

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
January 8, 2018

Immediately Following Village Board Meeting

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 – December 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**

December 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
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Alan Wenderski, Director of Engineering
Patrick Seger, Director of HRM
Patrick Fortunato, Acting Fire Chief
Ted Bos, Police Chief
Patti Cross, Asst. Corporation Counsel
Audra Marks, Asst. Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Joseph Nebel, Director of Public Works
Ryan Johnson, Management Analyst
Suzanne Ostrovsky, Asst. Village Mgr.
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:47 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of November 13, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding 2018 Village Board and Standing Committees meeting schedule.

An item summary sheet from Jim Norris was presented to Committee.

Jim Norris addressed the Committee and noted that a decision is needed for the January 1 Board meeting and the May 28 (Memorial Day) meeting. The Committee agreed to move the January 1 Board meeting to January 8, prior to Committee meetings that evening, and to move the May 28 Committee meetings to June 4, prior to the Village Board meeting.

Motion by Trustee Mills, seconded by Trustee Gaeta, to move the January 1 Board meeting to January 8, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to move the May 28 Committee meetings to June 4, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to approval the 2018 Village Board and Standing Committee schedule, with amendments. Voice vote taken. All ayes. Motion carried.

2. Request approval of a Resolution adopting a Policy Prohibiting Sexual Harassment for the Village of Hoffman Estates.

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a Resolution adopting a Policy Prohibiting Sexual Harassment for the Village of Hoffman Estates. Voice vote taken. All ayes. Motion carried.

3. 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.

4. 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.

5. 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 7:53 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: January 3, 2018

Citizen Segments

This month the Citizen covers: Shop with a Cop, Illinois Bicentennial Flag raising, Senior Brunch, New Dawn ribbon cutting, the activities of the Dept. of Health and Human Services and Hoffman Estates Park District.

Citizen Segments and Programs in development:

Heart of H.E.
Martin Luther King Breakfast

Sports

Basketball continues through February.

Concerts

Winter concerts were covered at: Hoffman Estates High School (2), Conant (2), Fremd (2), and Schaumburg (1).

Complaints/Inquiries

There was one new complaint about a partially unburied drop that remains outstanding. It will probably not be addressed until spring, due to the cold.

There were nine complaints in 2017, a new low, down from twenty last year. Two unburied drops, two phone service problems and one each for a low hanging drop, leaning pedestal, picture problem and Internet service problem.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

December 2017

Staffing Activity

New Starts: 3 – PW Office Manager
PW Winter Seasonal
Engineering Intern

Separations: 0

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	331 current
	Part Time Employees	68 budgeted	65current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	24 budgeted	1 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

1 Seasonal with	12 for year
0 Promotions with	13 for year
0 Separations with	40 for year
0 Retirements with	14 for year
0 Transfer with	1 for year

Recruitment Activity

Office Manager – PW Dept. Posted 10/10/2017. The position was posted internally and externally on the Village website, social media and Indeed job board. Applications were forwarded to the PW Director for review after the 10/25/2017 deadline. Nine candidates were interviewed beginning November 9th. An offer was made to one candidate. She accepted and started on December 11th.

Crossing Guard/Alternate – Police

Posted 10/31/2017. Position posted on the Village website, social media, electronic boards and Indeed Job Board. Applications are being forwarded to the Traffic Sergeant as they are received. We are still searching for an afternoon Crossing Guard for the high school and for additional Alternates. Two new applications were sent to the Traffic Sergeant in December for review.

Associate Corporation Counsel – Gen. Gov./Legal

The position was posted on the Village website, social media, IML and ILGLA websites, Public Salary, Chicago legal newsletter and Indeed job board. Applications were forwarded to the interview team for screening in October for review. Met with Corporation Counsel on November 28th to finalize candidate list and discuss interview process and dates. Interviews were held on December 18th. An offer was made to one candidate. He accepted and is scheduled to start on January 29, 2018.

Water Billing Customer Service Rep – Finance

The position was posted on the Village website, social media, and Public Salary website. Applications were forwarded to the interview team for screening after the deadline. Five candidates were chosen for skills testing. Three candidates advanced to interview. Interviews were held November 27 and 29. An offer was made and the candidate accepted. It is expected that she will start the first week of January 2018.

Admin. Staff Assistant – Code/Development Services

The position was posted on the Village website and social media. Applications were forwarded to the interview team for review after the deadline.

Civil Engineering Summer Intern (3) – Development Services

The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications will be forwarded to the interview team as they are received. Four interviews were scheduled in December and more are being scheduled for January 2018.

Auxiliary Snowplow Driver (10) – Public Works

The position was posted on the Village website, electronic boards and social media. Applications are being forwarded to the Assistant Public Works Director as they are received. Three returning drivers started in December.

Winter Seasonal (4) - Public Works

The position was posted on the Village website, electronic boards and social media. Applications are being forwarded to the Assistant Public Works Director as they are received. One returning seasonal started in December.

ASO I-Part time Weekends (2) – Police

The position was posted on the Village website, Indeed job board and social media. Applications are being forwarded to the interview team as they are received. One candidate interviewed in December. An offer was made and she is currently completing pre-employment screening. It is expected that she will start in January 2018. Four new applicants were chosen by the interview team for interview. They are currently completing skills testing.

Community Health Nurse – Health & Human Services

The position was posted on the Village website, social media and Indeed job board on December 27, 2018. Applications will be forwarded to the interview team as they are received.

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

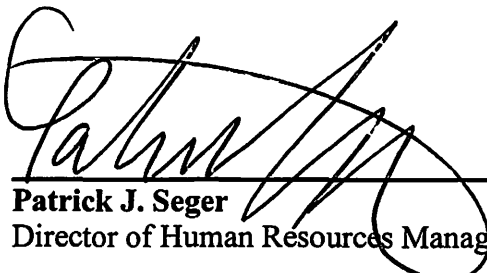
N/A

Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.
- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting.
- Director of HRM and Assistant to the HRM Director attended employment law seminar.
- HRM staff attended training on ADA/FMLA.
- Director of HRM held several personnel 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. Appropriate measures were taken per policy.
- Presented the Village's insurance renewal for 2018 to the Village Board for approval.
- Coordinated the 2018 insurance renewal with the Village's insurance broker.
- 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.
- Attended an ADA/FMLA webinar.
- Continued to provide consultation related to risk management issues related to the Sears Centre.
- Met with the Village's third party claims administrator to discuss open claims issues.
- 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
DECEMBER 2017**

RECRUITMENTS

POSITION TITLE: Water Billing CSR - PT
DEPARTMENT: Finance
DATE POSTED: 10/19/2017
AD DEADLINE: 11/3/2017
APPLICATIONS REC'D: 20 applications received
STATUS: The position was posted on the Village website, social media, and Public Salary website. Applications were forwarded to the interview team for screening after the deadline. Five candidates were chosen for skills testing. Three candidates advanced to interview. Interviews were held November 27 and 29. An offer was made and the candidate accepted. It is expected that she will start the first week of January 2018.

POSITION TITLE: Associate Corporation Counsel
DEPARTMENT: General Government/Legal
DATE POSTED: 09/27/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 51 applications received
STATUS: The position was posted on the Village website, social media, IML and ILGLA websites, Public Salary, Chicago legal newsletter and Indeed job board. Applications were forwarded to the interview team for screening in October for review. Met with Corporation Counsel on November 28th to finalize candidate list and discuss interview process and dates. Interviews were held on December 18th. An offer was made to one candidate. He accepted and is scheduled to start on January 29, 2018.

POSITION TITLE: Crossing Guard/Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 10/31/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 19 applications received to date
STATUS: The position was posted on the Village website, social media, and Indeed job board. Applications are being forwarded to the Traffic Sergeant as they are received. We are still searching for an afternoon Crossing Guard for the high school and for additional Alternates. Two new applications were sent to the Traffic Sergeant in December for review.

POSITION TITLE: Administrative Staff Assistant (part-time)
DEPARTMENT: Code
DATE POSTED: 11/17/2017
AD DEADLINE: 12/08/2017
APPLICATIONS REC'D: 33 applications received.
STATUS: The position was posted on the Village website and social media. Applications were forwarded to the interview team for review after the deadline.

POSITION TITLE: Civil Engineering Summer Intern (3)
DEPARTMENT: Development Services
DATE POSTED: 11/10/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 42 applications received to date
STATUS: The position was posted on the Village website, social media, Indeed job board, Public Salary and twenty university websites. Applications will be forwarded to the interview team as they are received. Four interviews were scheduled in December and more are being scheduled for January 2018.

POSITION TITLE: ASO I-Part time Weekends (2)
DEPARTMENT: Police
DATE POSTED: 11/17/2017
AD DEADLINE: until filled
APPLICATIONS REC'D: 15 applications received to date
STATUS: The position was posted on the Village website, Indeed job board and social media. Applications are being forwarded to the interview team as they are received. One candidate interviewed in December. An offer was made and she is currently completing pre-employment screening. It is expected that she will start in January 2018. Four new applicants were chosen by the interview team for interview. They are currently completing skills testing.

POSITION TITLE: Community Health Nurse
DEPARTMENT: Health & Human Services
DATE POSTED: 12/27/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 0 applications received to date
STATUS: The position was posted on the Village website, social media and Indeed job board. Applications will be forwarded to the interview team as they are received.

NEW STARTS

POSITION TITLE: Auxiliary Snowplow Driver (10)
DEPARTMENT: Public Works
DATE POSTED: 11/03/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 4 applications received to date

STATUS: The position was posted on the Village website, electronic boards and social media. Applications are being forwarded to the Assistant Public Works Director as they are received. Three returning drivers started in December.

POSITION TITLE: Winter Seasonal (4)
DEPARTMENT: Public Works
DATE POSTED: 11/03/2017
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 application received to date
STATUS: The position was posted on the Village website, electronic boards and social media. Applications are being forwarded to the Assistant Public Works Director as they are received. One returning seasonal started in December.

POSITION TITLE: Office Manager
DEPARTMENT: Public Works
DATE POSTED: 10/10/2017
AD DEADLINE: 10/25/2017
APPLICATIONS REC'D: 439 applications received
STATUS: The position was posted internally and externally on the Village website, social media and Indeed job board. Applications were forwarded to the PW Director for review after the deadline. Nine candidates were interviewed beginning November 9th. An offer was made to one candidate. She accepted and started on December 11th.

SUMMARY OF EMPLOYMENT ACTIVITY December 2017

	<u>Total Number</u>	<u>Position</u>
New Starts	3	PW Office Manager PW Winter Seasonal Engineering Intern
Separations	0	
Promotions	0	
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	6	Police Officer (3) Water Billing CSR Weekend ASO Associate Corporation Counsel
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2017 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	339	331
PART TIME EMPLOYEES	68	65
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	24	1
INTERNS (PAID)	6	3
TOTAL	438	401

Total Vacancies:

Full Time

Budgeted – Posted	1	Assoc. Corporation Counsel
Budgeted - Not Posted	6	Fire Lieutenant Fire Captain (2) Police Officer (3)
TOTAL FULL TIME	7	

Part Time

Budgeted – Posted	5	Water Billing CSR
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Community Health Nurse
 Rental Admin. Staff Assistant
 Weekend ASO (2)

Budgeted-Not Posted 3

Plumbing Inspector
 Staff Assistant
 Tech Support Specialist

TOTAL PART TIME 8

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	2070
Part Time – Response to Recruitments	30	663
Seasonal Applicants	15	133
Unsolicited Applications/Walk-In	0	13
TOTAL	45	2,884

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY DECEMBER 2017

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Wendy Bednarz	12/11/2017	PW Office Manager	Pam Meinicke
Joseph Notarnicola	12/11/2017	Winter Seasonal	N/A
Patrick Stelmach	12/18/2017	Engineering Intern	N/A

SEPARATIONS

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

PROMOTIONS

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

TRANSFERS

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

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>
Ron Cassidy	12/11/2017	Aux. Snowplow Driver	Beginning of Season
Ray Gennetti	12/11/2017	Aux. Snowplow Driver	Beginning of Season
Joseph Schwartz	12/11/2017	Aux. Snowplow Driver	Beginning of Season

**ADDITIONAL MONTHLY REPORT INFORMATION
DECEMBER 2017**

# Anniversaries	<u>8</u>
# Interviews conducted during month	<u>5</u>
# Orientations conducted during month	<u>2</u>

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

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	112,655.48	74,887.72	187,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	112,655.48	74,887.72	187,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	112,655.48	74,887.72	187,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	187,543.20	112,655.48	74,887.72	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 Servic	(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 Manag	(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%

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

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	9	Information Systems (Sub-Loc)		1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%
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 Servic (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%

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

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	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 Servic	(Dept)	8	21.1%	4	3	1	13%	0	8	7,441.19	59,529.50		59,529.50	8.0%
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 Servic	(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%

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

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 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%
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 Servic (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 Manag (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 Servic (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%

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

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	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%
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 Servic	(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%

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

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	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 Servic	(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 Manag	(Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
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 Servic	(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%

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

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	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%
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 Servic	(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 Manag	(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%

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

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	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 Servic	(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%
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%	0	4	63,247.39	252,989.56		252,989.56	34.7%
11	303	Emergency Medical Servic	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.4%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	0	15	31,173.96	467,609.37		467,609.37	64.1%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	31.7%
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	32.6%
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%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
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%	0	31	23,523.59	729,231.23		729,231.23	100.0%
Totals for 2011 Claims:				31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
12	101	Engineering/Transportatio	(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	23,961.03	3,872.09	27,833.12	8.1%
12	303	Emergency Medical Servic	(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	199,442.29	3,872.09	203,314.38	59.4%
12	700	Patrol	(Dept)	9	20.9%	6	1	2	22%	1	8	8,174.07	69,303.08	4,263.54	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	74,925.76	4,263.54	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	334,258.98	8,135.63	342,394.61	100.0%
Totals for 2012 Claims:				43	100.0%	34	5	4	9%	2	41	7,962.67	334,258.98	8,135.63	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%	0	8	3,862.32	30,898.53		30,898.53	7.1%
13	303	Emergency Medical Servic	(Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	48.9%
13	3	Fire	(Sub-Loc)	14	35.9%	9	3	2	14%	0	14	17,495.66	244,939.25		244,939.25	55.9%
13	700	Patrol	(Dept)	12	30.8%	4	2	6	50%	3	9	13,467.06	148,303.06	13,301.62	161,604.68	36.9%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
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	12,518.39	149,437.43	13,301.62	162,739.05	37.2%
13	801	Water & Sewer	(Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.6%
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	6.7%
13	01	Village of Hoffman Estates	(Loc)	39	100.0%	24	7	8	21%	3	36	11,229.11	424,633.61	13,301.62	437,935.23	100.0%
Totals for 2013 Claims:				39	100.0%	24	7	8	21%	3	36	11,229.11	424,633.61	13,301.62	437,935.23	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%
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	347,653.60	29,782.68	377,436.28	59.0%
14	303	Emergency Medical Servic	(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	401,736.02	29,782.68	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 Manag	(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	609,653.69	29,782.68	639,436.37	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	13,049.72	609,653.69	29,782.68	639,436.37	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%

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

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	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	248,348.03	15,739.56	264,087.59	62.5%
15	303	Emergency Medical Servic (Dept)	6	20.7%	4	0	2	33%	0	6	12,043.43	72,260.57		72,260.57	17.1%
15	3	Fire (Sub-Loc)	15	51.7%	9	1	5	33%	1	14	22,423.21	320,608.60	15,739.56	336,348.16	79.6%
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	10,950.47	53,632.31	23,020.96	76,653.27	18.1%
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	9,695.78	54,545.31	23,020.96	77,566.27	18.4%
15	800	Streets (Dept)	1	3.4%	1	0	0	0%	0	1	184.04	184.04		184.04	0.0%
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	14,570.09	383,772.14	38,760.52	422,532.66	100.0%
Totals for 2015 Claims:			29	100.0%	21	2	6	21%	2	27	14,570.09	383,772.14	38,760.52	422,532.66	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 Servic (Dept)	4	10.8%	2	0	2	50%	2	2	52,598.90	87,314.98	123,080.62	210,395.60	33.5%
16	3	Fire (Sub-Loc)	7	18.9%	4	1	2	29%	2	5	30,256.29	88,713.42	123,080.62	211,794.04	33.7%
16	700	Patrol (Dept)	16	43.2%	13	1	2	13%	1	15	22,392.71	226,196.84	132,086.56	358,283.40	57.0%
16	701	Investigations (Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	1.1%
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%	1	17	20,307.58	233,449.93	132,086.56	365,536.49	58.2%
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	2.8%
16	803	Equipment & Supply (Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	3.8%
16	804	Forestry (Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	1.1%
16	8	Public Works (Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	7.7%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
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%	3	34	16,973.44	372,850.26	255,167.18	628,017.44	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	3	34	16,973.44	372,850.26	255,167.18	628,017.44	100.0%
17	301	Fire Suppression	(Dept)	1	5.9%	0	0	1	100%	1	0	104,518.00	2,331.90	102,186.10	104,518.00	65.2%
17	303	Emergency Medical Servic	(Dept)	5	29.4%	3	0	2	40%	2	3	10,134.22	20,936.41	29,734.70	50,671.11	31.6%
17	3	Fire	(Sub-Loc)	6	35.3%	3	0	3	50%	3	3	25,864.85	23,268.31	131,920.80	155,189.11	96.9%
17	700	Patrol	(Dept)	5	29.4%	5	0	0	0%	1	4	399.06	1,995.29		1,995.29	1.2%
17	701	Investigations	(Dept)	1	5.9%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	703	Tactical	(Dept)	1	5.9%	1	0	0	0%	0	1	238.01	238.01		238.01	0.1%
17	7	Police	(Sub-Loc)	7	41.2%	7	0	0	0%	1	6	319.04	2,233.30		2,233.30	1.4%
17	800	Streets	(Dept)	1	5.9%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	1.4%
17	804	Forestry	(Dept)	3	17.6%	3	0	0	0%	0	3	207.57	622.70		622.70	0.4%
17	8	Public Works	(Sub-Loc)	4	23.5%	4	0	0	0%	0	4	702.34	2,809.35		2,809.35	1.8%
17	01	Village of Hoffman Estates	(Loc)	17	100.0%	14	0	3	18%	4	13	9,425.40	28,310.96	131,920.80	160,231.76	100.0%
Totals for 2017 Claims:				17	100.0%	14	0	3	18%	4	13	9,425.40	28,310.96	131,920.80	160,231.76	100.0%
250	Village of Hoffman Estates			804		534	131	139		16	788	13,915.35	10,635,988.21	551,956.15	11,187,944.36	

Open Medical: 1
 Open Comp: 0
 Open Legal: 15

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Dir. of Operations/Outreach – Office of the Mayor and Board
RE: *Monthly Community Engagement Report*
DATE: Thursday, January 4, 2018

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.)

Donations:

Provided to Hoffman Estates High School and MacArthur for upcoming events in February.

(Sears Centre Arena event tickets and Mayor for a Day certificates)

PARTNERSHIPS

Mayor's Challenge Grant (Bloomberg Philanthropies): An update from Bloomberg Challenge representatives is expected in January of 2018. At this time we will learn if the Village is to move forward in the grant process.

School Presentations and Activities:

Fairview – requested a letter for the yearbook to honor their 60th Anniversary / in progress
Whiteley School Tour – 3rd grade students. Visit expected to happen in February or early March.

Hoffman Estates Park District:

Skate with Santa – on 12/16, members of the board greeted residents at the Park District and handed out candy canes.

Kids to Parks Day (May) – conversation started with the PD to come up with an activity for the Mayor and Board to participate in.

Higgins Education Center – next meeting will be held 1/15

RECEPTIONS / Special Recognition Initiatives

Completed:

Declan Rustay Reception – a reception was held to honor Declan who earned a State Championship in Track and Field for Hoffman Estates High School.

In progress:

Choral-Aires Performance – this group of dynamic women (some whom are Hoffman Estates residents) recently won 8th place at the Sweet Adeline's International competition for their chorus. They will perform a selection of their songs at a public reception on 1/17 at Village Hall at 7 p.m. Mayor will issue a proclamation for their accomplishments.

Hoffman Estates Hawks Reception – to be held 2/5 at Village Hall

Police Explorers Graduation – to be held 2/19 at Village Hall

TRAVEL

US Conference of Mayors 2018 (January) – In progress

NLC Congressional City Conference (March) – In progress

ON-GOING INITIATIVES

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

Heart of Hoffman Estates – HHS and Higgins Education Center will be featured in the next episode. Filming to take place by mid to end of January.

Wine Wednesday: Wine Wednesday held at Claim Jumper on 12/27. People continue to bring nonperishable food donations for our pantry locations. Sweet Caroline's will host in January.

NWMC Communications Group: I'm chairing this committee for the next two years. First meeting of 2018 will be held at Oakton Community College on 1/17

Schaumburg Communicators Group: next meeting will be held on 1/16.

Proclamations/Great Citizen Awards:

(12/18) – Carl Baumert received a Great Citizen Award and the Shop with a Cop committee received Certificates of Appreciation for their work on this program, Sam Devereux received a Certificate of Achievement for his Special Olympic achievements and the Universal Hour of Peace proclamation was accepted by members of the School of Metaphysics in Palatine.

- Linda Gregory 70th Birthday proclamation presented in person by Mayor McLeod on 12/14
- Bud Stepek 80th Birthday proclamation presented in person by Mayor McLeod on 12/15

EVENTS / MEETINGS / RECEPTIONS (Board Attended)

Youth Commission Art Event	December 9
Committee Meetings	December 11
Skate with Santa (Park District)	December 16
Village Board Meeting	December 18
BINGO Holiday Breakfast	December 19
Hoffman Estates Chamber luncheon	December 19
Wine Wednesday	December 27

EVENTS / MEETINGS / RECEPTIONS (Director of Ops Attended)

Village Board Meeting	December 18
Wine Wednesday	December 27

Jennifer Djordjevic

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