

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
August 1, 2016

Immediately Following Planning, Building & Zoning Committee

Members: Gayle Vandenberg, Chairman
Gary Stanton, Vice-Chairman
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William McLeod

I. Roll Call

II. Approval of Minutes – July 11, 2016

NEW BUSINESS

1. Request acceptance of Cable TV Monthly Report.
2. Request acceptance of Human Resources Management Monthly Report.
3. Request acceptance of Legislative Operations & Outreach Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

July 11, 2016

I. Roll Call

Members in Attendance:

**Gayle Vandenberg, Chairman
Gary Stanton, Vice Chairman
Karen Mills, Trustee
Anna Newell, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

Via Electronic Attendance:

Gary Pilafas, Trustee

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mike Hankey, Director of Transportation
Kevin Kramer, Director of Economic Dev.
Peter Gugliotta, Director of Planning
Patrick Seger, Director of HRM
Jeff Jorian, Fire Chief
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Ashley Monroe, Asst. to Village Manager
Bev Romanoff, Village Clerk
Joe Nebel, Director of Public Works
Patricia Cross, Asst. Corporation Counsel
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

Motion by Trustee Mills, seconded by Trustee Gaeta, to recess this meeting at 7:01 p.m. Roll call vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Mills, to reconvene this meeting at 7:15 p.m. Roll call vote taken. All ayes. Motion carried. Attendance taken. All present.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of June 13, 2016. Roll call vote taken. All ayes (Abstain: Vandenberg). Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary sheet from Jordan Lester was presented to Committee.

Jim Norris reported that the State legislature passed a stop-gap, interim budget.

2. Discussion regarding Personnel Policy Manual Update.

An item summary sheet from Patrick Seger was presented to Committee.

Jim Norris addressed the Committee and reported that there was a complete re-write of the Personnel Policy Manual in 2004 with an update to it in 2011. This update was done in order to meet all federal and state laws, as well as review current policies and practices and include housekeeping, policy, and legal revisions.

Motion by Trustee Mills, seconded by Trustee Gaeta, to approve the Personnel Policy Manual Update. Roll call vote taken. All ayes. Motion carried.

3. Discussion regarding design concepts for redesign of Village website.

An item summary sheet from Ashley Monroe was presented to Committee.

Ashley Monroe addressed the Committee and provided an overview of design concepts for the redesign of the Village's website. A group of staff reviewed a large list of websites and narrowed choices to six websites that included a variety of features and styles they liked.

The Committee provided some feedback, including adding a language selection, a calendar page, and the desire to keep the website simple and easy to use.

Staff will return to Committee in the future after incorporating the desires of the Committee.

4. Request approval to dispose of Village records that have exceeded their State-required retention period.

An item summary sheet from Rachel Musiala was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve disposal of Village records that have exceeded their State-required retention period. Roll call vote taken. All ayes. Motion carried.

5. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Stanton, seconded by Trustee Gaeta, to accept the Cable TV Monthly Report. Roll call vote taken. All ayes. Motion carried.

6. Request acceptance of the Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Human Resources Management Monthly Report. Roll call vote taken. All ayes. Motion carried.

7. Request acceptance of Legislative Operations & Outreach Monthly Report.

The Legislative Operations & Outreach Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to accept the Legislative Operations & Outreach Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:37 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: July 28, 2016

Citizen Segments

This month the Citizen covers: CNN Hero, Police Promotions, Smith Park, Windy City Bulls, Sunderlage Car Show, Shree Jalaram Mandir Dedication, McDonald's Ribbon Cutting and Health & Human Services Activities.

Citizen Segments and Programs in development:

Summer Sounds Concerts
Day in the Life of the Police Department
Fitness for America Fest
Area Food Pantries
Party in the Park
National Night Out

Comcast Data Caps

Chicago area broadband subscribers have been notified that starting Aug. 1, 2016 their Internet service will be capped at a terabyte of data per month. Overages will be charged similar to that of cell phone data usage. Unlimited data will be available for an additional \$50 per month.

Sports

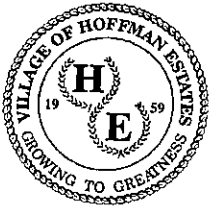
Football begins the end of August.

Transitions for Disabled People

The Housing Summit for people with disabilities is air as a series presented by the Commission for Disabled Citizens. This month we aired summits three and four.

Complaints/Inquiries

There was one inquiry last month: a utility pole replacement issue and pedestal repair. There is one inquiry outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2016

Staffing Activity

New Starts: 0
Separations: 2 – PT ASO I
Crossing Guard
Transfers: 0
Retirees: 2 – Police Lieutenant
Police Officer
Promotions: 3 – Police Officer to Police Sergeant (2)
Police Sergeant to Police Lieutenant
Reclassifications: 0
Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	324 current
	Part Time Employees	68 budgeted	57 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	17 budgeted	11 current
	Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

0 Seasonals with	12 for year
3 Promotions with	9 for year
2 Separations with	18 for year
2 Retirements with	8 for year
0 Transfer with	3 for year

Recruitment Activity

Seasonal Code Inspector – Development Services/Code

Posted on 04/16/2016. The position was posted on the Village website, Indeed job board and Village social media. The position was also posted on 15 community college and 4 year university jobsites. Applications are being forwarded to the interview team for review as they are received. Two candidates from the Harper College Code Enforcement program were interviewed. Both were offered the position but were not able to successfully complete the pre-employment screening process. An exiting intern was offered the position. He accepted and started in June. A second recruitment for Seasonal Code Inspector was approved and posted until filled on 6/01/2016. Applications are being forwarded to the interview team for review as they are received. Seventy-one applications have been received to date. Two more candidates have been interviewed but no offers have been extended. As of July 18th, the Director requested the recruitment be put on hold.

Summer Seasonals (2) – Public Works Dept.

Seasonal recruitment approved for two additional seasonal positions. Posted 06/23/2016. 28 applications received. The positions were posted on the Village website and social media, Indeed job board, Public Salary, Indeed, and with several local community colleges and universities. Applications are forwarded to the Assistant Public Works Director as received.

ASO I (PT weekends) – Police

Posting date: 6/23/2016. 339 applications received. The position was posted on the Village website and social media, PoliceOne and BlueLine websites, Indeed job board and on PublicSalary. Applications were reviewed by the interview team as they were received. Six candidates were chosen for skills testing and interview in mid-July. Offers were made to three applicants. They accepted and are completing pre-employment screening.

Crossing Guard (3) – Police

Posted 6/22/2016. Position posted on the Village website, social media, electronic boards and the Schaumburg Township Job Club. Applications are being reviewed by the Traffic Sergeant as they are received. One former crossing guard applied and is completing pre-employment screening. Two new candidates were interviewed in early July. An offer was made to one candidate and she accepted. The other rescinded his application. The recruitment continues for one opening at Timber Trails Elementary.

Village Forester - Public Works

Posted internally 7/08/2016. Two applications received. Applications were forwarded to the Public Works Director after the deadline. Candidates are completing skills testing and interviews will be scheduled the last week of July or first week of August.

Maintenance I - Public Works

The Personnel Request Form for this position recruitment was approved on 07/21/2016. Applications were forwarded to the Public Works Director as received. Interview candidates from previous recruitment (within 6 months) were reviewed and two were chosen to re-interview. One candidate is available and accepted. Interview will take place on July 27th.

Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018).

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2012 – December 31, 2017).

Public Works (International Brotherhood of Teamsters, Local 700) – Contract (Jan. 1, 2016 – Dec. 31, 2019).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2014 – December 31, 2016).

Grievances

One (1) grievance filed by the International Association of Firefighters Local 2061 against the Village pending arbitration selection.

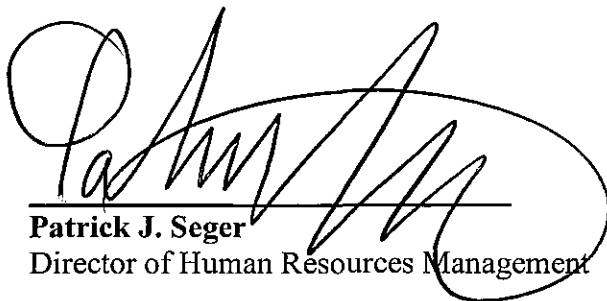
Personnel/Benefits/Employee Services

- As Chair of the IPBC, the Director of HRM participated in the IPBC meetings.
- Director of HRM scheduled and facilitated Personnel Policy Manual question and answer sessions in July.
- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- Assistant to the HRM Director participated in Wellness Committee meetings.
- Director of HRM participated in Management Team meetings.

- Director of HRM working with General Government on contract extension with Local 2061.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted a mandatory follow-up DOT drug and alcohol test.
- Conducted meetings with staff related to a high exposure workers' compensation claims.
- Met with HR staff to discuss the implementation of a comprehensive training program.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Investigated and brought to conclusion several liability claims made against the Village.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

JULY 2016

RECRUITMENTS

POSITION TITLE: Summer Code Enforcement Intern
DEPARTMENT: Dev. Services Dept./Code
DATE POSTED: 06/01/2016
AD DEADLINE: Until filled
APPLICATIONS REC'D: 71 applications received
STATUS: A second position was budgeted and the Director processed paperwork to recruit for the opening. The position was posted on the Village website and social media, the Indeed job board and Public Salary. The position was also posted on 15 community college and 4 year university jobsites. Applications are being forwarded to the interview team for review as they are received. Two candidates have been interviewed to date. As of July 18th, the Director requested the recruitment be put on hold.

POSITION TITLE: Seasonals (2)
DEPARTMENT: Public Works
DATE POSTED: 06/23/2016
AD DEADLINE: until filled
APPLICATIONS REC'D: 28 applications received
STATUS: Recruitment approved for two additional seasonal positions. The positions were posted on the Village website and social media, Indeed job board, Public Salary and with several local community colleges and universities. Applications are forwarded to the Assistant Public Works Director as received.

POSITION TITLE: ASO I-Part time Weekends (3)
DEPARTMENT: Police
DATE POSTED: 06/23/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 339 applications received
STATUS: The position was posted on the Village website and social media, PoliceOne and BlueLine websites, Indeed job board and on PublicSalary. Applications were reviewed by the interview team as they were received. Six candidates were chosen for skills testing and interview in mid-July. Offers were made to three applicants. They accepted and are completing pre-employment screening.

POSITION TITLE: Crossing Guard (3 openings)
DEPARTMENT: Police
DATE POSTED: 06/22/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3 applications received to date
STATUS: Position posted on the Village website, social media, electronic boards and the Schaumburg Township Job Club. Applications are being reviewed by the Traffic Sergeant as they are received. One former crossing guard applied and is completing pre-employment screening. Two new candidates were interviewed in early July. An offer was made to one candidate and she accepted. The other rescinded his application. The recruitment continues for one opening at Timber Trails Elementary.

POSITION TITLE: Village Forester (Internal Only)
DEPARTMENT: Public Works
DATE POSTED: 07/08/2016
AD DEADLINE: 07/15/2016
APPLICATIONS REC'D: 2 applications received.
STATUS: The positions were posted internally. Applications were forwarded to the Public Works Director after the deadline. Candidates are completing skills testing and interviews will be scheduled the last week of July or first week of August.

POSITION TITLE: Maintenance I
DEPARTMENT: Public Works
DATE POSTED: NA
AD DEADLINE: NA
APPLICATIONS REC'D: NA
STATUS: The Personnel Request Form for this position recruitment was approved on 07/21/2016. Applications were forwarded to the Public Works Director as received. Interview candidates from previous recruitment (within 6 months) were reviewed and two were chosen to re-interview. One candidate is available to interview. Interview will take place on July 27th.

NEW STARTS
N/A

SUMMARY OF EMPLOYMENT ACTIVITY JULY 2016

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	2	PT ASO I Crossing Guard
Promotions	3	Police Officer to Police Sergeant (2) Police Sergeant to Police Lieutenant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	2	Police Officer Police Lieutenant
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	6	Maintenance I Crossing Guard (2) Weekend ASO (3)
Separations	2	Pre-Doctoral Interns (2)
Promotions	2	Village Forester Maintenance II
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2016 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	324
PART TIME EMPLOYEES	68	57
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	17	11
INTERNS (PAID)	6	6
TOTAL	423	399

Total Vacancies:

Full Time

Budgeted – Posted	2	Village Forester Maintenance I
Budgeted - Not Posted	11	Police Officer (9) Firefighter/Paramedic (2)
TOTAL FULL TIME	13	

Part Time

Budgeted – Posted	6	Weekend ASO (3) Crossing Guard (3)
Budgeted-Not Posted	3	Clinic Nurse (2) Customer Service Rep
TOTAL PART TIME	9	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	2	740
Part Time – Response to Recruitments	100	749
Seasonal Applicants	6	176
Unsolicited Applications/Walk-Ins	4	26
TOTAL	112	1,691

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JULY 2016**

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>
Martin Racila	07/01/2016	Police Officer	Retired
Thomas Sullivan	07/02/2016	Police Lieutenant	Retired
Cody Barker	07/03/2016	Weekend ASO	Resigned
Erica Farfan	07/09/2016	Crossing Guard	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Julie Golden	07/11/2016	Police Sergeant	Police Lieutenant
Joseph Golbeck	07/11/2016	Police Officer	Police Sergeant
Bryant Savage	07/11/2016	Police Officer	Police Sergeant

TRANSFERS

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

CHANGE IN STATUS

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

CANCELLATIONS

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
David Docekal	07/21/2016	Unpaid EMA Intern	Beginning of internship

**ADDITIONAL MONTHLY REPORT INFORMATION
JULY 2016**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>8</u>
# Orientations conducted during month	<u>1</u>

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Monthly Report*
DATE: Monday, August 1, 2016

Mariano's Food Drive: A food drive has been slated for August 13 and 14 to support the Schaumburg Township Food Pantry. Coordinating with Mariano's GM, Army Reps and Boy Scouts on this project.

Food Pantry Video: Coordinating efforts to interview area food pantry locations (Schaumburg Township, Hanover Township, Palatine Township) with help from Bruce Anderson. Final video will be shared with social media and on the Village's website and YouTube channel.

Platzkonzert: Coordinating volunteers for Platzkonzert.

Volunteer Reception: Date is slated for September 22. Working with Sue Lessen on this project which will be held at the Sears Centre.

Intergovernmental Reception: An Intergovernmental Reception is being planned for October 11 at the Sears Centre Arena. Working with Deb Schoop on this project.

Stand for the Silent Anti-Bully Presentation: Working to secure a location for this anti-bully presentation. Calls are out to Hoffman Estates High School and Conant's principal Julie Nowak. Date of proposed event is October 8. Another option is to look at SD U-46 for space.

Operation Snowball / Conant Initiative: Spoke with Rich Witt, head of a local scout troop (Conant parent) to set up time to discuss this new initiative at Conant and how we can get involved. Meeting TBD.

Wine Wednesday: August 10 is set for Wine Wednesday at Poplar Creek Country Club's Grill. Live music from Voyage and specials included.

Harper College Foundation: I'll be joining the Promise Business Committee at Harper College to represent the Mayor's Office. Purpose is to connect with local businesses in the hopes of linking them to Harper students in our area.

NWMC Communicators Meeting: Attended this meeting on Wednesday July 20 at Village of Mount Prospect.

Streamwood Summer Celebration: Coordinated Mayor and Board to participate in this annual summer celebration parade on July 30.

Northwest Fourth Fest: Volunteer feedback has been presented to Dan O'Malley to take to the Commission.

Receptions and Dinners: CNN Heroes Reception (July 18), Police Promotion Reception (July 11) Trustee Dinners (2)

Proclamations: July 19 – Nancy Gianni Day, August 9 – National Book Lovers Day, August 1 – National Play Ball Month

Writing/Social Media: Provided content for July Citizen and coordinated social media posts for the month.

Jennifer Djordjevic
Dir. Of Operations and Outreach / Office of the Mayor and Board