

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
May 8, 2017

Immediately Following Planning, Building & Zoning Committee

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

I. Roll Call

II. Approval of Minutes April 17, 2017

NEW BUSINESS

1. Discussion regarding opting out of Cook County's minimum hourly wage and paid sick leave ordinance.
2. Request acceptance of Cable TV Monthly Report.
3. Request acceptance of Human Resources Management Monthly Report.
4. Request acceptance of Legislative Operations & Outreach 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.

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

April 17, 2017

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Village Mgr., Dev.
Peter Gugliotta, Director of Planning
Mike Hankey, Dir. Of Trans.
Kevin Kramer, Economic Dev. Director
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Jeff Jorian, Fire Chief
Ted Bos, Police Chief
Bev Romanoff, Village Clerk
Joe Nebel, Director of Public Works
Monica Saavedra, Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Ryan Johnson, Mgmt. Analyst
Suzanne Ostrovsky, Asst. to Village Manager
Jordan Lester, Administrative Intern**

The General Administration & Personnel Committee meeting was called to order at 7:43 p.m.

Meeting was recessed.

The General Administration & Personnel Committee was re-called to order at 7:58 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the Special General Administration & Personnel Committee meeting minutes of February 6, 2017. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of March 20, 2017. Voice vote taken. All ayes (abstain: Vandenberg). Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

Item summary sheet from Jordan Lester was presented to Committee.

Jim Norris stated that there is nothing new to report at this time.

2. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Gaeta, 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 Committee.

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

4. Request acceptance of Legislative Operations and Outreach Monthly Report (deferral requested).

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to accept the Legislative Operations and Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 8:01 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Cook County Minimum Wage and Sick Leave Mandates

MEETING DATE: May 8, 2017

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager

PURPOSE: Illinois currently has a minimum wage of \$8.25 per hour, which is higher than Indiana, Iowa and Wisconsin's minimum wage of \$7.25 per hour. On October 26, 2016, Cook County voted to increase the minimum wage gradually each year until 2020 when it would read \$13 per hour. The ordinance applies to any business or individual that employs at least one employee who performs at least two hours of work in any two-week period while physically present within the geographical boundaries of Cook County. The new law applies to all of Cook County, including suburbs and unincorporated areas.

DISCUSSION: Effective July 1, 2017, employers in Cook County will be required to pay a higher minimum wage that will continue to increase every year thereafter. Cook County's ordinance is similar to the City of Chicago's minimum wage increases, which also gradually raises the minimum wage to \$13 per hour by 2019. The following provides the graduated scale of the increases under the Cook County ordinance:

- July 1, 2017 – the minimum wage will increase from \$8.25 to \$10 per hour.
- July 1, 2018 – the minimum wage will increase from \$10 to \$11 per hour.
- July 1, 2019 – the minimum wage will increase from \$11 to \$12 per hour.
- July 1, 2020 – the minimum wage will increase from \$12 to \$13 per hour.

With regard to sick leave, Cook County's new ordinance requires employers to provide workers with one hour of paid sick leave for every 40 hours worked, with employees being allowed to gain up to five full days of sick leave per year.

Hoffman Estates, due to being located in the far northwest corner of Cook County, abutting Kane County, will be significantly more impacted by the County provisions than other northwest suburban communities because, from an economic development standpoint, Hoffman Estates regularly competes with Kane County locations for business. Already burdened by Cook County property taxes, adding additional employer paid costs will reduce the Village's ability to remain competitive. In order to level the playing field and remain competitive, employer paid costs need to be regulated at the State or Federal level, not locally or sub regionally.

The following municipalities have chosen to opt-out/pre-empt Cook County: Arlington Heights, Palatine, Barrington, Oak Forest, Rosemont, Mount Prospect, Tinley Park, Bedford Park, River Forest, Schaumburg, Streamwood, Elk Grove, Wheeling, and Palos Park.

RECOMMENDATION: Options available to the Village Board:

- 1) Do nothing and allow Hoffman Estates businesses to be subject to Cook County ordinances/mandates.
- 2) Adopt an ordinance to pre-empt Cook County ordinances/mandates (attached).
- 3) Establish Hoffman Estates-specific regulations in lieu of Cook County ordinances/mandates.

ORDINANCE NO. _____ - 2017

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE RENAMING
CHAPTER 17, HUMAN RIGHTS ACT,
OF THE HOFFMAN ESTATES MUNICIPAL CODE

WHEREAS, the Village of Hoffman Estates, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, on October 5, 2016, the County of Cook Board of Commissioners adopted an ordinance that requires employers in “Cook County” to provide a minimum number of paid sick days to employees (“Cook County Earned Sick Leave Ordinance”); and

WHEREAS, on October 26, 2016, the County of Cook Board of Commissioner adopted an ordinance creating a minimum wage for employers in “Cook County” (“Cook County Minimum Wage Ordinance”); and

WHEREAS, the State of Illinois is considering a unified statewide regulation and the Village of Hoffman Estates has employers in Kane and Cook Counties and wants to keep a unified set of rules regarding sick days and minimum wages; and

WHEREAS, the Village of Hoffman Estates finds that many businesses employ individuals that are required to work across municipal and county borders within the Chicago metropolitan region and throughout the State of Illinois, and the Village of Hoffman Estates believes that employment-related laws are best established at the Federal and State level; and

WHEREAS Article VII, Section 6(c) of the Illinois Constitution provides that if a home rule county ordinance conflicts with an ordinance of a municipality, the municipal ordinance shall prevail within its jurisdiction.

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 Chapter 17, HUMAN RIGHTS ACT, of the Hoffman Estates Municipal Code, be renamed CONFLICTS WITH CERTAIN HOME RULE COUNTY ORDINANCES, to read as follows:

CHAPTER 17
HUMAN RIGHTS ACT
CONFLICTS WITH CERTAIN HOME RULE COUNTY ORDINANCES

Article 1
Human Rights Act

Section 17-1-1. HUMAN RIGHTS ACT

That Section 5/1-101 et. seq. of Chapter 775 of the Illinois Compiled Statutes, Human Rights Act, current edition, are hereby adopted by reference as the Human Rights Act of the Village of Hoffman Estates and such Act shall be the exclusive Act applicable in the Village of Hoffman Estates and that any Human Rights Ordinance of the County of Cook shall have no application.

Article 2
Minimum Hourly Wages and Paid Sick Leave

Section 17-2-1. MINIMUM HOURLY WAGES AND PAID SICK LEAVE

A. Employers located within the Village shall comply with all applicable federal and/or State laws and regulations as such laws and regulations may exist from time to time with regard to both the payment of minimum hourly wages and paid sick leave. Employee eligibility for paid sick leave and minimum hourly wages shall also be in compliance with all applicable federal and/or State laws and regulations as such laws and regulations may exist from time to time.

B. No additional obligations with regard to paid sick leave, or minimum hourly wages, including, without limitation, any additional obligations by ordinance adopted by the County of Cook Board of Commissioners, shall apply to employers located within the Village, except those required by federal and/or State laws and regulations as such laws and regulations may exist from time to time.

C. For the purposes of this Section, the term "employee" means an individual permitted to work by an employer regardless of the number of persons the employer employs, and the term "employer" means any person employing one or more employees, or seeking to employ one or more employees, if the person has its principal place of business within the Village or does business within the Village.

D. For the purposes of this Section, the term "employer" does not mean:

- 1) The government of the United States or a corporation wholly owned by the government of the United States;
- 2) An Indian tribe or a corporation wholly owned by an Indian tribe;
- 3) The government of the State or any agency or department thereof; or
- 4) A unit of local government or a school district.

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 _____, 2017

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2017

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2017.

STEVEN J. RAUSCHENBERGER
PRESIDENT

April 26, 2017

James Norris
Village Manager, Village of Hoffman Estates
1900 Hassell Rd
Hoffman Estates, IL 60169

RECEIVED

MAY 01 2017

Office of Village Mgr.
Hoffman Estates

Village Manager Norris,

I am contacting you as the President of the Technology and Manufacturing Association (TMA). TMA has 1000 member companies employing around 30,000 people. Our members are located primarily in the 9 counties of the Chicago metropolitan region, including 462 in Cook County.

It has come to our attention that you are considering opting out of the new Cook County ordinances regulating minimum wage and employee personal time off (PTO).

Our Association and its members are opposed to these new ordinances, and stand ready to assist you in any way as you take action to opt out of these costly mandates.

As you may already be aware, TMA members' relationship with their employees are already regulated by the following major governmental agencies:

- 1) The US Department of Labor (USDOL)
- 2) The US Internal Revenue Service (IRS)
- 3) The US Department of Commerce (USDOC)
- 4) The Occupational Safety and Health Agency (OSHA)
- 5) The US Department of Homeland Security (DHS)
- 6) The US Office of Civil Rights (OCR)
- 7) The Illinois Department of Employment Security (IDES)
- 8) The Illinois Department of Labor (IDOL)
- 9) The Illinois Department of Revenue (IDOR)
- 10) The Illinois Human Rights Commission (IHRC)

In addition, TMA members are responsible for conforming to all federal, state, and local laws and regulations.

Our members who are in Cook County pay some of America's highest property taxes because of the Cook County property tax classification system. Many of our Cook County members are additionally paying some of the highest sales taxes in the United States. And

all our TMA members are subject to Illinois' very expensive Workmen's Compensation system.

Adding further regulation and compliance costs to our member companies just doesn't make sense. Cook County has no special understanding or expertise in employment law, employee benefits, or in our business in general. Additionally, there is some question whether constitutionally counties or cities have the authority to regulate the employer/employee relationship.

If these new requirements are imposed on TMA members and other businesses in Cook County, we believe the actual results will be not be those intended. We think businesses:

- A) will use more temporary employees,
- B) may reduce headcount, and reduce hiring prospectively,
- C) will limit expansion in Cook County,
- D) will consider relocation out of Cook County in their planning,
- E) in some cases, reduce employee benefits to the Cook County minimum,
- F) and some will lose orders because of increased costs.

We can certainly sympathize with the advocates in the social justice movement who want to make people's lives better. Our members are active in their communities and churches, generously donate to charities, and support their local schools both with property tax and volunteer service. However, we would strongly urge these activists to stay out of the employer/employee relationship and focus on issues that matter most to families trapped in poverty, like crime, substandard schools, and access to job/career opportunities.

Regardless of what someone writes on a placard, or chants in the audience, governmental actions that have the effect of reducing local job availability, add costs to existing job providers, and interfere with existing company's personnel policies do not achieve the goal of helping the working poor or those trapped in poverty.

We encourage you to continue pushing forward with your efforts to opt out of Cook County jurisdiction for employee/employer relationships by your municipality. We are prepared to assist you however you deem best, including providing expert testimony, personal stories, public statements of support, and/or anything else you may need.

Please contact our team member, Collin Corbett, and let us know how we can assist you. He can be reached at Collin@CorStrategies.com or 224-578-1501.

Respectfully,



Steve Rauschenberger
President



Jim Norris

From: Total Building Service, Inc. <totalbuildingsvc@yahoo.com>
Sent: Monday, May 1, 2017 2:08 PM
To: Jim Norris
Subject: Fw: Cook County Minimum Wage Law

Dear Mr. Norris,

We urge the Village Board of Hoffman Estates to support the repeal of the Cook County Minimum Wage Law in Hoffman Estates.

Thank you
Thomas Schulze
Total Building Service, Inc.
847-439-1030



HOFFMAN ESTATES
CHAMBER
OF COMMERCE
AND INDUSTRY

May 2nd, 2017

Mr. James H. Norris
Village Manager
1900 Hassell Road
Hoffman Estates, IL 60169

Dear Mr. Norris,

This letter was written to inform the Village of Hoffman Estates of the Hoffman Estates Chamber of Commerce & Industry's (HECCI) feedback as it relates to the Cook County Minimum Wage and Earned Sick Leave Ordinances.

Attached you will find the research/outcome data that our Government Relations Committee did based on those recent changes as a point of reference.

The mission of the HECCI is to be a voice for business and represent the business organizations in the Hoffman Estates area. We are here to provide leadership in creating a positive economic environment as a lead business advocate for Hoffman Estates. We are an important resource for our members for advocacy, information, and marketing exposure that enhances their business success. The HECCI enjoys connections to all the key economic resources in our community, from international powerhouses to home office entrepreneurs, from award winning governmental agencies to world class schools. We have committed, caring volunteers and large charitable organizations.

The change in these ordinances put our members at a competitive disadvantage, with our adjacent counties just a short distance away and in some cases neighboring addresses. We are very concerned about the impact on our mutual ability to retain and recruit new businesses in Hoffman Estates.

The objective of this letter is only to achieve our goal of having a level playing field so that our businesses can compete regionally, statewide and nationally. Therefore, if changes are being considered it should take place at the state and/or federal level, not by county.

Based upon our mission, strategic plan, goals and objectives of our organization, we want to communicate to the Village that we do not support these two new ordinances and we urge the Village of Hoffman Estates to opt out.

Sincerely,


Michael R. Kies

Chairman of the Board

Enclosures: Memorandum from the HECCI Government Relations Committee to myself and the Hoffman Estates Chamber of Commerce & Industry's Board of Directors

MEMO

TO: Chairman Kies and Board of Directors of the Hoffman Estates Chamber of Commerce & Industry

FROM: Government Relations Committee

RE: Cook County Ordinance Business Response Summary

DATE: February 12, 2017

The Hoffman Estates Chamber of Commerce & Industry's Government Relations Committee sent a request for Chamber businesses input regarding recent ordinances that were passed in Cook County.

21 Businesses Responded:

3 are in Favor

13 are Opposed

5 Abstain

Representing an Employee Base of 6743 Employees, Approximately

Summaries:

It seems backward that the county would enact a new ordinance that, in fact, penalizes the healthy employees and rewards the sick ones. Clearly they didn't think through how it would impact those companies that already provide these benefits.

Sick leave should be a basic right for all employees. When I buy food, either at a grocery store or in a restaurant, I want to know that the workers there are allowed to stay home if they are not feeling well. Being a moral imperative to allow workers dignity in their work, it is a matter for public health.

The minimum wage increase will hopefully reward hardworking folks and perhaps move more people into the workplace.

I'm happy to see it. Minimum wage is not even enough to live on with a roommate, something needed improvement.

Cook County will lose lots of business to surrounding counties. Means more small businesses will fail. Small businesses will not have confidence in hiring new employees.

Cook County already collects one of the highest real estate taxes for commercial buildings and with this wages increase will not help businesses to make much of a profit. Most national chains will look to operate outside of Cook County.

Although all of my employees make more than this level of pay, and also earn sick leave, I believe this is an inappropriate overreach by the government. Wages and prices should be market driven.

If Hoffman Estates has the option to not participate in this it would be our recommendation that they don't.

Minimum wage is going to increase our prices. At a 12% sales tax and already high real estate taxes the cost is being passed down to the customer. A few miles down the road, other businesses in DuPage county have lower taxes thus a much lower product cost to the customer. I'm in favor of a higher minimum wage, we already pay our employees above minimum wage. However, the Cook County, something has to give. I'm starting to strategically not open any more of my businesses in Cook County.

I strongly oppose the recent ordinance for earned sick leave. I already have paid time off benefits for all of my full time employees, but I do not offer any paid time off benefits for my part time employees. I am concerned this new policy would encourage my part time employees to call in sick to take advantage of their new benefit. In order to operate my business, I would have to hire a temporary employee to fill in for the day, and also pay an employment agency for finding a last minute replacement. This new policy will put an unnecessary increased burden on my business financially and administratively. This will negatively impact my ability to attract and retain quality employees when I am competing with local businesses outside of Cook County. I recommend that Hoffman Estates join Rosemont, Oak Forest, Barrington and possibly Palatine in opposition of the "Earned Sick Leave" ordinance.

The Cook County ordinances that were passed in regards to wages and sick leave are nothing short of crippling to our family run business which employees several hundred jobs. The mismanagement of funds in the State of Illinois, the City of Chicago and Cook County are falling square on the shoulders of businesses. There is no way we would ever consider opening another business or own property in Cook County.

I pay my employees higher than minimum wage and the average in my industry. I am of the belief this is a necessity to run a business that focuses on excellent customer service. However, pushing the minimum wage up nearly 47% in 4 years is madness. Although my business will be affected, it is going to have the largest negative impact on small business owners such as myself.

Mandates on how to treat sick days and all other benefits should be up to the employer and employee. The government needs to stay out of company policies. In a booming marketplace, employees have the ability to find jobs, wages and benefits that suit their own needs and/or negotiate them at the time of hire.

I do have issues with Cook County imposing these ordinances, it is another example of the County far overstepping its boundaries and all local communities should opt out.

We reviewed the minimum wage ordinance and the structures developed for our company are above the minimum wage requirements in the ordinance. We were aware of the sick leave ordinance and it certainly will impact PT employees scheduled for <20 hours per week. We were not aware of the new minimum wage for Cook County, we thought it was just for Chicago. Thank you to the Hoffman Estates Chamber of Commerce & Industry 's Government Relations Committee for bringing this matter to our attention.

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: May 3, 2017

Citizen Segments

This month the Citizen covers: Bon Appétit, Arbor Day, Fishing Derby, CPA Graduation, Easter Egg Hunt and the Activities of the Dept. of Health & Human Services.

Citizen Segments and Programs in development:

Swearing in Ceremony
Transition Summit
Celtic Fest
Heart of H.E.
HEHS Concerts
Build a Bird House
Senior Luncheon

Disaster Preparedness

The Disaster Preparedness presentation is airing

Concerts

The HEHS band and District 211 Honors Band concerts are airing.

Sports

We have covered two baseball games and look for alternate sports in case of inclement weather.

Complaints/Inquiries

There was one complaint about telephone service problems. The issue has been resolved.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

April 2017

Staffing Activity

New Starts: 4 – Cable TV Assistant
Administrative Assistant
Office Services Assistant
Maintenance I – PM Facilities

Separations: 0

Transfers: 0

Retirees: 1 – Police Officer

Promotions: 1 – Maintenance I – Maintenance II

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	330 current
	Part Time Employees	68 budgeted	64 current
	Temporary Employees	1 budgeted	2 current
	Seasonal Employees	24 budgeted	0 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonals with	0 for year
1 Promotions with	5 for year
0 Separations with	10 for year
1 Retirements with	3 for year
0 Transfer with	0 for year

Recruitment Activity**Civil Engineering Summer Intern - Development Services (3)**

Posted 11/28/2016. The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications were forwarded to the interview team as they were received. Six candidates were interviewed in December and two more will be interviewed on 01/03/2017. Offers were made to three of the candidates. They accepted and completed pre-employment screening. Interns will be starting in May.

Alternate Crossing Guard – Police

Posted 3/28/2017. Position posted on the Village website, social media, and electronic boards. Applications forwarded to the Traffic Sergeant and interview scheduled for one candidate. An interview was scheduled April 18, 2017. An offer was not made to the candidate. The position remains open.

PT Fire Inspector (2) – Development Services Dept.

The position was posted on the Village website and social media and broadcast email. It was also posted on the IFIA, ICC, NWBOCA, IAFC and Daily Dispatch websites, as well as with several Illinois colleges with Fire Prevention and Safety programs. Applications will be forwarded to the Fire Chief and Director of Planning, Building and Code Enforcement as they are received. The two departments met on February 24th and four applicants were chosen for interview. Interviews took place in March. Two candidates were chosen for second interview/inspector ride along the last week of March. Offers were made to two candidates. They accepted and successfully passed pre-employment screening. Both are starting on May 4th.

Offices Services Assistant - Finance

Posted on 2/17/2017. The position was posted on the Village website and social media and broadcast email. Applications were forwarded to the interview team after the posting closed. Candidates chosen for skills testing and interview. Interviews took place March 24 and 27. An offer was made and accepted. After successfully completing pre-employment screening, candidate started work on April 17, 2017.

PT Staff Assistant - Police

This is an internal and external recruitment. Posted 2/15/2017. The position was posted on the Indeed job board as well as the Village website and social media and broadcast email. Applications were forwarded to the interview team for review. Seven candidates were chosen for skills testing. Five advanced to interview on March 23rd. An offer was made to one candidate who declined. The interview team asked to revisit the original application pool. Applications were returned to the interview team for re-screening. Eight new

applicants were chosen for skills testing and interview. Skills testing took place the last week in April. Two candidates advanced to interview the first week in May.

Administrative Assistant - Health & Human Services

This position was posted on 2/15/2017. The position was posted on the Indeed job board as well as the Village website and social media and broadcast email. Applications were forwarded to the interview team for review. Candidates chosen for skills testing and interviews which took place the end of March. An offer was made to one candidate. She accepted and successfully completed the pre-employment screening. She began on April 17, 2017.

Maintenance II Water Systems Operator– Public Works Dept.

Posted internally 02/23/2017. 1 application received to date. Applications were forwarded to the PW Director and Asst. Director after the deadline. Interviews were held and a candidate was offered the position. He transferred to the new position on April 10, 2017.

Maintenance I Facilities PM Shift – Public Works Dept.

Posted internally and externally 02/21/2017. 16 applications received to date. Applications were forwarded to the PW Director and Asst. Director after the deadline. Interviews were scheduled in March. An offer was made to one candidate. He accepted and successfully completed pre-employment screening. He started working on April 10, 2017.

Software Support Specialist – IS Dept. Posted 3/16/2017. The position was posted on the Village website and social media, Indeed job board and broadcast email. Applications were forwarded to the Department Director for review at the end of March. Four applicants were chosen for skills testing and interview. Three applicants are scheduled to test and interview the 2nd week in May.

ASO I – Police Dept.

Re-posted on 04/24/2017. The position was posted on the Indeed job board as well as the Village website and social media and broadcast email. Applications will be forwarded to the interview team for review after the deadline.

Seasonal Code Inspectors – Development Services Dept.

Posted internally 03/13/2017. The position was posted on the Village website, social media, Indeed job board, Public Salary and university websites. Applications were forwarded to the Department Director for review at the end of March. Three candidates were interviewed on April 18, 2017. An offer was made

and accepted. That applicant is currently completing pre-employment screening. Director decided to cancel the 2nd open position.

Cable TV Assistant - General Government

Posted 03/24/2017. The position was posted on the Village website and social media and with the Illinois Media School. Applications were forwarded to the Cable TV Coordinator as they were received. Coordinator chose one candidate to fill both openings through the summer. He started on 04/12/2017.

Seasonal Laborer - Public Works

Posted 03/07/2017. The position was posted Village website and social media, university websites and broadcast email. Five 2016 Summer Seasonals will be returning. New applications are being forwarded to the Asst. Director as they are received. Interviews were held in April and five new applicants were offered summer employment. All are currently completing pre-employment screening and are expected to start in May.

Maintenance I Water Operator– Public Works Dept.

Posted internally 04/05/2017. The position was posted internally. Applications were forwarded to the PW Director and Asst. Director after the deadline. Interviews were held the last week of April and awaiting decision from the interview team.

Maintenance I (3) – Public Works Dept.

Posted 04/13/2017. The positions were posted internally and externally on the Village website, social media and Indeed job board. Applications were forwarded to the PW Director and Asst. Director and are under review.

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, 2020).

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, 2017 – December 31, 2019).

Grievances

One (1) IAFF Local 2061 grievance dropped by union. Both parties agree to reexamine issue for potential solution.

Personnel/Benefits/Employee Services

- As staff liaison to the Celtic Fest Commission and the Cultural Awareness Commission, the Director of HRM attended the monthly meetings.
- Director of HRM assisted in the Northwest Celtic Fest preparations.
- Director of HRM and Assistant to the HRM Director planned anti-harassment training with Fire Administration.
- HRM partnered with Fire Administration in facilitating assessment process for Deputy Chief selection.
- Director of HRM, Risk Manager and Deputy Village Manager attended the Suburban Liability Insurance Pool meeting to evaluate new pool.
- Director of HRM held several personnel meetings.
- Director of HRM and Deputy Village Manager met with Fire Administration to examine a potential 7(g) program for fire inspectors.
- Director of HRM and Assistant to the HRM Director held meeting with employee training company Carroll Keller Group, Ltd.
- HRM, led by D'Ann Granger HR Generalist, conducted an elected official orientation with newly elected Karen Arnet.
- Director of HRM participated in the Management Team meetings.
- HRM Staff attended training on job descriptions.
- Assistant to the HRM Director participated in the Wellness Committee meetings.

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.

- Attended a meeting related to the potential creation of a municipal insurance pool. Collected underwriting data for submission to the pool.
- Conducted meetings with staff related to a high exposure workers' compensation claims.
- Met with HR staff and various vendors to discuss the implementation of a comprehensive training program.
- Met with staff to discuss issues related to a railroad and its interaction with a proposed bike trail.
- 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, and brought to conclusion a property claim.
- 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 APRIL 2017

RECRUITMENTS

POSITION TITLE: PT Fire Inspector (2)
DEPARTMENT: Development Services
DATE POSTED: 01/19/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 13 applications received to date
STATUS: The position was posted on the Village website and social media and broadcast email. It was also posted on the IFIA, ICC, NWBOCA, IAFC and Daily Dispatch websites, as well as with several Illinois colleges with Fire Prevention and Safety programs. Applications will be forwarded to the Fire Chief and Director of Planning, Building and Code Enforcement as they are received. The two departments met on February 24th and four applicants were chosen for interview. Interviews took place in March. Two candidates were chosen for second interview/inspector ride along the last week of March. Offers were made to two candidates. They accepted and successfully passed pre-employment screening. Both are starting on May 4th.

POSITION TITLE: PT Staff Assistant
DEPARTMENT: Police Dept
DATE POSTED: 02/15/2017
AD DEADLINE: 02/24/2017
APPLICATIONS REC'D: 433 applications received
STATUS: The position was posted on the Indeed job board as well as the Village website and social media and broadcast email. Applications were forwarded to the interview team for review. Seven candidates were chosen for skills testing. Five advanced to interview on March 23rd. An offer was made to one candidate who declined. The interview team asked to revisit the original application pool. Applications were returned to the interview team for re-screening. Eight new applicants were chosen for skills testing and interview. Skills testing took place the last week in April. Two candidates advanced to interview the first week in May.

POSITION TITLE: Software Support Specialist
DEPARTMENT: IS Dept.
DATE POSTED: 03/16/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 90 applications received to date
STATUS: The position was posted on the Village website and social media, Indeed job board and broadcast email. Applications were forwarded to the Department Director for review at the end of March. Four applicants were chosen for skills testing and interview. Three applicants are scheduled to test and interview the 2nd week in May.

POSITION TITLE: ASO I
DEPARTMENT: Police Dept.
DATE POSTED: 03/10/2017
AD DEADLINE: 03/17/2017
APPLICATIONS REC'D: 18 applications received
REPOSTED ON: 04/24/2017
AD DEADLINE: 05/07/2017
APPLICATIONS REC'D: 373 applications received to date
STATUS: The position was posted on the Indeed job board as well as the Village website and social media and broadcast email. Applications will be forwarded to the interview team for review after the deadline.

POSITION TITLE: Seasonal Code Inspector (2)
DEPARTMENT: Development Services
DATE POSTED: 03/13/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 6 applications received
STATUS: The position was posted on the Village website, social media, Indeed job board, Public Salary and university websites. Applications were forwarded to the Department Director for review at the end of March. Three candidates were interviewed on April 18, 2017. An offer was made and accepted. That applicant is currently completing pre-employment screening. Director decided to cancel the 2nd open position.

POSITION TITLE: Seasonal Laborer (10)
DEPARTMENT: Public Works
DATE POSTED: 03/07/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 14 application received to date
STATUS: The position was posted Village website and social media, university websites and broadcast email. Five 2016 Summer Seasonals will be returning. New applications are being forwarded to the Asst. Director as they are received. Interviews were held in April and five new applicants were offered summer employment. All are currently completing pre-employment screening and are expected to start in May.

POSITION TITLE: Civil Engineering Summer Intern (3)
DEPARTMENT: Development Services
DATE POSTED: 11/28/2016
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 130 applications received
STATUS: The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications were forwarded to the interview team as they were received. Six candidates were interviewed in December and two more were interviewed on 01/03/2017. Offers were made to three of the candidates. They accepted and successfully completed pre-employment screening. Interns will be starting in May.

POSITION TITLE: Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 03/28/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 application received to date
STATUS: Position posted on the Village website, social media, and electronic boards. Applications forwarded to the Traffic Sergeant and interview scheduled for one candidate. An interview was scheduled April 18, 2017. An offer was not made to the candidate. The position remains open.

POSITION TITLE: Maintenance I – 3 openings (internal and external)
DEPARTMENT: Public Works
DATE POSTED: 04/13/2017
AD DEADLINE: 04/27/2017
APPLICATIONS REC'D: 377 applications received
STATUS: The positions were posted internally and externally on the Village website, social media and Indeed job board. Applications were forwarded to the PW Director and Asst. Director and are under review.

POSITION TITLE: Maint. I Water Operator (Internal only)
DEPARTMENT: Public Works
DATE POSTED: 04/05/2017
AD DEADLINE: 04/12/2017
APPLICATIONS REC'D: 3 applications received
STATUS: The position was posted internally. Applications were forwarded to the PW Director and Asst. Director after the deadline. Interviews were held the last week of April and awaiting decision from the interview team.

NEW STARTS

POSITION TITLE: Office Services Assistant
DEPARTMENT: Finance Dept.
DATE POSTED: 02/17/2017
AD DEADLINE: 03/03/2017
APPLICATIONS REC'D: 22 applications received

STATUS: The position was posted on the Village website and social media and broadcast email. Applications were forwarded to the interview team after the posting closed. Candidates chosen for skills testing and interview. Interviews took place March 24 and 27. An offer was made and accepted. After successfully completing pre-employment screening, candidate started work on April 17, 2017.

POSITION TITLE: Administrative Assistant
DEPARTMENT: Health & Human Services Dept
DATE POSTED: 02/15/2017
AD DEADLINE: 02/27/2017
APPLICATIONS REC'D: 376 applications received
STATUS: The position was posted on the Indeed job board as well as the Village website and social media and broadcast email. Applications were forwarded to the interview team for review. Candidates chosen for skills testing and interviews which took place the end of March. An offer was made to one candidate. She accepted and successfully completed the pre-employment screening. She began on April 17, 2017.

POSITION TITLE: Maint. II Water Systems Operator (Internal only)
DEPARTMENT: Public Works
DATE POSTED: 02/23/2017
AD DEADLINE: 03/02/2017
APPLICATIONS REC'D: 5 application received
STATUS: The position was posted internally. Applications were forwarded to the PW Director and Asst. Director after the deadline. Interviews were held and a candidate was offered the position. He transferred to the new position on April 10, 2017.

POSITION TITLE: Maintenance I Facilities – PM Shift (internal and external)
DEPARTMENT: Public Works
DATE POSTED: 02/21/2017
AD DEADLINE: 03/07/2017
APPLICATIONS REC'D: 27 applications received
STATUS: The position was posted internally and externally on the Village website. Applications were forwarded to the PW Director and Asst. Director after the deadline. Interviews were scheduled in March. An offer was made to one candidate. He accepted and successfully completed pre-employment screening. He started working on April 10, 2017.

POSITION TITLE: Cable TV Assistant (2)
DEPARTMENT: General Government
DATE POSTED: 03/24/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 2 applications received
STATUS: The position was posted on the Village website and social media and with the Illinois Media School. Applications were forwarded to the Cable TV Coordinator as they were received. Coordinator chose one candidate to fill both openings through the summer. He started on 04/12/2017.

**SUMMARY OF EMPLOYMENT ACTIVITY
APRIL 2017**

	<u>Total Number</u>	<u>Position</u>
New Starts	4	Cable TV Assistant Maintenance I – PM Facilities Administrative Assistant Office Services Assistant
Separations	0	
Promotions	1	Maintenance I to Maintenance II
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Police Officer
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	17	PT Fire Inspector (2) PT Staff Assistant Police Officer PW Seasonal (10) Engineering Intern (3)
Separations	0	
Promotions	1	Deputy Fire Chief
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Deputy Fire Chief
New Positions	0	
Eliminated Positions	0	

2017 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	339	330
PART TIME EMPLOYEES	68	64
TEMPORARY EMPLOYEES	1	2
SEASONAL EMPLOYEES	24	0
INTERNS (PAID)	6	3
 TOTAL	 438	 399

Total Vacancies:

Full Time

Budgeted – Posted	2	Maintenance I – Water Oper. ASO I
 Budgeted - Not Posted	 9	 Asst. Corporation Counsel Police Officer (2) Firefighter Paramedic Assistant Dir. Of Code Enforcement Fire Captain Maintenance I – Forestry (2) Development Services Coordinator
 TOTAL FULL TIME	 11	

Part Time

Budgeted – Posted	3	Staff Asst. PD PT Fire Inspector (2) Software Support Specialist
 Budgeted-Not Posted	 1	 Plumbing Inspector
 TOTAL PART TIME	 4	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	748	1209
Part Time – Response to Recruitments	24	566
Seasonal Applicants	34	91
Unsolicited Applications/Walk-In	1	5
 TOTAL	 807	 1,872

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
APRIL 2017**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Marc Marcelo	04/10/2017	Maintenance I – PM Facilities	Bob Melhuish
Kyle Smith	04/12/2017	Cable TV Assistant	Justin Baczek
Gabriela Camero	04/17/2017	Administrative Assistant	Nell Kramer
Sara Daniel	04/17/2017	Office Services Assistant	Jill Wegehaupt

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
David Baureis	04/01/2017	PW Seasonal	End of Season
Joseph Notarnicola	04/01/2017	PW Seasonal	End of Season
James Murre	04/03/2017	Police Officer	Retired

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Mat Kasper	04/10/2017	Maintenance I	Maintenance II

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			

RECLASSIFICATION

<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>
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**ADDITIONAL MONTHLY REPORT INFORMATION
APRIL 2017**

# Anniversaries	<u>6</u>
# Interviews conducted during month	<u>12</u>
# Orientations conducted during month	<u>3</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
97	804	Forestry	(Dept)	1	100.0%	0	0	1	100%	1	0	178,893.60	112,458.53	66,435.07	178,893.60	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	178,893.60	112,458.53	66,435.07	178,893.60	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	178,893.60	112,458.53	66,435.07	178,893.60	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	178,893.60	112,458.53	66,435.07	178,893.60	100.0%
00	102	Planning	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	1	Community Development	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	206	Customer Service	(Dept)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance	(Sub-Loc)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments	(Dept)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	25	PPO Payments	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	300	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	193.50	193.50		193.50	0.1%
00	301	Fire Suppression	(Dept)	12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64		95,074.64	30.7%
00	303	Emergency Medical Service	(Dept)	7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire	(Sub-Loc)	20	35.7%	11	5	4	20%	0	20	5,569.23	111,384.57		111,384.57	36.0%
00	400	Manager's Office	(Dept)	1	1.8%	0	1	0	0%	0	1	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV	(Dept)	1	1.8%	1	0	0	0%	0	1	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions	(Dept)	1	1.8%	1	0	0	0%	0	1	413.43	413.43		413.43	0.1%
00	4	General Government	(Sub-Loc)	3	5.4%	2	1	0	0%	0	3	1,708.76	5,126.28		5,126.28	1.7%
00	600	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	6	Human Resources Manage	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	700	Patrol	(Dept)	16	28.6%	13	1	2	13%	0	16	1,761.71	28,187.36		28,187.36	9.1%
00	704	Traffic	(Dept)	1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police	(Sub-Loc)	17	30.4%	14	1	2	12%	0	17	1,726.28	29,346.76		29,346.76	9.5%
00	801	Water & Sewer	(Dept)	4	7.1%	2	2	0	0%	0	4	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry	(Dept)	5	8.9%	5	0	0	0%	0	5	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical	(Dept)	1	1.8%	1	0	0	0%	0	1	452.50	452.50		452.50	0.1%
00	8	Public Works	(Sub-Loc)	11	19.6%	8	3	0	0%	0	11	693.38	7,627.22		7,627.22	2.5%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
00	01	Village of Hoffman Estates (Loc)		56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:				56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
01	300	Administration (Dept)		2	3.1%	1	1	0	0%	0	2	538.72	1,077.44		1,077.44	0.1%
01	301	Fire Suppression (Dept)		8	12.3%	3	3	2	25%	0	8	35,023.68	280,189.41		280,189.41	23.7%
01	303	Emergency Medical Service (Dept)		7	10.8%	2	1	4	57%	0	7	38,418.72	268,931.02		268,931.02	22.7%
01	304	ESDA (Dept)		1	1.5%	1	0	0	0%	0	1	425.39	425.39		425.39	0.0%
01	3	Fire (Sub-Loc)		18	27.7%	7	5	6	33%	0	18	30,590.18	550,623.26		550,623.26	46.5%
01	400	Manager's Office (Dept)		1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	4	General Government (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	505	Immunization (Dept)		1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	5	Health & Human Services (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	700	Patrol (Dept)		20	30.8%	11	2	7	35%	0	20	10,615.24	212,304.82		212,304.82	17.9%
01	702	Crime Prevention (Dept)		1	1.5%	1	0	0	0%	0	1	5,663.17	5,663.17		5,663.17	0.5%
01	704	Traffic (Dept)		3	4.6%	1	0	2	67%	0	3	2,887.00	8,660.99		8,660.99	0.7%
01	707	Records (Dept)		4	6.2%	1	0	3	75%	0	4	14,372.31	57,489.25		57,489.25	4.9%
01	7	Police (Sub-Loc)		28	43.1%	14	2	12	43%	0	28	10,147.08	284,118.23		284,118.23	24.0%
01	800	Streets (Dept)		5	7.7%	3	1	1	20%	0	5	48,719.89	243,599.47		243,599.47	20.6%
01	801	Water & Sewer (Dept)		4	6.2%	2	1	1	25%	0	4	24,096.40	96,385.58		96,385.58	8.1%
01	802	Building & Grounds (Dept)		3	4.6%	3	0	0	0%	0	3	422.63	1,267.88		1,267.88	0.1%
01	803	Equipment & Supply (Dept)		1	1.5%	1	0	0	0%	0	1	210.60	210.60		210.60	0.0%
01	804	Forestry (Dept)		3	4.6%	2	1	0	0%	0	3	1,150.17	3,450.50		3,450.50	0.3%
01	8	Public Works (Sub-Loc)		16	24.6%	11	3	2	13%	0	16	21,557.13	344,914.03		344,914.03	29.1%
01	9	Information Systems (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	301.50	301.50		301.50	0.0%
01	01	Village of Hoffman Estates (Loc)		65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
Totals for 2001 Claims:				65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
02	102	Planning (Dept)		1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development (Sub-Loc)		1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	301	Fire Suppression (Dept)		5	13.2%	1	2	2	40%	0	5	11,335.45	56,677.26		56,677.26	7.6%
02	303	Emergency Medical Service (Dept)		8	21.1%	4	3	1	13%	0	8	7,441.19	59,529.50		59,529.50	8.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
02	306	Technical Rescue	(Dept)	1	2.6%	0	1	0	0%	0	1	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire	(Sub-Loc)	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02	700	Patrol	(Dept)	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02	704	Traffic	(Dept)	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.6%
02	706	Communication	(Dept)	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police	(Sub-Loc)	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02	800	Streets	(Dept)	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer	(Dept)	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.80		2,455.80	0.3%
02	803	Equipment & Supply	(Dept)	1	2.6%	1	0	0	0%	0	1	281.70	281.70		281.70	0.0%
02	804	Forestry	(Dept)	2	5.3%	2	0	0	0%	0	2	642.60	1,285.20		1,285.20	0.2%
02	8	Public Works	(Sub-Loc)	10	26.3%	7	3	0	0%	0	10	1,157.87	11,578.70		11,578.70	1.6%
02	01	Village of Hoffman Estates	(Loc)	38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
Totals for 2002 Claims:				38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
03	301	Fire Suppression	(Dept)	5	14.3%	2	1	2	40%	0	5	25,542.01	127,710.07		127,710.07	31.2%
03	303	Emergency Medical Service	(Dept)	12	34.3%	9	1	2	17%	0	12	15,553.15	186,637.80		186,637.80	45.7%
03	305	Underwater Rescue	(Dept)	1	2.9%	1	0	0	0%	0	1	785.49	785.49		785.49	0.2%
03	3	Fire	(Sub-Loc)	18	51.4%	12	2	4	22%	0	18	17,507.41	315,133.36		315,133.36	77.1%
03	700	Patrol	(Dept)	7	20.0%	5	1	1	14%	0	7	1,467.76	10,274.35		10,274.35	2.5%
03	701	Investigations	(Dept)	1	2.9%	0	0	1	100%	0	1	79,722.54	79,722.54		79,722.54	19.5%
03	704	Traffic	(Dept)	3	8.6%	1	2	0	0%	0	3	88.33	265.00		265.00	0.1%
03	7	Police	(Sub-Loc)	11	31.4%	6	3	2	18%	0	11	8,205.63	90,261.89		90,261.89	22.1%
03	801	Water & Sewer	(Dept)	3	8.6%	3	0	0	0%	0	3	699.33	2,098.00		2,098.00	0.5%
03	802	Building & Grounds	(Dept)	2	5.7%	2	0	0	0%	0	2	477.00	954.00		954.00	0.2%
03	803	Equipment & Supply	(Dept)	1	2.9%	1	0	0	0%	0	1	310.50	310.50		310.50	0.1%
03	8	Public Works	(Sub-Loc)	6	17.1%	6	0	0	0%	0	6	560.42	3,362.50		3,362.50	0.8%
03	01	Village of Hoffman Estates	(Loc)	35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
Totals for 2003 Claims:				35	100.0%	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75	100.0%
04	201	Water Billing	(Dept)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%
04	2	Finance	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	1,295.10	1,295.10		1,295.10	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
04	301	Fire Suppression	(Dept)	10	20.8%	6	2	2	20%	0	10	4,666.25	46,662.48		46,662.48	4.4%
04	303	Emergency Medical Service	(Dept)	11	22.9%	7	4	0	0%	0	11	12,225.62	134,481.79		134,481.79	12.7%
04	3	Fire	(Sub-Loc)	21	43.8%	13	6	2	10%	0	21	8,625.92	181,144.27		181,144.27	17.1%
04	504	Health Screening	(Dept)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	5	Health & Human Services	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	600	Administration	(Dept)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	6	Human Resources Manage	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	700	Patrol	(Dept)	16	33.3%	12	0	4	25%	0	16	41,219.86	659,517.75		659,517.75	62.4%
04	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	137.84	275.68		275.68	0.0%
04	7	Police	(Sub-Loc)	18	37.5%	14	0	4	22%	0	18	36,655.19	659,793.43		659,793.43	62.5%
04	800	Streets	(Dept)	3	6.3%	1	0	2	67%	0	3	43,878.25	131,634.74		131,634.74	12.5%
04	801	Water & Sewer	(Dept)	1	2.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
04	803	Equipment & Supply	(Dept)	1	2.1%	0	0	1	100%	0	1	81,422.11	81,422.11		81,422.11	7.7%
04	804	Forestry	(Dept)	1	2.1%	1	0	0	0%	0	1	481.50	481.50		481.50	0.0%
04	8	Public Works	(Sub-Loc)	6	12.5%	3	0	3	50%	0	6	35,589.73	213,538.35		213,538.35	20.2%
04	01	Village of Hoffman Estates	(Loc)	48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
Totals for 2004 Claims:				48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
05	301	Fire Suppression	(Dept)	6	11.3%	4	2	0	0%	0	6	1,012.80	6,076.77		6,076.77	2.0%
05	303	Emergency Medical Service	(Dept)	20	37.7%	12	5	3	15%	0	20	12,979.04	259,580.79		259,580.79	83.9%
05	3	Fire	(Sub-Loc)	26	49.1%	16	7	3	12%	0	26	10,217.60	265,657.56		265,657.56	85.9%
05	504	Health Screening	(Dept)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	5	Health & Human Services	(Sub-Loc)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	700	Patrol	(Dept)	7	13.2%	5	1	1	14%	0	7	3,015.10	21,105.71		21,105.71	6.8%
05	701	Investigations	(Dept)	1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records	(Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police	(Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.6%
05	800	Streets	(Dept)	4	7.5%	4	0	0	0%	0	4	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer	(Dept)	5	9.4%	5	0	0	0%	0	5	1,066.50	5,332.50		5,332.50	1.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
05	802	Building & Grounds	(Dept)	1	1.9%	1	0	0	0%	0	1	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply	(Dept)	2	3.8%	2	0	0	0%	0	2	697.05	1,394.10		1,394.10	0.5%
05	804	Forestry	(Dept)	4	7.5%	3	1	0	0%	0	4	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works	(Sub-Loc)	16	30.2%	15	1	0	0%	0	16	669.69	10,715.04		10,715.04	3.5%
05	01	Village of Hoffman Estates	(Loc)	53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
06	201	Water Billing	(Dept)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression	(Dept)	9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06	303	Emergency Medical Service	(Dept)	14	25.0%	7	3	4	29%	0	14	39,335.55	550,697.76		550,697.76	50.8%
06	3	Fire	(Sub-Loc)	23	41.1%	12	5	6	26%	0	23	38,824.44	892,962.02		892,962.02	82.3%
06	700	Patrol	(Dept)	17	30.4%	11	3	3	18%	0	17	3,949.26	67,137.34		67,137.34	6.2%
06	701	Investigations	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
06	703	Tactical	(Dept)	4	7.1%	3	1	0	0%	0	4	2,311.32	9,245.26		9,245.26	0.9%
06	704	Traffic	(Dept)	2	3.6%	2	0	0	0%	0	2	3,850.97	7,701.94		7,701.94	0.7%
06	707	Records	(Dept)	1	1.8%	0	0	1	100%	0	1	25,046.89	25,046.89		25,046.89	2.3%
06	7	Police	(Sub-Loc)	25	44.6%	17	4	4	16%	0	25	4,365.26	109,131.43		109,131.43	10.1%
06	800	Streets	(Dept)	1	1.8%	1	0	0	0%	0	1	4,201.51	4,201.51		4,201.51	0.4%
06	801	Water & Sewer	(Dept)	2	3.6%	1	1	0	0%	0	2	112.50	225.00		225.00	0.0%
06	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	70,689.99	70,689.99		70,689.99	6.5%
06	804	Forestry	(Dept)	3	5.4%	3	0	0	0%	0	3	2,038.90	6,116.71		6,116.71	0.6%
06	8	Public Works	(Sub-Loc)	7	12.5%	5	2	0	0%	0	7	11,604.74	81,233.21		81,233.21	7.5%
06	01	Village of Hoffman Estates	(Loc)	56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03	100.0%
07	301	Fire Suppression	(Dept)	9	18.8%	7	0	2	22%	0	9	42,805.36	385,248.23		385,248.23	50.9%
07	303	Emergency Medical Service	(Dept)	7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	2.4%
07	3	Fire	(Sub-Loc)	16	33.3%	13	0	3	19%	0	16	25,235.08	403,761.24		403,761.24	53.3%
07	600	Administration	(Dept)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	6	Human Resources Manage	(Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
07	700	Patrol	(Dept)	10	20.8%	6	2	2	20%	0	10	17,411.53	174,115.28		174,115.28	23.0%
07	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07	704	Traffic	(Dept)	4	8.3%	2	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.3%
07	7	Police	(Sub-Loc)	16	33.3%	10	3	3	19%	0	16	12,020.92	192,334.78		192,334.78	25.4%
07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	3.3%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.6%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.5%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,828.77	127,315.08		127,315.08	16.8%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,717.36	160,760.38		160,760.38	21.2%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	100.0%
08	200	Accounting	(Dept)	1	1.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	0%	0	2	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08	301	Fire Suppression	(Dept)	14	21.9%	11	2	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.8%
08	303	Emergency Medical Service	(Dept)	22	34.4%	17	2	3	14%	0	22	10,444.02	229,768.34		229,768.34	44.8%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	0	37	6,964.92	257,702.00		257,702.00	50.2%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	0	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.6%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.7%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.6%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.2%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	30.4%
08	800	Streets	(Dept)	5	7.8%	4	1	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,938.41		93,938.41	18.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	19.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
09	300	Administration	(Dept)	2	3.8%	1	1	0	0%	0	2	7,601.49	15,202.97		15,202.97	2.2%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09	303	Emergency Medical Service	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.1%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	62.6%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	6	Human Resources Manage	(Sub-Loc)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	0	8	18,574.08	148,592.67		148,592.67	21.2%
09	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.4%
09	707	Records	(Dept)	1	1.9%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
09	7	Police	(Sub-Loc)	10	18.9%	4	2	4	40%	0	10	15,105.01	151,050.05		151,050.05	21.5%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	85,580.51	85,580.51		85,580.51	12.2%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	0	6	15,417.35	92,504.11		92,504.11	13.2%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression	(Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service	(Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.9%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.5%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	0	15	17,673.77	265,106.50		265,106.50	46.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	0	15	17,673.77	265,106.50		265,106.50	46.7%
10	800	Streets	(Dept)	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.3%
10	802	Building & Grounds	(Dept)	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	(Dept)	1	2.4%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.1%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.6%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	0	42	13,521.21	567,890.90		567,890.90	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	0	42	13,521.21	567,890.90		567,890.90	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	(Dept)	4	12.9%	2	1	1	25%	1	3	61,241.86	208,539.97	36,427.47	244,967.44	34.0%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.8%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	1	14	30,639.15	423,159.78	36,427.47	459,587.25	63.7%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	32.1%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11	7	Police	(Sub-Loc)	11	35.5%	6	2	3	27%	0	11	21,627.82	237,905.97		237,905.97	33.0%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	0	3	1,086.24	3,258.73		3,258.73	0.5%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	5	6	19%	1	30	23,264.81	684,781.64	36,427.47	721,209.11	100.0%
Totals for 2011 Claims:				31	100.0%	20	5	6	19%	1	30	23,264.81	684,781.64	36,427.47	721,209.11	100.0%
12	101	Engineering/Transportation	(Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	2,319.43	23,174.53	4,658.59	27,833.12	8.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
12	303	Emergency Medical Service (Dept)		8	18.6%	7	0	1	13%	0	8	21,935.16	175,481.26		175,481.26	51.3%
12	3	Fire (Sub-Loc)		20	46.5%	17	1	2	10%	1	19	10,165.72	198,655.79	4,658.59	203,314.38	59.4%
12	700	Patrol (Dept)		9	20.9%	6	1	2	22%	1	8	8,174.07	68,610.19	4,956.43	73,566.62	21.5%
12	701	Investigations (Dept)		2	4.7%	1	1	0	0%	0	2	341.20	682.40		682.40	0.2%
12	704	Traffic (Dept)		1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.4%
12	7	Police (Sub-Loc)		12	27.9%	8	2	2	17%	1	11	6,599.11	74,232.87	4,956.43	79,189.30	23.1%
12	800	Streets (Dept)		3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.3%
12	801	Water & Sewer (Dept)		5	11.6%	4	1	0	0%	0	5	1,614.09	8,070.44		8,070.44	2.4%
12	804	Forestry (Dept)		1	2.3%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works (Sub-Loc)		9	20.9%	7	2	0	0%	0	9	1,024.29	9,218.57		9,218.57	2.7%
12	01	Village of Hoffman Estates (Loc)		43	100.0%	34	5	4	9%	2	41	7,962.67	332,779.59	9,615.02	342,394.61	100.0%
		Totals for 2012 Claims:		43	100.0%	34	5	4	9%	2	41	7,962.67	332,779.59	9,615.02	342,394.61	100.0%
13	102	Planning (Dept)		1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	1	Community Development (Sub-Loc)		1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	200	Accounting (Dept)		1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	2	Finance (Sub-Loc)		1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	301	Fire Suppression (Dept)		8	20.5%	6	2	0	0%	1	7	6,511.54	30,898.53	21,193.80	52,092.33	11.7%
13	303	Emergency Medical Service (Dept)		6	15.4%	3	1	2	33%	1	5	39,558.95	214,038.70	23,314.98	237,353.68	53.5%
13	3	Fire (Sub-Loc)		14	35.9%	9	3	2	14%	2	12	20,674.72	244,937.23	44,508.78	289,446.01	65.2%
13	700	Patrol (Dept)		12	30.8%	4	2	6	50%	4	8	10,231.58	101,450.46	21,328.55	122,779.01	27.7%
13	701	Investigations (Dept)		1	2.6%	1	0	0	0%	0	1	1,134.37	1,134.37		1,134.37	0.3%
13	7	Police (Sub-Loc)		13	33.3%	5	2	6	46%	4	9	9,531.80	102,584.83	21,328.55	123,913.38	27.9%
13	801	Water & Sewer (Dept)		9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.5%
13	804	Forestry (Dept)		1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%
13	8	Public Works (Sub-Loc)		10	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.6%
13	01	Village of Hoffman Estates (Loc)		39	100.0%	24	7	8	21%	6	33	11,374.78	377,778.99	65,837.33	443,616.32	100.0%
		Totals for 2013 Claims:		39	100.0%	24	7	8	21%	6	33	11,374.78	377,778.99	65,837.33	443,616.32	100.0%
14	100	Code Enforcement (Dept)		1	2.0%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
14	102	Planning (Dept)		1	2.0%	1	0	0	0%	0	1	642.39	642.39		642.39	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
14	1	Community Development	(Sub-Loc)	2	4.1%	1	1	0	0%	0	2	321.20	642.39		642.39	0.1%
14	301	Fire Suppression	(Dept)	12	24.5%	9	0	3	25%	1	11	31,036.36	340,181.23	32,255.05	372,436.28	58.2%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	1	5	9,749.32	47,312.12	11,183.78	58,495.90	9.1%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	2	16	23,940.68	387,493.35	43,438.83	430,932.18	67.4%
14	401	Cable TV	(Dept)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	4	General Government	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	600	Administration	(Dept)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.5%
14	6	Human Resources Manage	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.5%
14	700	Patrol	(Dept)	16	32.7%	12	3	1	6%	1	15	12,093.83	192,628.03	873.25	193,501.28	30.2%
14	701	Investigations	(Dept)	1	2.0%	0	1	0	0%	0	1	213.50	213.50		213.50	0.0%
14	704	Traffic	(Dept)	1	2.0%	1	0	0	0%	0	1	1,148.28	1,148.28		1,148.28	0.2%
14	7	Police	(Sub-Loc)	18	36.7%	13	4	1	6%	1	17	10,825.73	193,989.81	873.25	194,863.06	30.5%
14	800	Streets	(Dept)	1	2.0%	1	0	0	0%	0	1	972.94	972.94		972.94	0.2%
14	801	Water & Sewer	(Dept)	5	10.2%	3	2	0	0%	0	5	1,205.25	6,026.24		6,026.24	0.9%
14	804	Forestry	(Dept)	3	6.1%	3	0	0	0%	0	3	1,103.67	3,311.00		3,311.00	0.5%
14	8	Public Works	(Sub-Loc)	9	18.4%	7	2	0	0%	0	9	1,145.58	10,310.18		10,310.18	1.6%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	3	46	13,054.73	595,369.77	44,312.08	639,681.85	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	3	46	13,054.73	595,369.77	44,312.08	639,681.85	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	1	Community Development	(Sub-Loc)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	301	Fire Suppression	(Dept)	9	31.0%	5	1	3	33%	2	7	29,642.01	196,350.08	70,427.99	266,778.07	62.6%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	1	1	17%	2	4	12,558.82	40,693.33	34,659.59	75,352.92	17.7%
15	3	Fire	(Sub-Loc)	15	51.7%	9	2	4	27%	4	11	22,808.73	237,043.41	105,087.58	342,130.99	80.3%
15	505	Immunization	(Dept)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	5	Health & Human Services	(Sub-Loc)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	700	Patrol	(Dept)	7	24.1%	6	0	1	14%	1	6	10,664.75	53,090.31	21,562.96	74,653.27	17.5%
15	701	Investigations	(Dept)	1	3.4%	0	1	0	0%	0	1	913.00	913.00		913.00	0.2%
15	7	Police	(Sub-Loc)	8	27.6%	6	1	1	13%	1	7	9,445.78	54,003.31	21,562.96	75,566.27	17.7%
15	800	Streets	(Dept)	1	3.4%	1	0	0	0%	0	1	184.04	184.04		184.04	0.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
15	801	Water & Sewer	(Dept)	1	3.4%	1	0	0	0%	0	1	582.07	582.07		582.07	0.1%
15	802	Building & Grounds	(Dept)	1	3.4%	1	0	0	0%	0	1	361.60	361.60		361.60	0.1%
15	804	Forestry	(Dept)	1	3.4%	1	0	0	0%	0	1	6,160.47	6,160.47		6,160.47	1.4%
15	8	Public Works	(Sub-Loc)	4	13.8%	4	0	0	0%	0	4	1,822.05	7,288.18		7,288.18	1.7%
15	01	Village of Hoffman Estates	(Loc)	29	100.0%	21	3	5	17%	5	24	14,700.53	299,664.95	126,650.54	426,315.49	100.0%
Totals for 2015 Claims:				29	100.0%	21	3	5	17%	5	24	14,700.53	299,664.95	126,650.54	426,315.49	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	0	3	234.47	703.42		703.42	0.1%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	2	2	52,598.90	75,441.22	134,954.38	210,395.60	41.4%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	30,157.00	76,144.64	134,954.38	211,099.02	41.5%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	2	14	15,103.47	137,948.86	103,706.73	241,655.59	47.5%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	1.4%
16	703	Tactical	(Dept)	1	2.7%	1	0	0	0%	0	1	140.43	140.43		140.43	0.0%
16	7	Police	(Sub-Loc)	18	48.6%	15	1	2	11%	2	16	13,828.26	145,201.95	103,706.73	248,908.68	48.9%
16	800	Streets	(Dept)	1	2.7%	1	0	0	0%	0	1	329.95	329.95		329.95	0.1%
16	801	Water & Sewer	(Dept)	4	10.8%	3	1	0	0%	0	4	4,383.52	17,534.09		17,534.09	3.4%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	1	2	7,469.88	22,409.64		22,409.64	4.4%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	1.3%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	1	10	4,265.81	46,923.90		46,923.90	9.2%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	1,848.77	1,848.77		1,848.77	0.4%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	5	32	13,750.82	270,119.26	238,661.11	508,780.37	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	5	32	13,750.82	270,119.26	238,661.11	508,780.37	100.0%
17	303	Emergency Medical Service	(Dept)	2	33.3%	1	1	0	0%	2	0	534.49	0.00	1,068.98	1,068.98	92.5%
17	3	Fire	(Sub-Loc)	2	33.3%	1	1	0	0%	2	0	534.49	0.00	1,068.98	1,068.98	92.5%
17	700	Patrol	(Dept)	2	33.3%	2	0	0	0%	2	0	43.16	86.32		86.32	7.5%
17	701	Investigations	(Dept)	1	16.7%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
17	7	Police	(Sub-Loc)	3	50.0%	3	0	0	0%	3	0	28.77	86.32		86.32	7.5%
17	804	Forestry	(Dept)	1	16.7%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
17	8	Public Works	(Sub-Loc)	1	16.7%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
17	01	Village of Hoffman Estates	(Loc)	6	100.0%	5	1	0	0%	6	0	192.55	86.32	1,068.98	1,155.30	100.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2017

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
Totals for 2017 Claims:		6	100.0%	5	1	0	0%	6	0	192.55	86.32	1,068.98	1,155.30	100.0%
250	Village of Hoffman Estates	793		525	133	135		29	764	13,748.32	10,313,406.91	589,007.60	10,902,414.51	

Open Medical: 6
 Open Comp: 3
 Open Legal: 20

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: Thursday, May 4, 2017

Partnerships: Met with representatives from John Muir Literacy Academy to provide Village resources and better understand needs of the school. Connected them with Dr. Saavedra and Dr. Marks at HHS. This relationship will be on-going.

Receptions and Dinners: Organized and executed the Swearing-In Ceremony for the Board and Village Clerk 4/30, Trustee Arnet's Birthday dinner was held on 5/1. Coordinating efforts with the Arts Commission and Commission for Disabled Citizens on the upcoming Student Art Reception (5/8) and the Champion of Community Award Reception (6/5).

Meetings: Attended the Higgins Education Center meeting on 4/17, attended CAC's Stewardship committee meeting on 4/24.

Presentations: coordinated with the Daily Herald to film Mayor McLeod for the Daily Herald Sports Excellence event slated for June. Printed Arbor Day Proclamation for Mayor and Board to present at Haverford's Arbor Day Fest (4/22).

Travel: Currently making arrangements for USCM, Miami (June).

General administration: Congratulations/condolence letters to elected officials, assisted students from Harper College in connecting with Mayor McLeod for a student interview.

Proclamations: Eagle Scout proclamations included Patrick Dohm (4/22), William Jack Purcell (4/23) and Brett Stephen Bertok (5/7). Additional procs included Older Americans Month, National Mental Health Awareness Month, Municipal Clerk's Week and National Drinking Water Week.

Writing/Social Media: June citizen column submitted, updates to social media on-going.

Website management: Updates were made to Celtic Fest page as well as the Village Board page.

Volunteer database: working with members of the Fourth of July and Platzkonzert Commissions to ensure proper volunteer staffing at both events.

Training: booked Sue Lessen for customer service training on June 13.

Heart of Hoffman Estates – working on a 6 month calendar for HOH. Will coordinate with Bruce, Suzanne and others as needed.

Wine Wednesday: Moretti's event on 4/26 was a success with approximately 35 people in attendance. May WW location is TBD.

Celtic Fest: attended Celtic Fest on 4/29, coordinated volunteer efforts, attended the Celtic Fest wrap-up meeting on 5/2.

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