

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
April 9, 2018

7:00 p.m. – Board Room

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 – March 19 & April 2, 2018

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

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

March 19, 2018

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
Patti Cross, Asst. Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Ted Bos, Police Chief
Rachel Musiala, Director of Finance
Monica Saavedra, Director of HHS
Fred Besenhoffer, Director of IS
Bev Romanoff, Village Clerk
Patrick Fortunato, Acting Fire Chief
Patrick Seger, Director of HRM
Doug LaSota, Assoc. Corporation Counsel
Ryan Johnson, Mgmt. Analyst
Kelly Kerr, Asst. Director of Public Works
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:28 p.m.

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the General Administration & Personnel Committee meeting minutes of February 12, 2018. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding the Legislative Update.

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

Jim Norris addressed the Committee regarding updates on pending legislation and stated that there is not much movement with the bills right now.

2. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

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

3. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was presented to Committee.

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

4. Request acceptance of Legislative Operations and Outreach Monthly Report.

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 7:31 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**Special GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

April 2, 2018

I. Roll Call

Members in Attendance:

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

Via Phone:

Karen Arnet, Chairperson

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Patti Cross, Asst. Corporation Counsel
Dan O'Malley, Deputy Village Manager
Kevin Kramer, Econ. Dev. Coordinator
Ted Bos, Police Chief
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Audra Marks, Asst. Director of HHS
Fred Besenhoffer, Director of IS
Bev Romanoff, Village Clerk
Patrick Fortunato, Acting Fire Chief
Patrick Seger, Director of HRM
Doug LaSota, Assoc. Corporation Counsel
Bruce Anderson, CATV Coordinator**

Guests: Daily Herald / Eric Peterson

The Special General Administration & Personnel Committee meeting was called to order at 7:04 p.m.

NEW BUSINESS

- 1. Request approval of resolution creating the Sixtieth Anniversary Commission.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution creating the Sixtieth Anniversary Commission. Roll call vote taken. All ayes. Motion carried.

II. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:07 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations
& Outreach / Office of the Mayor and Board

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: April 4, 2018

Citizen Segments

This month the Citizen covers: the Assembly's 40th anniversary, Seniors St. Patrick's luncheon, Hassell Liquors grand opening, and activities of Health and Human Services and the Park District.

Citizen Segments and Programs in development:

Holocaust Remembrance
Transition Summit
Citizens Police Academy Graduation
Baseball

Board Room Equipment

A video scaler was replaced to fix the problem displaying the wall camera, and a replacement document camera has been ordered.

Drawing Concert

The Sister Cities drawing concert is running this month, with an interesting combination of art and music.

Heart of H.E.

Looks at the Department of Health and Human Services, with the Higgins Education Center to follow.

Sports

Baseball begins in mid-April.

Complaints/Inquiries

There were two complaints about Internet service problems. There is currently one complaint outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

March 2018

Staffing Activity

New Starts: 3 – Police Officer
Crossing Guard (2)

Separations: 3 – PW Seasonal
Crossing Guard (2)

Transfers: 0

Retirees: 0

Promotions: 0

Reclassifications: 5 – Administrative Staff Assistant to Administrative Assistant
Management Assistant to Management Analyst
Facilities Manager to Superintendent of Facilities and Arena

Change in Status: 0

Staffing:	Full Time Employees	339 budgeted	333 current
	Part Time Employees	68 budgeted	65 current
	Temporary Employees	1 budgeted	1 current
	Seasonal Employees	24 budgeted	0 current
	Paid Interns	6 budgeted	2 current

Month & Year-to-Date Activity:

0 Seasonal with	0 for year
0 Promotions with	5 for year
3 Separations with	11 for year
0 Retirements with	1 for year
0 Transfer with	1 for year

Recruitment Activity

Admin. Staff Asst. PT – PW Dept. Posted 01/05/2018. The position was posted on the Village website and social media, as well as the Indeed job board. Applications were forwarded to the interview team for review after the deadline. The interview team chose seven candidates to invite to complete skills testing.

1900 Hassell Road, Hoffman Estates, Illinois 60169 • Phone: 847-781-2690 • Fax: 847-781-2699

Web: www.hoffmanestates.org • E-Mail: applyhrm@hoffmanestates.org

Hoffman Estates is an Equal Opportunity Employer

Interviews were scheduled in March after the skills testing is complete. An offer was made to one candidate. She accepted and is currently completing pre-employment screening. She is expected to start the first week of April.

Crossing Guard/Alternate – Police

Posted 01/02/2018. The positions were posted on the Village website, social media, and Indeed job board. Applications are being forwarded to the Traffic Sergeant as they are received. A candidate was selected to interview for the crossing at Fairview School. The interview was held 2/27/2018 and an offer was made and accepted. She successfully completed pre-employment screening and started on 03/06/2018. A candidate was selected to interview for the crossing at the high school. The interview was held 3/5/2018 and an offer was made and accepted. She successfully completed pre-employment screening and started on 03/22/2018. We are still searching for a Crossing Guard for Whiteley School, as well as additional Alternates.

Management Analyst – Fire

The position was posted on the Village website, social media, ILCMA/IAMMA website, Indeed job board and Public Salary website. Applications were forwarded to the Fire Chief for review after the deadline.

Seasonal Laborer – Public Works

The position was posted Village website and social media, university websites, Indeed job board and broadcast email. Applications will be forwarded to the Asst. Director as they are received.

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 several more were scheduled for January 2018. Offers were made to three students – from Northwestern Univ., Southern Illinois University and University of Illinois. All three accepted and are completing the pre-employment screening. They will be starting in May and June.

Administrative Assistant – Health & Human Services

The position was posted on the Village website, social media and Indeed job board. Applications were forwarded to the interview team for review after the deadline. The interview team chose 14 candidates to invite to complete skills testing. Interviews were

scheduled in March for five candidates that passed skills testing. After second interviews were held for 2 candidates on 03/23/2018, an offer was made to one candidate. She accepted and is currently completing the pre-employment screening.

Cable TV Announcer – General Government

The position was posted on the Village website and social media and with the Illinois Media School. Applications were forwarded to the Cable TV Coordinator for review.

Seasonal Code Inspector – Development Services Dept.

Posted internally 03/02/2018. The position was posted on the Village website, social media, Indeed job board, Public Salary and university websites. Applications were forwarded to the Department Director for review 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

One grievance filed by Metropolitan Alliance of Police - MAP 96 against the Village in March.

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.
- The Director of HRM, as Past Chair of the IPBC, attended the Board meeting.

- A meeting was held with the IS Director to discuss file digitization.
- The Director of HRM and the Assistant to the HRM Director attended a seminar on employment law.
- The Director of HRM, Risk Manager and Deputy Village Manager attended the Safety Liability Insurance Pool bylaw review meeting.
- The Director of HRM attended the Management Team meeting.
- Assistant to the HRM Director participated in Wellness Committee meetings.
- 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 an investigation into a major sewer backup incident, and managed the claim administration.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Reviewed an on-line training program related to ethical conduct. Determined that the program would not be effective for Village employees.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continued to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.



Patrick J. Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
MARCH 2018**

RECRUITMENTS

POSITION TITLE: Administrative Staff Assistant (part-time)
DEPARTMENT: Public Works Dept.
DATE POSTED: 01/05/2018
AD DEADLINE: 01/26/2018
APPLICATIONS REC'D: 147 applications received.
STATUS: The position was posted on the Village website and social media, as well as the Indeed job board. Applications were forwarded to the interview team for review after the deadline. The interview team chose seven candidates to invite to complete skills testing. Interviews were scheduled in March after the skills testing is complete. An offer was made to one candidate. She accepted and is currently completing pre-employment screening. She is expected to start the first week of April.

POSITION TITLE: Management Analyst
DEPARTMENT: Fire
DATE POSTED: 02/19/2018
AD DEADLINE: 03/12/2018
APPLICATIONS REC'D: 100 applications received
STATUS: The position was posted on the Village website, social media, ILCMA/IAMMA website, Indeed job board and Public Salary website. Applications were forwarded to the Fire Chief for review after the deadline.

POSITION TITLE: Administrative Assistant (full-time)
DEPARTMENT: HHS Dept.
DATE POSTED: 01/15/2018
AD DEADLINE: 02/02/2018
APPLICATIONS REC'D: 278 applications received.
STATUS: The position was posted on the Village website and social media, as well as the Indeed job board. Applications were forwarded to the interview team for review after the deadline. The interview team chose 14 candidates to invite to complete skills testing. Interviews were scheduled in March for five candidates that passed skills testing. After second interviews were held for 2 candidates on 03/23/2018, an offer was made to one candidate. She accepted and is currently completing the pre-employment screening.

POSITION TITLE: Crossing Guard/Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 01/02/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 4 applications received to date
STATUS: The positions were posted on the Village website, social media, and Indeed job board. Applications are being forwarded to the Traffic Sergeant as they are received. A candidate was selected to interview for the crossing at Fairview School. The interview was held 2/27/2018 and an offer was made and accepted. She successfully completed pre-employment screening and started on 03/06/2018. A candidate was selected to interview for the crossing at the high school. The interview was held 3/5/2018 and an offer was made and accepted. She successfully completed pre-employment screening and started on 03/22/2018. We are still searching for a Crossing Guard for Whiteley School, as well as additional Alternates.

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 several more were scheduled for January 2018. Offers were made to three students -- from Northwestern Univ., Southern Illinois University and University of Illinois. All three accepted and are completing the pre-employment screening. They will be starting in May and June.

POSITION TITLE: Seasonal Laborer (10)
DEPARTMENT: Public Works
DATE POSTED: 02/23/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 9 application received to date
STATUS: The position was posted Village website and social media, university websites, Indeed job board and broadcast email. Applications will be forwarded to the Asst. Director as they are received.

POSITION TITLE: Cable TV Announcer
DEPARTMENT: General Government
DATE POSTED: 03/02/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 2 applications received to date
STATUS: The position was posted on the Village website and social media and with the Illinois Media School. Applications were forwarded to the Cable TV Coordinator for review.

POSITION TITLE: Seasonal Code Inspector
DEPARTMENT: Development Services
DATE POSTED: 03/02/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3 applications received to date
STATUS: The position was posted on the Village website, social media, Indeed job board, Public Salary and university websites. Applications are forwarded to the Department Director for review as they are received.

NEW STARTS

POSITION TITLE: Crossing Guard/Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 01/02/2018
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 4 applications received to date
STATUS: The positions were posted on the Village website, social media, and Indeed job board. Applications are being forwarded to the Traffic Sergeant as they are received. A candidate was selected to interview for the crossing at Fairview School. The interview was held 2/27/2018 and an offer was made and accepted. She successfully completed pre-employment screening and started on 03/06/2018. A candidate was selected to interview for the crossing at the high school. The interview was held 3/5/2018 and an offer was made and accepted. She successfully completed pre-employment screening and started on 03/22/2018. We are still searching for a Crossing Guard for Whiteley School, as well as additional Alternates.

POSITION TITLE: Police Officer
DEPARTMENT: Police
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: One new Police Officers started with the Village on 03/30/2018.

**SUMMARY OF EMPLOYMENT ACTIVITY
MARCH 2018**

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Police Officer Crossing Guard (2)
Separations	3	PW Seasonal Crossing Guard (2)
Promotions	0	

Upgrades	0
Downgrades	0
Transfers	0
Retirements	0
Reclassifications	3
Change in Status	0

Management Asst. to Mgt. Analyst
Admin. Staff Asst. to Admin. Asst.
Facilities Manager to Superintendent
of Facilities and Arena

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Crossing Guard PW Admin Staff Asst. Admin Assistant
Separations	0	
Promotions	5	Deputy Chief to Fire Chief Battalion Chief to Deputy Chief Captain to Battalion Chief Lieutenant to Fire Captain Firefighter to Lieutenant
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2018 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	339	333
PART TIME EMPLOYEES	68	65
TEMPORARY EMPLOYEES	1	1
SEASONAL EMPLOYEES	24	0
INTERNS (PAID)	6	2
TOTAL	438	401

Total Vacancies:

Full Time

**Budgeted – Posted 3 Administrative Asst.
Police Officer (1)
Management Analyst**

Budgeted - Not Posted 0

TOTAL FULL TIME 3

Part Time

**Budgeted – Posted 3 Admin Staff Asst. PW
Crossing Guard (2)**

**Budgeted-Not Posted 4 Plumbing Inspector
Staff Assistant
Tech Support Specialist
Office Services Assistant**

TOTAL PART TIME 7

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	28	378
Part Time – Response to Recruitments	4	191
Seasonal Applicants	14	20
Unsolicited Applications/Walk-In	1	2
TOTAL	93	544

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
MARCH 2018**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Clayton Johnson	03/30/2018	Police Officer	Bradley Frost
Bridgette Drum	03/06/2018	Crossing Guard	Merlin Meyrick
Edwina Edwards	03/22/2018	Crossing Guard	Tammi Connors

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Aleise Ruttenberg	03/05/2018	Crossing Guard	Resigned
Tammi Connors	03/09/2018	Crossing Guard	Resigned
Joseph Notarnicola	03/16/2018	PW Seasonal	End of Season

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>
Aaron Howe	03/01/2018	Management Assistant	Management Analyst
Paul Petrenko	03/01/2018	Facilities Manager	Superintendent of Facilities & Arena
Melissa Thompson	03/01/2018	Administrative Staff Asst.	Administrative Assistant

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Frank Cilella	03/05/2018	Unpaid Paramedic Intern	Start of Internship
Kisha Martinez	03/06/2018	Unpaid Paramedic Intern	Start of Internship
Joe Smiley	03/07/2018	Unpaid Paramedic Intern	Start of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
MARCH 2018**

# Anniversaries	<u>11</u>
# Interviews conducted during month	<u>11</u>
# Orientations conducted during month	<u>7</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2018

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	113,297.64	74,245.56	187,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	113,297.64	74,245.56	187,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	187,543.20	113,297.64	74,245.56	187,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	187,543.20	113,297.64	74,245.56	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: 03/31/2018

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: 03/31/2018

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: 03/31/2018

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.
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 From: 12/31/1996 Through: 03/31/2018

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

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 03/31/2018

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: 03/31/2018

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,938.41		93,938.41	18.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	19.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
09	300	Administration	(Dept)	2	3.8%	1	1	0	0%	0	2	7,601.49	15,202.97		15,202.97	2.2%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09	303	Emergency Medical Service	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.1%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	62.6%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	6	Human Resources Manage	(Sub-Loc)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	0	8	18,574.08	148,592.67		148,592.67	21.2%
09	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.4%
09	707	Records	(Dept)	1	1.9%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
09	7	Police	(Sub-Loc)	10	18.9%	4	2	4	40%	0	10	15,105.01	151,050.05		151,050.05	21.5%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	85,580.51	85,580.51		85,580.51	12.2%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	0	6	15,417.35	92,504.11		92,504.11	13.2%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression	(Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service	(Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.9%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.4%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2018

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.7%
10	800	Streets	(Dept)	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.3%
10	802	Building & Grounds	(Dept)	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	(Dept)	1	2.4%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.1%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.6%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	(Dept)	4	12.9%	2	1	1	25%	0	4	63,247.39	252,989.56		252,989.56	34.7%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.4%
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%
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/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	2,369.43	25,196.03	3,237.09	28,433.12	8.3%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2018

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	51.2%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	1	19	10,195.72	200,677.29	3,237.09	203,914.38	59.5%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	1	8	8,174.07	73,336.98	229.64	73,566.62	21.4%
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	78,959.66	229.64	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	7,976.62	339,527.88	3,466.73	342,994.61	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	2	41	7,976.62	339,527.88	3,466.73	342,994.61	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	7.0%
13	303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	48.2%
13	3	Fire (Sub-Loc)	14	35.9%	9	3	2	14%	0	14	17,495.66	244,939.25		244,939.25	55.2%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	2	10	13,963.25	157,188.58	10,370.46	167,559.04	37.7%
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%	2	11	12,976.42	158,322.95	10,370.46	168,693.41	38.0%
13	801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.5%
13	804	Forestry (Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%
13	8	Public Works (Sub-Loc)	10	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.6%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	7	8	21%	2	37	11,381.78	433,519.13	10,370.46	443,889.59	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	2	37	11,381.78	433,519.13	10,370.46	443,889.59	100.0%
14	100	Code Enforcement (Dept)	1	2.0%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
14	102	Planning (Dept)	1	2.0%	1	0	0	0%	0	1	642.39	642.39		642.39	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2018

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	31,744.69	348,184.70	32,751.58	380,936.28	59.2%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	8.4%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	1	17	24,167.71	402,267.12	32,751.58	435,018.70	67.7%
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	30.0%
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	30.2%
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	13,121.15	610,184.79	32,751.58	642,936.37	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	13,121.15	610,184.79	32,751.58	642,936.37	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
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	252,947.75	11,139.84	264,087.59	62.5%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	0	6	12,038.88	72,233.27		72,233.27	17.1%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	1	14	22,421.39	325,181.02	11,139.84	336,320.86	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	53,809.81	22,843.46	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	54,722.81	22,843.46	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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2018

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	14,569.15	388,522.06	33,983.30	422,505.36	100.0%
Totals for 2015 Claims:				29	100.0%	21	2	6	21%	2	27	14,569.15	388,522.06	33,983.30	422,505.36	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	0	3	466.15	1,398.44		1,398.44	0.2%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	2	2	52,598.90	102,908.13	107,487.47	210,395.60	33.5%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	30,256.29	104,306.57	107,487.47	211,794.04	33.7%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	1	15	22,397.40	266,529.41	91,828.99	358,358.40	57.1%
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	20,311.75	273,782.50	91,828.99	365,611.49	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%
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	16,975.47	428,775.98	199,316.46	628,092.44	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	3	34	16,975.47	428,775.98	199,316.46	628,092.44	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	104,518.00	2,331.90	102,186.10	104,518.00	33.1%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	2	3	40,859.65	51,907.82	152,390.43	204,298.25	64.7%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	3	3	51,469.38	54,239.72	254,576.53	308,816.25	97.8%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	613.38	3,066.91		3,066.91	1.0%
17	701	Investigations	(Dept)	1	5.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	703	Tactical	(Dept)	1	5.6%	1	0	0	0%	0	1	1,064.98	1,064.98		1,064.98	0.3%
17	7	Police	(Sub-Loc)	7	38.9%	7	0	0	0%	0	7	590.27	4,131.89		4,131.89	1.3%
17	800	Streets	(Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2018

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	804	Forestry	(Dept)	4	22.2%	4	0	0	0%	1	3	188.84	755.36		755.36	0.2%
17	8	Public Works	(Sub-Loc)	5	27.8%	5	0	0	0%	1	4	588.40	2,942.01		2,942.01	0.9%
17	01	Village of Hoffman Estates	(Loc)	18	100.0%	15	0	3	17%	4	14	17,549.45	61,313.62	254,576.53	315,890.15	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	4	14	17,549.45	61,313.62	254,576.53	315,890.15	100.0%
18	700	Patrol	(Dept)	2	100.0%	2	0	0	0%	2	0	0.00	0.00		0.00	
18	7	Police	(Sub-Loc)	2	100.0%	2	0	0	0%	2	0	0.00	0.00		0.00	
18	01	Village of Hoffman Estates	(Loc)	2	100.0%	2	0	0	0%	2	0	0.00	0.00		0.00	
Totals for 2018 Claims:				2	100.0%	2	0	0	0%	2	0	0.00	0.00		0.00	
250	Village of Hoffman Estates			807		537	131	139		17	790	14,069.03	10,744,994.19	608,710.62	11,353,704.81	

Open Medical: 3
 Open Comp: 0
 Open Legal: 14

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, April 5, 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:

Nothing to report.

Letters of support:

The Mayor's Office receives frequent requests for letters of support (or proclamations) for various events. These are completed on an as needed basis.

COMMISSION Activities:

In Progress:

Student Artist Appreciation Event - Working with Michelle Pilafas and Jerry Arntzen on this upcoming event for 5/7. Assisting to coordinate invitations, programs, reception details, etc.

First Friday Events – created flyer for April and May events and secured volunteers.

Sustainability Commission – working with Aaron Howe (PW) to coordinate Green Business Awards presentations.

PARTNERSHIPS

School Presentations and Activities:

In Progress:

Fairview Elementary: Fairview is celebrating their 60th Anniversary. Working with their staff on a proclamation. The assembly event for 4/24 has been added to the calendar.

Hoffman Estates Park District:

In Progress:

Kids to Parks Day Activity – set for 4/19/18 – Mayor and Board will head to Black Bear Park.

Ready, Set, Wear It! Event at Cabela's – 4/19 details in progress

Dean Bostrom Retirement Proclamation – Mayor / Trustees / Clerk to attend 4/24 board meeting at the park district to present Dean with this proclamation. Proclamation is in progress.

Play Ball Initiative: Working with the Park District on the annual All-Star Game. Sister cities is hosting a baseball exchange in the near future and we will coordinate something.

Thanksgiving Basket Brigade – working with HE Park District and HEHS to address needs for the 2018 Brigade event in November. The group (run by Cherish and Brian Walsh) approached us about using the Sears Centre to pack more than 1,500 Thanksgiving dinners – we are collaborating with HEPD and HEHS on this initiative. Will provide updates as they occur.

Completed:

Easter – Park Hunts – 3/31/18

RECEPTIONS / Special Recognition Initiatives

In progress:

Trustee Gaeta's Birthday Dinner – 4/9

Hoffman Hawks Girls Bowling Reception – to be held 4/16 at Village Hall (certificates coordinated through the Mayor's office along with a proclamation. Rep. Fred Crespo's office will also provide certificates of achievement from the State.) Public Works created a road sign at the school's request.

Hoffman Estates Redhawks Football and Cheer Teams Reception: 6/18

Student Art Reception – set for 5/7

Completed:

Citizens Police Academy Graduation – held 4/2 at Village Hall

TRAVEL

Completed:

NLC Congressional City Conference – Completed

In progress:

Springfield / NWMC Legislative Days – April 10 – 12 (Mayor McLeod and Trustee Stanton) – paperwork and per diem checks processed.

USCM 86th Annual Summer Meeting (Boston, MA) – June 8 – 11 (Mayor)

ON-GOING INITIATIVES

SOP Manual – working with Sue Lessen on SOPs for the B&C Position and the Mayor's Office.

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

Website Refresh Team: Working with Dan O'Malley, Ryan Johnson and Parth Joshi (development services) on this project as needed. Currently updating the website during Suzanne's absence – standing committee meeting minutes, updating of RFP, RFQ and Bids page, updating home page rotation, other pages as needed.

Wine Wednesday: Wine Wednesday was held at 1st Place Sports Bar 3/28. People continue to bring nonperishable food donations for our pantry locations. 1st Place was well attended and we heard lots of compliments. Looking at Poplar Creek Bowling to host on 4/25.

NWMC Communications Group (Chair): Meeting to be held on 4/18.

Tours and Visits: Coordinated tours for two Harper Students on 3/16. Coordinated a tour for a local boy scout earning his badge – 3/28.

Proclamations/Great Citizen Awards: -- National Nutrition Month, National School Breakfast Week (3/5), National Poison Prevention Week (3/19).

Eagle Court of Honor / Blue and Gold Ceremonies:

Pack #397 and Pack #297 both had receptions on 3/10.

EVENTS / MEETINGS / RECEPTIONS (attended by Dir. Of Ops/Outreach)

St. Patrick's Day Parade (Celtic Fest)	3/10 (volunteer)
Six Wives of Henry VIII	3/14
Website development meeting	3/19
Website prototype conference call	3/20
Basket Brigade Discussion	3/27
Wine Wednesday (1 st Place)	3/28
Website prototype review	3/29

Jennifer Djordjevic

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