

AGENDA

GENERAL ADMINISTRATION & PERSONNEL COMMITTEE VILLAGE OF HOFFMAN ESTATES December 8, 2008

Immediately following Planning, Building and Zoning

**Members: Karen Mills, Chairperson
Ray Kincaid, Vice-Chairperson
Gary Pilafas, Trustee**

- I. Roll Call**
- II. Approval of Minutes – November 3, 2008**

NEW BUSINESS

1. Discussion regarding 2009 Village Board and Standing Committee meeting schedule.
2. Discussion regarding Sister Cities French Evening/Silent Auction Location.
3. Request Approval of an Ordinance Outlining Approved Contract Modification Process.
4. Request Approval of a proposal for full-service professional printing to complete production of Citizen newsletter for the period of 1/08-12/09 (12 issues).
5. Request acceptance of Cable TV Monthly Report.
6. Request acceptance of Human Resources Management Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

DRAFT

VILLAGE OF HOFFMAN ESTATES GENERAL ADMINISTRATION & PERSONNEL COMMITTEE November 3, 2008

I. Roll Call

Members in Attendance:

Trustee Karen Mills, Chair
Trustee Ray Kincaid, Vice-Chair
Trustee Gary Pilafas, Member

**Other Corporate Authorities
in Attendance:**

Trustee Cary Collins
Trustee Jacquelyn Green
Trustee Anna Newell
Village President William D. McLeod

**Management Team
in Attendance:**

James H. Norris, Village Manager
Arthur L. Janura Jr., Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Village Manager – Development Services
Algean Garner, Director of Health & Human Services
Robert Gorvett, Fire Chief
Kenneth Hari, Director of Public Works
Clint Herdegen, Chief of Police
Mike Hankey, Director of Transportation
Michael DuCharme, Director of Finance
Gordon Eaken, Director of Information Systems
Molly Norton, Assistant to the Village Manager
Dave Christensen, Emergency Management Coordinator
Doug Schultz, Community Relations Coordinator

Others in Attendance:

News Reporter from the Chicago Tribune

The General Administration and Personnel Committee meeting was called to order at 7:53 p.m.

II. Approval of Minutes

Motion by President McLeod, seconded by Trustee Pilafas, to approve the Special General Administration and Personnel Committee meeting minutes of October 6, 2008. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Green, seconded by Trustee Pilafas, to approve the General Administration and Personnel Committee meeting minutes of October 13, 2008. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

A Committee Agenda Item summary sheet from Rebecca Suhajda, Administrative Intern, was presented to the Committee.

A status update of the Housing and Economic Recovery Act of 2008 was presented.

2. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was presented to the Committee.

Motion by President McLeod, seconded by Trustee Pilafas, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was presented to the Committee.

Motion by President McLeod, seconded by Trustee Green, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report – None

IV. Other - None

V. Items in Review - None

VI. Adjournment

Motion by Trustee Pilafas, seconded by President McLeod, to adjourn the meeting at 7:58 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Vicki Richardson

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding 2009 Village Board and Standing Committee meeting schedule

MEETING DATE: December 8, 2009

COMMITTEE: General Administration & Personnel Committee

FROM: Rebecca Suhajda, Administrative Intern

PURPOSE: Discussion regarding 2009 Village Board and Standing Committee meeting schedule.

DISCUSSION: To determine if major religious holidays celebrated by the Christian, Islamic and Jewish faiths fall on the dates of scheduled 2009 Village Board and Standing Committee meetings which may hinder public attendance, staff conducted a review of major religious holidays and created a calendar to depict the dates of such observances.

The following major religious holidays fall on scheduled meeting dates:

Passover – April 13, 2009

Eid al-Fitr – September 21, 2009

Yom Kippur (ends at sundown) – September 28, 2009

Chanukah (Third Night) – December 14, 2009

Certain Holidays begin at sundown and are celebrated until sundown the following evening. All of the holidays listed above are celebrated during the day and/or evening listed above, as well as the following day/evening. The above does not represent all religious holidays that are observed on Mondays; rather, it reflects major holidays/high holy days, as determined through research of each faith tradition's major holidays.

The following national holidays fall on scheduled meeting dates:

Memorial Day – May 25

Labor Day – September 7

Staff has also compiled a list of conferences that the Village's Mayor and Trustees often attend that fall on Village Board and Standing Committee meetings.

The following conferences fall on scheduled meeting dates:

National League of Cities Congress of Cities – March 14 -18

International Conference of Shopping Centers – May 15 – 20

US Conference of Mayors – June 12 – 16

RECOMMENDATION: Recommend rescheduling Village Board and Standing Committee meetings scheduled on April 13, March 16, May 18 and 25, June 15, September 7, 21 and 28, and December 14, 2009.

ATTACHMENTS: 1

VILLAGE OF HOFFMAN ESTATES - JANUARY, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 USCM Winter meeting	17 USCM Winter meeting
18 USCM Winter meeting	19 USCM Winter meeting	20	21	22	23	24
25	26	27	28	29	30	31

VILLAGE OF HOFFMAN ESTATES - FEBRUARY, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Ash Wednesday (C)	26	27	28

VILLAGE OF HOFFMAN ESTATES - MARCH, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 Mawlid al-Nabi (ﷺ) begins at sundown	9 Mawlid al-Nabi (ﷺ) Purim (J) begins at sundown	10 Purim (J)	11	12	13	14 NLC Congressional City Conference
15 NLC Congressional City Conference	16 NLC Congressional City Conference	17 NLC Congressional City Conference	18 NLC Congressional City Conference	19	20	21
22	23	24	25	26	27	28
29	30	31				

VILLAGE OF HOFFMAN ESTATES - APRIL, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 Pesach (Passover) (J) begins at sundown	9 Pesach - Primary Day	10 Pesach - Intermediate Day Good Friday (C)	11 Pesach - Intermediate Day
12 Pesach - Intermediate Day Easter Sunday (C)	13 Pesach - Primary Day	14 Pesach - Primary Day	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

VILLAGE OF HOFFMAN ESTATES - MAY, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 ICSC	16 ICSC
17 ICSC	18 ICSC	19 ICSC	20 ICSC	21	22	23
24	25 Memorial Day	26	27	28 Shavu'ot (J) begins at sundown	29 Shavu'ot (J)	30
31						

VILLAGE OF HOFFMAN ESTATES - JUNE, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 USCM 77th Annual Meeting	13 USCM 77th Annual Meeting
14 USCM 77th Annual Meeting	15 USCM 77th Annual Meeting	16 USCM 77th Annual Meeting	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

VILLAGE OF HOFFMAN ESTATES - JULY, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

VILLAGE OF HOFFMAN ESTATES - AUGUST, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
1	2	3	4	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
					Ramadan (l) begins at sundown	
23	24	25	26	27	28	29
30	31					

VILLAGE OF HOFFMAN ESTATES - SEPTEMBER, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18 Rosh Hashanah (J) begins at sundown	19 Rosh Hashanah (J)
20 Rosh Hashanah (J)	21 Eid al-Fitr (I) - End of Ramadan/ Festival of Fast Breaking begins at sundown	22 Eid al-Fitr (I) - End of Ramadan/ Festival of Fast Breaking	23	24	25	26
27 Yom Kippur (J) begins at sundown	28 Yom Kippur (J)	29	30			

VILLAGE OF HOFFMAN ESTATES - OCTOBER, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					Sukkot (J) begins at sundown	Sukkot (J)
4	5	6	7	8	9	10
				Shemini Atzeret (J) begins at sundown	Shemini Atzeret (J)	Simchat Torah (J)
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

VILLAGE OF HOFFMAN ESTATES - NOVEMBER, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10 NLC Congress of Cities & Expo	11 NLC Congress of Cities & Expo	12 NLC Congress of Cities & Expo	13 NLC Congress of Cities & Expo	14 NLC Congress of Cities & Expo
15	16	17	18	19	20	21
22	23	24	25	26	27 Eid al-Adha (I) - Festival of Sacrifice begins at sundown	28 Eid al-Adha (I) - Festival of Sacrifi
29	30					

VILLAGE OF HOFFMAN ESTATES - DECEMBER, 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
					First night of Chanukah (J)	Chanukah (J)
13	14	15	16	17	18	19
Chanukah (J)	Chanukah (J)	Chanukah (J)	Chanukah (J)	Chanukah (J)	Chanukah (J)	Muharram (I)
20	21	22	23	24	25	26
				Christmas Eve (C)	Christmas Day (C)	
27	28	29	30	31		

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Sister Cities French Evening/Silent Auction Location

MEETING DATE: December 8, 2008

COMMITTEE: General Administration & Personnel

FROM: Lillian Mosier, Chair, Sister Cities Commission

PURPOSE: Discussion regarding potential location of French Evening/Silent Auction on April 24, 2009 (Village Hall, Stonegate, Harper College).

BACKGROUND: The Sister Cities Commission has sponsored a French Evening/Silent Auction for the community for the past 11 years. The Commission's goal for this event has always been to offer an opportunity for the community to experience French culture and French food and believes that the goal has been successful and, in addition, the French Evening has become a signature event for the Village. The Commission is proud that it has grown to become an event that attracts many return guests from year to year.

The French Evening has also served as a fundraiser for the Commission. The Silent Auction portion of the event has grown over the years from 20-30 auction items to over 100 items this past year. The Commission has also increased the amount of the dollars raised from \$1000 during the early years of the event to over \$8000 last year. The ticket prices have also increased over the years to reflect the quantity and quality of the food served at the dinner and generating another source of revenue for the Sister Cities Commission fundraiser. In addition, the Commission has had to cap the number of reservations at 130 in previous years due to space, equipment, and kitchen limitations at the Village Hall. Last year, the Commission did not have these issues as the event was at Harper College and we were able to accept 175 reservations due to the bigger venue for event, the equipment and staff resources, and kitchens available to us.

When this event began 11 years ago, the Commission asked our sister city, Angouleme, to find a chef to participate in the event and to work with Harper Instructor Pat Beach and his students at Harper College to assist in the preparation of the food for the event. During the early years, hors d'oeuvres and other finger foods were served and the evening was advertised as a cocktail party of sorts. Each year, our sister city would send a different chef representing different restaurants and local schools to participate in the French Evening. As a result we had chefs with varied interests and specialties.

In the past several years, however, the Commission has worked hard to solidify a direct partnership with L'Amandier School and its faculty, a school located just outside Angouleme specializing in hospitality management, and Harper College. During the past few years, the Commission has hosted a chef teacher and students from this school to coincide with the Village's French Evening. As a result, the menu for the event has evolved from finger foods to a complete sit-down dinner. Last year, for example, four different entrée items plus hors d'oeuvres, soup, side dishes and 3 different desserts were served. This was the most extensive menu we have been able to offer in our 11 year history. Chef Instructor from L'Amandier, Chef Patrick Guat, will return next year and has expressed his desire that he wants to maintain the quality and quantity of the menu from this past year.

DISCUSSION:

During the early years of the event when we were serving fewer people and less complicated food items, food was transported from Harper College. Now, through the creation of this strong partnership, the menu selections offered by the chef teacher from L'Amandier have become much more sophisticated requiring a different type of preparation. Many of the food selections do not lend themselves to being prepared in advance at Harper College and being transported to the Village Hall to serve to our guests. The kitchen facility at the Village Hall does not meet the requirements for the preparation of a 4 to 5 course dinner for a culinary event such as the French Evening.

The Sister Cities Commission certainly plans to utilize the new space at the Village Hall for other events that are planned for this year. The Commission has an event planned with the Arts and Celebrations Commissions on May 2. We will also host an event during National French Week in November 2008 at the Village Hall. Both of these events lend themselves beautifully to the new space available at the Village Hall.

Another serious issue with the French Evening being held at the Village Hall is the transportation of the food from Harper. This matter has always been troublesome for the Commission. There have been concerns about being able to transport the food and keeping it warm enough or cold enough as needed. There are also concerns about the transportation due to the type of vehicles needed to transport the food warmers and the numbers of people needed to help with the moving of the warmers. A major concern over the years is the fact that the lifts on the docks at the Village Hall do not function properly, making it necessary for volunteers to lift the containers out of the vehicles and then lift them up to the dock area. We have always been concerned about potential injuries and the liability to the Village if someone was to get injured doing the lifting.

FINANCIAL IMPACT: There will not be any financial impact to the Commission or the Village by moving the location of the event from the Village Hall. We believe that the Commission can maintain the cost of the dinner at \$30 for next year since we will continue to share the cost of the food with Harper College.

RECOMMENDATION: For discussion.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request Approval of an Ordinance Outlining Approved Contract Modification Process

MEETING DATE: December 8, 2008

COMMITTEE: General Administration & Personnel Committee

FROM: Arthur L. Janura, Jr., Corporation Counsel

PURPOSE: Authorize Corporation Counsel and Village Manager to review and modify specific contract terms for the benefit of the Village, subject to final signature of the Village President.

BACKGROUND: The Village has always had the practice of modifying contractual terms after approval and before signing if the modification was in the best interest of the Village. As an example, payment terms in contracts are often modified to reflect compliance with the Illinois Prompt Payment Act. In addition, prior to final signature, the contract document is routed for approval to the Department Director, Finance Director, Risk Manager, Corporation Counsel and Village Manager. The Village form for review and approval procedures is attached as Exhibit "A".

DISCUSSION: The attached Ordinance formalizes the practice of allowing the Village to modify some of the "standard" boilerplate language to terms that are more beneficial to the Village.

RECOMMENDATION: Approval of an ordinance amending Section 2-2-8, Rules of Order, to allow modifications to specific terms for the benefit of the Village.

ORDINANCE NO. _____ - 2008

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING
SECTION 2-2-8, RULES OF ORDER,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook and Kane Counties, Illinois, as follows:

Section 1: That Section 2-2-8, RULES OF ORDER, of the Hoffman Estates Municipal Code be amended by adding thereto sub-Section 2-2-8.19 to read as follows:

Section 2-2-8.19

Whenever a contract is approved by the Board, prior to signature, the Corporation Counsel and Village Manager are authorized to review and modify specific terms for the benefit of the Village subject to final signature by the Village President.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2008

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Cary J. Collins	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2008

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2008.

**VILLAGE OF HOFFMAN ESTATES
OFFICE OF CORPORATION COUNSEL**

**REVIEW AND APPROVAL PROCEDURES
FOR A CONTRACT**

Budget # _____

Project Title:	_____
Contact Person:	_____
Department:	_____
Amount of Contract:	_____
Mgr./Bd. Approval Req. By:	_____
Village Signature Required:	over \$20,000 – Village President _____ Under \$20,000 – Village Manager _____

1. **DEPARTMENT DIRECTOR OR COMMISSION LIAISON** **APPROVE** **DISAPPROVE** **COMMENT**

A. As to Amount Budgeted _____ _____ _____

B. As to Purpose & Content _____ _____ _____

Signed _____ _____ / _____ / _____
Date

2. **DIRECTOR OF FINANCE** **APPROVE** **DISAPPROVE** **COMMENT**

A. As to Budget _____ _____ _____

Signed _____ _____ / _____ / _____
Director of Finance Date

3. **RISK MANAGER** **APPROVE** **DISAPPROVE** **COMMENT**

A. As to Liability _____ _____ _____

B. As to Insurance Coverage Req. _____ _____ _____

Signed _____ _____ / _____ / _____
Risk Manager Date

4. **CORPORATION COUNSEL** **APPROVE** **DISAPPROVE** **COMMENT**

A. As to Legality _____ _____ _____

B. As to Form _____ _____ _____

Signed _____ _____ / _____ / _____
Corporation Counsel Date

5. **VILLAGE MANAGER** **FOR SIGNATURE** **FOR BOARD TRANSMITTAL** **COMMENT**

A. Accepted _____ _____ _____

B. Not Accepted _____ _____ _____

Signed _____ _____ / _____ / _____
Village Manager Date

- Procedures:
1. The Department Director or Commission Liaison is responsible for initiating this form for each contract.
 2. The original contract and this form shall be filed with the Village Clerk.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of a proposal for full-service professional printing to complete production of Citizen newsletter for the period of 1/08-12/09 (12 issues).

MEETING DATE: December 8, 2008

COMMITTEE: General Administration and Personnel

FROM: Doug Schultz, Community Relations Coordinator

PURPOSE: Request approval of a proposal for full-service professional printing to complete production of Citizen newsletter for the period of 1/08-12/09 (12 issues).

BACKGROUND: The Village Board authorized staff to seek Requests for Proposals (RFPs) for full-service professional printing services for the Citizen newsletter. To be considered for the project, proposals had to contain evidence of the firm's experience and abilities to provide typesetting, layout and design, printing, folding, bundling, and delivery of the Village's newsletters to the Hoffman Estates/Schaumburg Post Offices for mailing to residents and businesses. The final output of 21,000 to 23,000 copies of 8, 12, and 16-page issues of the Citizen should be printed on 70# or 80# stock with slight sheen.

DISCUSSION: Bids were received from Hagg Press, Creekside Printing, The Strathmore Company, and CL Graphics. An analysis of their bids is as follows:

21,000 8-page

Bidder	70# gloss	80# gloss
Hagg Press	\$3,006.41	\$3,188.58
Creekside Printing	\$3,015	\$3,201
The Strathmore Company	\$3,630*	
CL Graphics		\$3,983*

23,000 8-page

Bidder	70# gloss	80# gloss
Hagg Press	\$3,210	\$3,407.71
Creekside Printing		
The Strathmore Company	\$3,811*	
CL Graphics		\$4,288*

21,000 12-page

Bidder	70# gloss	80# gloss
Hagg Press	\$4,355	\$4,597.51
Creekside Printing	\$4,526	\$4,816
The Strathmore Company	\$5,156*	
CL Graphics		\$5,060*

23,000 12-page

Bidder	70# gloss	80# gloss
Hagg Press	\$4,660.09	\$4,925.03
Creekside Printing		
The Strathmore Company	\$5,419*	
CL Graphics		\$5,726*

21,000 16-page

Bidder	70# gloss	80# gloss
Hagg Press	\$4,893.05	\$5,243.63
Creekside Printing	\$4,904	\$5,268
The Strathmore Company	\$5,476*	
CL Graphics		\$6,616*

23,000 16-page

Bidder	70# gloss	80# gloss
Hagg Press	\$5,243.51	\$5,626.66
Creekside Printing		
The Strathmore Company	\$5,795*	
CL Graphics		\$7,113*

*Lowest bids in **bold***

** Includes extra costs for delivery to Post Offices and Village Hall*

FINANCIAL IMPACT: The Communications Division budget provides funds for printing services for the Citizen newsletter. There will be sufficient funds to continue printing the Citizen newsletter in full color on 70# gloss paper.

RECOMMENDATION: The Village has a strong history with Hagg Press (they currently print the Citizen). They are dedicated to customer service, they are committed to maintaining our timeline, their quality of work is very good, and their proposal was the lowest bid. Given this, staff recommends approval to utilize Hagg Press for printing services for the Citizen newsletter in full color on 70# gloss paper for the next 12 months.

##

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: December 4, 2008

Equipment Problems

Roscor was hired to trouble shoot the systems. Both are functioning better, with one outstanding issue.

Citizen

Covers: The new Salt Dome, French Exchange, Hoffman Plaza Reopening, Activities of Health and Human Services and the AT&T Store ribbon cutting.

Citizen Segments in development:

Recycling Programs
Harvest Luncheon
2008 Year In Review
Martin Luther King Day

Behind the Badge

Covers: Administrative Hearings, HECPAA Appreciation and Buckle Buddies.

Segments in development:

Police Dept. Ground Breaking
Police AEDs
K-9 Bundo
Holiday Safety
Shop With the Cops

Fire Line

Covers: Dive Rescue, Residential Sprinklers, Promotions, House Fire

Segments in development:

Extrication Drill
Live Fire Drill
Equipment Expo

Veterans Day

This program will run through December 19.

Holiday Tree Lighting

This program will also run through December.

Fiftieth Anniversary Interviews

Individual interviews with long-term residents and employees are running throughout the day.

Franchise Renewal

Renewal discussions with Comcast are on-going with the Regional Cable Group. Progress is being made.

Promotional Testing

Staff assisted the Fire Department by videotaping 16 scenario responses.

Complaints/Inquiries

This month the Village received 6 inquiries, an unburied cable, a service outage, service problems, an uncovered pedestal, a low service drip, and a billing problem. There are 2 issues outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2008

Staffing Activity

New Starts:	0
Separations:	0
Transfers:	0
Retirees:	0
Promotions:	0
Downgrades:	0
Reclassifications:	1 – Administrative Staff Assistant (HRM)

Staffing:	Full Time Employees	390 budgeted	376 current
	Part Time Employees	63 budgeted	57 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	20 budgeted	0 current

Month & Year-to-Date Activity:

0 Seasonal with	17 for year
0 Promotions with	16 for year
0 Separations with	16 for year
0 Retirement with	9 for year
0 Transfers with	5 for year

Recruitment Activity

Recruitment: Maintenance I (Heavy Equipment Operator) – 237 applications received. Four interviews conducted 11/18/08 and one additional to be conducted 12/02/08.

Maintenance I (PM Shift) – Five interviews to be conducted 12/02/08.

Maintenance I (6 month temporary – 2 positions) – Six interviews to be conducted 12/02/08 and 12/03/08.

Auxiliary Snow Plow Drivers (8) – Applications forwarded to the Superintendent of Administration for review. Drivers to be hired on an “as needed” basis.

Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Parties agreed to voluntary settlement, contract formally approved.

Fire (International Association of Firefighters - Local 2061) – Third year of contract reopener (Jan. 1, 2006 – December 31, 2008). Negotiations underway.

Public Works (International Brotherhood of Teamsters, Local 714) – Three (3) year contract (Jan. 1, 2007 – Dec. 31, 2009).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2005 – December 31, 2008). Parties agreed to a voluntary settlement, contract to be formally approved.

Grievances: Four (4) IAFF Local 2061

Two (2) Unfair Labor Practice (ULP) filed against the Village by IAFF Local 2061 – Parties agree to discuss ULP during upcoming negotiations.

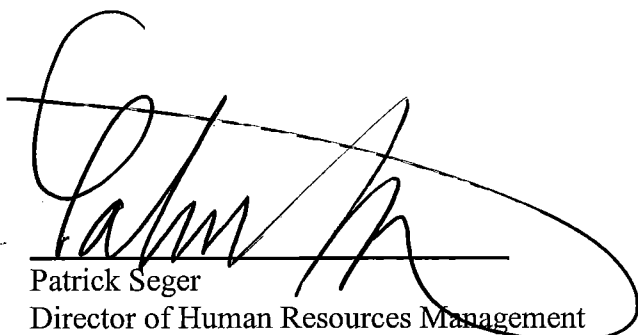
Two (2) MAP 96

Personnel/Benefits/Employee Services

- Director of HRM, HR Coordinator and Risk Manager met on several occasions to finalize plans for the 2008/2009 Supervisor Training Program.
- As Vice-President of IPELRA, Director of HRM, attended the monthly IPELRA meeting.
- HR Coordinator, HR Generalist and HR Intern met with IS Department staff for training to upgrade the HRM intranet site.
- Director of HRM participated in the Management Team Meeting.
- HR Coordinator and Director of HRM hosted two informational meetings for employees that qualified for the Voluntary Separation Plan. Individual meetings were held for those not able to attend.
- Director of HRM met with the Fire Chief and Deputy Village Manager to discuss language utilized in the Light Duty Policy.
- Director of HRM participated in negotiation meetings with MAP 97 union representatives. A voluntary settlement was reached and is awaiting final approval.
- HR Coordinator and Director of HRM met with Finance Management to discuss upcoming personnel changes.
- HR Generalist and Director of HRM held a meeting regarding the Personnel Policy Manual and upcoming changes to existing policies.
- HR Director and Assistant Village Manager for Development Services met to discuss personnel issues.
- HR Coordinator, Director of HRM and HR Intern completed a Team Building Training session for the Front Counter staff.
- Director of HRM participated in Fire Union negotiations.
- HR Coordinator, as member of the Holiday Party Committee, participated in planning sessions for this year's Holiday Party.
- Director of HRM attended the IPBC Operational meeting.
- HR Coordinator held two informational meetings regarding the change in provider for supplemental life insurance for employees. Representatives from ING and the IPBC presented information on the change from Met Life to ING.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. All results were reported as negative.
- The Risk Manager administered one general liability claims against the Village. The claim was brought to conclusion during the reporting period.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Met with one of the Village's workers' compensation defense attorneys and the third party claims administrator to discuss the disposition of high exposure workers' compensation claims.



Patrick Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
NOVEMBER 2008**

RECRUITMENTS

POSITION TITLE: Maintenance I (Heavy Equipment Operator)
DEPARTMENT: Public Works
DATE POSTED: 10/15/08
AD DEADLINE: 10/31/08
APPLICATIONS REC'D: 237 total for 4 openings

STATUS: Four interviews conducted 11/18/08 and one additional to be conducted 12/02/08.

POSITION TITLE: Maintenance I (PM Shift Position)
DEPARTMENT: Public Works
DATE POSTED: 10/15/08
AD DEADLINE: 10/31/08
APPLICATIONS REC'D: 237 total for 4 openings

STATUS: Five interviews to be conducted 12/02/08.

POSITION TITLE: Maintenance I (6 month temporary - 2 positions)
DEPARTMENT: Public Works
DATE POSTED: 11/05/08
AD DEADLINE: 11/12/08
APPLICATIONS REC'D: 237 total for 4 openings

STATUS: Six interviews to be conducted 12/02/08 and 12/03/08.

POSITION TITLE: Auxiliary Snow Plow Drivers (8)
DEPARTMENT: Public Works
DATE POSTED: 11/17/08
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 6

STATUS: Applications forwarded to Superintendent of Administration for review. Drivers to be hired on an "as needed" basis.

NEW STARTS

None

SUMMARY OF EMPLOYMENT ACTIVITY NOVEMBER 2008

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	0	
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	1	Administrative Staff Assistant (HRM)

Seasonal/Additional Activity

N/A

(See HRM Employment Activity Report attached for details)

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	1	Maintenance I – PM Shift
Promotions	0	
Transfers	0	
Reclassifications	0	
Retirements	0	
New Positions	0	
Cancelled Positions	0	

EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	390	376
PART TIME EMPLOYEES	63	57
TEMPORARY EMPLOYEES	0	1 (Historian)
SEASONAL EMPLOYEES	20	0

Total Vacancies:

Full Time

Budgeted – Posted	4	Maintenance I – P.M. Shift Maintenance I - Heavy Equipment Operator Maintenance I -6 month temporary (2)
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Budgeted - Not Posted	10	Police Officer (3) (frozen/budget 08/09 reduction) Firefighter (3) (frozen/budget 08/09 reduction) Coordinator of Outreach and Prevention (frozen/budget 08/09 reduction) Data Analyst (frozen/budget 08/09 reduction) Post Doctoral H & HS Intern (frozen/budget 08/09 reduction, Associate Planner (Lay off)
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TOTAL FULL TIME 14

Part Time

Budgeted – Posted 0

Budgeted-Not Posted	7	FPB Part-time Inspector (frozen/budget 08/09 reduction) Part-time Fire Inspector Aide (frozen/budget 08/09 reduction) IS Intern (2) (frozen/budget 08/09 reduction) Part-time Custodian (Position eliminated) Part-time Planner (Position eliminated) Part-time Staff Assistant (Police Department-Retirement)
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TOTAL PART TIME 7

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	256	1,045
Walk-Ins	11	61
Part Time – Response to Recruitments	0	396
Walk-Ins	0	3
Seasonal Applicants	5	51
TOTAL RECRUITMENTS	272	1,556

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
November 2008**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
N/A			

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
N/A			

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

RECLASSIFICATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
D'Ann Granger	11/01/08	Administrative Staff Assistant (30 hours)	Administrative Staff Assistant (40 hours)

CANCELLATIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
N/A			

SEASONAL/TEMPORARY POSITIONS/UNPAID INTERNSHIPS

N/A

ADDITIONAL MONTHLY REPORT INFORMATION

NOVEMBER 2008

# Anniversaries attended	<u>0</u>
# Interviews conducted during month	<u>4</u>