

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**October 9, 2017**

*Immediately Following Special Village Board Meeting*

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**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 – September 11, 2017**

**NEW BUSINESS**

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

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

September 11, 2017

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Peter Gugliotta, Director of Planning  
Kevin Kramer, Econ. Dev. Coordinator  
Mike Hankey, Director of Transportation  
Ted Bos, Police Chief  
Patrick Seger, Director of HRM  
Monica Saavedra, Director of HHS  
Fred Besenhoffer, Director of IS  
Joe Nebel, Director of Public Works  
Jeff Jorian, Fire Chief  
Rachel Musiala, Director of Finance  
Bev Romanoff, Village Clerk  
Patti Cross, Asst. Corporation Counsel  
Suzanne Ostrovsky, Asst. Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:10 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of August 7, 2017. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Request acceptance of the Cable TV Monthly Report.**

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

**2. 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.

**3. Request acceptance of Legislative Operations and Outreach Monthly Report.**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve 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 7:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

# VILLAGE OF HOFFMAN ESTATES

## Memo

To: Jim Norris  
From: Bruce Anderson  
Regarding: Cable TV Report  
Date: October 4, 2017

### **Citizen Segments**

This month the Citizen covers: Platzkonzert, Fire and Ice, Ace Hardware, Senior Square Dancing, Wausau Homes and Health and Human Services.

### **Citizen Segments and Programs in development:**

Heart of H.E.  
Senior Luncheon  
D. 211/54 Orchestra Concert  
HE Museum Program: 100 Years of Education  
HEHS Fall Choir Concert  
HEHS Sounds of the Stadium Concert

### **Sports**

Football continues through Oct. 20<sup>th</sup> and then breaks for the play offs before shifting to basketball in late November.

### **Sept. 11 Remembrance**

Is nearing the end of its run.

### **Local Heroes**

Is also nearing the end of its run.

### **Concerts**

The D. 211/54 Orchestra Concert should begin airing the week of Oct. 9.

### **Complaints/Inquiries**

There were no new complaints and none outstanding.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

September 2017

#### Staffing Activity

New Starts: 3 – Pre-Doctoral Intern (2)  
Crossing Guard

Separations: 2 – Police Officer  
Crossing Guard

Transfers: 0

Retirees: 0

Promotions: 1 – Tech Support Specialist to IS Specialist

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	331 current
	Part Time Employees	68 budgeted	67 current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	24 budgeted	1 current
	Paid Interns	6 budgeted	2 current

#### Month & Year-to-Date Activity:

0 Seasonal with	11 for year
1 Promotions with	10 for year
2 Separations with	34 for year
0 Retirements with	10 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. Seven candidates were interviewed between August 21 and August 25. Offer was made to an internal candidate. He accepted and started in the new position on September 18, 2017.

### **Crossing Guard – Police**

Posted 8/4/2017. 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 was scheduled and candidate was offered the position. She accepted, completed pre-employment screening and started on September 11, 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 were forwarded to the interview team for review after the deadline. Eight candidates were chosen for skills testing. Six advanced to interviews – which will be scheduled the first week of October.

### **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 were forwarded to the interview team for review. This recruitment was put on hold for 2017.

### **Rental Program & Property Maintenance Supervisor – Development Services Dept.**

Posted 09/20/2017. The position was posted on the Village website, social media, I-ACE and ICC job board, Public Salary and Indeed job board. Applications will be forwarded to the interview team for screening after October 9th.

### **Maintenance II Crew Leader – Public Works Dept.**

Posted internally for Teamster members August 24, 2017. Five applications received. Applications were forwarded to the PW Director after the deadline. Candidates completed skills testing the week of September 18th. Interviews began the week of September 23rd and will conclude in October.

**Customer Service Supervisor – Finance/DS Dept.**

The position was posted on the Village website and social media. 35 applications received. Applications are being reviewed by the Finance Director.

**Associate Corporation Counsel – Gen. Gov./Legal**

The position was posted on 9/27/2017 on the Village website, social media, IML and ILGLA websites, Public Salary and Indeed job board. Applications will be forwarded to the legal team for screening in October.

**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

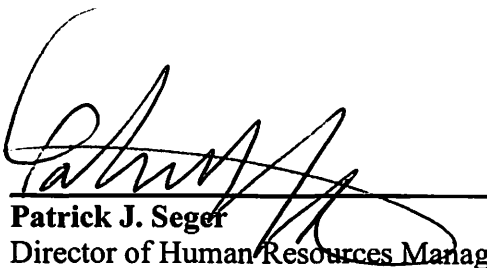
**Personnel/Benefits/Employee Services**

- As staff liaison to the Celtic Fest and Cultural Awareness Commission, the Director of HRM attended the monthly meetings.
- Director of HRM, as Past Chair of the IPBC, attended the Executive Board and IPBC Board meetings.
- Director of HRM and Assistant to the HRM Director attended training on succession planning.
- Director of HRM participated in Management Team meetings.
- Director of HRM held several personnel meetings.

- HRM Staff met regarding an online employee benefits application program and an online employment application process.
- 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.
- Coordinated a loss control visit by the Village's property insurance carrier of the Sear's Centre.
- 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 a loss control visit by the Village's property insurance carrier of Village Hall.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Handled to conclusion a minor property loss at Fire Station 23 due to lighting damage.
- 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

### SEPTEMBER 2017

#### **RECRUITMENTS**

**POSITION TITLE:** Maintenance II – Crew Leader  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 08/24/2017  
**AD DEADLINE:** 09/01/2017  
**APPLICATIONS REC'D:** 5 applications received  
**STATUS:** The position was posted internally for Teamster members. Applications were forwarded to the PW Director after the deadline. Candidates completed skills testing the week of September 18<sup>th</sup>. Interviews began the week of September 23<sup>rd</sup> and will conclude in October.

**POSITION TITLE:** Administrative Assistant  
**DEPARTMENT:** Fire Dept.  
**DATE POSTED:** 07/26/2017  
**AD DEADLINE:** 08/20/2017  
**APPLICATIONS REC'D:** 72 applications received  
**STATUS:** The position was posted on the Village website and social media and broadcast email. Applications were forwarded to the interview team for review after the deadline. Eight candidates were chosen for skills testing. Six advanced to interviews – which will be scheduled the first week of October.

**POSITION TITLE:** Customer Service Supervisor  
**DEPARTMENT:** Finance Dept.  
**DATE POSTED:** 08/31/2017  
**AD DEADLINE:** 09/17/2017  
**APPLICATIONS REC'D:** 35 applications received to date  
**STATUS:** The position was posted on the Village website and social media. Applications are being reviewed by the interview team.

**POSITION TITLE:** Assistant Director of Building & Code Enforcement  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 07/17/2017  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 23 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 were forwarded to the interview team for screening. This recruitment was put on hold for 2017.

**POSITION TITLE:** Rental Program & Property Maintenance Supervisor  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 09/20/2017  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 26 applications received to date  
**STATUS:** The position was posted on the Village website, social media, I-ACE and ICC job board, Public Salary and Indeed job board. Applications will be forwarded to the interview team for screening after October 9<sup>th</sup>.

**POSITION TITLE:** Associate Corporation Counsel  
**DEPARTMENT:** General Government/Legal  
**DATE POSTED:** 09/27/2017  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 23 applications received to date  
**STATUS:** The position was posted on the Village website, social media, IML and ILGLA websites, Public Salary and Indeed job board. Applications will be forwarded to the interview team for screening in October.

## **NEW STARTS**

**POSITION TITLE:** Pre-Doctoral Interns  
**DEPARTMENT:** Health & Human Services  
**DATE POSTED:** NA  
**AD DEADLINE:** NA  
**APPLICATIONS REC'D:** NA  
**STATUS:** Two pre-doctoral interns chosen by the department started on September 5, 2017.

**POSITION TITLE:** Crossing Guard  
**DEPARTMENT:** Police  
**DATE POSTED:** 08/04/2017  
**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 was scheduled and candidate was offered the position. She accepted, completed pre-employment screening and started on September 11, 2017.

**POSITION TITLE:** IS Specialist  
**DEPARTMENT:** IS Dept.  
**DATE POSTED:** 06/30/2017  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 124 applications received  
**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 24<sup>th</sup> were

forwarded to the Department Director for review at the end of July. Seven candidates were interviewed between August 21 and August 25. Offer was made to an internal candidate. He accepted and started in the new position on September 18, 2017.

## SUMMARY OF EMPLOYMENT ACTIVITY September 2017

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Crossing Guard Pre-Doctoral Intern (2)
Separations	2	Police Officer Crossing Guard
Promotions	1	Tech Support Spec. to IS Specialist
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	0	
Change in Status	0	

### ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	0	
Promotions	0	
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>
<b>FULL TIME EMPLOYEES</b>	<b>339</b>	<b>331</b>
<b>PART TIME EMPLOYEES</b>	<b>68</b>	<b>67</b>
<b>TEMPORARY EMPLOYEES</b>	<b>1</b>	<b>1</b>
<b>SEASONAL EMPLOYEES</b>	<b>24</b>	<b>1</b>
<b>INTERNS (PAID)</b>	<b>6</b>	<b>2</b>
<b>TOTAL</b>	<b>438</b>	<b>402</b>

**Total Vacancies:**

**Full Time**

<b>Budgeted – Posted</b>	<b>5</b>	<b>Rental &amp; Property Maint. Supervisor Administrative Assistant (Fire) Customer Service Supervisor Maint II Crew Leader Assoc. Corporation Counsel</b>
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<b>Budgeted - Not Posted</b>	<b>6</b>	<b>Fire Lieutenant Fire Captain (2) Police Officer (3)</b>
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**TOTAL FULL TIME 11**

**Part Time**

<b>Budgeted – Posted</b>	<b>0</b>	<b>0</b>
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<b>Budgeted-Not Posted</b>	<b>3</b>	<b>Plumbing Inspector Staff Assistant Tech Support Specialist</b>
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**TOTAL PART TIME 3**

**RECRUITMENT ACTIVITY**

	<u>Month</u>	<u>Year To Date</u>
<b>Full Time – Response to Recruitments</b>	<b>83</b>	<b>1543</b>
<b>Part Time – Response to Recruitments</b>	<b>0</b>	<b>575</b>
<b>Seasonal Applicants</b>	<b>0</b>	<b>91</b>
<b>Unsolicited Applications/Walk-In</b>	<b>2</b>	<b>13</b>
<b>TOTAL</b>	<b>85</b>	<b>2,223</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
SEPTEMBER 2017**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Sue Noland	09/11/2017	Crossing Guard	Evelyn Hovland
Joyce Cha	09/05/2017	Pre-Doctoral Intern	Kendall Silverstein
Erinn Kohn	09/05/2017	Pre-Doctoral Intern	Garrett Sidor

**SEPARATIONS**

<b><u>Name</u></b>	<b><u>Termination Date</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>
Evelyn Rodriguez	09/22/2017	Crossing Guard	Resigned
Brad Frost	09/19/2017	Police Officer	Resigned

**PROMOTIONS**

<b><u>Name</u></b>	<b><u>Effective Date</u></b>	<b><u>Current Position</u></b>	<b><u>New Position</u></b>
Jake Houswerth	09/18/2017	Tech Support Spec.	IS Specialist

**TRANSFERS**

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

**CHANGE IN STATUS**

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

**RECLASSIFICATION**

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

**UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY**

<b><u>Name</u></b>	<b><u>Effective Date</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>
Kamila Smyk-Jakowski	09/05/2017	Unpaid Student Therapist	Beginning of Internship
Ryan Mather	09/05/2017	Unpaid Student Therapist	Beginning of Internship
Rebecca Parry	09/05/2017	Unpaid Student Therapist	Beginning of Internship
Erin Yip	09/05/2017	Unpaid Student Therapist	Beginning of Internship
Priya Ratty	09/05/2017	Unpaid Student Therapist	Beginning of Internship
Svetlana Wang	09/05/2017	Unpaid Nursing Intern	Beginning of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION  
SEPTEMBER 2017**

<b># Anniversaries</b>	<u>7</u>
<b># Interviews conducted during month</b>	<u>5</u>
<b># Orientations conducted during month</b>	<u>10</u>

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 09/30/2017**

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	111,575.48	75,967.72	187,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	111,575.48	75,967.72	187,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	111,575.48	75,967.72	187,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	187,543.20	111,575.48	75,967.72	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: 09/30/2017

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: 09/30/2017

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: 09/30/2017

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: 09/30/2017

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%
<b>Totals for 2005 Claims:</b>				<b>53</b>	<b>100.0%</b>	<b>39</b>	<b>9</b>	<b>5</b>	<b>9%</b>	<b>0</b>	<b>53</b>	<b>5,837.74</b>	<b>309,400.11</b>		<b>309,400.11</b>	<b>100.0%</b>
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%
<b>Totals for 2006 Claims:</b>				<b>56</b>	<b>100.0%</b>	<b>34</b>	<b>12</b>	<b>10</b>	<b>18%</b>	<b>0</b>	<b>56</b>	<b>19,372.39</b>	<b>1,084,854.03</b>		<b>1,084,854.03</b>	<b>100.0%</b>
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: 09/30/2017**

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: 09/30/2017**

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%
<b>Totals for 2008 Claims:</b>				<b>64</b>	<b>100.0%</b>	<b>46</b>	<b>9</b>	<b>9</b>	<b>14%</b>	<b>0</b>	<b>64</b>	<b>8,018.67</b>	<b>513,194.96</b>		<b>513,194.96</b>	<b>100.0%</b>
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%
<b>Totals for 2009 Claims:</b>				<b>53</b>	<b>100.0%</b>	<b>33</b>	<b>11</b>	<b>9</b>	<b>17%</b>	<b>0</b>	<b>53</b>	<b>13,246.58</b>	<b>702,068.57</b>		<b>702,068.57</b>	<b>100.0%</b>
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: 09/30/2017

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%
<b>Totals for 2010 Claims:</b>				<b>42</b>	<b>100.0%</b>	<b>21</b>	<b>13</b>	<b>8</b>	<b>19%</b>	<b>0</b>	<b>42</b>	<b>13,527.26</b>	<b>568,144.90</b>		<b>568,144.90</b>	<b>100.0%</b>
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	252,249.56	9,764.49	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	466,869.37	9,764.49	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	728,491.23	9,764.49	738,255.72	100.0%
<b>Totals for 2011 Claims:</b>				<b>31</b>	<b>100.0%</b>	<b>20</b>	<b>5</b>	<b>6</b>	<b>19%</b>	<b>1</b>	<b>30</b>	<b>23,814.70</b>	<b>728,491.23</b>	<b>9,764.49</b>	<b>738,255.72</b>	<b>100.0%</b>
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	23,434.53	4,398.59	27,833.12	8.1%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 09/30/2017

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	198,915.79	4,398.59	203,314.38	59.4%
12	700	Patrol (Dept)		9	20.9%	6	1	2	22%	1	8	8,174.07	69,238.08	4,328.54	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	74,860.76	4,328.54	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	333,667.48	8,727.13	342,394.61	100.0%
		<b>Totals for 2012 Claims:</b>		<b>43</b>	<b>100.0%</b>	<b>34</b>	<b>5</b>	<b>4</b>	<b>9%</b>	<b>2</b>	<b>41</b>	<b>7,962.67</b>	<b>333,667.48</b>	<b>8,727.13</b>	<b>342,394.61</b>	<b>100.0%</b>
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%	0	8	3,862.32	30,898.53		30,898.53	6.8%
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	52.6%
13	3	Fire (Sub-Loc)		14	35.9%	9	3	2	14%	1	13	19,160.87	244,939.25	23,312.96	268,252.21	59.4%
13	700	Patrol (Dept)		12	30.8%	4	2	6	50%	3	9	12,667.18	111,311.48	40,694.65	152,006.13	33.7%
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%	3	10	11,780.04	112,445.85	40,694.65	153,140.50	33.9%
13	801	Water & Sewer (Dept)		9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.4%
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	6.5%
13	01	Village of Hoffman Estates (Loc)		39	100.0%	24	7	8	21%	4	35	11,580.76	387,642.03	64,007.61	451,649.64	100.0%
		<b>Totals for 2013 Claims:</b>		<b>39</b>	<b>100.0%</b>	<b>24</b>	<b>7</b>	<b>8</b>	<b>21%</b>	<b>4</b>	<b>35</b>	<b>11,580.76</b>	<b>387,642.03</b>	<b>64,007.61</b>	<b>451,649.64</b>	<b>100.0%</b>
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: 09/30/2017

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	31,453.02	344,637.55	32,798.73	377,436.28	59.0%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	8.5%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	1	17	23,973.26	398,719.97	32,798.73	431,518.70	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	30.1%
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	30.3%
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%	1	48	13,049.72	606,637.64	32,798.73	639,436.37	100.0%
		<b>Totals for 2014 Claims:</b>		<b>49</b>	<b>100.0%</b>	<b>35</b>	<b>8</b>	<b>6</b>	<b>12%</b>	<b>1</b>	<b>48</b>	<b>13,049.72</b>	<b>606,637.64</b>	<b>32,798.73</b>	<b>639,436.37</b>	<b>100.0%</b>
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	237,794.10	26,293.49	264,087.59	62.8%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	0	6	12,010.30	72,061.82		72,061.82	17.1%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	1	14	22,409.96	309,855.92	26,293.49	336,149.41	80.0%
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	53,200.31	21,452.96	74,653.27	17.8%
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	54,113.31	21,452.96	75,566.27	18.0%
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: 09/30/2017

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	1.5%
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%	2	27	14,494.27	372,587.46	47,746.45	420,333.91	100.0%
<b>Totals for 2015 Claims:</b>				<b>29</b>	<b>100.0%</b>	<b>21</b>	<b>2</b>	<b>6</b>	<b>21%</b>	<b>2</b>	<b>27</b>	<b>14,494.27</b>	<b>372,587.46</b>	<b>47,746.45</b>	<b>420,333.91</b>	<b>100.0%</b>
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	76,001.90	134,393.70	210,395.60	37.4%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	30,256.29	77,400.34	134,393.70	211,794.04	37.7%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	2	14	18,271.58	206,499.55	85,845.79	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	213,752.64	85,845.79	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	4,394.90	17,579.60		17,579.60	3.1%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	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	4,392.31	48,315.45		48,315.45	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	15,191.33	341,839.89	220,239.49	562,079.38	100.0%
<b>Totals for 2016 Claims:</b>				<b>37</b>	<b>100.0%</b>	<b>29</b>	<b>4</b>	<b>4</b>	<b>11%</b>	<b>4</b>	<b>33</b>	<b>15,191.33</b>	<b>341,839.89</b>	<b>220,239.49</b>	<b>562,079.38</b>	<b>100.0%</b>
17	303	Emergency Medical Service	(Dept)	5	35.7%	3	0	2	40%	3	2	6,574.40	12,866.71	20,005.31	32,872.02	89.0%
17	3	Fire	(Sub-Loc)	5	35.7%	3	0	2	40%	3	2	6,574.40	12,866.71	20,005.31	32,872.02	89.0%
17	700	Patrol	(Dept)	3	21.4%	3	0	0	0%	1	2	389.27	1,167.80		1,167.80	3.2%
17	701	Investigations	(Dept)	1	7.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	703	Tactical	(Dept)	1	7.1%	1	0	0	0%	1	0	223.18	223.18		223.18	0.6%
17	7	Police	(Sub-Loc)	5	35.7%	5	0	0	0%	2	3	278.20	1,390.98		1,390.98	3.8%
17	800	Streets	(Dept)	1	7.1%	1	0	0	0%	1	0	2,146.96	2,146.96		2,146.96	5.8%
17	804	Forestry	(Dept)	3	21.4%	3	0	0	0%	1	2	177.83	533.50		533.50	1.4%



**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 09/30/2017**

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
17	8	Public Works (Sub-Loc)	4	28.6%	4	0	0	0%	2	2	670.12	2,680.46		2,680.46	7.3%
17	01	Village of Hoffman Estates (Loc)	14	100.0%	12	0	2	14%	7	7	2,638.82	16,938.15	20,005.31	36,943.46	100.0%
<b>Totals for 2017 Claims:</b>			<b>14</b>	<b>100.0%</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>14%</b>	<b>7</b>	<b>7</b>	<b>2,638.82</b>	<b>16,938.15</b>	<b>20,005.31</b>	<b>36,943.46</b>	<b>100.0%</b>
250		Village of Hoffman Estates			801	532	131	138		22	779	13,756.88	10,540,001.22	479,256.93	11,019,258.15

Open Medical: 5  
 Open Comp: 0  
 Open Legal: 17

# 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:** Thursday, October 5, 2017

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**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:** Great news! The Windy City Bulls donated 28 new basketballs to John Muir School and are on track to donate another 24. Mayor and I picked up the equipment at Sears Arena and delivered them to Muir in late September. Rotary club may have some additional support for the school to fill additional recess equipment needs.



**Higgins Education Center:** Working with Trustee Pilafas and members of the Partners for Our Communities Board and staff to write a grant to help support the mobile expansion of the Higgins Education Center along with a customized database to track relevant information related to the HEC and its clients/donors. This grant is offered through a program called the Bloomberg Mayor's Challenge which was presented to the Office in late July. **(Grant will be submitted on October 20).**

**Mayor's Institute:** A member of the Mayor's Institute will be here on October 13 to meet with Mayor McLeod, Mark Koplin, Kevin Kramer and Jim Norris regarding the preparation for the Institute session – slated for early November. The Village Green Ad Hoc committee will be updated.

**Youth in Government:** Discussions were started earlier this year with D211 representatives regarding the possibility of introducing several students to Village operations through a structured Youth in Government program. The program has not been implemented to date; discussions continue. **(Meeting, set for October 3 was cancelled – will be rescheduled week of October 9.)**

### **School Presentations and Activities:**

**Read for the Record** – Members of the Board have been invited to participate in a program called "Read for the Record". Reading will take place at select schools on **December 1**. I'm currently working with SD54 to arrange for readers from our end. Rep. Michelle Mussman is also interested in reading.

**Frank C. Whiteley School Trunk or Treat** – PW, PD and Fire are on board to participate with vehicles at the school's Halloween program on **October 20**. They will also participate in the Higgins Education Center Halloween Trunk or Treat program on **October 25**.

### **ON-GOING INITIATIVES**

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

**Volunteers:** a successful Volunteer Dinner was held at Village Hall on September 28. More than 150 attendees enjoyed dinner and open bar from Moretti's. Thanks to all who attended!

**Heart of Hoffman Estates** – filming has been scheduled for October 17 with SD54 Foundation reps.

**Wine Wednesday:** Wine Wednesday held at Jersey's in September. Looking to Moretti's for October. To be confirmed. Turnout is consistent and new people come out for the event each month. We currently have over 950 members on our Meetup Group.

**Travel:** Working on securing trip details for the upcoming National League of Cities Summit in November and the US Conference of Mayors in January. Mayor will also travel to Indianapolis for the Mayor's Institute.

**NWMC Communications Group:** I was voted as the new chair of this group (2 year term). Next meeting will be held in January.

**Local Communicators Group:** a new group, headed up by Schaumburg staff, has been formed to include area park district, library, municipality and township reps. First meeting is slated for **October 25**. Suzanne and I will participate as we are able.

**Proclamations/Great Citizen Awards:** Chamber of Commerce Week (9/11), Jeffrey Jorian Day (35 Years Service), National Community Planning Month, Domestic Violence Awareness Month and Breast Cancer Awareness Month (9/18), David Banaszynski Day (20 Years Service), National Down Syndrome Acceptance Month, Mental Illness Awareness Week, Fire Prevention Week, National Manufacturing Day (10/2), Certificates of Appreciation were also issued to the following local Girl Scout Leaders (9/29); Kathryn McCord, Adrienne Bolbot, Alyssa Bolbot, and Selena Randecker.

## **EVENTS / MEETINGS / RECEPTIONS (Board Attended)**

Prairie Art Center Renaming	September 10
Veteran's Flag Raising	September 10
Block Party	September 10
Mayor's Challenge grant meeting	September 11 (Pilafas)
Local Heroes Ceremony (Brookdale)	September 11
9/11 Remembrance Ceremony	September 11
Trustee Dinner / B&C Interview	September 11
Committee and Board Meetings	September 11
TRUMPF Factory Grand Opening	September 12
Frank Whiteley School talk	September 12 (Mayor)
Hawks for Vets swim meet	September 14
Naturalization Ceremony	September 15
Ace Hardware Ribbon Cutting	September 15
Fremd and HEHS football games	September 15 (Arnet and Pilafas)
HEC Advisory Meeting	September 18
Village Board Meeting	September 18
Liquor License meeting	September 19
Senior Fall Luncheon	September 20
HE Chamber Golf Outing	September 21 (Stanton)
Hanover Township Day	September 21
Legislative Luncheon	September 22
Museum Program – 100 Years	September 23
Block Party	September 23
Veteran's Flag Raising	September 24
B&C Interview	September 25
Committee Meetings	September 25
Wausau Homes Ribbon Cutting	September 27
Wine Wednesday (Jersey's)	September 27
Chief Jorian – 35 Year Celebration	September 28
Volunteer Appreciation Dinner	September 28
Healing Garden (CAC) Grand Opening	September 29
Shootz & Ladderz Softball Game	September 30
Block Party (x2)	September 30
Veteran's Flag Raising	October 1
B&C Interview	October 2
Board Meeting	October 2
Economic Dev. Commission meeting	October 4

## **EVENTS / MEETINGS / RECEPTIONS (Director of Ops Attended)**

Mayor's Challenge grant meeting	September 11
Trustee Dinner	September 11
Frank Whiteley School talk	September 12 (Mayor)
Mayor's Challenge Grant Discussion	September 12
Employee Wellness Committee meeting	September 12
HEC Advisory Meeting	September 18
Management Team meeting	September 19
NWMC Communicators Meeting	September 20
Committee Meetings	September 25

Mayor's Challenge grant meeting	September 27
Wine Wednesday (Jersey's)	September 27
Chief Jorian – 35 Year Celebration	September 28
Volunteer Appreciation Dinner	September 28
Celtic Fest Meeting	October 3
Employee Wellness meeting	October 4
Mayor's Challenge grant meeting	October 5

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Jennifer Djordjevic

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