or infused (although some are oral medications).

## Tobacco Use

A member's smoking status. Members who currently smoke or previously smoked are considered at risk.

## Transplant

Includes both solid organ transplant such as kidney, heart, lung, and liver, and tissue such as bone marrow.

## Triglycerides

The chemical form in which most fats exist in food and the body. At risk is considered 151mg/dL and above.

## Glossary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

### Trauma

Major injuries including those to the head, neck, and spine, multiple fractures, and paralysis. (Skull fracture, Spinal cord fracture, Spinal cord injury, Brain Laceration/Contusion/Concussion, Crushing Injury Face, Neck, Scalp, Paralysis, Hip Pelvis/Neck of Femur).

### Utilization /1000 members

Admits, Days, or Visits by plan participants to health care providers per 1000 plan members, calculated on a 12-month basis.

# Kenosha Joint Services Employee Handbook



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## **I. Introduction**

This employee handbook is intended to provide guidelines, policies and procedures, which employees of Kenosha Joint Services (Joint Services) must follow. Additionally, it is intended to let employees know what is expected of them from Joint Services. This handbook is neither a contract nor does it change the at-will nature of employment with Joint Services. Further, this employee handbook does not establish any continuing entitlement to any perceived benefit discussed herein.

Employment with Joint Services is voluntarily entered into and employees are free to resign at any time with or without cause. Similarly, Joint Services may terminate the employment relationship with any at-will employee at any time for any reason or no reason, provided the termination is not a violation of applicable federal, state or local law.

Joint Services reserves the right to change the handbook with or without notice, at its discretion.

## **II. Management Rights**

Joint Services retains all the normal rights and functions of management and those that it has by law. Without limiting the generality of the foregoing, this includes the right to hire, promote, transfer, demote or suspend or otherwise discharge or discipline for cause; the right to decide the work to be done and location of work; to contract for work; the services or materials; to schedule overtime work; to establish or abolish a job classification; to establish qualifications for various job classifications and to change or eliminate any provision of this employee handbook.

## **III. Equal Employment Opportunity**

Joint Services is committed to a policy of equal opportunity for all employees. It is the Joint Services policy to seek and employ the best qualified personnel in all positions in a manner which will not discriminate against or give preference to any person because of race, color, political affiliation, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest record or any other discriminatory basis prohibited by State or Federal Law.

## **IV. Workplace Violence**

Joint Services has a “zero tolerance” policy regarding workplace violence. This includes physical attacks, threats, menacing and harassing behavior in the workplace. Employees

found violating this policy will be subject to disciplinary action up to and including termination.

This zero tolerance policy includes domestic abuse and violent incidents that impact the workplace. Victims or potential victims of domestic or dating violence are encouraged to:

- Contact EAP for confidential counseling and referrals
- Inform a supervisor or a Human Resources Coordinator
- Contact Law Enforcement

(Refer to Workplace Violence policy in Kenosha Joint Services policy manual)

## **V. Harassment**

Joint Services is committed to providing a work environment in which employees are treated with courtesy, respect and dignity. It is the policy of Joint Services that harassment including sexual harassment and/or retaliation is strictly prohibited. (Refer to Harassment policy in Kenosha Joint Services policy manual)

## **VI. Ethics**

All employees of Joint Services must observe in their official acts the highest standard of ethics and discharge faithfully the duties of their office regardless of personal consideration. All who are employed with Joint Services must comply with the Joint Service's Ethics policy. (Refer to Ethics policy in Kenosha Joint Services policy manual)

## **VII. Confidentiality**

During the course of employment, staff may have access to Confidential Information. Any Confidential Information, whether oral, heard, seen, written, or electronic should be maintained in a manner that ensures its confidentiality.

A confidentiality statement will be required to be signed by all staff prior to being allowed to work within this agency ([page 28](#)). Upon receipt, each employee will read, acknowledge and sign the confidentiality statement. This confidentiality statement relates to prohibited actions regarding: accessing, disclosing, or permitting the disclosure or use of department files, documents, reports, records, photographs, video or audio recordings or other confidential information. A breach of confidentiality in violation of any policy may result in corrective disciplinary action, termination, as well as potential criminal and civil penalties.

## **VIII. Weapons**

In action taken October 18, 2011, the Kenosha County Board of Supervisors in concurrence with 2011 Wisconsin Act 35, passed a policy resolution banning firearms, explosives, dangerous weapons in all buildings owned, leased or controlled by the county, except by a sworn government law enforcement officer. This action prohibits Joint Services employees from possessing or carrying weapons of any kind in County buildings, including the Kenosha County Public Safety Building.

This includes:

- Any form of weapon or explosive;
- All firearms;
- All other objects capable of inflicting death, bodily injury or property damage.

Wisconsin Act 35 does permit employees to keep firearms in their personal automobiles, which are parked on county property while the employee is working.

## **IX. Workplace Safety and Grievance Procedure**

Joint Services declares that it is the policy of the organization to provide employees with a fair means through which to seek local administrative redress for alleged violations or misinterpretations of expectations regarding workplace safety issues.

Workplace safety means the conditions of employment related to physical health and safety matters as long as such conditions are not unenforceable under federal or state law: safety of the physical work environment, the safe operation of workplace equipment and tools, safety of the physical work environment, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

### **A. Grievance Procedure and Dispute Resolution**

Any difference or misunderstanding involving workplace safety shall be handled and settled in accordance with the following procedure:

### **B. Verbal Grievance**

Within 7 calendar days of the actual or reasonable knowledge of a workplace safety issue and prior to filing a written grievance, the employee must discuss the dispute with his/her supervisor. The supervisor and employee must informally attempt to resolve the dispute. The supervisor shall notify the manager of this meeting and the results of the meeting. The manager shall notify the director of the situation.

### **C. Written Grievance Submission**

An employee must file a written grievance within 7 calendar days if informal resolution of the grievance was not reached with the supervisor. The grievance must be in writing and must be filed with the director. The grievance shall contain a clear and concise statement of the pertinent facts, identify the workplace rules allegedly violated, the dates the incidents occurred, the identities of persons involved, documentation related to the grievance in possession of the grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor should be overturned, if applicable, and the remedy that should be issued.

### **D. Administrative Response**

The director will meet with the employee within 7 calendar days of receipt of the written grievance to discuss voluntary resolution of the grievance. This meeting will take place between the hours of 8:00 AM through 4:00 PM, Monday through Friday or at some other mutually agreed upon time. If those discussions do not resolve the grievance, then administration will provide a written response to the grievance within 7 calendar days of the meeting. The written response will contain a statement of the date the meeting between the director and the grievant occurred, the decision to sustain or deny the grievance and the deadline for the grievant to appeal the grievance through the appeal process.

If at any time Joint Services fails to give their answer within the time limit set forth in this policy, the grievance is automatically advanced to the next step at the expiration of the time limits. Any grievance which is not appealed to the next step within the time limits provided shall be considered settled on the basis of Joint Service's last answer.

### **E. Appeal - Impartial Hearing**

The decision of the director shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer\*. The written appeal shall be filed with director and within 10 calendar days of the director's response. A hearing will be held on the matter within 30 calendar days of the written appeal. The Impartial Hearing Officer will file a written response within 15 calendar days of the close of the hearing.

\* The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. Any costs associated with the appeal to an Impartial Hearing Officer will be equally shared between the employee and Joint Services.

## **F. Appeal for Review**

The non-prevailing party may file a written request for review by the Joint Services Board (Board) within 10 calendar days of receipt of the Impartial Hearing Officer's written response.

## **G. Decision of the Joint Services Board**

The Board will make a decision regarding whether or not a meeting will be held within 30 calendar days of the appeal. A decision by the Board will be made within 60 calendar days of the filing of the appeal unless the Board extends this timeframe. (Workplace Safety and Grievance Procedure replaces the Grievance Procedure in Kenosha Joint Services policy manual)

## **X. Length of Service**

Length of service is duration of employment beginning with full time date of hire.

### **A. Orientation Period**

Newly hired employees, to include the following; finance assistant, personnel assistant, part-time administrative clerk, records clerk, fleet maintenance clerk, automotive technician, part-time car washer and identification technician will be on an orientation period of six (6) months from date of hire. Newly hired or promoted director, assistant director, managers, communication department assistant manager, and supervisors will be on orientation period of 1 year from date of hire/promotion. 911 Telecommunicators will have an orientation period of 18 months from date of hire.

During the first sixty (60) days of such orientation period, employees shall not be entitled to any fringe benefits except for the appropriate wage rate to be paid for work actually performed. Sick leave and vacation accumulation will be effective after six months of employment.

Newly hired employees can be terminated during their orientation period with or without cause and they have no rights to the grievance procedures until they complete their orientation period.

Length of service for employees hired on the same day will be determined by his/her placement on the applicable hiring list.

## **B. Length of Service - Personnel Actions**

Generally the practice of following length of service in promotions, transfers, vacations and shift preference to fill vacancies will be continued. Ability and efficiency will be taken into consideration when they substantially outweigh considerations of length of service or in cases where the employee who otherwise might be retained or promoted on the basis of such continuous service is unable to do the work required. A transfer is the filling of a new or vacated position and will be governed by job posting.

### **XI. Pre-employment Physical Exam**

All new employees shall be required to pass a pre-employment physical exam and drug screening, the cost of said exam being fully paid by Joint Services. Other exams may be required, depending upon the position for which he/she was hired.

### **XII. Residency**

As of July 2, 2013, the State of Wisconsin prohibits local government, except as required under state law, from instituting or enforcing residency requirements on current or prospective employees.

### **XIII. Fingerprints and Photographs**

All employees of Kenosha Joint Services will be fingerprinted and photographed. Copies of their fingerprints will be forwarded to state and federal agencies to allow for a fingerprint based background check. Photographs will be used as Kenosha Joint Services identification and building access cards.

### **XIV. Kenosha Joint Services/Building Identification**

All members of Kenosha Joint Services shall have in their possession and display in a conspicuous manner the Kenosha County Safety Building identification card issued to them whenever they are in an area restricted to the public. The Kenosha Joint Services/Building identification card will be issued to all new employees upon starting their employment with Kenosha Joint Services and shall be returned upon retirement or terminating employment.

The Kenosha Joint Services/Building identification card will serve as employee identification and building access card.

## **XV. Safety Devices**

Joint Services will furnish proper safety devices for all work.

## **XVI. Hours of Work**

The schedules and working hours listed below are illustrative and are subject to change at any time at the discretion of the director or of the manager of said department.

### **A. Joint Services Clerks**

Joint Services Clerks will work a “four-two, four-two, five-two” (4/2, 4/2, 5/2) workweek cycle of four (4) consecutive days of worked followed by two (2) days off, four (4) consecutive days of work followed by two (2) days off, and five (5) consecutive days of work followed by two (2) days off, then repeat the cycle continuously.

One clerk on first shift and one clerk on second shift will work a standard workweek of Monday through Friday consisting of (40) hours per week, eight (8) hours per day.

Records Supervisors will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the 1<sup>st</sup> shift Records Supervisor will work a standard workweek of Monday through Friday; and the 2<sup>nd</sup> and 3<sup>rd</sup> shifts Records Supervisors will work a “four-two, four-two, five-two” workweek.

#### Shifts:

First Shift: 7:00 a.m. to 3:00 p.m.  
Second Shift: 3:00 p.m. to 11:00 p.m.  
Third Shift: 11:00 p.m. to 7:00 a.m.

All the above daily work shifts include a paid twenty (20) minute lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

### **B. Fleet Maintenance**

Fleet Maintenance Clerk, Lead Auto Technician, and Auto Technicians will work a standard “five-two” (5/2) workweek of Monday through Friday consisting of forty (40) hours per week, eight (8) hours per day.

Part-time Car Washer will work Monday through Friday consisting of no more fifty-six (56) hours per pay period with a maximum of twenty eight (28) hours per week.

The Fleet Maintenance Clerk , Auto Technicians and, Part-time Car Washer will start their shift daily at 6:00 am and end their shift at 2:30 pm.

All these positions are entitled to a thirty (30) minute unpaid lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

### C. Telecommunicators

911 Telecommunicators will work a “four-two, four-two, five-two” (“4/2, 4/2, 5/2”) workweek cycle of four (4) consecutive days of work followed by two (2) days off, four (4) consecutive days of work followed by two (2) days off, and five consecutive days of work followed by two (2) days off, then repeat the cycle continuously.

Communication Supervisors will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment, the telecommunicator supervisor will work a “four-two, four-two, five-two” workweek.

#### Shifts:

First Shift: 0600-1400  
Second Shift: 1400-2200  
Third Shift: 2200-0600

All the above daily work shifts include a paid twenty (20) minute lunch break and two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

### D. Identification Technicians

Identification Technicians will work a "five-two" ("5/2") workweek, consisting of five (5) consecutive days of work followed by two (2) days off consisting of forty (40) hours per week, eight (8) hours per day according to the following schedule:

#### Shifts:

First Shift: (a) 7:00 a.m. to 3:00 p.m., Monday through Friday  
First Shift: (b) 7:30 a.m. to 3:30 p.m., Monday through Friday  
Second Shift 2:30 p.m. to 10:30 p.m., Monday through Friday  
Second Shift: 3:00 p.m. to 11:00 p.m., Sunday through Thursday

The Evidence/Identification Supervisor will be scheduled as needed to provide the necessary supervisory coverage for the department. As a matter of daily assignment,

the Evidence/Identification Supervisor will work a standard workweek of Monday through Friday.

Depending upon organizational needs the Identification Technicians may be assigned to daily work shifts that include a twenty minute paid lunch break or daily work shifts that include a thirty (30) minute unpaid lunch break. Work shifts include two (2) paid fifteen (15) minute breaks. Breaks will be taken in accordance with the needs of the department.

Evidence Identification Technicians may be assigned to carry a cell phone during hours when the Evidence Identification department is not staffed. Employees will be required to answer the call and/or return it within 15 minutes and report when necessary within one hour. Employees so assigned will be rotated and will furthermore be able to trade the assignment where possible.

#### **E. Administrative Clerk**

Administrative Clerk will work a standard workweek of Monday through Friday, with maximum of (40) hours per week. Work hours will be determined by the director.

### **XVII. Flexing of Shifts and Hours**

Supervisors can flex an employee's starting and/or working shift, moving that employee from the shift or their regularly scheduled days off to another day off or shift as needed to reduce overtime costs or facilitate training or achieve the goals of Joint Services. Employees may request to flex their shift contingent upon management approval.

### **XVIII. Job Posting - Department Vacancies**

#### **A. Procedure**

Notice of department vacancies within Kenosha Joint Services may be posted for review prior to listing and hiring externally. Consideration in filling ~~the a department~~ vacancy through a department transfer will first be given to current employees based upon skill, ability, and efficiency. ~~and~~ Length of service will also be taken into consideration. Additionally, the internal candidate must meet the minimum job requirements for the position for which he/she is interested.

1. ~~Job~~Department Transfer
  - a) Employees transferring will receive pay at the equivalent step of their new position.
  - b) Employees transferring departments will have an orientation period for ninety (90) days. Orientation period may be extended as needed.
  - c)      An employee who fails to demonstrate the ability to perform a job obtained through Job Posting – Department Vacancies during his/her orientation period will return to his/her former job.
  - e)d) An employee that transfers to another department within Kenosha Joint Services will maintain their length of service for vacation and shift pick. This includes employees that transfer to another department or re-transfers to his/her previous department.

## **XIX. Shift Vacancies**

### **A. Procedure**

Consideration in filling a shift vacancy will first be given to employees within the department.

1. In filling shift vacancies length of service~~the needs of Kenosha Joint Services~~ will be taken into consideration and will be the primary determining factor as well as skill, ability, efficiency and length of service within the department.
2. At a minimum of once a year or additional times if needed, a shift preference selection form will be completed. Employees within each department will be requested to indicate his/her first and second shift preference. The shift preference selection will be completed by length of services. The employee with the highest length of service within each department will select first, and then continuing sequentially through the remaining employees.
3.      As shift vacancies arise management will fill them ~~in a manner that is in the best interest of Kenosha Joint Services and/or~~ utilizing the yearly shift preference selection.

## **XX. Wages**

### **A. Pay Period**

Pay periods are bi-weekly with the payday being Friday, one week following the actual time worked. For pay purposes only, each pay period shall consist of 80 hours plus any applicable overtime and/or premium. However, any unpaid time off or tardiness shall be deducted from said 80 hours. The pay system is an automatic deposit to the employee's bank account.

### **B. Payment of Raises**

Changes to the hourly rate will occur on the effective date of the raise.

## **XXI. Overtime**

### **A. Overtime Rate of Pay and Hours Worked**

Employees will be paid at one and a half times (1 ½) their normal pay rate for all hours that exceeds eight (8) hours of work in a day or any scheduled day off.

### **B. Work on a Paid Holiday**

Employees who work on a designated paid holiday will receive one and one-half (1 1/2) times their regular rate of pay.

### **C. Overtime Distribution**

Overtime shall be awarded in the best interest of the organization.

### **D. Call-in Pay**

An employee called to work outside of his/her regular work schedule will receive a minimum of two (2) hours work or pay at the required overtime rate. The guarantee of two (2) hours will not apply when such work is continuous with the regular day's work.

### **E. Requirements for Overtime to be Mandatory**

If overtime becomes mandatory because of staffing issues or an emergency, it will be assigned in the best interest of the organization.

## **F. Training**

Employees will receive all wages and benefits for time spent at training or schooling. If the training is outside of Kenosha County, the employee will be reimbursed for mileage (at the current IRS rate) and meals.

## **G. Overtime Approval**

Overtime must be approved by management.

# **XXII. Vacations**

## **A. Vacation Entitlement**

All full-time employees will earn paid vacation in accordance with the following schedule:

- Start through 6 years 8.00 hours per month (96 hours)
- 7 through 14 years 11.33 hours per month (136 hours)
- 15 thru 20 years 14.67 hours per month (176 hours)
- 21 years 15.33 hours per month (184 hours)
- 22 years 16.00 hours per month (192 hours)
- 23 years 16.67 hours per month (200 hours)
- 24 years 17.33 hours per month (208 hours)
- 25 and more years 18.00 hours per month (216 hours)

The above accruals shall be based upon hours paid in the previous year so as to allow employees to receive the above schedule of vacation accruals and hours effective January 1 of the following year.

Vacation hours will be accrued on the second pay period of a month. An employee must work the majority of their scheduled work days in a month to be credited with vacation hours. For interpretation of this section, time paid will be considered time worked. An employee will not accrue vacation during the orientation period. However, upon completion of the orientation period, employees will receive vacation credit back to their original date of hire.

## **B. Payment Upon Termination**

Any employee with more than one year of service will be paid for their accrued vacation at the time of terminating their service with Joint Services. This section shall not apply if

the employee fails to give two (2) weeks notice, in writing, of his/her intention to sever his/her employment with Joint Services.

### **C. Vacation Preference**

Vacations will be selected on the basis of length of service with selections starting January 15<sup>th</sup> and completed by April 1<sup>st</sup> of the year vacation is to be taken. Vacation preferences will be selected in separate blocks. Supervisory personnel (who count as part of staffing) will select from the 1st block followed by employees in order of length of service. The remaining blocks will be selected in the same manner.

### **D. Vacation Usage**

One five (5) day block for employees on a 5/2 schedule and one four (4) day block or five (5) day block for employees on a 4/2, 4/2, 5/2 schedule must be taken as the employee's first selection.

Remaining vacation time may be taken in increments of one hour (1).

## **XXIII. Holidays**

### **A. Number of Holidays for 5/2 Schedule and Pay Rate**

There will be ten (10) paid holidays which are: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24th, Christmas Day and December 31st. Holidays will be paid at the employee's regular hourly rate at the regularly scheduled number of hours.

### **B. Floating Holidays for 5/2 Schedule.**

There will, in addition to the Holidays, be one (1) additional floating holiday granted with pay, to be taken after July 1<sup>st</sup> of each year.

### **C. Holiday on Saturday or Sunday for 5/2**

If an observed holiday falls on a Saturday, the holiday will be observed on the previous scheduled work day. If the observed holiday falls on a Sunday, the holiday will be observed on the following scheduled work day.

### **D. Paid Holidays for 4/2, 4/2, 5/2**

Employees working a regular scheduled day or overtime on the Christmas Eve holiday, Christmas Day holiday, New Year's Eve holiday, Labor Day holiday, Good Friday holiday, Thanksgiving holiday, New Year's Day holiday, the Day After Thanksgiving holiday,

Memorial Day holiday and Independence Day holiday will be paid at the rate of 1-1/2 times the employee's applicable base rate.

## **XXIV. Sick Leave**

Sick leave is a benefit to employees of Kenosha Joint Services that allows for a paid absence from work under certain circumstances. It is intended to provide continuity to the employee in the event of health related issues that prevent the employee from working his/her regularly paid hours.

### **A. Earning of Sick Time**

Employees with regular full-time status will earn paid sick leave at the rate of eight (8) hours for each month of employment during which they work the majority of their scheduled workdays. For purposes of this section, time paid for shall be considered time worked.

### **B. Use of Sick Leave**

Any employee may use sick leave (1) in case of his own illness, injury, or exposure to contagious disease; or (2) for attendance upon members of his household whose illness or injury requires the care of the employee except that no more than three (3) days of sick leave may be used in each instance of this type. As used in this section, the term "household" shall mean husband, wife, child, parent, mother-in-law or father-in-law of the employee residing together in a single dwelling unit. All leave used shall be charged in one hour (1) increments.

The department head or designee may require at any time reasonable evidence i.e. a doctor's certification to support a claim for sick leave. The department head shall, in case of absence for more than three (3) consecutive working days, require a doctor's certificate to justify the absence.

The department head or designee may, at any time require a certification of Health Care Provider form or physician' statement indicating that an employee is medically able to work when there is a reasonable cause to believe that the member's medical condition may affect the safety of themselves or others.

Sick leave will not be used for periods of absence resulting from injury incurred in supplemental employment.

### **C. Leave Without Pay**

An employee who exhausts his sick leave and annual leave credits and is still unable to return to work due to illness or injury may be granted a leave of absence without pay provided that an updated doctor's certificate is submitted indicating the extent of the employee's illness or injury and the length of time the employee will be unable to work. A request for the leave of absence will be submitted to the director or his/her designee for review.

Such leave will be reviewed at six months to determine the employee's ability to return to work. Upon return to work from an extended leave due to illness or injury, an employee will submit a doctor's certificate indicating he/she can resume normal work duties.

Failure of the employee to return to work upon the expiration of the leave of absence, or an extension is not requested or granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from their employment with Kenosha Joint Services with no further right of employment.

### **D. Call-in Procedures**

Employees who are unable to report to duty shall notify management in a timely and efficient manner of his/her absence. Notification is imperative to allow management to achieve organization goals and find replacement staffing. Notification shall be done as prescribed by the Kenosha Joint Services Call-in policy.

### **E. Sick Leave Monitoring**

Sick leave usage shall be monitored as prescribed in the Kenosha Joint Services Sick Leave Monitoring policy.

### **F. Accumulation**

Joint Services agrees that any employee may accumulate nine hundred and sixty (960) hours of sick leave and in addition may accumulate another ninety-six (96) hours within a calendar year. None of said ninety-six (96) hours can be carried over into the next year except in the case of a continuing illness and with the director's approval.

In the case of a continuing illness, said ninety-six (96) can be carried over into the next year. If there is no continuing illness one-half (1/2) of any of these additional hours which have not been used during the year will be recorded in a separate sick leave bank. Sick leave hours recorded in the sick leave bank are exempt from payout.

### **G. Organizational Expectations During Sick Leave**

It is a reasonable expectation that while an employee is on sick leave they will be attending to their illness, injury, physical therapy or other related activities. Other related activities include but are not limited to being at home, attending a doctor's visit or obtaining medication.

### **H. Payment Upon Termination**

Employees with more than one year of service who terminates employment, except for discharge, or the estate of a current employee who dies, will receive a severance pay equal to 50% of his/her accumulated sick leave to a maximum of four hundred and eighty ( 480) hours at his/her final rate of pay.

## **XXV. Discipline and Discipline Appeal**

The purpose of this policy is to provide guidance for the employees and supervisors of Joint Services concerning discipline of employees of Joint Services and to implement the grievance procedures mandated by Section 66.0509(1m) of the Wisconsin Statutes.

Nothing in this policy is intended to create a legally binding contract or change the at-will nature of employment with Joint Services.

### **A. Discipline**

When it becomes necessary to address an employee's actions in the workplace, general guidelines of acceptable business conduct will govern. Depending upon the nature and seriousness of the employee's actions, disciplinary action may begin at any step of the disciplinary process. The process should ensure that employees are informed of exactly what behavior needs to be corrected, inform employees of the measures they must take to correct unacceptable behavior, and give employees adequate opportunity to correct the behavior.

### **B. Procedure**

All disciplinary action must be authorized by the Director of Joint Services prior to being issued. All documents relating to disciplinary actions will remain in the employee's personnel file and will become a permanent part of the employee's entire work record.

A log of all disciplinary actions taken and the infraction that caused the action will be maintained. This log then forms the basis of the uniform application of discipline.

The various levels of discipline are: verbal reprimand, written reprimand, suspension, disciplinary probation, and discharge.

## C. Levels of Disciplinary Action

### 1. Verbal Reprimand

A verbal reprimand is issued for a first offense of a minor infraction or the first incident of sub-standard work performance. The immediate supervisor of the employee will meet with the employee and inform the employee of the specific behavior that is unacceptable. The employee must be told clearly what the infraction is, how to correct the problem and explicitly inform the employee what further disciplinary action may result for failure to comply with recommended corrective action. The verbal reprimand may be issued to the employee by the director, department manager, or immediate supervisor. Verbal reprimands must be documented for the personnel file in order to substantiate the start of the discipline.

### 2. Written Reprimand

A written reprimand follows an active verbal reprimand issued to an employee for a repeated offense, or a new offense of a more serious nature. A verbal reprimand therefore need not precede a written reprimand. The written reprimand may be issued to the employee by the director, department manager, or immediate supervisor.

The reasons for the issuance of the written reprimand shall be explained as well as suggestions for correcting the behavior. Additionally there will be a warning of what discipline, up to and including dismissal, may be taken in the future if behavior or performance does not improve.

### 3. Disciplinary Suspension

A suspension is a temporary removal of the employee from the payroll. A suspension may be recommended when lesser forms of disciplinary action have not corrected an employee's behavior or for first offenses of a very serious nature.

Disciplinary suspension(s) remains active for an employee's entire length of employment.

The number of days recommended for suspension will depend on the severity of the act.

### 4. Disciplinary Probationary Period

An employee may be placed on disciplinary probation for a designated period of time for significant performance deficiencies that are determined to be within the employee's ability and intent to correct. The employee's immediate supervisor will

counsel the employee regarding performance issues, job performance standards, implement an improvement plan, and specifically state what action will be taken if the employee fails to complete improvement goals.

#### 5. Discharge/Termination

Discharge may be recommended for an employee for rule violations, poor performance and other acts of misconduct. Such action may be justified because the offense is so severe that any employee normally would know that the behavior is completely unacceptable.

In these cases, the employee should be suspended with pay pending a complete investigation of the situation before recommending termination.

### D. Internal Review

Before any of the disciplinary actions listed below may be taken, the following system of internal administrative review will be followed to insure that the discipline system is utilized in a uniform and equitable manner:

- ❖ Suspension of one or more working days
- ❖ Discharge.

The following procedure will be adhered to:

#### 1. Employee infraction of rules, including continued failure to meet performance standards:

- Supervisor, manager or director conducts investigation
- Employee is provided with notice of investigation and his/her rights including the right to a hearing if charges are brought forward.

#### 2. Meeting to show cause:

- Department supervisor and/or manager review results of investigation and recommend level of discipline to the director
- A maximum level of discipline will be authorized by the director based on equitable and uniform discipline agency-wide.

#### 3. Written notice to employee:

The employee will be informed in writing of the discipline charges brought, his/her rights (which include: the right to representation, right to see/hear evidence produced

to show misconduct and question witnesses, the right to present evidence and witnesses on his/her behalf and to rebut recommendations for discipline and certain basic “rudimentary rights” as guaranteed by Loudermill), and informed of the date, time and place of the pre-disciplinary hearing to discuss the charges.

4. Pre-disciplinary hearing:

- Conducted by the director
- Supervisor and/or manager involved attends
- Employee must attend and a representative of his/her choosing may attend
- Witnesses may be called by Joint Services or by the employee. Such witnesses will be provided sufficient time off from work to appear at the pre-disciplinary hearing
- Charges will be discussed, with ample time provided for a complete presentation of charges and for rebuttal and defense by the employee.

5. Results of pre-disciplinary hearing:

As a result of the discussion, facts and material presented in the pre-disciplinary meeting, the director may:

- Take disciplinary action as determined in them meeting to show cause;
- Reduce the level of disciplinary action as determined in the meeting to show cause;
- Take the matter under advisement for no longer than five (5) working days and issue a decision.

6. Written Notice to Employee:

Written notice of disciplinary action to be taken, if any, shall be given to the employee stating effective dates and time of action. The decision of the director shall be final unless the employee files a written appeal requesting a hearing before an Impartial Hearing Officer.\* Written notice of the employee’s right to appeal the decision will also be provided with the written disciplinary decision.

\* The Impartial Hearing Officer will be an outside independent person who is not employed by Joint Services. Any costs associated with the appeal to the Impartial Hearing Officer will be equally shared between the employee and Joint Services.

7. Appeal/Grievance Procedure for Suspensions and Terminations

The decision of the director, shall be final unless the employee/grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal will be filed with the director, within 10 calendar days of the director's response. A hearing in front of an Impartial Hearing Officer will be held on the matter within 30 calendar days of the written appeal. The Impartial Hearing Officer will file a written response within 15 calendar days of the close of the hearing.

8. Appeal for Review

The non-prevailing party may file a written request for review by the Joint Service Board (Board) within 10 calendar days of receipt of the Impartial Hearing Officer's written response.

9. Decision of the Joint Services Board

The Board will make a decision regarding whether or not a meeting will be held within 30 calendar days of the written request for review. A decision by the Board will be made within 60 calendar days of the filing of the written request for review unless the Board extends this timeframe.

**XXVI. Jury Duty**

Employees while on-duty summoned to jury duty shall be paid his/her regular salary for the time they are actually required to be absent from their Kenosha Joint Services' related duties provided he/she shall deposit any compensation he/she received for jury duty with the Director of Joint Services. Employees called for jury duty but not assigned to serve or released from jury duty, will return to their assigned jobs as soon as dismissed.

**XXVII. Military Leave**

**A. Armed Forces**

Employees called upon to serve in the Armed Forces of the United States shall be granted leaves of absence and their length of service shall accumulate providing they report for work within ninety (90) days of discharge, unless unable to do so because of illness or injury in which case leave shall be extended.

1. Reinstatement

Upon return from military leave, the employee shall be returned to a position and pay in keeping with federal regulations.

**B. Reserve Training**

An employee who is a member of a military reserve and who may be called upon for reserve training or emergency service will receive his/her regular pay for such training or service (not to exceed two (2) weeks for any one (1) call up), provided he/she shall deposit his/her military base pay with the Director of Joint Services and receive his/her regular pay in turn.

**XXVIII. Funeral Leave**

**A. Funeral Leave for Immediate Family**

In the event of a death of an employee's father, mother, stepfather, stepmother, husband, wife, brother, sister, stepbrother, stepsister, son, daughter, stepson, stepdaughter, father-in-law, mother-in-law, son-in-law or daughter-in-law, such employee will be paid for straight time lost from scheduled work not to exceed three (3) scheduled work days to attend the funeral within a seven (7) day period following the date of death. In special circumstances the funeral leave may be taken outside of the 7 day period, with the permission of the director or his/her designee e.g. special circumstances include travel, delays, etc.

**B. Funeral Leave for Other Relatives**

In the event of a death of an employee's brother-in-law, sister-in-law, or employee's or employee's spouse's aunt, uncle, niece, nephew, grandparent, or grandchild, such employee will be paid for straight time lost from scheduled work not to exceed one (1) scheduled work day to attend the funeral within a seven (7) day period following the date of death. In special circumstances the funeral leave may be taken outside of the 7 day period, with the permission of the director or his/her designee, e.g. special circumstances include travel, delays, etc.

1. Rate of Pay

Pay will be at the employee's straight time hourly earned rate for the payroll period in which the death occurred. The employee may be required to furnish verification of the date of death, date of funeral and relationship to the deceased.

## **XXIX. Insurance**

Joint Services makes available to its employees a comprehensive employee health benefit which includes dental and prescription plans. Any employee that is currently eligible or becomes eligible, as well as any eligible retiree or COBRA participant, along with their eligible dependents will only be allowed to participate in the current program negotiated by Kenosha Joint Services for the current plan year. Carrier and vendor partners for all lines of coverage herein mentioned may change and all eligible plan participants will be notified as soon as practical. Contract terms and items of coverage may change from time to time.

Single and family coverage is available to full-time equivalent employees.

The term Spouse shall be defined in accordance with State and Federal law.

Plan benefits, claim procedures, limitations and other details are available in the summary plan description.

Kenosha Joint Services reserves the right to change benefits provided and will make every attempt to stay in compliance with State and Federal laws.

## **XXX. Workers' Compensation**

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a job-related work injury or illness. An employee who is absent due to injury or illness caused during the course of his/her duties will receive statutory benefits as required by the Wisconsin Worker's Compensation Act.

## **XXXI. Retirees**

### **A. Full-time employees**

Full-time employees who are at least 60 years of age and have had fifteen (15) or more years of employment with Joint Services immediately preceding retirement may retain hospital-surgical-major medical and dental coverage at no cost to the employee. If the employee was covered by a family policy at the time of retirement, he/she may be eligible to retain such family coverage. Joint Services' premium obligation shall terminate when the employee becomes eligible for Medicare. Retirees get the same insurance as active employees.

Full-time employees who retire who are fifty-seven (57), fifty-eight (58) or fifty-nine (59) years of age and have had thirty (30) or more years of employment with Joint Services immediately preceding retirement may retain hospital-surgical-major medical and

dental coverage with fifty percent (50%) of the COBRA cost of said coverage to be paid by the employee. Upon attaining the age of sixty (60), the employee will be covered by the provisions of the above paragraph. Retirees get the same insurance as active employees.

## **XXXII. Wisconsin Retirement System**

Most Joint Services employees are enrolled in the Wisconsin Retirement System (WRS) pension benefit. Employees that are eligible for WRS enrollment pay the employee share of the contribution through wage deduction on a pre-tax basis.

## **XXXIII. Life Insurance**

The Wisconsin Group Life Insurance Plan will be continued. Joint Services will pay the full premium required by the plan. The eligibility of part-time employees for participation in the life insurance program for employees will be controlled by the regulations set up by the state agency administering the fund from which such benefits are paid.

## **XXXIV. Notice of Termination**

All employees will give fourteen (14) days notice of their intention to sever their employment with Joint Services. Such notice will begin the following day it is received by the Manager of the Department or Administration Office. The notice will be in writing, and signed by the employee indicating their intention to sever their employment with Joint Services. If an employee fails to give such notice, any earned vacation pay shall be forfeited.

## **XXXV. Part Time Employee Benefits**

### **A. Part Time Employees**

All regular part-time employees shall not receive fringe benefits, except for those provided by state statute with the exception of the part-time Administrative Clerk. This employee will receive benefits as follows:

### **B. Vacations**

Part-time employees who have worked a total of 520 hours, but less than 1040 hours in the period between January 1 of the previous year and December 31 of the previous year, and who are otherwise qualified to receive vacation pay, will receive vacation with pay at the rate of one-fourth (1/4) the vacation allowance he/she would have received if he/she had been employed on a full-time basis.

Part-time employees who have worked a total of 1040 hours but less than 1560 hours in the period between January 1 of the previous year and December 31 of the previous year, and who are otherwise qualified to receive vacation with pay, will receive vacation with pay at the rate of one-half (1/2) of the amount he/she would have received if he/she were employed as a full-time employee.

Part-time employees who have worked 1560 hours or more in the period between January 1st of the previous year and December 31st of the previous year who are otherwise qualified to receive a vacation with pay, will receive vacation with pay at the rate of three-quarters (3/4) of the amount he/she would have received if he/she were employed as a full-time employee.

### **C. Paid Holidays and Floating Holidays**

Part-time employees whose average weekly schedule of hours of work in the four week period preceding any of the paid holidays is less than ten (10) per week shall not be eligible for holiday pay.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is ten (10) or more hours, but less than twenty (20) hours per week, will, if otherwise eligible to receive holiday pay, receive holiday pay at the rate of one-fourth (1/4) of the amount he/she would have received if he/she had been employed as a full-time employee.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is twenty (20) or more, but less than thirty (30) hours per week, will, if otherwise eligible for holiday pay, receive holiday pay at the rate of one-half (1/2) of the amount he/she would have received if he/she had been employed as a full-time employee.

A part-time employee whose average weekly schedule of hours of work in the four week period preceding the holiday is thirty (30) hours per week or more will, if otherwise eligible for holiday pay, receive holiday pay at the rate of three-fourths (3/4) of the amount he/she would have received if he/she had been employed as a full-time employee.

### **D. Sick Leave**

The levels of said sick leave for part-time employees are to be prorated on the same basis as part-time vacations.

## **XXXVI. Temporary Employees**

Employees who are employed on a temporary basis shall not receive fringe benefits.

## **XXXVII. Acknowledgement**

Every employee is required to read and acknowledge they received and understand the contents of this handbook.

## Confidentiality Statement

Employees shall not access, disclose or permit the disclosure or use of files, documents, reports, records, photographs, video or audio recordings or other confidential information except in accordance with department policies, statutes, ordinances and regulations related to data practices. If uncertain of the confidentiality status of any of the aforementioned information sources, consult with a supervisor to determine the status of the item(s) in question.

By my signature below, I acknowledge my understanding that any and all information I come across in the course of my employment duties related to Kenosha Joint Services, its contractors, and agencies served including, but not limited to personal, medical, or investigative information about inmates, detainees, witnesses, suspects, victims, patients, employees, agencies served, or Kenosha Joint Services as an agent of Kenosha City and Kenosha County Governments, is strictly confidential.

I will not use or disclose any information received except in the course of my job duties.

I agree to respect the confidential nature of the above-mentioned information.

A breach of confidentiality in violation of Kenosha Joint Services policies may result in corrective disciplinary action, termination as well as potential criminal and civil penalties.

---

Print Full Name

Employee Number

---

Employee Signature

Date Signed



## **KENOSHA JOINT SERVICES**

### **Employee Handbook Receipt**

I have received a copy of the 2020 employee handbook and my signature indicates I understand the information contained within.

Print \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



# Kenosha Joint Services

Medical Renewal Comparison, Effective January 1, 2021

		Humana Current WI PPO 16 Copay OPT 14		Humana Current WI PPO 16 Copay OPT 14	
Employee Only	27	\$677.69		\$1,084.33	
Employee & Spouse	10	\$1,490.91		\$2,385.53	
Employee & Children	16	\$1,287.61		\$2,060.23	
Family	33	\$2,168.60		\$3,469.87	
Total Monthly Premium		\$125,372.29		\$200,601.60	
<b>Total Annual Premium</b>		<b>\$1,504,467.48</b>		<b>\$2,407,219.20</b>	
<b>Percent Change from Current</b>		---		<b>60.00%</b>	
<b>Network</b>		Humana HPN		Humana HPN	
		In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible		Embedded		Embedded	
	Individual	\$1,000	\$3,000	\$1,000	\$3,000
	Family	\$2,000	\$6,000	\$2,000	\$6,000
Out of Pocket Maximum					
	Individual	\$4,000	\$12,000	\$4,000	\$12,000
	Family	\$8,000	\$24,000	\$8,000	\$24,000
Coinsurance		100%	70%	100%	70%
Hospitalization		100% after ded	70% after ded	100% after ded	70% after ded
Emergency Room		\$350 copay		\$350 copay	
Urgent Care		\$100 copay	70% after ded	\$100 copay	70% after ded
Primary Care Office Visit		\$25 copay	70% after ded	\$25 copay	70% after ded
Specialist Office Visit		\$50 copay	70% after ded	\$50 copay	70% after ded
Preventive		100% no ded	70% after ded	100% no ded	70% after ded
Telemedicine		\$25 copay	N/A	\$25 copay	N/A
Prescription Drugs					
	Level 1	\$10 copay		\$10 copay	
	Level 2	\$30 copay		\$30 copay	
	Level 3	\$50 copay		\$50 copay	
	Level 4	25%		25%	
	Level 5	35%		35%	
Mail Order Rx (90 Day Supply)		\$25/\$75/\$125/25%		\$25/\$75/\$125/25%	

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# EDW Underwriting Reporting

## Premium & Claims Summary Report – Incurred Basis

Enterprise Platform: EM	Platform: ALL SRC PLATFORMS SELECTED	Financial Product: FI MED
Ent Platform Name: METAVANCE	Customer: ALL SRC CUSTOMERS SELECTED	Type of Customer: ENTERPRISE
Enterprise Customer: 677684	MTV Div/CI Class: ALL SRC DIVISIONS SELECTED	Auto Cross-Ref: YES
Ent Customer Name: KENOSHA JOINT SERVICES	Benefit Plan: ALL SRC BENEFIT IDS SELECTED	Reporting Level: ENT CUST
Src Platform Name: ALL SOURCE PLATFORMS SELECTED	Group Number: ALL ALT CUSTOMERS SELECTED	From Date: 07-01-2018
Src Customer Name: ALL SOURCE CUSTOMERS SELECTED	MTV Ben/CAS Subgrp: ALL ALT BENEFIT IDS SELECTED	To Date: 06-30-2020
Division Name: ALL SOURCE DIVISIONS SELECTED	Product Line: MEDICAL	As of Date: 09-30-2020

\*\*\*\*\* SUBSCRIBER COVERAGE TYPES \*\*\*\*\*

Date	EE Only	EE + Sp	EE + Ch	Family	Total	Members	Premium	Medical*	RX*	Total Cost*
07-2018	26	9	14	27	76	193	85,663	116,332	3,802	120,134
08-2018	28	8	13	26	75	187	82,866	37,198	12,379	49,577
09-2018	28	9	14	26	77	192	84,932	61,748	6,769	68,517
10-2018	27	10	15	26	78	196	86,483	120,594	8,130	128,724
11-2018	27	10	15	26	78	196	86,588	94,450	9,905	104,355
12-2018	26	10	15	26	77	195	86,047	98,347	4,358	102,705
01-2019	26	11	16	25	78	196	94,223	74,201	28,016	102,217
02-2019	26	11	18	25	80	199	96,330	40,834	6,597	47,431
03-2019	25	11	17	25	78	196	94,470	76,954	9,378	86,332
04-2019	25	11	17	25	78	196	94,470	49,989	17,015	67,003
05-2019	25	11	18	25	79	198	95,511	48,139	9,797	57,936
06-2019	28	11	18	26	83	206	99,165	78,767	9,472	88,239
<b>317</b>	<b>122</b>	<b>190</b>	<b>308</b>	<b>937</b>		<b>2,350</b>	<b>1,086,749</b>	<b>897,553</b>	<b>125,618</b>	<b>1,023,171</b>

**Total Cost PMPM: 435.39**  
**Premium PMPM: 462.45**  
**Medical Expense Ratio: 94.15%**

\*\*\*\*\* SUBSCRIBER COVERAGE TYPES \*\*\*\*\*

Date	EE Only	EE + Sp	EE + Ch	Family	Total	Members	Premium	Medical*	RX*	Total Cost*
07-2019	28	11	17	26	82	204	97,699	53,993	11,882	65,874
08-2019	26	10	17	27	80	202	96,729	105,893	9,538	115,432
09-2019	26	10	17	27	80	202	96,959	92,519	5,906	98,425
10-2019	25	10	17	27	79	201	96,280	101,459	7,626	109,085
11-2019	25	11	17	27	80	203	97,576	68,720	4,577	73,297
12-2019	25	10	17	27	79	201	95,956	84,386	3,796	88,182
01-2020	24	11	18	27	80	205	112,605	74,176	10,319	84,495
02-2020	24	11	18	27	80	205	112,605	72,909	9,460	82,369
03-2020	25	10	17	27	79	200	110,414	57,445	25,236	82,681
04-2020	25	10	16	27	78	197	109,079	156,972	4,578	161,551
05-2020	25	10	17	28	80	201	112,536	21,098	6,741	27,839
06-2020	25	10	16	28	79	197	111,144	104,869	32,528	137,398
<b>303</b>	<b>124</b>	<b>204</b>	<b>325</b>	<b>956</b>		<b>2,418</b>	<b>1,249,583</b>	<b>994,439</b>	<b>132,187</b>	<b>1,126,627</b>

**Total Cost PMPM: 465.93**  
**Premium PMPM: 516.78**  
**Medical Expense Ratio: 90.16%**

\*\*\*\*\* SUBSCRIBER COVERAGE TYPES \*\*\*\*\*

Date	EE Only	EE + Sp	EE + Ch	Family	Total	Members	Premium	Premium PMPM
07-2020	24	10	16	28	78	196	110,466	563.60
08-2020	24	10	16	28	78	196	110,376	563.14
09-2020	24	10	16	26	76	188	108,159	575.31

# Kenosha Joint Services

Dental Renewal Comparison, Effective January 1, 2021

		Humana	
		Current	Renewal
Employee Only	26	\$36.68	\$38.48
Employee & Spouse	10	\$82.80	\$86.89
Employee & Child(ren)	17	\$77.67	\$81.12
Family	33	\$126.13	\$131.95
Monthly Total		\$7,264.36	\$7,602.77
<b>Annual Total</b>		<b>\$87,172.32</b>	<b>\$91,233.24</b>
<b>Percent Change from by Plan Current</b>		---	<b>4.66%</b>
<b>Rate Guarantee</b>		---	1 Year
<b>Network</b>		Humana PPO	
		In Network	Out-of-Network
<b>Deductible per Member</b>			
Individual		\$50	\$50
Family		\$150	\$150
<b>Annual Maximum</b>			
Per Person		\$1,500	\$1,500
<b>Diagnostic &amp; Preventative (Type 1)</b>		Deductible Waived	
Exams		100%	100%
Cleanings		100%	100%
Fluoride		100%	100%
Sealants		100%	100%
X-Rays		100%	100%
<b>Basic Services (Type 2)</b>			
Space Maintainers		80%	80%
Fillings		80%	80%
Emergency Treatment for Pain		80%	80%
Non-Surgical Extractions		80%	80%
Periodontics (Gum Disease)		80%	80%
Endodontics (Root Canals)		80%	80%
<b>Major Services (Type 3)</b>			
Surgical Extractions		50%	50%
Crowns, Inlays, Outlays		50%	50%
Bridges and Dentures		50%	50%
Repairs and Adjustments		50%	50%
Implants		50%	50%
<b>Orthodontics (Type 4)</b>			
		50%	50%
Appliances and Related Services		\$1,000 Lifetime Maximum; Children to Age 19	

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# Kenosha Joint Services

Voluntary Vision Renewal Comparison, Effective January 1, 2021

		Humana	
		Current	Renewal
Employee Only	17	\$9.49	\$10.06
Employee & Spouse	3	\$18.98	\$20.12
Employee & Child(ren)	10	\$18.04	\$19.12
Family	8	\$28.34	\$30.05
Monthly Total		\$625.39	\$662.98
<b>Annual Total</b>		<b>\$7,504.68</b>	<b>\$7,955.76</b>
<b>Percent Change from Current</b>		<b>N/A</b>	<b>6.01%</b>
<b>Rate Guarantee</b>		---	2 Years
<b>Network</b>		Humana Insight	
		<b>In Network</b>	<b>Out of Network</b>
<b>Copays</b>			
Exam Copay		\$10	
Materials Copay		\$15	
<b>Exams (per visit) Frequency</b>		<b>Once Every 12 Months</b>	
Exam		Covered in Full	\$30 Allowance
<b>Lenses (per pair) Frequency</b>		<b>Once Every 12 Months</b>	
Single Vision		Covered in Full	\$25 Allowance
Bifocal			\$40 Allowance
Trifocal			\$60 Allowance
<b>Frames Frequency</b>		<b>Once Every 24 Months</b>	
Standard		\$130 Allowance	\$65 Allowance
<b>Contact Lens Frequency (in lieu of glasses)</b>		<b>Once Every 12 Months</b>	
Conventional or Disposable Contact Lenses		\$130 Allowance	\$104 Allowance
Medically Necessary		Covered in Full	\$200 Allowance

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# KENOSHA JOINT SERVICES

## PlanPulse

Reporting  
Period: 9/1/2019 -  
8/31/2020



Humana.



## Parameters - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

	REPORT SELECTION CRITERIA
Report Create Date:	10/21/2020
Reporting Period:	9/1/2019 - 8/31/2020
Paid Data Available Thru:	9/30/2020
Product Segment:	Commercial
ASO?	NO
Line of Business:	PPO
Customer Groups:	ALL Selected
Divisions:	ALL Selected
Benefits:	ALL Selected
Peer:	MARKET
Is there Pharmacy?	Yes
Is there Go365?	Yes

Report Methodology	1
Executive Summary	2
Demographic	
Member Demographics	3
Spend & Utilization	
Utilization Summary	4
Large Claimant Summary	5
Cost Share Summary	6
Clinical	
Clinical Conditions Summary	7
Clinical Program Summary	8
Preventive Summary	9
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# Report Methodology - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

## Report Purpose

This PlanPulse report was prepared specifically for your organization to help you stay on top of your group's health care experience during the current plan year. Our desire is that with this PlanPulse and our other reporting tools – bolstered by the guidance and insights our Sales and Account Management associates deliver -- we will be able to help you make the most informed decisions possible about your organization's health, wellbeing and use of the health care system.

## Methodology

PlanPulse uses claim data to report on the important facets of your group's health care experience during the reporting period. PlanPulse reports on an "incurred" basis rather than a "paid/processed basis" to allow for better monitoring of member behavior in response to plan design changes that occur from one plan year to the next. Incurred basis reporting includes only services that were received during the reporting period, regardless of when the claim was paid.

To make the data more meaningful, we frequently report your current period data beside your prior period experience (same reporting period from the prior year) and/or your peer. Including the prior period and peer allows you to see how your group compares to your performance in the prior year and how it compares to other groups in your area or industry (see below for peer details). These comparable numbers add context that can help make sense of what we see.

## IBNR Defined

On several of the following pages you will see the term IBNR. IBNR is an abbreviation for Incurred But Not Reported. The numbers on the IBNR line include the estimated additional claim volume for the period. Combining the known claim volumes with the IBNR will give you a more accurate idea of the total claim volume and cost for the period once all claims are settled. IBNR allowances are added to the total rather than being added to each line item within that period's expenses because IBNR can affect the various line items differently. This estimate is not intended as a group specific financial reserve for ASO customers.

## Reporting Period

This PlanPulse is based on incurred claims for the period 9/1/2019 through 8/31/2020, with claims processed through 9/30/2020.

This report was created on 10/21/2020.

## Peer

The peer used for comparison purposes in this report is Humana's Market WISCONSIN, unless noted otherwise. In a few instances, Humana's National Book of Business is used as a comparison.

# Executive Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

On this page, you'll find the key indicators that drive your group's health plan performance. In the center of the page is the Net Paid PMPM variance from prior to current reporting period, a good indicator of how members are using their healthcare benefits and engaging in wellness. The surrounding metrics are deemed to have the most influence on Net Paid PMPM. Subsequent pages dive deeper into each of these metrics impacting spend.

<p><b>Medical Visits / 1,000</b></p> <p><b>-6.4%</b></p> <p>Current: 7,627 Prior: 8,146</p> 	<p><b>RX% Utilizing Members per Month:</b></p> <p><b>-2.1%</b></p> <p>Current: 27.4% Prior: 29.5%</p> 	<p><b>Generic Dispensing Rate:</b></p> <p><b>+2.0%</b></p> <p>Current: 88.9% Prior: 86.8%</p> 
<p><b>Large Claimant Spend Impact:</b></p> <p><b>+31%</b></p> <p>Current: 46% Prior: 15%</p> 	<p><b>Net Paid PMPM:</b></p> <p><b>-1.0%</b></p> <p>Current: \$418.54 Prior: \$422.77</p> 	<p><b>Member Cost Share:</b></p> <p><b>-2.0%</b></p> <p>Current: 11.5% Prior: 13.5%</p> 
<p><b>Members with Preventive Services:</b></p> <p><b>-9.6%</b></p> <p>Current: 42.9% Prior: 52.5%</p> 	<p><b>Health Alerts Full Member Compliance:</b></p> <p><b>-6.2%</b></p> <p>Current: 68.5% Prior: 74.6%</p> 	<p><b>Clinical Program Participation</b></p> <p>Current: 71.4% Target: 80%</p> 

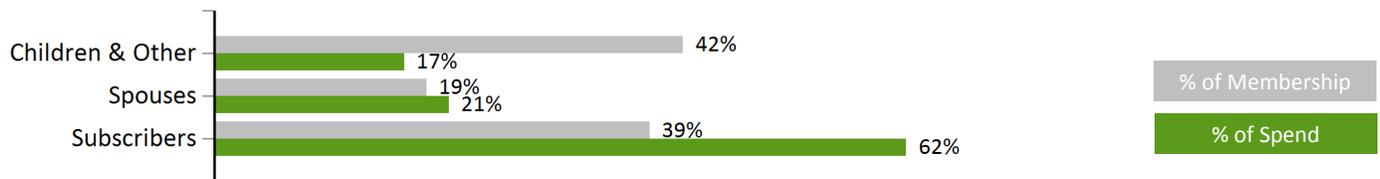
# Member Demographics - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

The Demographic page aids in discovering associations between member demographics and claim spend. Members who are engaged in their health have, on average, 8% lower healthcare costs. Humana uses multiple channels to connect with members along with encouraging members to utilize our self-service tools like MyHumana.com to learn more about all we have to offer and how their insurance is working for them.

	Current	Prior	Market Peer	Target
Average Number of Members	200	198	---	
Average Population Age	32.7	32.9	36.3	
Demographic Risk Score	1.11	1.10	1.25	
Member/Subscriber Ratio	2.51	2.53	1.87	
Male/Female Ratio	46/54	46/54	55/45	
Phone Number on File	97.0%	98.0%	80.0%	
Email on File	55.0%	59.0%	50.0%	
MyHumana.com Registrations	73.0%	72.0%	61.0%	80%

## Spend Distribution by Relationship



## Membership Demographics by Age Group

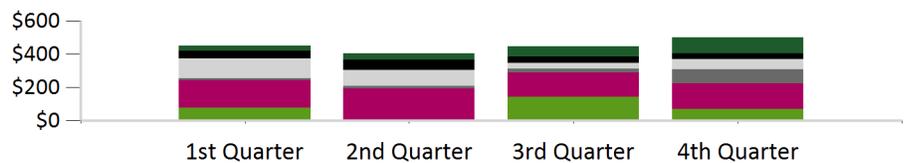
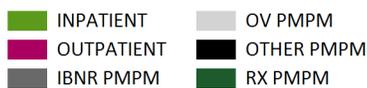
		Period Ending Subscribers	Period Ending Members	Current Pop. %	Prior Pop. %	Market Peer Pop. %	% of Total Spend
<b>Children</b>	< 3 Years	<5	5	2.6%	2.0%	2.7%	2.0%
	3-18	<5	45	23.0%	23.3%	18.4%	7.2%
<b>Adult Females</b>	19-25	<5	13	6.6%	8.9%	4.8%	5.1%
	26-44	32	41	20.9%	17.8%	12.9%	8.3%
	45-64	25	33	16.8%	17.8%	16.5%	64.9%
	65+	<5	<5	---	0.0%	0.6%	---
<b>Adult Males</b>	19-25	<5	13	6.6%	7.9%	5.4%	2.9%
	26-44	8	23	11.7%	9.9%	17.9%	3.8%
	45-64	11	23	11.7%	12.4%	19.6%	5.6%
	65+	<5	<5	---	0.0%	1.1%	---

# Utilization Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

	Current Utilization (Per 1000)*	Prior Utilization (Per 1000)*	% Change	12 Month Prior (Per 1000)*	MARKET Utilization (Per 1000)**	Peer (Per 1000)	12 Month Prior MARKET Peer (Per 1000)	Current Net Paid PMPM	Prior Net Paid PMPM	% Change	12 Month Prior PMPM	Current % In Network
<b>Office Visits</b>												
Freestanding Labs	210	212	-1.2%	212	213	197		\$2.40	\$0.89	170.8%	\$0.89	
Hospital Based Physician	10	---	---	0	13	14		\$0.02	---	---	---	
Primary Care	2,052	2,429	-15.5%	2,429	1,967	2,151		\$30.13	\$42.24	-28.7%	\$42.24	
Specialist Care	2,047	2,288	-10.5%	2,288	1,850	2,036		\$46.80	\$37.43	25.1%	\$37.43	
<b>Physician Total</b>	<b>4,318</b>	<b>4,929</b>	<b>-12.4%</b>	<b>4,929</b>	<b>4,044</b>	<b>4,398</b>		<b>\$79.35</b>	<b>\$80.56</b>	<b>-1.5%</b>	<b>\$80.56</b>	<b>96.5%</b>
<b>Inpatient Care</b>												
Acute Hospital	30	56	-46.1%	56	33	35		\$55.47	\$41.83	32.6%	\$41.83	
Days/1000 Members	140	162	-13.5%	162	128	144		---	---	---	---	
SNF & Rehabilitation	0	---	---	0	1	1		---	---	---	---	
Inpatient Physician Services	499	278	79.7%	278	371	391		\$18.55	\$21.85	-15.1%	\$21.85	
<b>Inpatient Care Total</b>	<b>30</b>	<b>56</b>	<b>-46.4%</b>	<b>56</b>	<b>34</b>	<b>37</b>		<b>\$74.02</b>	<b>\$63.68</b>	<b>16.2%</b>	<b>\$63.68</b>	<b>83.3%</b>
<b>Outpatient Care</b>												
Ambulatory Surgical Center	20	15	31.8%	15	16	22		\$4.66	---	---	---	
Other Outpatient Procedures	1,253	1,657	-24.4%	1,657	876	934		\$92.63	\$68.66	34.9%	\$68.66	
Outpatient Hospital Surgeries	65	131	-50.6%	131	86	104		\$39.13	\$91.41	-57.2%	\$91.41	
Outpatient Physician Services	844	980	-13.9%	980	676	789		\$28.30	\$28.03	1.0%	\$28.03	
<b>Outpatient Care Total</b>	<b>1,338</b>	<b>1,803</b>	<b>-25.8%</b>	<b>1,803</b>	<b>978</b>	<b>1,060</b>		<b>\$164.72</b>	<b>\$188.10</b>	<b>-12.4%</b>	<b>\$188.10</b>	<b>100.0%</b>
<b>Emergency Room</b>												
Emergency Room	135	197	-31.5%	197	123	140		\$21.62	\$21.35	1.2%	\$21.35	100.0%
<b>Urgent Care</b>												
Urgent Care	205	141	45.4%	141	94	74		\$1.19	\$0.84	40.6%	\$0.84	92.7%
<b>Other Services</b>												
Ambulance	20	20	-1.2%	20	18	20		\$0.96	\$0.54	76.8%	\$0.54	
Behavioral Health	529	333	58.7%	333	588	578		\$11.10	\$4.00	177.5%	\$4.00	
Chiropractic	235	187	25.5%	187	351	383		\$0.23	\$0.30	-24.1%	\$0.30	
Durable Medical Equipment	120	141	-15.3%	141	103	102		\$0.41	\$1.04	-60.9%	\$1.04	
Home Health/Hospice	265	187	41.6%	187	180	175		\$3.51	\$2.93	19.8%	\$2.93	
Other Ancillary Services	434	152	186.6%	152	307	216		\$5.88	\$4.34	35.5%	\$4.34	
<b>Other Services Total</b>	<b>1,602</b>	<b>1,020</b>	<b>57.2%</b>	<b>1,020</b>	<b>1,548</b>	<b>1,473</b>		<b>\$22.09</b>	<b>\$13.16</b>	<b>67.8%</b>	<b>\$13.16</b>	<b>96.9%</b>
<b>Medical Total</b>	<b>7,627</b>	<b>8,146</b>	<b>-6.3%</b>	<b>8,146</b>	<b>6,821</b>	<b>7,182</b>		<b>\$362.99</b>	<b>\$367.70</b>	<b>-1.3%</b>	<b>\$367.70</b>	<b>97.1%</b>
<b>Pharmacy</b>												
Pharmacy	7,213	7,667	-5.9%	7,667	7,628	8,009		\$55.54	\$55.07	0.8%	\$55.07	
<b>IBNR</b>												
IBNR	---	---	---	---	---	---		\$32.32	\$1.69	---	\$1.69	
<b>Grand Total</b>	<b>14,840</b>	<b>15,813</b>	<b>-6.1%</b>	<b>15,813</b>	<b>14,449</b>	<b>15,191</b>		<b>\$418.53</b>	<b>\$422.77</b>	<b>-1.0%</b>	<b>\$422.77</b>	
<b>Grand Total with IBNR</b>								<b>\$450.86</b>	<b>\$424.46</b>	<b>6.2%</b>		

## PMPM Utilization by Quarter



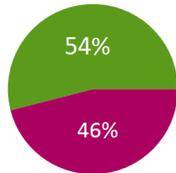
# Large Claimant Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Large variations in total plan spend are often a result of an increasing number or excessive spend of large claimants. Humana typically expects large claimant spend to be in the 20%-25% range. However, some plans experience large claimant spend that is much higher. In either case, your group can expect Humana's utilization management efforts to keep rein on these costs. Preferably, large claimants are being case managed and/or are in one or more of Humana's clinical programs, ensuring members are being offered the appropriate type and level of care.

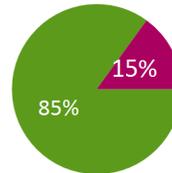
## Impact of Large Claimants PMPM

### Current Period



All Other Members	\$225.12
Large Claimants	\$193.41
# Large Claimants	3

### Prior Period



All Other Members	\$358.97
Large Claimants	\$63.80
# Large Claimants	2

## Top 25 Large Claimant Detail

	Major Clinical Condition	Medical Cost	Pharmacy Cost	Clinical Program Status	Status
1	Malignant Neoplasms	\$274,806	\$5,886	Low Opportunity for Impact	Active
2	Diseases of Skin and Subcutaneous T	\$86,488	\$43,951	No Response	Active
3	Musculoskeletal and Connective Tiss	\$52,114	\$1,719	Former Participant	Active

# Cost Share Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Knowing your plan and member cost share helps determine if either the plan or the member may be bearing an unusually high percentage of the cost. This information will help you understand if any changes to benefit design resulted in a cost share shift or if changes may be needed in the future.

## Member Cost Share

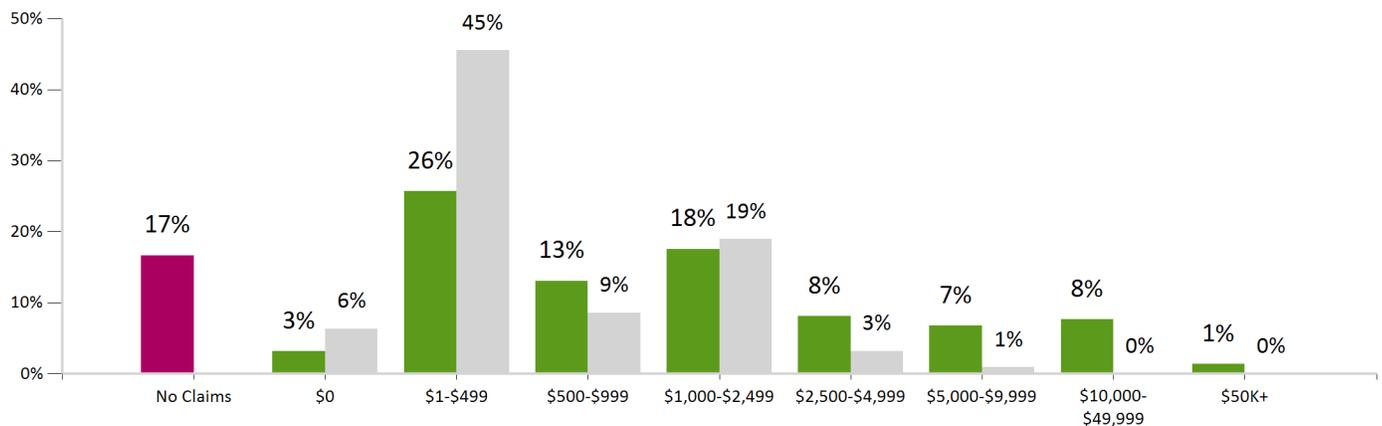


	Current Period	Prior Period
Plan Net Paid PMPM	\$418.53	\$422.77
Member Cost Share PMPM	\$54.38	\$66.03

## Cost Share by Place of Treatment

Service Group	Avg Allowed per Visit	Current Avg. Plan Paid Per Visit	Current Avg. Member Paid Per Visit	Current % Spend Split	Prior Avg. Plan Paid Per Visit	Prior Avg. Member Paid Per Visit	Prior % Spend Split
Office Visits	\$260	\$221	\$34	87/13	\$196	\$36	84/16
Primary Care	\$202	\$176	\$21	89/11	\$209	\$24	90/10
Specialist Care	\$330	\$274	\$48	85/15	\$196	\$51	79/21
Inpatient Care	\$28,412	\$29,658	\$461	98/2	\$13,755	\$510	96/4
Outpatient Care	\$1,729	\$1,478	\$162	90/10	\$1,252	\$164	88/12
Emergency Room	\$2,369	\$1,925	\$419	82/18	\$1,301	\$407	76/24
Urgent Care	\$151	\$70	\$78	47/53	\$72	\$57	56/44
Other Services	\$196	\$165	\$33	83/17	\$155	\$59	72/28
Pharmacy	\$113	\$92	\$21	82/18	\$86	\$19	82/18

## Claim Stratification by Dollar Categories



% of Mbrs with No Claims

Total med and RX Plan Payments

Total Med and RX Member Cost Share

# Clinical Conditions Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Major Clinical Condition	Active Members Diagnosed	Prevalence %		12-Month Humana National	Costs Directly Attributable to Clinical Condition			
		Current	Prior		Medical PMPM		Pharmacy PMPM	
					Current	Prior	Current	Prior
Exams and Preventive Services	127	63.4%	68.7%	57.3%	\$36.56	\$53.83	\$0.76	\$0.33
Infections	91	45.4%	42.9%	38.2%	\$2.53	\$1.72	\$0.36	\$0.27
Respiratory	86	42.9%	38.4%	34.8%	\$16.02	\$26.96	\$1.29	\$1.43
Health Risk Behaviors/Factors	73	36.4%	39.4%	28.2%	\$1.67	\$1.77	\$0.57	\$0.77
Signs and Symptoms	73	36.4%	36.9%	29.7%	\$16.33	\$14.28	\$0.31	\$2.97
Musculoskeletal and Connective Tissue	63	31.4%	38.4%	30.9%	\$41.39	\$29.55	\$0.47	\$2.39
Endocrine	60	30.0%	30.8%	25.6%	\$3.96	\$4.82	\$0.38	\$0.59
Behavior Health Conditions	60	30.0%	27.3%	24.0%	\$14.25	\$7.29	\$2.26	\$4.30
Digestive	56	28.0%	27.3%	23.5%	\$24.89	\$36.71	\$1.17	\$1.37
Genitourinary System	50	25.0%	27.3%	22.9%	\$21.85	\$51.17	\$0.98	\$0.61
Other Circulatory	46	23.0%	21.7%	23.3%	\$4.29	\$5.04	\$0.74	\$0.75
Diseases of Skin and Subcutaneous Tissue	44	22.0%	27.8%	21.1%	\$25.87	\$17.88	\$17.68	\$25.29
Nervous System	43	21.5%	19.2%	15.6%	\$4.21	\$19.79	\$1.00	\$0.66
Injury and Poisoning	35	17.5%	20.7%	13.2%	\$21.94	\$29.09	\$0.00	\$0.00
Sense Organs (Eyes and Ears)	35	17.5%	20.2%	16.6%	\$5.88	\$7.37	\$1.25	\$1.74
Pregnancy and Complications	24	12.0%	14.1%	7.7%	\$11.72	\$19.45	\$2.85	\$2.25
Neoplasms (Benign)	19	9.5%	10.6%	7.4%	\$1.66	\$14.51	\$0.00	\$0.00
Diabetes	13	6.5%	6.1%	7.6%	\$2.40	\$8.66	\$9.50	\$6.64
Malignant Neoplasms	12	6.0%	4.0%	5.4%	\$47.16	\$0.82	\$0.00	\$0.00
Other/Unclassified	12	6.0%	3.5%	6.3%	\$1.04	\$0.00	\$0.05	\$0.31
Other Heart Disease	9	4.5%	5.6%	4.1%	\$48.45	\$10.19	\$0.35	\$1.49
Diseases of Blood and Blood-forming Organs	9	4.5%	4.5%	6.7%	\$1.42	\$4.21	\$0.00	\$0.00
Congestive Heart Failure	6	3.0%	1.5%	2.3%	\$0.00	\$0.00	\$0.03	\$0.03
Rare Diseases	5	2.5%	1.5%	2.2%	\$0.45	\$1.58	\$12.79	\$0.09
Neonates	<5	---	---	2.5%	---	---	---	---
Cerebrovascular	<5	---	---	1.6%	---	---	---	---
Congenital Anomalies	<5	---	---	1.9%	---	---	---	---
Coronary Artery Disease	<5	---	---	2.1%	---	---	---	---
Motor Vehicle Accidents	<5	---	---	0.7%	---	---	---	---
Paralysis	<5	---	---	0.8%	---	---	---	---
Chronic Kidney Disease	<5	---	---	1.3%	---	---	---	---
Burns	<5	---	---	0.2%	---	---	---	---
Retroviral Conditions	<5	---	---	0.4%	---	---	---	---
Transplant	<5	---	---	0.2%	---	---	---	---
Allowance/IBNR					\$32.32	\$1.69	\$0.00	\$0.00
<b>Grand Total</b>					<b>\$395.31</b>	<b>\$369.38</b>	<b>\$55.54</b>	<b>\$55.07</b>

Acute Conditions      Chronic Conditions

# Clinical Program Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Humana's clinical programs help employees manage immediate health concerns as well as chronic illness and long-term health conditions. The following charts detail the number of clinical program interventions that occurred for your members who fell into one or more of these categories during the reporting period:

- High Cost: members with \$15,000 or more in claim costs
- At Risk: members whose severity scores indicate a likelihood of high claim costs
- Members with Admissions: members with one or more inpatient stays

A member may participate in more than one clinical program and may have multiple gaps in care, which may result in multiple Humana health alerts generated.

## Participation by Member

	High Cost Claimants (> \$15,000)	At Risk	Members with Admissions	Total Membership
<b>Total Members</b>	12	6	6	222
<b>Clinician Outreach:</b>				
Completed Program During Period	0	0	0	2
Enrolled at Period End Date	0	0	0	4
Engaged Since Period End Date	0	0	0	1
<b>Engaged with Clinical Programs:</b>	0	0	0	7
Declined	0	0	0	0
Unable to Reach/Letter Sent:				
Invalid Phone	0	0	0	0
No Response	1	1	0	2
<b>Clinical Program Outreach:</b>	1	1	0	9
Engagement from Prior Reporting Period:				
Former Participants	2	1	0	10
Previous Outreach: Non-Participant	1	0	1	10
Low Opportunity for Impact	8	4	5	193

## Participation by Program

\* Members may be enrolled in multiple programs

Clinical Programs	Total Eligible	Participated		Currently Enrolled	No Response	Invalid Phone	Declined
		During Period	% Eligible Participating				
Episodic	Case Management	---	---	---	---	---	---
	Neonatal	---	---	---	---	---	---
	Transplant	---	---	---	---	---	---
Chronic	Personal Nurse	2	---	0	2	0	0
	Personal Nurse (Self Managed)	5	5	4	0	0	0
	Complex Chronic	---	---	---	---	---	---
	HumanaBeginnings®	---	---	---	---	---	---
<b>Total</b>	<b>7</b>	<b>5</b>	<b>71%</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>

# Preventive Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Good health begins with prevention. The current regulatory environment and healthcare systems concur with this position, providing preventive services at no, or minimal, direct cost to the member. Many medical conditions and diseases are far more treatable and less costly when diagnosed in the early stages. With this in mind, we encourage you to educate members on the importance of getting their recommended preventive services.

The peer used for preventive services is the Humana National Book of Business.

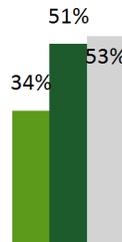
	Current	Prior	Nat'l Peer	12 Month Prior	12 Month Prior Nat'l Peer
Total Membership	42.9%	52.5%	46.6%	52.5%	49.1%
Children	38.0%	54.9%	52.0%	54.9%	54.1%
Employee Female	62.7%	64.5%	56.6%	64.5%	59.2%
Employee Male	47.4%	44.4%	28.9%	44.4%	31.0%
Adult Dependent Female	42.9%	57.1%	55.7%	57.1%	59.3%
Adult Dependent Male	17.5%	32.6%	34.1%	32.6%	35.7%
Large Claimants	66.7%	100.0%	---	---	---

**Adult Preventive Office Visits**



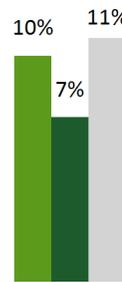
Targeted Members: 146

**Child Wellness Office Visits**



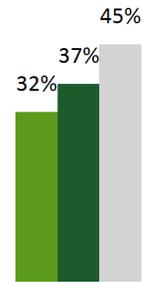
Targeted Members: 50

**Flu Shots**



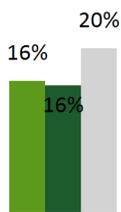
Targeted Members: 196

**Child Immunizations**



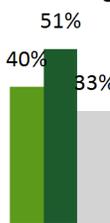
Targeted Members: 50

**Cervical Cancer Screening**



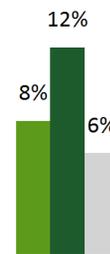
Targeted Members: 87

**Breast Cancer Screening**



Targeted Members: 45

**Colorectal Screening**



Targeted Members: 38

Current

Prior

Peer

# Health Alerts Summary - KENOSHA JOINT SERVICES(677684)

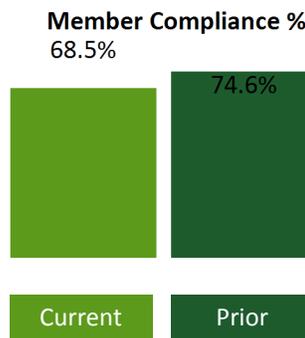
Report for: 9/1/2019 - 8/31/2020

Humana health alerts promote better health through evidence-based medicine and preventive care. Each alert addresses the member's specific medical condition, is tailored to the action needed to close gaps in care, and encourages the member to obtain the recommended care needed for better outcomes, lower costs, and healthier lives.

This chart displays the clinical categories for which health alerts are generated. Alert compliance represents the number of alerts where members followed recommended care (includes compliant alerts and alerts that changed from non-compliant to compliant), therefore requiring no further action by the member.

	Qualified	Alerts Generated	Alerts Closed	% Closed	% Compliant	Nat'l Peer % Compliant
<b>Total by Category</b>	<b>243</b>	<b>125</b>	<b>66</b>	<b>52.8%</b>	<b>75.7%</b>	<b>67.9%</b>
Prevention and Screening	101	51	33	64.7%	82.2%	66.6%
Cardiovascular	75	44	19	43.2%	66.7%	69.5%
Diabetes	56	24	11	45.8%	76.8%	67.4%
Liver	3	3	3	100.0%	100.0%	96.7%
Cancer	3	2	0	0.0%	33.3%	55.4%
Auto-Immune Disease	2	0	0	0.0%	100.0%	83.6%
Geriatrics	2	0	0	0.0%	100.0%	88.8%
Musculoskeletal	1	1	0	0.0%	0.0%	39.0%

This chart shows Member compliance percentage rates. Fully compliant members have no open Humana health alerts.



# Pharmacy Summary - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

Drug costs continue to outpace all other healthcare expenditures by a significant margin. Understanding your pharmacy utilization and cost drivers will empower you to optimize your plan's pharmacy benefits and contain costs. The peer used in the Pharmacy section is the Humana National Book of Business.

	Customer			Humana National Average		
	Current	Prior	% Change	Current	Prior	% Change
Avg. # of Members	200	198	1.2%	---	---	---
% utilizing Members per Month	27.4%	29.5%	-2.1%	---	---	---
Total # of Prescriptions	1,445	1,518	-4.8%	---	---	---
Total Prescription PMPM	.60	.64	-5.9%	0.85	0.87	-2.1%
Days Supply PMPM	26.94	27.00	-0.2%	33.50	32.40	3.4%
Plan/Member Cost Share	82 / 18	82 / 18	---	86/14	85/15	---
% Generic Distribution Rate	88.9%	86.8%	2.3%	86.0%	85.6%	0.4%
% Mail Order	10.2%	10.7%	-0.6%	4.6%	4.5%	0.1%
Total Net Paid	\$133,521	\$130,857	2.0%	---	---	---
Net Paid PMPM	\$55.54	\$55.07	0.8%	\$104.96	\$95.78	9.6%
Net Paid/Script (30 Day Equivalent)	\$61.84	\$61.20	1.0%	\$93.99	\$88.68	6.0%
Net Paid/Days Supply	\$2.06	\$2.04	1.0%	\$3.13	\$2.96	6.0%
Member Paid PMPM	\$12.44	\$11.82	5.3%	\$17.14	\$16.83	1.8%
Member Paid/Script (30 Day Equivalent)	\$13.85	\$13.14	5.5%	\$15.34	\$15.58	-1.5%
Specialty % of Scripts	0.6%	0.8%	-0.2%	---	---	---
Specialty % of Net Paid	54.2%	52.8%	1.3%	---	---	---
Specialty Net Paid PMPM	\$30.08	\$29.10	3.4%	---	---	---

	Customer			Humana National Average		
	Current	Prior	% Change	Current	Prior	% Change
Generic Distribution Rate Total	88.9%	86.8%	2.0%	86.0%	85.6%	0.4%
Generic Distribution Rate Retail	89.7%	87.9%	1.7%	80.4%	80.0%	0.4%
Multi-Source Brand Scripts	33	56	-41.1%	---	---	---
Multi-Source Brand % of Total Scripts	2.3%	3.7%	-1.4%	---	---	---
Substitution Rate	97.5%	95.9%	1.6%	---	---	---

	Retail	Mail Order	Other*
Total Scripts	1,278	147	20
Maintenance Scripts	876	130	8
Days Supply/Script	39.91	88.88	35.50
Net Paid PMPM	\$20.83	\$4.63	\$30.08

\*Other = Specialty, Long Term Care, Home Infusion, and Discount Card Prescriptions

# Conclusions - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

## Demographics

The male/female ratio stayed the same as the prior period.

Your group's current average age of 32.7 decreased less than one year. This is not a significant change period over period and therefore should have no effect on utilization and cost.

Spouses consist of 19% of membership, but account for 21% of spend.

Females 45-64 and Females 26-44 make up the majority of the spend, accounting for 73.1% of the total cost, while representing 37.8% of the membership.

97.0% of members have a phone number on file, down 1% from last year.

Humana's target for MyHumana.com member registration is 80%. You are 7.0% away from this goal.

## Wellness

Your clinical participation rate of 71% is lower than Humana's target participation rate of 80%.

Health Alert compliance decreased 6.2% since the prior period.

42.9% of members received a preventive service during the current reporting period.

Your group's preventive service rate decreased by 9.6% from the prior period. Continue to promote the benefits of preventive services.

Health Alerts aim to improve member health overall by encouraging preventive services, alerting physicians of potential drug interactions, and identifying options that could reduce the risk of complications. These gaps-in-care may be preventive in nature, disease specific, or related to care modification.

Humana was unable to reach 2 members due to no response or invalid phone numbers.

Driving program participation is critical to improving the health of members and lowering cost. Recommendations include continued communication of the Humana Clinical Programs in employee newsletters, intranet, and associate meetings.

## Spend and Distribution

Overall plan spend decreased by 1.0%. Medical spend decreased by 1.3%. Pharmacy spend increased by .8%.

When Large Claimant spend is excluded, your overall PMPM spend decreased 37.3% (from \$358.97 to \$225.12).

Plan/Member Cost share for the current period is 89/11.

Members paid less for their services in the current period than they did in the prior period.

Exams and Preventive Services are almost always the most prevalent clinical condition. Excluding these services, the most prevalent major clinical condition was Infections.

The top 3 most expensive clinical conditions account for 33% of your total spend.

The number of Large Claimants (\$50k) on the plan grew by 1 members.

Large Claimants account for 46.0% of spend this period, which is up 31.0% from prior period.

## Pharmacy

The number of prescriptions filled per member per month of .60 is lower than the Humana National National Average of .85. Your members are lower than average utilizers of the pharmacy benefit.

The plan paid \$55.54 per member per month, which is a .8% increase from the prior period and is also 82% of the total drug expense.

The goal is to drive members to mail-order where appropriate. Mail-order utilization is currently at 10.2%, which is above the Humana target rate of 7%.

Your generic dispensing rate increased 2.0% from the prior period and is 2.9% higher than the Humana National Average. Every 1% increase in GDR results in approximately \$1.56 PMPM savings.

For the current period, Specialty Drugs account for .6% of prescriptions and 54.2% of total pharmacy net paid. The Net Paid PMPM increased from \$29.10 to \$30.08.

# Go365 Summary - KENOSHA JOINT SERVICES(677684)

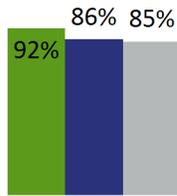
Report for: 9/1/2019 - 8/31/2020

\* All Go365 metrics on this page are based on the Go365 plan period, if different than the above Medical plan period

Go365™ is a wellness and rewards program made available by Humana. Go365 is deeply rooted in behavioral economics and actuarial science to motivate and reward members for taking steps to improve and continue their healthy behaviors. By integrating rewards with health, Go365 provides the tools and support to help members live healthier lives and reduce healthcare costs. As members earn more Points, they move into a higher Status. Humana believes that a Biometric screening, Dental Exam, Vision Exam, and flu shot are main drivers in keeping a member healthy. Higher subscriber activity can lead to higher Go365 engagement among all members.

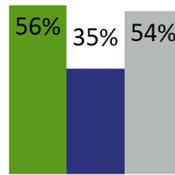
Subscribers- Current: 78 Prior: 80

## MyHumana Registrations



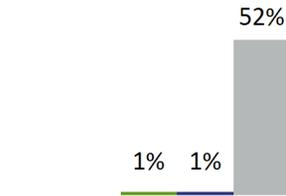
Current

## Health Assessment



Prior

## Biometric Screening



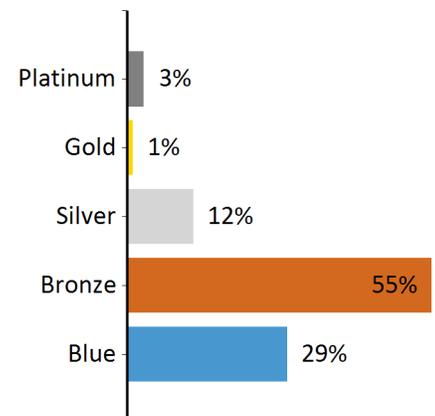
Peer

## Overview

	Current	Prior	Peer
% Participating (Bronze Earned Status or Above)	71%	49%	68%
% Engaged (Silver Earned Status or Above)	16%	9%	47%
Average Go365 Age	48.6	49.2	48.6
Average Actual Age	41.6	41.4	44.2
% at Risk for Metabolic Syndrome*	0%	0%	26%
% Downloaded Go365 App	50%	34%	50%
% Activated HealthyFood Card	37%	19%	36%

\*Metabolic Risk is only available starting January 2016

## Current Go365 Earned Status

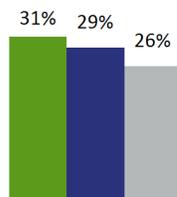


## Bucks Redemptions

	Current	Prior	Peer
% Subscribers Redeeming Bucks	26%	13%	---
Total Redeemed Amount (USD)	\$2,289	\$940	---

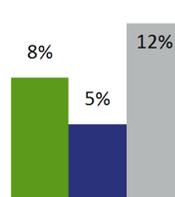
## Selected Preventive Services

### Dental Exam



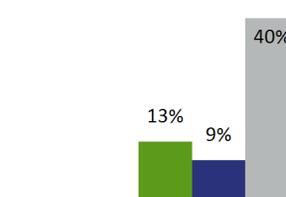
Current

### Vision Exam



Prior

### Flu Shot



Peer

Note: this page contains only subscriber data

# Go365 Bio Dash - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

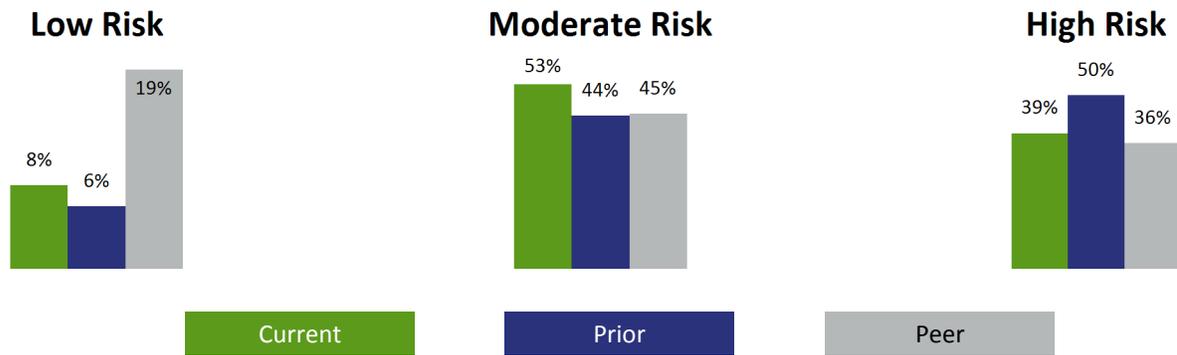
*\* All Go365 metrics on this page are based on the Go365 plan period, if different than the above Medical plan period*

Results from your group's Health Assessment and Biometric Screenings are excellent indicators of future issues that will show up in your health spend. Risk Factors are self-reported through the Health Assessment and verified via Biometric Screenings. A member with 0-1 risk factors is considered low risk, 2-3 risk factors is considered moderate risk, and 4 or more factors is considered high risk.

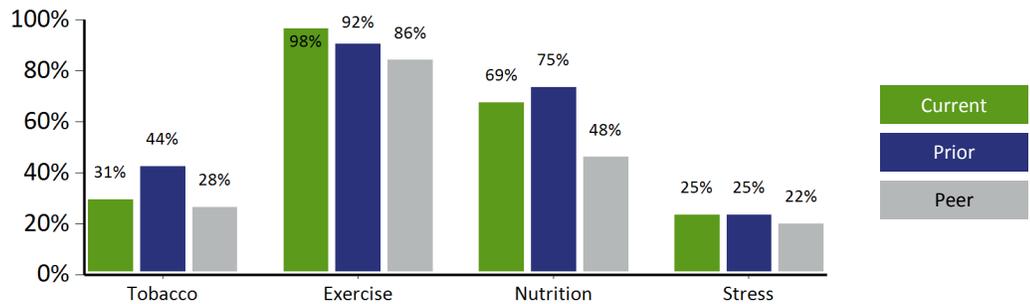
Generally speaking, lifestyle risk factors can be simpler to address; attempting to stop smoking, exercising more regularly, eating more fruits and vegetables, and finding ways to manage stress. The percentage of members with several biometric risks can lower as a long-term result of managing lifestyle risks.

Adult Members- Current: 150 Prior: 157  
 % with Risk Values- Current: 39% Prior: 23%

## Overall Health Risk\*

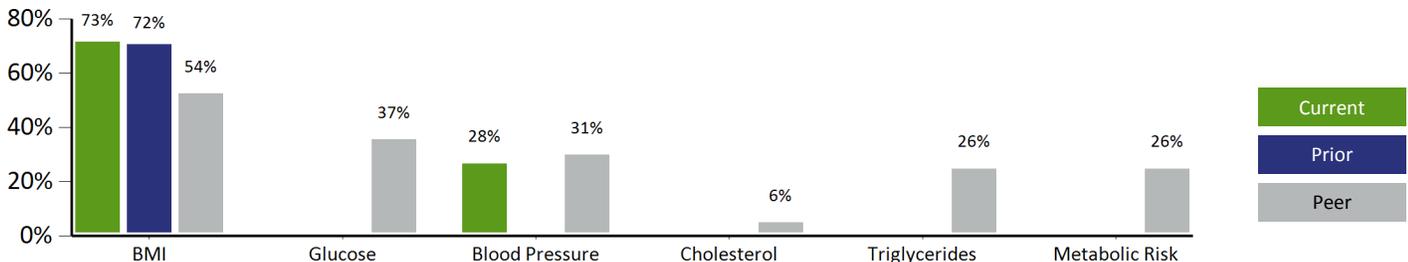


## Lifestyle Risk Factors\*



**TIP:** Encourage all members to do their Biometric Screening and Health Assessment, along with routine preventive medical services. Compare the Lifestyle Risk Factors with the Biometric Risk Factors seen here, then work with your Go365 representative to establish an engagement plan for your members to address these risks.

## Biometric Risk Factors\*



*\* 30 or more members must have been measured to show on report*

# Go365 Activities - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

*\* All Go365 metrics on this page are based on the Go365 plan period, if different than the above Medical plan period*

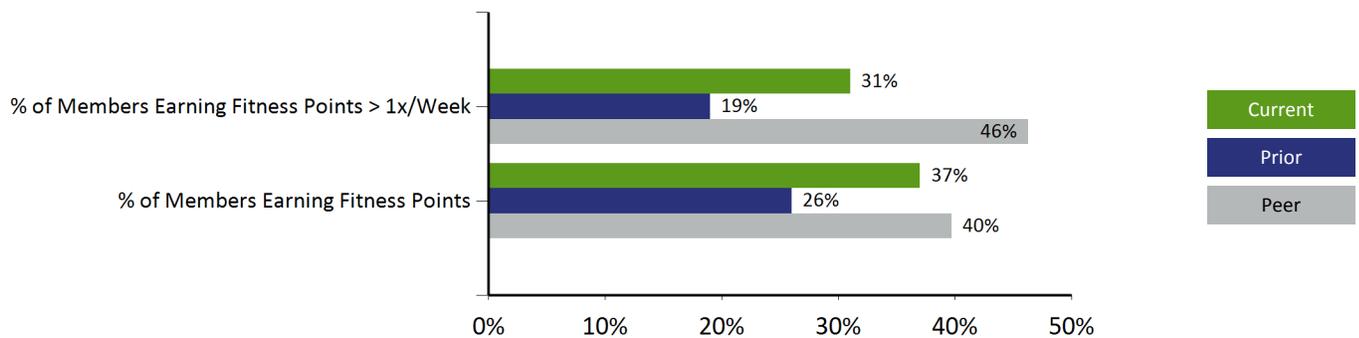
Go365 activities are an indicator of how effectively a group is engaged in the program. They are intended to make being healthy fun and exciting. Education and activities are a key element in future health. They allow members to set activities to become healthier and more active, as well as learn about what is holding them back from being their best. Members can also earn fitness points by meeting daily step goals with a connected device, visiting a gym, playing on a sports team, or participating in another fitness event.

Adult Members- Current: 150 Prior: 157

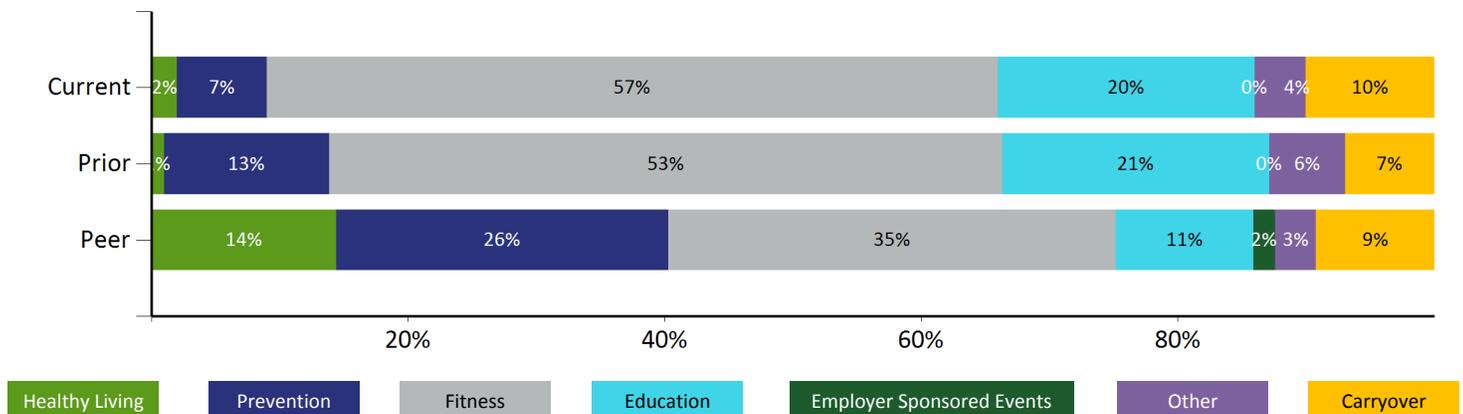
## Education and Activities

	Current	Prior	Peer
% Earning Any Education Points	64%	46%	64%
% Completing At Least One Calculator	11%	8%	16%
% Completing Four Calculators (Max)	8%	6%	11%
% Activated an Activity	14%	14%	13%
% Achieved an Activity	2%	6%	4%
% Earning Points for Coaching	17%	11%	21%
% Earning Points for Courses and Conversations	7%	6%	6%

## Fitness Events



## Points by Category



This page provides insight into how engaged your members are with Go365™, a highly personalized and motivational wellness and rewards program made available through Humana, where members engage to learn how small changes to their daily routine can improve their overall health. By understanding their health risks, exercising, taking more steps, getting a flu shot or routine preventive or dental exam, members can earn great rewards - like Amazon and Target gift cards, fitness devices and equipment, and much more - while effectively improving their health and lowering healthcare costs.

92% of your Go365 subscribers are registered on MyHumana. This is an increase of 6 percentage points since the prior period. MyHumana registrations is an important first step for members to engage in Go365.

Your subscribers who took the Go365 Health Assessment have a Go365 age that is 7 year(s) older than their actual age. For comparison purposes, the peer has a Go365 age that is 4 years older than their actual age.

64% of your adult members earned points through educating themselves on how to become healthier. This rate is 1% higher than the peer at 64%.

The percent of adult members earning fitness points increased 4 percentage points since the prior period.

A smaller percentage of your adult members earned points for fitness events than did the peer population.

You have increased your participation rates in the following categories since the prior period: • MyHumana Registrations • Health Assessment • Dental Check • Vision Check • Silver Status and Above Achievement

Compared to the peer, your participation rates are lower for the following categories: • Biometric Screening • Vision Check • Silver Status and Above Achievement

Your percentage of adult members in the low health risk category increased 2 percentage points UP from 6% to 8%.

Compared to the peer, you have a lower percentage of adult members in the low health risk category, higher percentage of adult members in the moderate health risk category, and a higher percentage of adult members in the high risk category.

Since the prior period, the percentage of at-risk adult members has increased in the following lifestyle categories: • Exercise

Compared to the peer, your adult members have higher at-risk percentages in the following lifestyle categories: • Tobacco • Exercise • Nutrition • Stress

Since the prior period, your percentage of at-risk adult members increased in the following biometric categories: • BMI • Blood Pressure

Compared to the peer, your adult members have higher at-risk percentages in the following biometric categories: • BMI

# Indicator Definitions - KENOSHA JOINT SERVICES(677684)

Report for: 9/1/2019 - 8/31/2020

In order of PlanCompass appearance:

## Medical Visits per 1,000 % Change

GREEN = % Change is negative  
YELLOW = % Change is between 0% and 3.99%  
RED = % Change is 4% or higher

## RX % Utilizing Members per Month Change

GREEN = % Change is negative  
YELLOW = % Change is between 0% and 2.99%  
RED = % Change is 3% or higher

## Large Claimant Spend Impact % Change

GREEN = % Change is less than or equal to 0%  
YELLOW = Not used  
RED = % Change is greater than 0%

## Net Paid PMPM % Change

GREEN = % Change is negative  
YELLOW = % Change is between 0% and 5.49%  
RED = % Change is 5.5% or higher

## Generic Dispensing Rate (GDR) % c

GREEN = current is 90% of target or greater, target being 83%, so 74.7% or higher  
YELLOW = current is 70% - 90% of target, so 58.1% to 74.6%  
RED = current is less than 70% of target, so less than 58.1%

## Member Cost Share % Change

GREEN = % Change is greater than or equal to 3%  
YELLOW = % Change is between -2.99% and 2.99%  
RED = % Change is less than -3%

## Members with Preventive Services

GREEN = % Change is greater than 0%  
YELLOW = Not used  
RED = % Change is less than 0%

## Health Alerts Compliance % Change

GREEN = % Change is greater than 0%  
YELLOW = Not used  
RED = % Change is equal to or less than 0%

## Clinical Program Participation % compared

GREEN = current is 90% of target or greater, target being 80%, so 72% or higher  
YELLOW = current is 70% - 90% of target, so 56% to 71.9%  
RED = current is less than 70% of target, so less than 56%

### Acute

A condition that is severe and sudden in onset. This could describe anything from a broken bone to an asthma attack. Acute conditions may lead to a chronic syndrome if untreated.

### Admits/1000 Members

Number of members admitted to an inpatient facility by a plan participant per thousand members, calculated for a 12 month period.

### Alerts Closed

The number of identified Humana Health Alerts during the reporting period in which the member completed the appropriate clinical action to close the gap in care and become compliant.

### Alerts Generated

Within the alerts categories, the number of alerts where recommended care is not present (non-compliant), based on Humana's clinical rules engine. These alerts are used by Humana Clinicians, Network Providers and Customer Care when interacting with members. Additionally, a message is automatically created and shared with members, when appropriate.

### Alerts Compliant

Members who have no open Humana Health Alerts.

### Alerts Percent Changed

Based on the number of alerts closed divided by the number of generated alerts.

### Alerts Percent Compliant

The number of alerts in which a member followed recommended care (includes the compliant alerts and those alerts which changed from non-compliant to compliant) divided by the number of situations that qualified for alerts during the reporting period. No action is needed by the member.

### Alerts Qualified

The total number of times when Humana's clinical rules engine has enough information to determine if recommended care has been followed or not, and assign a compliant or non-compliant status for each alert.

### Average Members

The sum of the number of members active at the end of each month during the reporting period divided by the number of months within the reporting period.

### Average Population Age

The average age of all active members at the end of the reporting period.

### Benign Tumors

A growth that is not cancer.

### Biometric Screening

A blood screening and biometric assessment that measures body mass index (BMI), blood pressure, blood glucose, and total cholesterol.

### Blood Pressure

Pressure exerted by circulating blood upon the walls of blood vessels. Systolic blood pressure above 120 or diastolic blood pressure above 79 is considered at risk.

### BMI

Body Mass Index. Calculated from a member's weight and height. Provides a reliable indicator of body fat for most people and is used to screen for weight categories that may lead to health problems. A BMI under 18.5 or over 25 is considered At Risk.

### Cancer

Cancer of all types. (Breast, Digestive, Upper Gastrointestinal, Lower Gastrointestinal, Pancreas/biliary/liver, Other, Respiratory, Upper Airway, Lower Airway, Genitourinary, Female Genital, Male Genital, Lower Urinary Tract, Upper Urinary Tract, Lymphatic & Hematologic, Secondary Cancer, Head and Neck, Skin and SubQ Tissue, Melanoma, Leukemia (certain types)).

### Case Mix Index

The average DRG weight for all inpatient cases paid. The Case Mix Index is a measure of the relative costliness of the patients treated in an inpatient setting. An index of 1.05 means that the facility's patients are 5% more costly than average.

### Cerebrovascular Disease

Diseases that affect the blood flow to the brain. (Hemorrhage, Occlusion, Transient Ischemic Attack, Late Effects or complications of Cerebrovascular Accident).

### Cholesterol Level

Measure of LDL cholesterol, HDL cholesterol, and other lipid components. At risk is considered 200 mg/dl and above.

### Congestive Heart Failure

Impairment of the heart's muscle.

### Coronary Artery Disease

Blockage in the blood vessels of the heart. (Coronary Artery Bypass Graft(history of), Percutaneous Transluminal Coronary Angioplasty (history of), Myocardial Infarction, Angina, Other Ischemic Heart Disease, Coronary Atherosclerosis).

### Chronic

A health condition or disease that is persistent or otherwise long-lasting in its effects or a disease that comes with time.

### Chronic Kidney Disease

Long-term kidney problems.

### Chronic Obstructive Pulmonary Disease

Includes emphysema and chronic bronchitis.

### Congenital Anomalies

Congenital Anomalies (Birth defects). (Heart, CNS, Digestive & Peritoneum, Genitourinary, Musculoskeletal).

### Days / 1000 Members

The number of days admitted to an inpatient health care facility per thousand members, calculated for 12 month period.

### Demographic Risk Score

Average risk score of all active members at the end of the reporting period. Each member's risk score is a mathematically-determined number that represents the effect of age and gender on expected medical costs.

### Diabetes

A disease affecting how sugar is used in the body. (Neuropathy, Eye, Nephropathy, Peripheral Vascular Disease).

### Digestive

Includes diseases of the entire digestive system from the mouth to the intestines. (Upper Gastrointestinal, Peptic Ulcer Disease, Mouth/Jaw, Esophagus, Stomach/Duodenum, Lower Gastrointestinal, Pancreas/Biliary, Liver).

### Endocrine

Includes all diseases (except diabetes) caused when a large system of the body made up of glands and the hormones that they release, fails to work properly. (Thyroid Disease, Other Glandular Disorders, Other Metabolic and Immunity Disorders, Nutrition).

### End Stage Renal Disease

Kidney failure requiring dialysis.

### Exams and Preventive Services

These are costs associated with screening examinations, outpatient medical or surgical office visits, or routine types of follow-up care. (Exam & Screenings for Coronary Artery Disease, Other Heart Disease, Other Circulatory, Diseases of Blood and Blood-forming Organs, Malignant Neoplasms, Diabetes, Obesity, Endocrine, Genito- Urinary System, Congenital Anomalies, Rare Diseases, Nervous System, Sense Organs, Musculoskeletal & Connective Tissue, Infections, Respiratory, Digestive, Skin and SubQ Tissue, Injury and Poisoning, Mental Health and Infant/Child Care, Vaccination and Other- Includes Rehab).

### Fasting Glucose

Measure of blood sugar (glucose) after a fasting period of at least 8 hours. At risk is considered 100 mg/dl and above.

### Gap in Care

Gap in care clinical rules compare a member's medical history to industry standard Quality of Care guidelines in order to identify an alert that is non-compliant.

### Generic

Common term to identify non-brand drugs that are equivalent to another drug, and are typically sold at a lower cost than brand drugs.

### Genitourinary System

Includes diseases of male reproduction, female reproduction with the exception of pregnancy, and the urinary system. (Kidney/Ureter/Bladder, Male, Breast, Female).

### Go365 Age

A proprietary measure to help see how a member's lifestyle impacts their health.

### Health Risk Behaviors

Includes care related not only to behaviors that an individual may be able to change, e.g. a smoker needing screenings for lung disease, but also hereditary conditions, e.g., family history of heart disease, or an abnormal laboratory result, such as high blood sugar. (Obesity, Hyperlipidemia, Dysmetabolic Syndrome, Impaired Glucose/Insulin Resistance, Acanthosis Nigricans, Polycystic Ovary Syndrome, Smoking, Family History, Hypercoagulability).

### HumanaBeginnings

Humana's maternity program.

### Health Assessment

A series of questions about a member's physical health, eating habits, exercise patterns, general lifestyle, and mental health used to help determine their current Go365 Age. Answers do not affect coverage, benefits, or premium for members.

### IBNR

Incurred But Not Reported. A type of reserve account used in the insurance industry as the provision for claims and/or events that have transpired, but have not yet been reported.

### Infections

Including, but not limited to Candidal Infection, Mycobacteria & TB, Meningococcal Infection, Septicemia.

### Injuries and Poisoning

Major injuries found under TRM (trauma). (Injury Major Organ, Drug Complications, Complicated).

### Kessler Stress Score

A 10-item questionnaire intended to yield a global measure of distress based on questions about anxiety and depressive symptoms that a person has experienced in the most recent 4 week period. A score of 20 or higher is considered at risk.

### Large Claimants

Members having more than \$50,000 in medical and pharmacy claims paid during the reporting period.

### Member Cost Share

The amount of the claim expense that is paid by the plan member through deductible, coinsurance, and copay amounts.

### Metabolic Syndrome

A group of risk factors in a single person that can increase the chances for developing heart disease, diabetes, and other health complications. The five risk factors include increased blood pressure, high blood sugar, excess fat around the waist, low levels of good cholesterol (HDL), and high triglyceride levels.

### Multi Source Brand

Any brand drug that has a generic alternative.

### Musculoskeletal

Diseases of the bones, joints, and soft tissue. (Osteoporosis, Arthritis (other than RA), Back/Neck Pain, Anthropathies, Infections, Joint-Specific Disorders, Malformations, Soft Tissue Disorders).

### Neonatal

Newborns. (Candidal Infection, Mycobacteria & TB, Meningococcal Infection, Septicemia).

### Nervous System

Conditions that affect the brain and the nerves. (Inflammatory Diseases, Hereditary/Degenerative, Migraine, Epilepsy).

### Non-Compliant

The status of a generated Humana Health Alert, when member has not taken the appropriate action to close the gap in care.

### Nutrition

A member's eating habits. At risk is considered 4 or fewer daily servings of fruits and vegetables.

### Other Circulatory

Multiple diseases that affect how the blood flows through the body, not listed elsewhere. Examples include: high blood pressure, blood clots and blockage, and abnormally widened arteries. (Hypertension, Essential Hypertension, Complicated, Arteriosclerosis, Aneurysms).

### Physical Activity

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A member's activity level. At risk is considered 4 or fewer days of physical activity per week.

## PMPM

Per Member Per Month. Calculated by dividing the sum of the number of active members at the end of each month in the reporting period (member months) into the raw number.

## Pregnancy

Pregnancy, including complications. (Ectopic/molar/aborted pregnancy, Complications, Normal Delivery, Multiple, L&D & Puerperal Complications, Pregnancy Care/Outcome of Delivery/Contraception).

## Prevalence

The number of members diagnosed with a specific condition divided by the average number of members active at the end of each month during the reporting period and expressed as a percentage.

## Preventive Services

Humana typically labels claims as *preventive* based on the services listed below.

Abdominal Aortic Ultrasound Screening, Breast Cancer Screening, Cervical Cancer Screening, Colorectal Cancer Screening (Including the procedures (but not exclusively): Barium Enema, CT, Colonography, Colonoscopy, Fecal Blood Occult, Radiological and Sigmoidoscopy ), Depression Screening, Diabetes Screening, Hearing Screening, Hypertension Screening, Immunizations (Including the vaccines for Influenza and Pneumonia, Newborn Screening, Nutritional Counseling, Osteoporosis Screening, Other Cancer Screening, Other Preventive Service, Pregnancy Related Service, Preventive Office Visits, Prostate Cancer Screening, Sexually Transmitted Counseling & Disease Screening, Substance Use/Abuse Counseling, Vision Screening, Weight Screening

## Respiratory

Includes all conditions of the airway, from the nose and sinuses to the lungs (Asthma, Chronic Obstructive Pulmonary Disease, Infections, Allergies, Respiratory Failure.

## SNF

Skilled Nursing Facility.

## Signs and Symptoms

Non-Specific Diagnoses. A specific diagnosis is not known or provided. (Coma, Altered Consciousness, Abdomen, Chest Pain, Death).

## Sense Organs

Includes diseases of the eyes and ears. (Eye, Cataract, Glaucoma, Retinal Diseases, Visual Disturbance, Optic Nerve, Ear, External Ear, Middle Ear, Inner Ear).

## Specialty Drug

A designation of pharmaceuticals that are classified as high-cost, high complexity and/or high touch. Specialty drugs are often biologics—"drugs derived from living cells" that are injectable or infused (although some are oral medications).

## Tobacco Use

A member's smoking status. Members who currently smoke or previously smoked are considered at risk.

## Transplant

Includes both solid organ transplant such as kidney, heart, lung, and liver, and tissue such as bone marrow.

## Triglycerides

The chemical form in which most fats exist in food and the body. At risk is considered 151mg/dL and above.

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### Trauma

Major injuries including those to the head, neck, and spine, multiple fractures, and paralysis. (Skull fracture, Spinal cord fracture, Spinal cord injury, Brain Laceration/Contusion/Concussion, Crushing Injury Face, Neck, Scalp, Paralysis, Hip Pelvis/Neck of Femur).

### Utilization /1000 members

Admits, Days, or Visits by plan participants to health care providers per 1000 plan members, calculated on a 12-month basis.