

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
August 7, 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 – July 3, 2017

NEW BUSINESS

1. Request approval of a resolution increasing membership on the Arts Commission from 15 to 19.
2. Request approval of a resolution relating to participation by elected officials in the Illinois Municipal Retirement Fund.
3. Request approval to dispose of Village records that have exceeded their State-required retention period.
4. Request acceptance of Cable TV Monthly Report.
5. Request acceptance of Human Resources Management Monthly Report.
6. 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 3, 2017

I. Roll Call

Members in Attendance:

**Karen Arnet, 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
Patti Cross, Asst. Corporation Counsel
Dan O'Malley, Deputy Village Manager
Joe Weesner, Senior Trans. Eng.
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Pete Gugliotta, Director of Planning
Fred Besenhoffer, Director of IS
Joe Nebel, Director of Public Works
Patrick Fortunato, Deputy Fire Chief
Rachel Musiala, Director of Finance
Bruce Anderson, CATV Coordinator**

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

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of June 12, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.**

Item summary sheet from Jordan Lester was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village. Voice vote taken. All ayes. Motion carried.

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).

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to defer 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 7:02 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: Request approval to increase the number of members on the Arts Commission

MEETING DATE: August 7, 2017

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager

PURPOSE: Request approval to increase the number of members on the Arts Commission from 15 to 19.

DISCUSSION: Trustee Pilafas has requested that the membership of the Arts Commission be increased as there is a need for additional help by the Commission.

A draft resolution is attached.

RECOMMENDATION: Approval of a resolution increasing the number of members on the Arts Commission from 15 members to 19 members.

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION CREATING THE
ARTS COMMISSION
OF THE VILLAGE OF HOFFMAN ESTATES

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

Section 1: That the Arts Commission of the Village of Hoffman Estates be and the same is hereby created as follows:

A. ARTS COMMISSION

There is hereby created the Arts Commission of the Village of Hoffman Estates.

B. MEMBERSHIP

The Arts Commission shall consist of nineteen (19) members, and the Village Clerk shall serve as an ex-officio member.

C. HOW APPOINTED – QUALIFICATIONS

The members of said Commission shall be appointed by the President with the consent of the corporate authorities voting jointly. Members of the Arts Commission shall be residents of or employed in the Village of Hoffman Estates.

D. TERMS OF OFFICE

Ten (10) members of the Arts Commission shall be appointed for a term of two (2) years expiring upon an even year and nine (9) members of the Commission shall be appointed for a term of two (2) years expiring upon an odd year. Members shall serve for such period or until their respective successors are appointed. Vacancies for any unexpired terms shall be filled in the same manner as herein provided by the original appointment.

E. CHAIRMAN & VICE-CHAIRMAN

The Village President shall appoint a Chairman and a Vice-Chairman of the Arts Commission with the advice and consent of the corporate authorities voting jointly.

F. DUTIES OF THE ARTS COMMISSION

1. Encourage, support and promote the Arts.
2. Develop an active awareness and appreciation of the Arts.
3. Ensure that all citizens of Hoffman Estates get the fullest benefit of the artistic program available through the Commission.
4. Take an active role in showcasing works and performance of artists to the general public on an annual basis.
5. Coordinate with the Youth Commission, the Cultural Awareness Commission, the Commission for Senior Citizens, the Commission for Disabled Citizens, and the Platzkonzert Commission ideas and programs affecting the Arts in the community.
6. Establish priorities and special projects and solicit volunteers to assist in said projects.
7. Create subcommittees, composed of members or non-members of said Commission, to aid and assist in the work of the Commission.

G. ASSISTANCE

The Village Manager and the Village Clerk are hereby directed to provide such guidance and counsel to the Arts Commission as may be required or requested from time to time.

H. COMPENSATION OF MEMBERS

The members of the Arts Commission shall receive such compensation as deemed appropriate by the President and Board of Trustees from time to time and as provided by Resolution of the President and Board of Trustees.

I. BUDGET

The budget shall be determined as the President and Board of Trustees deem appropriate.

J. REPORTS

The chairman of the Arts Commission shall submit to the President and Board of Trustees an annual written report of the activities of said Commission by January 1 and July 1 of each year. The Commission shall keep a written record of all official meetings.

Section 2: That this Resolution 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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2017

Village President

ATTEST:

Village Clerk

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of a resolution relating to participation by elected officials in the Illinois Municipal Retirement Fund

MEETING DATE: August 7, 2017

COMMITTEE: General Administration & Personnel Committee

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

PURPOSE: Request approval of a resolution relating to participation by elected officials in the Illinois Municipal Retirement Fund.

BACKGROUND: The Village received notification from the Illinois Municipal Retirement Fund (IMRF) requesting the Village pass a recertification resolution by September 1, 2017 affirming that selective elective positions meet the 1,000 hours per year minimum hourly standard. If the Village does not pass the resolution, the IMRF will discontinue all elected officials from the pension program.

DISCUSSION: Historically, the Mayor and Village Clerk have met the 1,000 hour standard and intend to continue to perform their duties at or above the IMRF standard. If the Board determines an elective position requires performance of 1,000 hours or more per year, those hours become a requirement of the office and an obligation that the elected official must perform.

The Trustees' participation in the retirement program has always been optional. In the future, in order for any Trustee to participate in the retirement program, it will be necessary for the Village Board to pass a resolution requiring all Trustees to dedicate at least 1,000 hours per year in the performance of their duty. If that is done, the 1,000 hours per year requirement will not be optional and will become a mandatory obligation of all Trustees.

Even though Trustees have often met or exceeded this 1,000 hour standard by requiring Trustees to serve a minimum number of hours as a condition of holding office, the Village might be limiting the number of residents willing to seek and accept what is a public service part-time position.

RECOMMENDATION: Recommend the Board adopt a requirement that the Village President and Village Clerk perform their elective duty at least 1,000 hours per year.

RESOLUTION NO. _____ - 2017

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION RELATING TO PARTICIPATION
BY ELECTED OFFICIALS IN THE
ILLINOIS MUNICIPAL RETIREMENT FUND

WHEREAS, the Village of Hoffman Estates is a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, the Village of Hoffman Estates' IMRF Identification Number of 04425; and

WHEREAS, elected officials may participate in the Illinois Municipal Retirement Fund if they are in positions normally requiring performance of duty for 1,000 hours or more per year; and

WHEREAS, this governing body can determine what the normal annual hourly requirements of its elected officials are, and should make such determination for the guidance and direction of the Board of Trustees of the Illinois Municipal Retirement Fund.

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

Section 1: The corporate authorities of the Village of Hoffman Estates finds the following elected positions qualify for membership in IMRF:

<u>Title of Elected Position</u>	<u>Date Position Became Qualified</u>
Village President	May 1, 1973
Village Clerk	September 1, 2007

Section 2: There are no set hourly requirements for the elected position of Trustee.

Section 3: This Resolution 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



SPECIAL MEMORANDUM #337

Date: March 3, 2017

To: Authorized Agents of Employers with Compensated Elected Officials
Participating in IMRF

Subject: IMRF Board Resolution 2017-02-13 for Elected Officials' Participation in IMRF

The IMRF Board of Trustees has adopted Board Resolution 2017-02-13, requiring recertification of IMRF eligibility every two years for all elected positions.

This new Board rule requires all governing bodies of units of government with elected positions participating in IMRF to pass new resolutions re-affirming that the positions meet the IMRF hourly standard (either 600 or 1,000 hours per year). Hours spent at meetings, preparing for meetings, in the office, and actually conferring with constituents are counted as performance of duty and may be included in the IMRF hourly standard. Hours spent on-call or otherwise informally available to constituents *do not* count as performance of duty and should not be included in the IMRF hourly standard.

Regardless of the date of any existing IMRF resolution regarding eligibility of elected officials, a recertifying resolution must be passed by your employer's governing body before September 1, 2017. The governing body may use IMRF Form 6.64, "A Resolution Relating to Participation by Elected Officials in The Illinois Municipal Retirement Fund" (enclosed), or your governing body may draft and adopt its own resolution that is consistent with IMRF Form 6.64. After the resolution is adopted, it must be filed with IMRF. If IMRF does not receive a recertification, the unit of government's elected officials will no longer be eligible to participate in IMRF and will be administratively terminated by IMRF.

This IMRF Board rule was adopted because of issues related to the difficulty of determining how many hours of duty an elected position requires. Previously, IMRF required no recertification of eligibility for elected positions. If the governing body adopted a resolution for an elected position, any person holding the position could participate in IMRF, regardless of the date the resolution was passed. After IMRF began conducting employer audits, it became clear that many of the resolutions for elected positions on file with IMRF were no longer accurate statements of the hours required for the position.

The IMRF Board adopted its new rule requiring recertification of IMRF eligibility for elected positions for several reasons. First, the recertification process will give governing bodies the opportunity to review the IMRF eligibility rules that will ultimately aid their unit of government with compliance and avoid costly mistakes in enrollment. Additionally, recertification will streamline the IMRF audit process because IMRF's auditors will be able to rely on the accuracy of the recertification without requiring additional documentation. Finally, recertification will take into account modernization and legislative enactments as it recognizes that required hours of duty of an elected position can—and do—change over time as technology and legal requirements evolve.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: August 7, 2017

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Director of Finance

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

BACKGROUND: All municipalities within Illinois are subject to the Illinois Local Records Act, which sets forth rules as to what public records can be disposed of and when. In Illinois, no public records may be disposed of without the approval of the appropriate records commission.

The last annual disposal of records was done in 2016 per Village policy and state statute.

DISCUSSION: The attached list shows all of the items that we are currently able to dispose of. All documents approved for disposal, including those that are of a confidential nature (i.e. containing social security numbers, etc) will be physically destroyed.

It should be noted that only documents that are not required to be retained permanently are part of this disposal listing. Upon Village Board approval, this application will be sent to the Secretary of States Office – Local Records Unit for approval. The items will not be disposed of until after October 1, 2017 which meets the State's 30-day requirement (30 days after final Village Board approval).

It is our intent to continue to annually submit applications for disposal to the State and bring those items before the Village Board for approval.

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

ATTACHMENT

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:024C

To: Local Records Commission
 Illinois State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

COUNTY: Cook

FROM: Village of Hoffman Estates
 Agency Division

ADDRESS: 1900 Hassell Road
 Street, P.O. Box

Hoffman Estates, IL 60169
 City, Zip Code

TELEPHONE: (847) 843-4802

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accounts Payable & Receivable (Includes Check Copies, Delivery Tickets, Etc.)	2009	12
3	Administrative Correspondence	2015	10
4	Alarm Logs from the Pumping Station	2013	.5
6	Annual Budget for Village	2009	.5
7	Annual Water Use Audit	2006	.5
8	Application for Pet License	2014	.5
9	Appraisals	2013	.5
10	Auction Records	2009	.5
12	Backflow Prevention Records	2013	.5
13	Bid Records	2006	1
17	Business Licenses	2014	1
18	Cable Television Records	2013	.5
19	Cancelled Bonds and Coupons	2014	.5
20	Cancelled Checks, Bank Statements, and Deposit Records	2009	.5
21	Cash Receipts	2014	4
22	Cash Register Tapes	2014	1
25	Certificates of Publication, Newspaper Clippings, Notices of Hearings, Etc.	2015	.5
26	Claims for Reimbursements (All Areas/ Types)	2013	.5
27	Client Counseling and Group Therapy Case Files	2011	1.5
28	Code Enforcement Complaints	2013	.5
29	Code Enforcement Complaint Logs	2014	.5
30	Collection Agency Records	2009	.5
31	Collective Bargaining Records	2001	.5
32	Community Development Block Grant Records for Residential Improvements/Repairs	2006	2
34	Confined Space Entry Permits	2011	.5
35	Construction Project Files	2006	1

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after October 1, 2017

Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized.)

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
36	Contractor's Bonds and Licenses	2012	.5
37	Contractors's Licenses and Permit Bond	2013	.5
38	Contracts, Leases and Agreements	2006	.5
39	Customer Mail-In Meter Cards (Self Reading)	2015	.5
40	Daily Inspection Schedules	2014	.5
41	Delinquent Account Files	2009	.5
44	Election Records	2015	.5
45	Elevator Inspections	2011	.5
47	Employment Applications and Supporting Documents	2014	3
48	Employment Eligibility Verification Form 1-9	2013	.5
49	Engineering Studies/Traffic	2009	.5
50	E.E.O.C. Reports	2011	1
52	Food and Beverage Sales Tax Records	2009	.5
53	Foreclosure Notices	2015	1
54	Freedom of Information Act Requests and Denials	2014	.5
55	Gas/Fuel Tickets	2013	.5
56	Grant Records	2013	.5
57	Health Department Inspection	2014	.5
58	Home Town Awards	2015	.5
59	Hydrant and Valve Records (Flushing and Flow Tests)	2013	.5
60	I.E.P.A. Operating Permits	2011	1
62	Immunization Charts and Consent Records	2011	1
63	Insurance Policies and Claims	2009	.5
64	Insurance Records	2013	.5
65	Inventories of Equipment	2014	.5
66	Investment Records	2009	.5
67	Job Descriptions	2011	2
68	Journal Entries	2009	1
69	J.U.L.I.E. Records	2015	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
70	Kid Care and Family Care Records	2011	.5
71	Ledgers and Journals (All Types)	2009	.5
72	Legal Case Files/Lawsuits (Not Opinions)	2013	.5
75	Liquor License Records	2014	.5
76	List of Counseling Cases	2014	.5
78	Material Safety Data Sheets	2006	.5
79	Medicare/Medicaid Public Aid Recipient Records (Invoices and Correspondence)	2015	.5
80	Metropolitan Sanitary District Records	2006	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2014	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2009	1
83	Motor Fuel Tax Records	2006	.5
85	O.S.H.A. Logs	2011	.5
86	Official's Oaths of Office	2014	.5
88	Parade Applications	2015	.5
89	Parking Tickets	2015	2
91	Permits to Use Public Right-of-Way	2014	.5
92	Personnel Action Notices/Payroll Change Notices	2014	.5
98	Project Development Files	2006	2
99	Pumpage Records (Annual)	2006	.5
100	Purchase Orders	2014	1
102	Real Estate Transfer Tax Declarations	2009	2
103	Request for Verification of Employment	2015	.5
104	Sewer and Water Pressure Test Results	2011	.5
105	Sick and Vacation Accrual Records	2014	.5
106	Sidewalk Relocation Records	2006	.5
107	Snow Plowing Records	2014	.5
108	Special Assessment Records	2009	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
109	Special Event Applications and Certificates of Insurance	2013	.5
110	Staff Daily Work Schedules	2014	.5
111	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL-1099's, Etc.)	2009	.5
112	Statement of Economic Interest Lists	2014	.5
114	Tax Levy Records	2009	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2014	2
116	Tree Planting Records	2014	.5
117	Tree Spraying Logs	2014	.5
121	Vehicle License Applications (Only for Trucks)	2014	.5
122	Vendor Lists	2015	.5
123	Vehicle and Equipment Maintenance Logs	2015	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2015	.5
125	Village Meeting Packets (All Areas)	2015	1
127	Village Surveys	2015	1
128	Volunteer and Intern Records	2011	.5
129	Wage Surveys	2015	.5
130	Water Bill Paid Stubs	2015	24
131	Water Billing Customer Account Records	2009	.5
132	Water Billing Reports	2014	.5
134	Water Level Reports	2013	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2015	4
136	Water Meter Readings	2014	.5
137	Work Sheets/Papers	2014	1
138	Workers' Compensation Records	2009	2

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Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

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VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: July 27, 2017

Citizen Segments

This month the Citizen covers: The Sunderlage Open House, Park District Senior Center, Senior Commission Presentation and the activities of Health and Human Services.

Citizen Segments and Programs in development:

Fit America
Summer Sounds
National Night Out
Heart of H.E.
Senior Luncheon

Franchise Renewal

The organizational meeting is July 28th.

Fourth of July Parade

Runs through the month of July.

Day in the Life of the Police Department

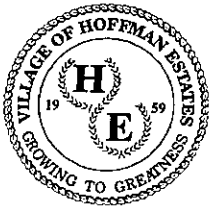
Runs through the month of July.

Concerts

The Spring Choral Concert and Summer Sounds Concerts are running.

Complaints/Inquiries

There were no new complaints and none outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2017

Staffing Activity

New Starts: 8 – Firefighter/Paramedic (4)
Police Officer (2)
Weekend ASO
Temporary Admin. Staff Asst.

Separations: 8 – Customer Service Supervisor
Cable TV Assistant
Administrative Assistant
Staff Assistant
Administrative Intern
PW Seasonal (3)

Transfers: 0

Retirees: 3 – Police Officer
Police Lieutenant
Maintenance II

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	332 current
	Part Time Employees	68 budgeted	66 current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	24 budgeted	8 current
	Paid Interns	6 budgeted	5 current

Month & Year-to-Date Activity:

0 Seasonal with	11 for year
0 Promotions with	7 for year

8 Separations with	21 for year
3 Retirements with	9 for year
0 Transfer with	1 for year

Recruitment Activity

IS Specialist – IS Dept. Posted 6/30/2017. The position was posted on the Village website and social media, Indeed job board, GMIS website, several college job boards and Village broadcast email. Applications received by July 24th were forwarded to the Department Director for review at the end of July.

Weekend ASO – Police Dept.

Candidates from recent ASO I recruitment were called regarding open Weekend ASO position. An offer was made to one candidate. She accepted and completed pre-employment screening. She started July 21, 2017.

Crossing Guard – Police

Posted 6/27/2017. Position posted on the Village website, social media, and electronic boards. Applications are being forwarded to the Traffic Sergeant as they are received. One interview is scheduled for August 4, 2017.

Administrative Assistant - Fire

This position was posted on 7/26/2017. The position was posted on the Village website and social media and broadcast email. Applications will be forwarded to the interview team for review after the deadline.

Pt Clinic Nurse – HHS Dept.

The position was posted on the Village website and social media. Applications were forwarded to the Nursing Supervisor for review. One applicant was interviewed and offered the position. She accepted and successfully completed the pre-employment screening. She is scheduled to start on August 7, 2017.

Cable TV Assistant - General Government

Posted 07/17/2017. The position was posted on the Village website and social media. Applications will be forwarded to the Cable TV Coordinator as they are received. Cable TV Assistant interviewed one candidate on July 7, 2017. An offer was made and the candidate accepted. He is currently completing pre-employment screening and is expected to start in August.

**Asst. Dir. Of Building & Code Enforcement –
Development Services Dept.**

Posted internally 07/17/2017. The position was posted on the Village website, social media, I-ACE and ICC job board, Public Salary and ILCMA/IAMMA website. Applications will be forwarded to the interview team to begin screening after August 7, 2017.

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

N/A

Personnel/Benefits/Employee Services

- Director of HRM, as Past Chair of the IPBC, attended the IPBC Executive Board meeting.
- Director of HRM held several personnel meetings.
- Director of HRM and Deputy Village Manager concluded investigation of personnel issue.
- HRM Staff met with Emergency Operations Coordinator on training.
- HRM Staff with IS staff met regarding an online employee benefits application program.
- 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 one positive result.
- Attended a meeting related to the potential creation of a municipal insurance pool.
- Spoke with the Village's insurance broker to develop strategies for the 2018 renewal.
- Conducted meetings with staff related to a high exposure workers' compensation claims.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continued 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.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

JULY 2017

RECRUITMENTS

POSITION TITLE: Clinic Nurse
DEPARTMENT: Health & Human Services
DATE POSTED: 05/24/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 2 applications received to date
STATUS: The position was posted on the Village website and social media, Applications were forwarded to the Nursing Supervisor for review. One applicant was interviewed and offered the position. She accepted and successfully completed the pre-employment screening. She is scheduled to start on August 7, 2017.

POSITION TITLE: Crossing Guard – Whiteley School
DEPARTMENT: Police
DATE POSTED: 06/27/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 applications received
STATUS: Position posted on the Village website, social media, and electronic boards. Applications are being forwarded to the Traffic Sergeant as they are received. One interview is scheduled for August 4, 2017.

POSITION TITLE: Administrative Assistant
DEPARTMENT: Fire Dept.
DATE POSTED: 07/26/2017
AD DEADLINE: 08/20/2017
APPLICATIONS REC'D: 20 applications received to date
STATUS: The position was posted on the Village website and social media and broadcast email. Applications will be forwarded to the interview team for review after the deadline.

POSITION TITLE: Cable TV Assistant
DEPARTMENT: General Government
DATE POSTED: 07/17/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 application received to date
STATUS: The position was posted on the Village website and social media. Applications will be forwarded to the Cable TV Coordinator as they are received. Cable TV Assistant interviewed one candidate on July 7, 2017. An offer was made and the candidate accepted. He is currently

completing pre-employment screening and is expected to start in August.

POSITION TITLE: IS Specialist
DEPARTMENT: IS Dept.
DATE POSTED: 06/30/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 123 applications received to date
STATUS: The position was posted on the Village website and social media, Indeed job board, GMIS website, several college job boards and Village broadcast email. Applications received by July 24th were forwarded to the Department Director for review at the end of July.

POSITION TITLE: Assistant Director of Building & Code Enforcement
DEPARTMENT: Development Services
DATE POSTED: 07/17/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 6 applications received to date
STATUS: The position was posted on the Village website, social media, I-ACE and ICC job board, Public Salary and ILCMA/IAMMA website. Applications will be forwarded to the interview team to begin screening after August 7, 2017.

NEW STARTS

POSITION TITLE: Firefighter/Paramedic (4)
DEPARTMENT: Fire
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Four new Firefighters started with the Village on July 10, 2017.

POSITION TITLE: Police Officer (2)
DEPARTMENT: Police
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Two new Police Officers started with the Village on July 31, 2017.

POSITION TITLE: Weekend ASO
DEPARTMENT: Police Dept.
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Candidates from recent ASO I recruitment were called regarding open Weekend ASO position. An offer was made to one candidate. She accepted and completed pre-employment screening. She started July 21, 2017.

SUMMARY OF EMPLOYMENT ACTIVITY July 2017

	<u>Total Number</u>	<u>Position</u>
New Starts	8	Firefighter/Paramedic (4) Police Officer (2) Weekend ASO Temporary Admin. Staff Asst.
Separations	8	Customer Service Supv. Cable TV Assistant Administrative Assistant Staff Assistant Administrative Intern PW Seasonal (3)
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	3	Police Officer Police Lieutenant Maintenance II
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Crossing Guard Clinic Nurse
Separations	0	
Promotions	2	Police Lieutenant Police Sergeant
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Police Officer
New Positions	0	
Eliminated Positions	0	

2017 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	339	332
PART TIME EMPLOYEES	68	66
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	24	8
INTERNS (PAID)	6	5
TOTAL	438	412

Total Vacancies:

Full Time

Budgeted – Posted	3	Assistant Dir. Of Code Enforcement IS Specialist Administrative Assistant
Budgeted - Not Posted	8	Assoc. Corporation Counsel Customer Service Supervisor Fire Lieutenant Fire Captain (2) Police Officer (2) Rental & Property Maint. Supervisor
TOTAL FULL TIME	11	

Part Time

Budgeted – Posted	2	Crossing Guard Cable TV Assistant
Budgeted-Not Posted	2	Plumbing Inspector Staff Assistant
TOTAL PART TIME	4	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	149	1384
Part Time – Response to Recruitments	3	573
Seasonal Applicants	0	91
Unsolicited Applications/Walk-In	3	10
TOTAL	155	2,059

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JULY 2017**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Ben Olson	07/10/2017	Firefighter Paramedic	TBD promotion replacing R. Wellhausen
Matt Bracken	07/10/2017	Firefighter Paramedic	Brad Custer
Jared Diehs	07/10/2017	Firefighter Paramedic	Anthony Stazzone
Vinnie Bava	07/10/2017	Firefighter Paramedic	Jeff Reich
Gary Jones	07/31/2017	Police Officer	Suzanne Levin
Joe Jennings	07/31/2017	Police Officer	Jim Murre

Elizabeth Harkins	07/21/2017	Weekend ASO	Dolores Harrington
Nancy Snyder	07/25/2017	Temp. Admin Staff Asst	NA

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Ariel Jordan	07/06/2017	Customer Service Supv.	Separation
Cathie Bloss	07/07/2017	Police Officer	Retired
Mike Raucci	07/10/20217	Police Lieutenant	Retired
Kyle Smith	07/17/2017	Cable TV Assistant	Resigned
Carrie Richert	07/25/2017	Admin. Assistant	Resigned
Jordan Lester	07/26/2017	Administrative Intern	Resigned
Michael Baureis	07/27/2017	PW Seasonal	End of Assignment
Sara Van Dahm	07/28/2017	PT Staff Assistant	Resigned
Zack Quiroz	07/28/2017	PW Seasonal	End of Assignment
Andrew Gray	07/28/2017	PW Seasonal	End of Assignment
Michael Daly	07/31/2017	Maintenance II	Retired

PROMOTIONS

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

TRANSFERS

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

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>
Colleen Monn	07/20/2017	HHS Intern – Unpaid	End of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
JULY 2017**

# Anniversaries	<u>6</u>
# Interviews conducted during month	<u>1</u>
# Orientations conducted during month	<u>8</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2017

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	187,543.20	112,458.53	75,084.67	187,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	112,458.53	75,084.67	187,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	112,458.53	75,084.67	187,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	187,543.20	112,458.53	75,084.67	187,543.20	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: 06/30/2017

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: 06/30/2017

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: 06/30/2017

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: 06/30/2017

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: 06/30/2017

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: 06/30/2017

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	36.4%
10	700	Patrol (Dept)		15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2017

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	17,690.70	265,360.50		265,360.50	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	13,527.26	568,144.90		568,144.90	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	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	65,503.51	208,539.97	53,474.08	262,014.05	35.5%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.1%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	1	14	31,775.59	423,159.78	53,474.08	476,633.86	64.6%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	31.4%
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	32.2%
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	0.4%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	5	6	19%	1	30	23,814.70	684,781.64	53,474.08	738,255.72	100.0%
Totals for 2011 Claims:				31	100.0%	20	5	6	19%	1	30	23,814.70	684,781.64	53,474.08	738,255.72	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: 06/30/2017

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	214,040.72	23,312.96	237,353.68	53.3%
13	3	Fire (Sub-Loc)	14	35.9%	9	3	2	14%	2	12	20,674.72	244,939.25	44,506.76	289,446.01	65.0%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	4	8	10,359.87	101,510.46	22,807.96	124,318.42	27.9%
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	9,650.21	102,644.83	22,807.96	125,452.79	28.2%
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	11,414.25	377,841.01	67,314.72	445,155.73	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	6	33	11,414.25	377,841.01	67,314.72	445,155.73	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: 06/30/2017

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	341,526.00	30,910.28	372,436.28	58.3%
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	9.2%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	2	16	23,940.68	388,838.12	42,094.06	430,932.18	67.5%
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%	0	16	12,041.83	192,669.28		192,669.28	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%	0	18	10,779.50	194,031.06		194,031.06	30.4%
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%	2	47	13,037.75	596,755.79	42,094.06	638,849.85	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	2	47	13,037.75	596,755.79	42,094.06	638,849.85	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%	1	8	29,343.07	227,300.17	36,787.42	264,087.59	61.9%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	2	4	13,058.82	40,987.08	37,365.84	78,352.92	18.4%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	3	12	22,829.37	268,287.25	74,153.26	342,440.51	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: 06/30/2017

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of			Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
									Lgl	Open	Clsd					
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	2	6	21%	4	25	14,711.21	330,908.79	95,716.22	426,625.01	100.0%
Totals for 2015 Claims:				29	100.0%	21	2	6	21%	4	25	14,711.21	330,908.79	95,716.22	426,625.01	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	0	3	466.15	1,398.44		1,398.44	0.2%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	2	2	52,598.90	75,678.15	134,717.45	210,395.60	37.4%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	30,256.29	77,076.59	134,717.45	211,794.04	37.7%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	2	14	18,271.58	149,960.13	142,385.21	292,345.34	52.0%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	1.3%
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	16,644.36	157,213.22	142,385.21	299,598.43	53.3%
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	3.1%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.16	23,754.47		23,754.47	4.2%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	1.2%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,388.07	48,268.73		48,268.73	8.6%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	2,371.46	2,371.46		2,371.46	0.4%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	4	33	15,190.07	284,930.00	277,102.66	562,032.66	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	4	33	15,190.07	284,930.00	277,102.66	562,032.66	100.0%
17	303	Emergency Medical Service	(Dept)	4	44.4%	2	1	1	25%	4	0	7,282.29	241.58	28,887.58	29,129.16	95.8%
17	3	Fire	(Sub-Loc)	4	44.4%	2	1	1	25%	4	0	7,282.29	241.58	28,887.58	29,129.16	95.8%
17	700	Patrol	(Dept)	2	22.2%	2	0	0	0%	0	2	442.81	885.61		885.61	2.9%
17	701	Investigations	(Dept)	1	11.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	7	Police	(Sub-Loc)	3	33.3%	3	0	0	0%	0	3	295.20	885.61		885.61	2.9%
17	804	Forestry	(Dept)	2	22.2%	2	0	0	0%	1	1	197.94	395.87		395.87	1.3%
17	8	Public Works	(Sub-Loc)	2	22.2%	2	0	0	0%	1	1	197.94	395.87		395.87	1.3%
17	01	Village of Hoffman Estates	(Loc)	9	100.0%	7	1	1	11%	5	4	3,378.96	1,523.06	28,887.58	30,410.64	100.0%

EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 06/30/2017

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:		9	100.0%	7	1	1	11%	5	4	3,378.96	1,523.06	28,887.58	30,410.64	100.0%
250	Village of Hoffman Estates	796		527	132	137		25	771	13,834.03	10,362,600.27	649,289.01	11,011,889.28	

Open Medical: 3
 Open Comp: 2
 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 Community Engagement Report*
DATE: Wednesday August 2, 2017 (covers June 7 – August 7)

General administration: The Mayor's office regularly receives invitations to events, mail or email correspondence regarding a variety of issues, responses which need to be coordinated with Mr. Norris and department heads, and requests for legislative response depending on the issue. The Office also receives occasional phone, email and written requests to meet with officials and staff on various projects or other issues; meetings which are organized through me. These are on-going functions. I typically attend meetings that involve community organizations or other areas of similar interest. (Other duties as needed.)

PARTNERSHIPS

School Supplies: Both Schaumburg Township and the Hoffman Estates Chamber of Commerce have conducted school supply drives for area students. I've been in contact with both groups to help get the word out to Village constituents. Mayor and elected officials were invited to attend the "Pack the Bus event on August 5 at Target in Schaumburg to support this effort.

I'm anticipating John Muir Literacy Academy to coordinate with the Rotary Club of Schaumburg/Hoffman Estates and local Girl Scout troops to collect supplies needed by the students and the school. Personal hygiene supplies as well as gym equipment for each class are needed for the year. A report will follow once the collections have been passed on to the school.

Butterfly Garden: The Rotary Club of Schaumburg / Hoffman Estates officially handed over the Butterfly Garden to the Children's Advocacy Center. A photo op was held on June 8 prior to construction of the garden and a final photo was taken at the unveiling of the garden on July 15. A ribbon cutting is expected in the near future which will be coordinated with the Chamber. CAC asked me for information on groups that might be interested in helping to maintain the garden. They will be in touch with Lillian Clinton from the Senior Commission as well as others.

Disability Picnic: Schaumburg Township held a successful picnic for residents with disabilities on July 15. This annual event was well attended and open to the public. I assisted the Township in connecting with the Girl Scouts to create centerpieces for the Township's "Under the Sea" theme.

Windy City Bulls: I met with Shannon Jones, the new Community Relations representative for WCB. We spoke about a number of initiatives and organizations within the Village. I'll continue to keep apprised of their activities and attempt to keep us involved whenever possible.

ON-GOING INITIATIVES

Communication/Writing/Social Media: July and August citizen column submitted. Continue to work collaboratively with Suzanne on social media and communications for community and general village events.

Volunteers: successfully recruited volunteers to fill more than 100 shifts for the Northwest Fourthfest.

Heart of Hoffman Estates – coordinated with the Park District and the Children’s Advocacy Center to film segments for June and July Heart of Hoffman Estates. (Considering options to revamp the format of HOHE.)

Wine Wednesday: Wine Wednesday continues to be a success for the Village and for local businesses. Recently Garsillo’s and the Beer Garden at Village Green hosted WWs. Turnout is consistent and new people come out for the event each month. We currently have over 950 members on our Meetup Group.

Travel: Coordinated USCM Miami trip for Mayor McLeod. Working on securing trip details for the upcoming National League of Cities Summit in November.

Proclamations/Great Citizen Awards: Darin Felgenhauer Day (20 Years Service) and District 211 students (6/19), Eagle Scout Niko Soriano Day (6/24), Michael Raucci Day (30 Years Service) and National Parks and Recreation Month (7/3), His Holiness Mahant Swami Maharaj Day (7/16), Kevin O’Keefe Day (35 Years Service), Thomas Burnitz Day (25 Years Service), James Finn Day (25 Years Service) and Americans With Disabilities Act Day (7/17), Eagle Scout William Squires IV Day (8/4), National Play Ball Month, Book Lover’s Day and Senior Appreciation Month (8/7), Cub Scout Pack #297 Great Citizen Awards (8/7).

EVENTS / MEETINGS / RECEPTIONS (Board Attended)

CAC Photo Op / Butterfly Garden	June 8
Flag Day Picnic	June 9
HECPAA Volunteer Awards Ceremony	June 12
Hoffman Walks Filming	June 17
Walk-Out Ceremonies / FF	June 17 / 18
Block Party	June 17
Trustee Dinner	June 19
Park Board Ribbon Cutting	June 20
NWMC Gala	June 21
USCM Miami	June 22 – 26 (Mayor McLeod)
CAC 5K Walk	June 25
Palatine Township Blue Ribbon Presentation	June 26 (Trustee Pilafas)
Clearbrook Volunteer Dinner	June 27 (Mayor McLeod)
Wine Wednesday at Garsillo’s	June 28
Northwest Fourthfest	June 30 – July 4
Fourth of July Parade	July 4
Midwest Philharmonic Orchestra visit	July 7
CAC Butterfly Garden unveiling	July 14
Coffee with the Board	July 15
CUB presentation	July 15
Sch. Township Disability Picnic	July 15
Block Party	July 15
Relay for Life Event	July 15 (Trustee Newell)
BAPS event	July 16 (Mayor McLeod)
CAC Golf Outing	July 17 (Trustee Stanton, Trustee Pilafas)
Our Lady of Angels presentation (Sen. Comm)	July 19
Fit America Fest	July 22
Wine Wednesday	July 26
Newly Elected Officials Institute (NWMC)	July 26 (Trustee Arnet)

Streamwood Summer Parade	July 29
Barrington Square picnic	July 29
Block Party	July 29
Wingfest	July 30 (Mayor McLeod)
PAWS Chicago meeting	July 31 (Mayor McLeod)
National Night Out	August 1
Pack the Bus event	August 4
William Squires Eagle Court of Honor	August 4
Party in the Park	August 5
Block Party	August 5
Trustee Dinner	August 7
Police Promotions Reception	August 7

EVENTS / MEETINGS / RECEPTIONS (Director of Ops Attended)

CAC Butterfly Garden photo	June 8
Village Customer Service Training	June 13
Management Team Meeting	June 20
CAC Stewardship Committee Meeting	June 20
Wine Wednesday / Garsillo's	June 28
Committee Meetings	July 3
Windy City Bulls meeting	July 6
Committee Meetings	July 17
Newly Elected Officials Institute (NWMC)	July 26 (and August 9) with Trustee Arnet
Met with Sch. Communications Director	July 27
NWMC Communicators Group Meeting	August 1

*Working on making connections with the VA Clinic in Hoffman Estates and representatives from Willow Creek Community Church.

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