

*This meeting is being held via telephonic attendance.*

**AGENDA  
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE  
VILLAGE OF HOFFMAN ESTATES  
June 8, 2020**

*Immediately following Planning, Building & Zoning Committee*

---

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

- I. Roll Call**
- II. Approval of Minutes – May 11 & May 18, 2020**

**NEW BUSINESS**

- 1. Discussion regarding Legislative Update.
- 2. Request approval of a Resolution amending the Village's Personnel Policy Manual (sexual harassment).

**REPORTS (INFORMATION ONLY)**

- 1. Cable TV Monthly Report.
- 2. Human Resources Management Monthly Report.
- 3. Legislative Operations & Outreach Monthly Report.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at [www.hoffmanestates.org](http://www.hoffmanestates.org) and/or in person in the Village Clerk's office).  
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**

May 11, 2020

**I. Voice**

**Members in Attendance:**

**Karen Arnet, Chair, via Electronic Attendance  
Karen Mills, Vice-Chair, via Electronic Attendance  
Gary Stanton, Trustee  
Anna Newell, Trustee, via Electronic Attendance  
Gary Pilafas, Trustee, via Electronic Attendance  
Michael Gaeta, Trustee  
Mayor William D. McLeod**

**Management Team Members  
in Attendance:**

**James Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Peter Gugliotta, Director of Dev. Services  
Rachel Musiala, Director of Finance  
Patti Cross, Asst. Corporation Counsel**

The General Administration & Personnel Committee meeting was called to order at 7:35 pm.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the General Administration & Personnel Committee meeting minutes of April 13, 2020. Roll call vote taken. All ayes. Motion carried.

**NEW BUSINESS**

1. Request approval to retain Peter Burchard, LLC to perform consulting services regarding selection of new Village Manager.

An item summary sheet from Mayor McLeod was presented to Committee.

Mayor McLeod reported that Jenn Djordjevic will set up zoom calls with Trustees individually with Mr. Burchard in the near future so that Trustees can provide feedback on what they are looking for in the next Village Manager and then finalize the agreement. There were questions from the Committee regarding the initial fees of Mr. Burchard.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to retain Peter Burchard, LLC to perform consulting services regarding selection of new Village Manager. Roll call vote taken. All ayes. Motion carried.

**REPORTS (INFORMATION ONLY)**

1. **Cable TV Monthly Report**

The Cable TV Monthly Report was received and filed.

**2. Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was received and filed.

**3. Legislative Operations and Outreach Monthly Report**

The Legislative Operations and Outreach Monthly Report was received and filed.

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:43 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

---

Debbie Schoop, Executive Assistant

---

Date

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

May 18, 2020

**I. Voice**

**Members in Attendance:**

**Karen Arnet, Chair, via Electronic Attendance  
Karen Mills, Vice-Chair, via Electronic Attendance  
Gary Stanton, Trustee  
Anna Newell, Trustee, via Electronic Attendance  
Gary Pilafas, Trustee, via Electronic Attendance  
Michael Gaeta, Trustee  
Mayor William D. McLeod**

**Management Team Members  
in Attendance:**

**James Norris, Village Manager  
Arthur Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Joe Nebel, Director of Public Works  
Rachel Musiala, Director of Finance  
Patti Cross, Asst. Corporation Counsel  
Bev Romanoff, Village Clerk  
Suzanne Ostrovsky, Asst. to Village Manager**

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

**NEW BUSINESS**

- 1. Request consideration of an ordinance continuing the Declaration of a Local State of Emergency.**

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

Motion by Trustee Stanton, seconded by Mayor McLeod, to approve an ordinance continuing the Declaration of a Local State of Emergency. Roll call vote taken. All ayes. Motion carried.

- 2. Request board approval of a Resolution seeking immediate modifications to the Restore Illinois plan to reopen businesses and resume civic activity.**

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution seeking immediate modifications to the Restore Illinois plan to reopen businesses and resume civic activity.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to remove Section 3 from the Resolution. Roll call vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution, as amended, seeking immediate modifications to the Restore Illinois plan to reopen businesses and resume civic activity. Roll call vote taken. All ayes. Motion carried.

**II. Adjournment**

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

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Discussion regarding the Legislative Update

**MEETING DATE:** June 8, 2020

**COMMITTEE:** General Administration & Personnel Committee

**FROM:** Suzanne Ostrovsky, Assistant to the Village Manager

---

**PURPOSE:** To provide discussion and information on recent state legislation that may impact the Village of Hoffman Estates

**DISCUSSION:** The Illinois General Assembly called a special session May 20 through May 24, 2020. The General Assembly had not met since March due to the coronavirus pandemic. During this special session, the General Assembly passed Illinois' State Fiscal Year (SFY) 2021 budget. Governor Pritzker is expected to sign the SFY21 Budget into law in June.

The SFY21 Budget includes a number of provisions that will affect municipalities in the coming budget year. The SFY21 budget year begins July 1, 2020. The following are projected to have the most significant impact:

As part of the SFY21 budget, the General Assembly eliminated the previous fiscal year's rate reduction applied to the Local Government Distributive Fund (LGDF). That means LGDF revenue rates to the Village will increase slightly (by eliminating the 5% cut in SFY19 and SFY20). This is the first time no portion of LGDF has been withheld since before the 2017 state budget impasse.

The State has opted to continue its collection of a 1.5% administrative fee related to locally-collected sales taxes, including the Village's Home Rule Sales Tax. Local government pass-through revenues, including Motor Fuel Tax (MFT), Transportation Renewal Funds (TRF), video/casino gaming, Use Tax and emergency 9-1-1 system funds, are fully funded for SFY21.

There are also a number of pieces of recent legislation that relate to the COVID-19 pandemic. Many of these items were also specified in recent Executive Orders from Governor Pritzker. A few of the most impactful for local governments are as follows:

- **House Bill 357 (the Budget Implementation Act) includes the pro-capita distribution of the state's portion of federal CARES Act funding to local governments; unfortunately, municipalities located in counties that received direct funding within the Act (including Cook County) are explicitly excluded from this distribution. Cook County will now have the power to determine the share of this federal funding that will flow through to its municipalities, including the Village. HB 357 has been passed by both Houses and is expected to be signed by the Governor.**
- **House Bill 2682 allows the sale of cocktails by bars and restaurants with liquor licenses for pickup and delivery. On June 1, 2020, the Liquor Commission and Village Board approved sales within Hoffman Estates, consistent with HB 2682. The bill also "delays late fees and license fees for liquor licenses for businesses and establishes automatic liquor license renewal approval and extension for any license holder whose business or operations have been suspended in any capacity due as a result of COVID-19." IML has not taken a position on this bill. The bill was signed into law by Governor Pritzker in late May, effective immediately.**
- **Senate Bill 2135 extends the deadlines for municipalities to pass their annual budgets when a disaster declaration is in effect. Additionally, this bill allows governmental bodies to continue to hold remote meetings in the event of a state disaster proclamation. Currently, remote meetings are permitted "through June 27, 2020 or until corresponding legislation (SB 2135) is enacted and takes effect, whichever occurs first," per Governor Pritzker's Executive Order 2020-39. IML supports SB 2135. This bill has been passed by both Houses and is expected to be signed by the Governor.**
- **Senate Bill 1863 declares the date of the November general election as a state holiday and expands vote-by-mail. IML has not taken a position on this bill. This bill has been passed by both Houses and is expected to be signed by the Governor.**

**The next scheduled session of the Illinois General Assembly is November 17, 2020.**

**The federal government also continues to negotiate on a fourth economic stimulus package, which may include some direct funding to local governments. Although the House of Representatives passed the \$3 trillion "HEROES Act" in May, the Senate has declined to take up the bill. Staff will continue to track any proposed legislation and will share that information as it becomes available.**

**ATTACHMENTS:**

**Northwest Municipal Conference Legislative Update: May 26, 2020**

**Illinois Municipal League 2020 Spring Legislative Session Summary: May 24, 2020**

**Illinois Municipal League Statehouse Briefing: June 1, 2020**



## NWMC LEGISLATIVE UPDATE

May 26, 2020

### ***General Assembly Passes Budget Restoring LGDF to Full Distribution***

On May 20, the Illinois General Assembly returned to session for the first time since the outbreak of the COVID-19 pandemic in order to pass a state budget and other essential pieces of legislation. The General Assembly worked into the early hours of Sunday morning before adjourning. The \$42.8 billion state budget relies on nearly \$5 billion in loans anticipated through future federal COVID-19 stimulus funding to states.

The following is a summary of the major pieces of legislation approved by the General Assembly as they relate to local governments:

#### **House Bill 357 (Rep. Gregory Harris, Sen. Don Harmon): Budget Implementation Act**

Of critical interest to local governments is the treatment of the Local Government Distributive Fund (LGDF). Late Saturday, the Senate stripped language from the bill that would have continued the five percent reduction of LGDF in state fiscal year 2021. As a reminder, the previous two fiscal years have included a five percent diversion from LGDF revenues and the diversion was ten percent in state fiscal year 2018. Before the pandemic, Governor Pritzker's proposed budget would have continued this five percent diversion for the first six months of the state fiscal year, with future LGDF diversions reliant on the fate of the graduated income tax constitutional amendment. The full restoration of the LGDF pre-pandemic would have equated to roughly \$3.4 million in LGDF revenues for NWMC communities. Given the reduced economic activity as a result of the pandemic, the state is anticipating lower income tax revenues, which will lead to lower LGDF allotments. The Conference thanks lawmakers for recognizing the importance of LGDF revenues and eliminating the diversion of these critically important funds.

Unfortunately, House Bill 357 excludes direct funding to Chicago area municipalities under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The bill establishes the Local Coronavirus Urgent Remediation Emergency (or Local CURE) Support Program, which is designed to distribute CARES Act funds on a per capita basis to local governments to reimburse them for COVID-19 expenses. Unfortunately, there is a provision in the bill stating that: "*Units of local government, or portions thereof, located within the five Illinois counties that received direct allotments from the federal Coronavirus Relief Fund will not be included in the support program allotments.*" This leaves members that are wholly or partially in Cook, DuPage, Kane or Lake counties without access to these funds even if that county does not make any, or a lesser, disbursement of those funds to municipalities.

#### **House Bill 2455 (Rep. Jay Hoffman, Sen. Linda Holmes): Worker's Compensation Changes**

Makes changes to worker's compensation and unemployment benefits due to the coronavirus pandemic. Of immediate interest to municipalities are changes to the Workers' Occupational Diseases Act with respect to claims

#### ***Adjournment***

After four very full days in session last week, the Illinois House and Senate adjourned their spring session. State legislators are scheduled to return to Springfield on November 17 for veto session.



related to COVID-19. The bill provides that there is a rebuttable presumption that an employee's contraction of COVID-19 arises out of and in the course of the employee's first responder or front-line worker employment and that the injury or occupational disease shall be rebuttably presumed to be causally connected to the hazards or exposures of the employee's first responder or front-line worker employment. The bill does place limits on this presumption, indicating that it may be rebutted by evidence such as following Center for Disease Control (CDC) or Illinois Department of Public Health (IDPH) guidance or if the employee was working for home.

**Senate Bill 685 (Rep. Michael J. Zalewski, Sen. David Koehler): Property Tax Interest Penalties**

Amends the Property Tax Code to give counties under 3 million in population the ability to waive interest fees and penalties for late property tax payments. Cook County, which already had the ability to waive such late fees, passed an ordinance to do just that on May 21. Under the Cook County ordinance, homeowners can delay paying the second installment of their 2019 property taxes, which is due August 3, until October 1.

**Senate Bill 2135 (Rep. Kelly M. Burke, Sen. Elgie R. Sims, Jr.): Government Administrative Changes**

Makes changes to both state and local government operational requirements. For the Open Meetings Act, the bill gives specific authority to conduct meetings by audio or video conference during disasters if various provisions are met. Additionally, for municipalities, the bill makes changes to extend the time limit to pass the annual appropriation ordinance or annual budget. Extensions for Freedom of Information Act (FOIA) requests were originally included in the bill but were removed from the final version.

## ***Congress Continues to Consider State and Local Funding***

Various bills that include state and local funding in response to the COVID-19 pandemic are being considered in the U.S. Congress. The HEROES Act, which has passed the U.S. House of Representatives, includes \$375 billion in direct funding to local governments. Of that amount, \$250 billion would be distributed to municipalities using a modified Community Development Block Grant (CDBG) formula within thirty days of adoption. \$125 billion would be distributed one year after passage of the bill. The bill includes a host of legislative proposals, many of which are unlikely to advance in the Senate.

The SMART Act, which was introduced in the Senate last week, is narrowly focused on state and local government assistance. The bill includes \$500 billion in state and local funding that would be distributed based on population, infection rates and revenue losses. Unlike the HEROES Act, the SMART Act limits direct federal funding to local governments with a population of over 50,000.

The NWMC has joined with other local government groups and calling upon federal legislators to pass additional funding directly to all local governments to assist with pandemic response expenses and declining revenues.



May 24, 2020

### **Message to Municipal Officials from IML Executive Director Brad Cole**

*As the 101st General Assembly ends its 2020 Spring Legislative Session, the Illinois Municipal League (IML) has once again been a leading voice at the State Capitol representing the interests of all 1,298 cities, villages and towns in Illinois. Founded in 1913, IML continues to work for the benefit of municipalities throughout the state and those efforts showed throughout the 2020 Spring Legislative Session.*

*This year was unique. With the onset of the COVID-19 pandemic, the General Assembly was forced to abbreviate its regular session, putting a pause on session days starting on March 5 and not meeting again in-person until May 20. Even so, we advocated for you through regular interaction with the Governor's Office, other state constitutional officers, the General Assembly leadership and state agencies, as well as the Illinois Congressional Delegation. All of our correspondence and requests are available on IML's dedicated [COVID-19 website: iml.org/covid](http://iml.org/covid). Additionally, we participated in conference calls and web meetings with the General Assembly's working groups and in numerous meetings with legislative staff. For us, the pace never slowed, and we wouldn't have had it any other way.*

*The General Assembly finally returned to the State Capitol this week for a Special Session to address outstanding issues and COVID-19-related legislation.*

*During their Special Session and due to our persistent advocacy, **the General Assembly eliminated the previous fiscal year's rate reduction applied to LGDF.** That means LGDF revenue rates will increase slightly (by eliminating the 5% cut made in SFY 2020). In his closing remarks during floor debate on the state budget, Senate President Don Harmon stated, "For the first time since before the budget impasse (2017), the General Assembly is not withholding any portion of the Local Government Distributive Fund." We have worked diligently on this issue for several years and appreciate the General Assembly's support and recognition of local needs*

*The Special Session adjourned just before 2 a.m. Sunday, May 24, which also ended the General Assembly's 2020 Spring Legislative Session.*

*This legislative summary will be supplemented by future documents detailing several aspects of what happened during the legislative session. Watch for our "Bills Approved by Both Chambers" report and updates to our "Report on Preemption Legislation" and "2020 Proposed State Mandates" report, all of which will be completed and distributed to IML members soon.*

*We value and appreciate our members, and I am pleased to provide the following comprehensive summary of the Illinois General Assembly's 2020 Spring Legislative Session for your information.*

*As always, if you have any questions or comments, please feel welcome to contact me at any time either by phone at (217) 525-1220 or email at [bcole@iml.org](mailto:bcole@iml.org). Thanks. – BC*

**Second Year of 101st General Assembly Convenes**

Let's begin at the beginning.

On Sunday, January 19, the Illinois Senate met for the purpose of electing a new Senate President to replace retiring Senate President John J. Cullerton (D-Chicago). The Senate elected Senator Don Harmon (D-Oak Park) to serve as President effective immediately. Then, on Monday, January 20, Senator John J. Cullerton officially retired from the Illinois Senate.

Both chambers convened their regularly-scheduled session on January 28. Since then and as of the time of this writing, legislators filed more than 4,800 legislative proposals, including executive appointments, bills, resolutions and proposed constitutional amendments. IML has tracked all legislation within those filings that impacts municipal governments.

The [\*2020 Legislative Principles and Policies\*](#) (available via [this link](#)) guided the positions IML took on those legislative proposals. As a resource, IML makes all bill positions available to our members at [iml.org/billtracking](#) and we also notify each legislator about each individual piece of legislation they file. At the end of this session, IML tracked and took a position on more than 1,000 individual pieces of legislation.

### **General Assembly Passes State Fiscal Year 2021 Budget**

One of the General Assembly's top priorities for the Special Session was the adoption of a State Fiscal Year (SFY) 2021 budget, which they completed shortly before 1 a.m. on Sunday, May 24. SFY 2021 will begin on July 1, 2020. The House and Senate both passed three pieces of legislation related to the budget:

[SB 264 \(Sen. Harmon, D-Oak Park/Rep. Harris, D-Chicago\)](#), which is the general appropriations bill.  
[HB 64 \(Rep. Hoffman, D-Swansea/Sen. Harmon, D-Oak Park\)](#), which is the capital appropriations bill.  
[HB 357 \(Rep. Harris, D-Chicago/Sen. Harmon, D-Oak Park\)](#), which is referred to as the SFY 2021 Budget Implementation (BIMP) bill.

The SFY 2021 budget is considered a relatively flat budget for the state, meaning no significant changes were made to spending when compared to SFY 2020, excluding COVID-19 response spending. The state estimates that they will receive \$42.885 billion in revenues, inclusive of \$4.75 billion in borrowing from the federal government. The SFY 2021 budget appropriates \$42.861 billion. Despite the lack of major programmatic changes, this state budget continues to have a significant impact on municipalities.

The COVID-19 pandemic will have a direct impact on municipal revenues for the foreseeable future. [Linked here is an IML memo from May 4 providing a preliminary forecast of the impact COVID-19 will have on municipal revenues.](#) This initial estimate is only an initial forecast and will be modified to reflect the new state budget and other additional information in early June.

Detailed information about how the budget will affect municipalities is provided below:

#### **Local Government Distributive Fund (LGDF)**

IML prioritizes the complete restoration of full funding to LGDF. In the SFY 2018 budget, the General Assembly adopted a 10% one-time cut to municipalities. In SFY 2019 and SFY 2020, the enacted budget contained a 5% cut to municipalities. In the SFY 2021 Budget Implementation bill, those previous "one-time" cuts to LGDF are eliminated. That means LGDF revenue rates will increase slightly (by eliminating the 5% cut made in SFY 2020). This budget marks the first time in several years that LGDF has not been reduced.

IML will continue to work toward full funding of LGDF every year, until the General Assembly returns municipalities to their original 10% share of state income tax collections.

IML's fact sheet on LGDF is available via this link as a resource.

### **Sales Tax Administrative Fee**

The SFY 2021 budget maintains the 1.5% administrative fee charged to local governments by the Illinois Department of Revenue (IDOR) to collect locally-imposed sales taxes.

IML has proposed that the General Assembly eliminate, or at least continue to reduce, this and other administrative fees charged to municipalities. We will continue to work to ensure the full amount of local revenues are available for local services, without these burdensome fees.

For your information, IML's fact sheet on locally-imposed sales taxes is available via this link.

### **Personal Property Replacement Tax (PPRT) Diversions**

For SFY 2021, the budget diverts \$311.9 million from PPRT. These diversions continue the frustrating erosion of local revenues that has occurred for the last several years out of PPRT.

IML opposes all PPRT diversions and has proposed finding a long-term solution to resolve this annual fight to preserve and retain appropriate PPRT funding.

IML has developed a "PPRT 101" information sheet that provides a brief explanation of what PPRT is and why it is important to local governments. That document is available via this link.

### **Local Government Pass-Through Revenues**

SB 264 (available via this link) includes full funding for local government pass-through revenues (Motor Fuel Tax (MFT), Transportation Renewal Funds (TRF), video/casino gaming, Use Tax and emergency 9-1-1 system funds). This amounts to more than \$1 billion in revenue to local governments during SFY 2021.

IML continuously advocates for the inclusion of automatic pass-through funding appropriation authority in each budget and had SB 2742 (Sen. DeWitte, R-St. Charles) and HB 4310 (Rep. Meyers-Martin, D-Olympia Fields) introduced this spring that would accomplish that goal. Neither bill advanced to passage, but we will continue our efforts to enact this change.

## **COVID-19 Response Legislation Passes**

Outside of the budget, the other primary focus of the General Assembly during its Special Session was to consider legislation to respond to the COVID-19 pandemic. IML has been at the forefront of these discussions and met frequently with legislators through conference calls and web meetings. IML highlighted its advocacy efforts through its dedicated COVID-19 webpage: [iml.org/covid](http://iml.org/covid). Each of IML's administrative and legislative requests were assembled into a compilation of requests (available via this link) and provided to each member of the General Assembly to emphasize the needs of municipalities throughout the state in order to effectively respond to and recover from the COVID-19 pandemic. Additionally, IML regularly discussed these issues with legislative staff throughout the General Assembly's extended break and then finally during the Special Session

Several IML initiatives were included in SB 2135 (Sen. Elgie Sims, D-Chicago/Rep. Kelly Burke, D-Evergreen Park), which provides flexibility to municipalities when passing their annual appropriation or budget ordinances. Specifically, if a disaster, state of emergency or national emergency that impacts a municipality is declared within 60 days of the end of a municipality's fiscal year, the deadlines for an annual appropriation ordinance or annual budget ordinance are extended throughout the duration of the emergency or disaster and for 60 days thereafter. Additionally, SB 2135 allows for open or closed

meetings by audio or video conference in the event of a disaster declaration, so long as certain conditions are met. IML supported the bill. These changes are retroactive to January 1, 2020, and become effective immediately. The bill passed both chambers and will now be considered by the Governor.

The General Assembly included in the BIMP bill the creation of the Local Coronavirus Urgent Remediation Emergency (Local CURE) Support Program. This program utilizes some of the funding received by the state from the federal Coronavirus Aid, Relief and Economic Security (CARES) Act.

Units of local government, which did not receive direct funding through the CARES Act, will receive approximately \$250 million from the state's appropriation based on a per capita basis. Revenues received under this program are required to be spent on expenses directly related to the COVID-19 pandemic that were not accounted for in the municipality's most recent budget approved as of March 27, 2020. Expenses eligible for reimbursement must have been incurred between March 1, 2020, and December 30, 2020.

Unfortunately, the Illinois General Assembly failed to address several municipal concerns and IML is disappointed in their lack of action on these important issues. We will continue to advocate for these issues to be addressed by the General Assembly in future sessions. A list of some of the outstanding issues is below:

- [Article 3 and Article 4 Pension Fund Re-amortization](#)
- [Freedom of Information Act Reply Extensions During the Pandemic](#)
- [Non-Home Rule Sales Tax Authority](#)
- [Non-Home Rule Motor Fuel Tax Authority](#)
- [Restoring the Municipal Share of LGDF Revenues](#)
- [Codification of the Public Duty Rule](#)
- [Website Posting of the Annual Treasurer's Report](#)

The General Assembly passed various other pieces of legislation in response to the COVID-19 pandemic that may or may not impact municipal operations. A description of those bills is below:

[HB 2455 \(Rep. Hoffman, D-Swansea/Sen. Holmes, D-Aurora\)](#) provides essential workers with a temporary rebuttable presumption, through workers' compensation insurance coverage, that they contracted COVID-19 during the course of their employment, but employers are allowed to offer a rebuttal of that presumption if the employers are following Centers for Disease Control and Prevention (CDC) and the Illinois Department of Public Health (IDPH) guidance regarding safety in the workplace.

[HB 2682 \(Rep. Zalewski, D-Riverside/Sen. Feigenholtz, D-Chicago\)](#) makes various changes to the Liquor Control Act in response to the COVID-19 pandemic. It waives late filing fees for state liquor licenses, authorizes the deferral of fees for state liquor licenses and provides for automatic renewals of state liquor licenses. Additionally, the legislation allows retail licensees to prepare and sell cocktails or mixed drinks for off-site consumption. This provision has various regulations in place and the provision expires after one year. IML is reviewing the language and may provide future legal guidance on this legislation.

[SB 685 \(Sen. Koehler, D-Peoria/Rep. Zalewski, D-Riverside\)](#) allows a county board to waive fees and penalties for late property tax payments for either 120 days after the effective date of the legislation or until the first day of the month after the public health emergency ends, whichever is earlier. The legislation also addresses property tax exemptions, property tax sales and tax scavenger sales.

[SB 1569 \(Sen. Bertino-Tarrant, D-Shorewood/Rep. Davis, D-Hazel Crest\)](#) is an education bill that addresses various provisions for school districts responding to the COVID-19 pandemic. Provisions in the legislation include extending professional educator licenses, providing remote learning requirements during a public health emergency disaster declaration and requiring general education

courses taken during the COVID-19 pandemic to be accepted if a student received a grade of "pass," "credit" or "satisfactory."

SB 1864 (Sen. Hunter, D-Chicago/Rep. Harris, D-Chicago) creates the Health Care Affordability Act and permits the Department of Healthcare and Family Services (DHFS) to take necessary actions to address the COVID-19 public health emergency to the extent such actions are required, approved or authorized by the Centers for Medicare and Medicaid Services. The bill also requires, among other things, for DHFS, in consultation with the Department of Insurance, to oversee a feasibility study to explore options to make health insurance more affordable for Illinois residents, creates a Kidney Disease Prevention and Education Task Force and requires medical assistance programs to provide coverage for routine costs that are incurred in the course of an approved clinical trial.

### **IDPH Withdraws Emergency Rulemaking**

On May 15, IDPH filed an emergency rulemaking (available via this link) addressing how restaurants and bars, gyms, non-medical wellness facilities, salons and other non-medical personal care facilities can operate during the pandemic. Under the proposed rules, businesses and establishments who violate IDPH's rulemaking would have been subject to a Class A misdemeanor with various penalties.

On May 20, during the General Assembly's Joint Committee on Administrative Rules (JCAR) hearing, IDPH staff announced that the emergency rule would be withdrawn. The withdrawal of the emergency rule removes the proposed misdemeanor violation.

The Governor indicated that he would seek legislation to be passed by the General Assembly addressing enforcement of his executive orders during the Special Session. However, the General Assembly did not consider legislation regarding that issue. IML expects that the Governor may submit new rulemakings to address this enforcement issue.

### **IML Legislative Agenda Progress Continues**

In January, IML filed the entirety of its 2020 State Legislative Agenda (available via this link), which included the following:

HB 4168 (Rep. Davis, D-Hazel Crest) would provide non-home rule municipalities the ability to access state assistance through the state's Financially Distressed Cities law. The legislation also provides additional state shared revenues and mandate relief to all communities who utilize the Financially Distressed Cities law.

SB 2491 (Sen. Castro, D-Elgin)/HB 4167 (Rep. Severin, R-Marion) would give municipalities the flexibility to fulfill the publication notification mandate for the treasurer's annual financial report by creating an option to post the report on a municipal website instead of advertising in a newspaper or mailing to residents. Under the proposal, publication of notice requirements in newspapers and providing notification via standard mail would remain as options for communicating information to the public.

IML Executive Director Brad Cole testified at a subject matter hearing in the Senate Local Government Committee on February 19, 2020, but the legislation was not called for a vote.

SB 2284 (Sen. Manar, D-Bunker Hill)/HB 4215 (Rep. Smith, D-Chicago) would exempt municipal pass-through revenues, including MFT and LGDF revenues, from the state's Grant Accountability and Transparency Act (GATA).

This legislation was assigned to the Senate State Government Committee and unanimously voted out of committee on February 26, 2020. However, this bill was ultimately not called for a vote before the full Senate, because of the shortened session schedule.

SB 2511 (Sen. Holmes, D-Aurora) would remove liability for municipalities who are subject to a cyberattack. Municipalities throughout the state are seeking ways to protect themselves from cyberattacks. The costs from a liability lawsuit would only put additional financial pressure on a city's budget, threatening the critical services that taxpayers depend on for their health, safety and well-being.

SB 2742 (Sen. DeWitte, R-St. Charles)/HB 4310 (Rep. Meyers-Martin, D-Olympia Fields) would provide automatic appropriation authority for various local funds instead of requiring an annual appropriation by the General Assembly. During the state's previous budget impasse, many of these local funds were suspended because the required annual appropriation authority lapsed. IML is seeking to protect these local funds by allowing them to continue during any impasse and without annual appropriation by the state.

#### Other Legislative Issues of Note

During its Special Session, the General Assembly passed legislation modifying how the 2020 General Election will be conducted. SB 1863 (Sen. Morrison, D-Lake Forest/Rep. Burke, D-Evergreen Park) served as an "elections omnibus" bill and provides, among other provisions, that the November 2020 General Election be a state holiday for schools and certain public university employees, requires that all government offices, unless they are an election authority, be closed and requires election authorities to mail or email a vote-by-mail application to any elector who voted in the November 2018 General Election the April 2019 Consolidated Election or the March 2020 General Primary Election. The omnibus legislation also includes modifications to how vote-by-mail ballots should be processed, allows changes for first time voter registrations or change of address registrations, and authorizes curbside voting.

This legislation passed and will be signed by the Governor. Once signed, it also gives the Illinois State Board of Elections the authority to make emergency rules to implement the legislation. SB 1863 only applies to the November 2020 General Election; it does not apply to any subsequent election thereafter.

The General Assembly also passed legislation regarding the hospital assessment program. SB 2541 (Sen. Heather Steans, D-Chicago/Rep. Greg Harris, D-Chicago) reauthorizes the hospital assessment program. The program captures federal dollars for hospitals that treat Medicaid patients. The program is required to be reauthorized by both the state and federal government prior to June 30.

The General Assembly also addressed the issue of a Chicago casino. The legislation (SB 516 – Sen. Cunningham, D-Chicago/Rep. Rita, D-Blue Island) makes various changes to the rules regarding how a Chicago-based casino may operate. Additionally, the bill allows the Illinois Department of Agriculture to determine the terminal operators for video gaming at both the Illinois State Fairgrounds in Springfield and the DuQuoin State Fairgrounds.

#### IML Starts New General Assembly Outreach Program

As another step in our efforts to improve and expand advocacy on behalf of our members, IML created a database system to contact state legislators regarding bills they file that could have a municipal impact.

During the session, IML sent timely correspondence to each sponsor of legislation on which IML had taken a position either in support or in opposition. During the course of this session, IML sent hundreds of emails or letters to sponsors detailing our position on their legislation.

IML witnessed positive results from this enhanced communication and we believe it will continue to help with legislator engagement and education, while also increasing our presence at the State Capitol.

#### Work Continues on Public Safety Pension Fund Consolidation

Last fall, the General Assembly passed legislation to consolidate the assets of the state's more than 650 downstate public safety pension funds. The new law went into effect on January 1, 2020.

Since the law went into effect, the Governor has appointed two statewide transition boards, one for police funds and one for firefighter funds. Both boards have been organized and are starting the process of transitioning to consolidated investment funds.

IML has appointed representatives on each of the transition boards that are involved in every meeting. We will continue to provide updates when appropriate regarding progress related to establishing the new consolidated funds.

### **Graduated Income Tax Question Heads to Voters in November**

During the Special Session, the General Assembly considered [SJR 1 \(Sen. Harmon, D-Oak Park/Rep. Madigan, D-Chicago\)](#), which sets the language and the pro and con arguments on the statewide referendum question about imposing a graduated income tax. Those details are required to be presented to the voters prior to the November 2020 General Election. The text of the question on the ballot will read:

*"The proposed amendment grants the State authority to impose higher income tax rates on higher income levels, which is how the federal government and a majority of other states do it. The amendment would remove the portion of the Revenue Article of the Illinois Constitution that is sometimes referred to as the "flat tax," that requires all taxes on income to be at the same rate. The amendment does not itself change tax rates. It gives the State the ability to impose higher tax rates on those with higher income levels and lower income tax rates on those with middle or lower income levels. You are asked to decide whether the proposed amendment should become a part of the Illinois Constitution."*

More details are available in [SJR 1 \(Sen. Harmon, D-Oak Park/Rep. Madigan, D-Chicago\)](#). IML does not have a position on the question of the Graduated Income Tax Amendment.

### **IML Pushes Back on Proposed Mandates**

Each year, members of the General Assembly introduce proposals that would impose or expand unfunded state mandates on municipal governments. This year was no different with more than 150 new bills introduced that represent such a mandate. In order to educate IML members and state legislators, while also encouraging a discussion about the impacts unfunded mandates have on municipalities, IML produced its [2020 Proposed State Mandates Report \(available via this link\)](#). This report is the seventh report of its kind since we began to highlight this issue in 2015.

Additionally, our staff routinely filed witness slips and testified in opposition to unfunded mandates as they advanced through the legislative process this year, including the following items:

[SB 2954 \(Sen. Fine, D-Glenview\)](#) regulates the use of coal tar sealant and would require a unit of local government to adopt an ordinance providing for enforcement of the Act, and mandates that the unit of local government oversee distribution of disclosure materials. Due to IML's intervention, an amendment was drafted and adopted removing the mandate provision from the bill. The bill passed out of the Senate Environment and Conservation Committee but has not been called for a vote by the full Senate at this time.

[HB 4152 \(Rep. Didech, D-Buffalo Grove\)](#) requires that no provider of energy or water services may impose a fee for termination or early cancellation of a service contract if the customer dies before the end of the contract. Additionally, the bill provides that a violation of this provision is subject to a civil penalty up to \$1,000. IML opposed the legislation out of concern for municipal liability and accidental violations of the proposed legislation. IML advocated for and received an amendment removing the



mandated monetary civil penalty. The legislation passed out of the House Labor and Commerce Committee but has not been called for a vote before the full House at this time.

### IML Opposes Preemption of Municipal Authority

IML actively opposes legislation that preempts or restricts municipal authority and worked throughout the legislative session with members of the General Assembly to stop legislation that would do so. To assist in this effort, IML produced a report, [2020 Proposed Legislation Imposing Local Preemption \(available via this link\)](#), that identifies 93 specific legislative proposals that would preempt local authority in various areas including employment issues, housing regulation and financial decision-making. Additionally, IML aggressively intervened on the following items:

[SB 3329 \(Sen. Bennett, D-Champaign\)](#) and [HB 4704 \(Rep. Harper, D-Chicago\)](#) creates the Right to Garden Act and provides that a unit of local government may not regulate quasi-commercial gardens or the use of large structures on a residential property. IML opposed this as a preemption of municipal authority that would allow the state to intervene in any zoning and regulatory functions currently performed by local governments. [IML's position paper on these items is available via this link](#). The matter did not advance, due to IML's strong opposition to its preemption.

On February 26, the Illinois House of Representatives passed [HB 322 \(Rep. McSweeney, R-Barrington Hills\)](#). The legislation would ban non-home rule communities in Cook, DuPage, Kane, Lake, Madison, McHenry, St. Clair and Will counties from using red light cameras. Additionally, any non-home rule community would have to remove its current red light cameras prior to January 1, 2021. This bill was one of dozens of proposals restricting the use of red light cameras. IML was opposed to this as a preemption of non-home rule public safety authority. [IML's position paper on HB 322 is available via this link](#). This matter did not advance but will likely be raised again.

### Property Tax Task Force Misses Report Deadline

On January 3, *Crain's Chicago Business* published an [article \(available via this link\)](#) that included a draft of the [Property Tax Relief Task Force's report \(available via this link\)](#). The initial draft report highlighted many issues of municipal interest, including Tax Increment Financing (TIF), the state's Property Tax Extension Limitation Law (PTELL) and local government consolidation.

In response to the draft report, IML Executive Director Brad Cole sent each of the 88 members of the Property Tax Relief Task Force a [memo \(available via this link\)](#) highlighting the need for continued discussion about the practical application of many of the recommendations in the draft report. The memo indicated that IML was available and desired to engage in those discussions. He also emphasized again that any conversations about property taxes must include a discussion on the negative financial effect unfunded state mandates have on taxpayers. IML shared its [Compilation of State Mandates on Municipalities report \(available via this link\)](#) with the Task Force to highlight the magnitude of unfunded mandates on municipal governments.

To date, the Task Force has not produced its final, bipartisan report, although it was due by December 31, 2019. Ironically, legislators individually introduced nearly 40 new legislative proposals affecting property taxes, with at least 30 of those directly representing new or expanded property tax exemptions, tax credits or loosening reapplication requirements for exemptions currently in place. All of those measures would have a detrimental effect on property taxes for taxpayers not benefiting from the exemptions. In response, IML produced a [Property Tax Exemption fact sheet \(available via this link\)](#), meant to educate legislators and the public about the impact these exemptions have on local governments.

[More information about our advocacy efforts with the Property Tax Relief Task Force is available at iml.org/propertytax.](#)

### IML Advocates Against Proposed TIF Modifications

Several legislators introduced proposals that would negatively impact TIF. Of note, [SB 2938 \(Sen. Gillespie, D-Arlington Heights\)](#) would make substantial changes to the Tax Increment Allocation Redevelopment Act of the Illinois Municipal Code, the law that authorizes the use of TIF districts. IML opposed this legislation due to the negative impact these counterintuitive changes would have on this valuable economic development tool.

During the Special Session, the General Assembly passed [SB 2052 \(Sen. Castro, D-Elgin/Rep. Welch, D-Westchester\)](#), which extends various TIF districts throughout the state. IML supported those extensions.

As a resource to our members and to state legislators, IML developed a [TIF fact sheet \(available via this link\)](#), as well as a dedicated TIF webpage meant to provide information about this important issue; [it can be found at \[iml.org/tif\]\(http://iml.org/tif\)](#).

### **Lead Service Line Replacement Legislation Update**

IML staff has continued to study and minimize legislative efforts concerning lead service line replacement that would impose a massive unfunded mandate on municipal governments and public water utilities.

While no new legislation surfaced mandating the replacement of all lead service lines in a water provider's system, one proposal, [SB 3311 \(Sen. Peters, D-Chicago\)](#), would have required onerous testing and reporting requirements for municipalities as it pertains to potable water within park facilities. This legislation ultimately did not progress due to concerns IML expressed to the sponsor about the associated costs, to which we appreciated his understanding and cooperation.

Throughout the Spring Session, IML staff conducted regular meetings with lead service line stakeholders and solicited feedback and input from the IML Board of Directors on this topic. We are working to find a reasonable and affordable path forward to address this important issue that also meets the needs and capabilities of all communities. Much more study and dialogue is needed and will take place over the next several months, as this issue is sure to return in the 2021 legislative session.

### **IML Provides Input on Ethics Reform**

Throughout the first several weeks of the Spring Session, the General Assembly convened its Joint Commission on Ethics and Lobbying Reform. The Commission was established by [House Joint Resolution 93 \(Rep. Harris, D-Chicago/Sen. Castro, D-Elgin\)](#). The Joint Commission consisted of members appointed by the four legislative leaders, the Governor, the Attorney General and the Secretary of State. It was charged with reviewing various state ethics laws, including local lobbying regulations, conflicts of interests, disclosure reform and incompatibility of elected and appointed offices. It was charged with making recommendations to the General Assembly.

IML Executive Director Brad Cole testified in each hearing held by the Joint Commission and provided a municipal perspective on many of the reforms being debated by the Commission. The Joint Commission has not met since the General Assembly paused its legislative session in March. However, it is expected that these discussions will restart and continue throughout the coming summer and fall. IML will monitor the progress of those discussions and will be involved with them to ensure that municipal interests are thoroughly represented.

### **Federal Legislation Update**

The U.S. Congress is continuing discussions on another round of COVID-19 related financial relief to states and local governments. As we have highlighted in our daily COVID-19 updates, the U.S. House of Representatives considered and passed [HR 6800 – The Heroes Act \(available via this link\)](#).

While it is unlikely the U.S. Senate will consider HR 6800 as written, IML is continuing its advocacy for direct, unrestricted federal funding to local governments regardless of size. We are working with the National League of Cities, one of our federal partners, in the "Cities are Essential" campaign to show members of Congress the necessity of providing local funding in the next round of COVID-19 stimulus.

On May 21, the White House released information summarizing the federal support delivered thus far to the State of Illinois, including personal protective equipment, funding and other efforts. The White House's summary is available via this link.

Please follow our continued COVID-19 daily updates, all of which are available on our [iml.org/covid](https://iml.org/covid) website, for additional information regarding our pandemic-related federal advocacy efforts.

### Work Remains

Even though the General Assembly has adjourned until November 17, unless called back sooner for a specific purpose, IML staff will continue its advocacy for the benefit of all our members. Our legislative website (available at [iml.org/legislative](https://iml.org/legislative)) is regularly updated with helpful resources for our members to utilize when they interact with state and federal officials.

IML continues to claim a seat at the table to give voice to the challenges facing municipal officials. We are proud to fight for the protection of local authority and shared or direct revenues that are critical to Illinois' 1,298 cities, villages and towns.

To our members, thank you for the opportunity to serve you and your communities.

As always, should you have any questions or comments, please feel welcome to contact us at your convenience. Thanks.

#### ILLINOIS MUNICIPAL LEAGUE

500 East Capitol Avenue | PO Box 5180 | Springfield, Illinois 62705

217.525.1220 phone | 217.525.7438 fax

[iml@iml.org](mailto:iml@iml.org) | [www.iml.org](https://www.iml.org) | [Facebook](#) | [Twitter](#)



June 1, 2020

This edition of the *Statehouse Briefing* highlights the Illinois Municipal League's (IML) May 29 COVID-19 update, the *2020 Spring Legislative Session Summary* and updated legislative reports. The *Briefing* also provides information about legislation passed by the General Assembly during its Special Session.

### **Illinois Enters Phase 3 of "Restore Illinois" Plan**

On Friday, May 29, the entire state entered Phase 3 (Recovery) of the Governor's "Restore Illinois" plan, which was highlighted in our May 29 COVID-19 update (available via this [link](#)).

The May 29 COVID-19 update includes information about Governor JB Pritzker's new executive orders for Phase 3, guidance from the Illinois Liquor Control Commission for Phase 3 and updated information from the U.S. Department of the Treasury regarding Coronavirus Aid, Relief and Economic Security (CARES) Act funding for state, local and tribal governments.

### **IML Provides Comprehensive 2020 Spring Legislative Session Summary**

Just before 2 a.m. on Sunday, May 24, the Illinois General Assembly finished its business for the 2020 Spring Legislative Session by passing a State Fiscal Year (SFY) 2021 state budget.

During an abbreviated Special Session due to the COVID-19 pandemic, the General Assembly took action on a number of issues, some of which have an impact on municipal government. To review these issues, IML has released its *2020 Spring Legislative Session Summary* (available via this [link](#)). This comprehensive summary highlights issues of importance for municipalities, as well as other issues acted upon during the session.

### **General Assembly Allows the Sale of Mixed Drinks and Cocktails for Off-Premises Consumption**

During its Special Session, the Illinois General Assembly passed HB 2682 (Rep. Zalewski, D-Riverside/Sen. Feigenholtz, D-Chicago). Among other provisions, the legislation allows retail licensees to prepare and sell cocktails or mixed drinks for off-premises consumption. This provision puts various regulations in place and expires after one year. IML is reviewing the legislative language and will provide further guidance once received from the Illinois Liquor Control Commission.

## **Open Meetings Act Changed to Allow for Virtual Meetings During a Disaster Declaration**

Governor JB Pritzker is expected to sign SB 2135 (Sen. Sims, D-Chicago/Rep. Burke, D-Oak Park) that will allow public bodies to conduct remote meetings under certain conditions.

Under the legislation, public bodies will be allowed to hold remote meetings only when a disaster declaration has been issued by the Governor or the Director of the Illinois Department of Public Health. Additionally, the head of the public body must determine that an in-person meeting is not practical or prudent.

To assist our members in complying with the conditions detailed in the legislation, IML Legal staff has developed a fact sheet (available via this link) about the requirements for holding remote meetings during a disaster proclamation.

Please consult with your legal counsel or retained attorney for legal advice prior to taking any formal or informal action during a declared disaster.

## **IML Releases 2020 Legislation Approved by Both Chambers Report**

During the General Assembly's 2020 Spring Legislative Session, IML tracked and took positions on more than 1,000 individual pieces of legislation that could impact municipal governments.

As a resource for our members, IML has produced the *2020 Legislation Approved by Both Chambers* report (available via this link). The report provides the General Assembly's synopsis of each bill and IML's position if the bill impacts municipal government. An explanation of each possible position is available via this link.

## **Unfunded Mandates and Preemption Reports Updated**

On April 20, IML published our *2020 Proposed Legislation Imposing Local Preemption* and *2020 Proposed State Mandates* reports. These reports highlighted legislation that would either preempt municipal authority or impose a new unfunded mandate on municipal governments.

With the Spring Legislative Session concluded, both reports have been updated to include any additional proposals introduced or amended after the original publication, and the progress each proposal made during the 2020 Spring Legislative Session. These updated reports are provided below via links, as of June 1:

*2020 Proposed State Mandates Sixth Supplemental Report*

*2020 Proposed Legislation Imposing Local Preemption Final Report*

## **COVID-19 Resources Available on IML Website**

IML has been tracking resources, advocating for our members and drafting guidance to assist our members in dealing with the COVID-19 crisis. All of these resources and our daily

updates are available at [iml.org/covid](http://iml.org/covid). IML will continue to distribute timely, reliable and pertinent information as it becomes available.

# COMMITTEE AGENDA ITEM

## VILLAGE OF HOFFMAN ESTATES

**SUBJECT:** Approval of a Resolution amending the Sexual Harassment policy within the Village of Hoffman Estates Personnel Policy Manual

**MEETING DATE:** June 8, 2020

**COMMITTEE:** General Administration and Personnel

**FROM:** Patrick J. Seger, Human Resources Management Director

---

**PURPOSE:** An amendment to the Personnel Policy Manual revising the Sexual Harassment policy to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit.” (5 ILCS 430/70-5).

**BACKGROUND:** The Village has had a long-standing policy prohibiting sexual harassment in the workforce. This policy is included in the Village’s Personnel Policy Manual which was last updated and approved by the Village Board effective November 16, 2017 and distributed to all employees. Also, the Village has routinely provided refresher training for all employees and will be providing such training beginning this year 2020 on an annual basis per the Illinois Human Rights Act, regarding the nature of the federal law, the Village’s prohibition, and individual employee’s rights.

In August of 2019, the Illinois General Assembly enacted Public Act 101-0221, amending the State Officials and Employees Ethics Act by requiring each government unit to adopt a resolution to provide for a mechanism for reporting and independent review of allegations of sexual harassment made against an elected officials of the governmental unit by another elected official of a government unit.

**DISCUSSION:** As a result of Public Act 101-0221, a proposed resolution with a revised Sexual Harassment policy is attached for review and approval. Updates in the proposed policy include that an elected official may request an independent review of a complaint of sexual harassment by another elected official. The outcome of the independent review shall be reported to the corporate authorities.

**RECOMMENDATION:** Approval of a resolution amending the Village’s Personnel Policy Manual Section on sexual harassment. The revised policy will be communicated to Village employees per the Personnel Policy Manual policy updates and employee notice procedure.

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION AMENDING THE VILLAGE OF HOFFMAN ESTATES' PERSONNEL POLICY MANUAL (SEXUAL HARASSMENT)**

WHEREAS, the Illinois General Assembly enacted Public Act 101-0221, an Act concerning government, which became effective immediately, dated August 9, 2019; and

WHEREAS, pursuant to the Act, each governmental unit shall adopt a resolution establishing a policy to prohibit sexual harassment; and

WHEREAS, this Policy to Prohibit Sexual Harassment shall be included in the Village's Personnel Policy Manual as Exhibit A.

WHEREAS, all prior existing sexual harassment policies of the Village of Hoffman Estates shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Resolution; and

WHEREAS, should any section or provision of this Resolution or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Resolution or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid.

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

Section 1: The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Resolution, is hereby adopted.

Section 2: This Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2020

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

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

## **APPENDIX "A" - SEXUAL HARASSMENT POLICY**

The Village of Hoffman Estates (hereafter referred to as "Village") is committed to maintaining a work environment that fosters appropriate conduct among colleagues and respect for individual values and sensitivities. It is the intent of this policy to promote a professional, business-like environment free from sexual harassment. For the purposes of this Policy, "work environment" is not limited to a physical location a Village employee is assigned to perform his or her duties and does not require an employment relationship. The Village will not tolerate harassment of any kind, including sexual harassment, and will take immediate steps to stop it when it occurs. Verified offenses are treated as misconduct and offenders are subject to disciplinary action up to and including termination.

### **DEFINITIONS**

***Sexual harassment*** is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

Submission to such conduct explicitly becomes a condition of employment; or

Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive environment. To meet this threshold, conduct must be sufficiently severe or pervasive to alter the conditions of the victim's employment by having created a workplace permeated with discriminatory intimidation, ridicule and insult.

All employees are advised that submission to such conduct shall be neither an explicit nor an implicit term or condition of employment, and that submission to or rejection of such conduct shall not be used as a basis for making employment decisions. Sexual harassment shall not be permitted to interfere with an individual's work performance or environment. The Village prohibits harassment based on sex even if it does not rise to the level of a legal violation.

### **PROHIBITED CONDUCT**

All employees of the Village are expected to avoid any behavior or conduct toward any other employee that is or could be interpreted as sexual harassment.

Examples of sexual harassment may include, but are not limited to, sexually orientated verbal "kidding," teasing or jokes, comments, written or visual depictions of nudity or sexual conduct, subtle or direct pressure for sexual favors, and physical conduct such as patting, pinching, or brushing up against someone's body. Hostile work environment sexual harassment can be the product of a supervisor harassing a subordinate, a subordinate harassing a supervisor, harassment between two employees, or non-employees harassing an employee.

Conduct need not be directed at a specific employee in order to constitute harassment. For example, an employee may be negatively affected by sexual jokes or pornographic images in the workplace even if the jokes or images do not relate directly to the employee. Additionally, preferential treatment of an employee, or the promise of preferential treatment to an employee, in exchange for dates or sexual conduct; denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances is considered sexual harassment and is prohibited conduct. Sexual harassment can occur between men and women, or between members of the same gender.

It is not, however, considered sexual harassment for a member of the management/supervisory staff, as part of their job responsibilities, to enforce standards of conduct and job performance provided that they do so in a non-discriminatory manner.



## **REPORT PROCEDURE**

All employees and all elected or non-elected officials who become aware of sexual harassment must immediately report the harassment. Reports of sexual harassment are to be promptly directed either verbally or in writing to the employee's Department Director. In the event the report involves the Department Director, or if the employee for any reason is uncomfortable in dealing with the Department Director, the employee may report such conduct to the HRM Director, Deputy Village Manager (the designated Title VII compliance officers as delegated by the Village Manager) or the Ethics Officer.

If an individual feels the need to report sexual harassment to someone of their preferred gender, they may speak to a representative from the Human Resources Management Department to make appropriate arrangements.

Employees may also report sexual harassment by contacting the Illinois Department of Human Rights, 312-814-6200.

If an employee chooses to discuss sexual harassment in a confidential setting, they may contact a member of the Health and Human Services (HHS) Department, which serves as the Village's Employee Assistance Program. If sexual harassment is discussed with a member of the HHS Department, it will not be reported and the matter cannot be investigated unless the employee authorizes, in writing, HHS to report it as a claim. Upon authorization, the HHS Director will facilitate the reporting of a claim of sexual harassment. Any counseling contact will remain confidential. Employees are encouraged to utilize the services of the HHS Department without fear of a breach of confidentiality.

The Department Director, Deputy Village Manager, Ethics Officer or HHS Representative (where authorized) shall immediately notify the HRM Director upon receiving a report of sexual harassment.

The employee making the report should provide the following information, if known:

Reporting employee's name, department, position title; and

Name and title of person committing harassment; and

Specific nature of the harassment, how long it has gone on, and any employment action allegedly taken as a result of the harassment (i.e. demotion, failure to promote, dismissal, refusal to hire, transfer, etc.); and

Dates, times and locations where harassment has occurred; and

Witnesses to the harassment, if any; and

Whether the harassment was previously reported, when and to whom.

In addition to the methods of reporting included above, an elected official or appointed official may request an independent review of a complaint of sexual harassment by another elected official or appointed official. The request shall be made to the Human Resources Director or Deputy Village Manager. The official receiving the request shall take immediate action in keeping with the procurement process of the Village to retain a qualified individual or entity for the independent review of the allegations of sexual harassment in violation of this policy. The outcome of the independent review shall be reported to the corporate authorities.

## **CONFIDENTIALITY**

The Village respects the confidentiality and privacy of all its employees. Accordingly, the Village will take appropriate steps to protect the confidentiality of employees involved in a claim of sexual harassment to the extent that the investigation process permits. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation practices and the application of corrective action. The Village may need to disclose certain information when necessary to protect the interests of the Village, its employees and the public.

## **INVESTIGATORY PROCEDURE**

The HRM Director will initiate an investigation promptly after receipt of a report of sexual harassment. The HRM Director may designate another supervisory/ management employee of the opposite sex to assist him/her in the investigation. If the HRM Director is the subject of the investigation, then the Deputy Village Manager will conduct the investigation. If the HRM Director and Deputy Village Manager are both subjects of the investigation, another management official will be designated to conduct the investigation.

The scope of the investigation will depend upon the specific circumstances, but will generally include an interview with the person making the report of harassment and the person who reportedly engaged in the harassing conduct. The investigation may also include interviews of other witnesses and review of documents that the investigator determines may be relevant to the report. Written statements may be required of all employees interviewed in relation to the alleged harassment.

Malicious, false or misleading statements or accusations made by an employee relative to the investigation or report of sexual harassment will be treated as misconduct and will result in disciplinary action up to and including termination.

The Village will investigate all reports expeditiously, confidentially and professionally. At the conclusion of the investigation, a determination will be made by the investigating party as whether this Policy has been violated and, if so, what appropriate actions will be taken to correct the situation. A written report will be prepared by the investigating party and provided to the Village Manager. Appropriate parties to the sexual harassment report will be notified of the final determination of the investigation. If allegations are confirmed, appropriate corrective actions will be taken, including but not limited to disciplinary action up to and including termination.

## **APPEALS PROCEDURE**

If any party directly involved in the sexual harassment investigation is dissatisfied with the outcome or resolution, that individual may appeal the decision. The dissatisfied party must submit his/her written comments to the Village Manager for review within 10 days after being notified of the results of the initial investigation. Employees may also elect to file a charge with the Equal Employment Opportunity Commission (EEOC), Illinois Department of Human Rights or other appropriate agency at any time (subject to any filing deadlines or limitations periods provided by applicable law).

## **RETALIATION**

Federal and state law prohibit retaliation against any employee who makes a good faith claim of sexual harassment. Any employee of the Village who retaliates against another employee in violation of this policy will be subject to discipline, up to and including termination. If an employee becomes aware of retaliation against anyone for reporting harassment or providing truthful information as part of an investigation under this policy, the employee must immediately report such conduct using the reporting procedure set forth above. Whistleblower protections are provided under laws including but not limited to the State Officials and Employees Ethics Act, the Illinois Human Rights Act, and the Whistleblower Act.

## **TRAINING**

The Risk Manager will provide each employee with training as to the law and the provisions of the Village's policy on sexual harassment. Supervisors will be provided with additional training related to observed conduct. Each employee is required to read and understand the policy and will be required to sign a statement indicating they have received training. To ensure that sexual harassment is not taking place in the workplace, the Village will survey each employee as part of the annual performance process to inquire whether the employee has been the subject of sexual harassment during the evaluation period. Employees who believe that they have experienced sexual harassment will have an opportunity to report this on the evaluation form. Employees who have not experienced sexual harassment will likewise be asked to indicate as such. All questions related to this policy should be directed to the Risk Manager or HRM Director.

## VILLAGE OF HOFFMAN ESTATES

### Memo

To: Jim Norris  
From: Ric Signorella  
Regarding: Cable TV Report  
Date: June 1, 2020

#### **Citizen Segments**

This month the Citizen covers: Fire Dept. New Recruit Promotions, HHS: Hand Hygiene Glove Use Video, HHS How to Wear Masks & Face Coverings, Public Service Announcements: Food Donations & Groot Curbside Recycling Program,

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

Celtic Fest  
Wellness Fair Promotional Video  
HHS Fitness Challenge Videos  
HEFD Vehicle Extrication Training  
HEFD Swearing –Ins New Recruits  
Hoffman Estates Essential Workers Video  
2020 Street Revitalization Project  
Virtual Touch A Truck Videos (PW, Police & Fire)  
Schaumburg & Hoffman Estates Branch Library Programs to Air on HETV  
Virtual Graduation Ceremonies for Hoffman Estates, Fremd, Conant & Schaumburg High Schools  
HRM & HHS Training Video for Employees as they return to Work

#### **Mayor McLeod Story Time Reading**

Mayor reading children's books, videos were also shared with the Schaumburg Township Library.

#### **Schaumburg High School High String Showcase, D211/54 Choral Festival Concerts & Schaumburg Orchestra Concerto Concert & Hoffman Estates High School Orchestra Concert**

Are now airing.

#### **The Making of Gone with the Wind**

This illustrated talk by historian Leslie Goddard, Ph.D., reviews the story of how Gone with the Wind was made is now airing.

#### **Mind, Body & Yoga**

Overview covering Statistics, Unique Health Needs Mindful & Gratitude Exercise and a Yoga video.

#### **Abraham Lincoln: 200<sup>th</sup> Birthday Commemoration Presentation**

In commemoration of Abraham Lincoln's 200th birthday.

#### **Sports & Concerts**

HETV is rebroadcasting high school sports, high school concerts and summer sounds on the green.

#### **Complaints/Inquiries**

There were two new complaints from residents with AT&T cable running along the fence line, the other was a down Comcast line. There are no outstanding inquiries.



# HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

## HUMAN RESOURCES MANAGEMENT DEPARTMENT

### Monthly Report

May 2020

#### Staffing Activity

New Starts:	14 –	Firefighter/Paramedic (4) PW Seasonal (6) Maintenance III – Electrician Engineering Intern (2) Director of Planning and Transportation	
Separations:	2 –	PW Supervisor PT Admin. Staff Assistant	
Transfers:	0		
Retirees:	0		
Promotions:	0		
Reclassifications:	0		
Change in Status:	0		
Staffing:	Full Time Employees	338 budgeted	323 current
	Part Time Employees	74 budgeted	74 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	21 budgeted	6 current
	Paid Interns	6 budgeted	3 current

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

6 Seasonal with	08 for year
0 Promotions with	14 for year
5 Separations with	11 for year
0 Retirements with	07 for year
0 Transfer with	01 for year

## **Recruitment Activity**

### **Maintenance III Electrician – Public Works**

The position was posted internally and externally, including on the AWWA website. No internal applications were received. Applications were reviewed by the interview team as they were received. Five candidates were selected for interview. Three candidates responded and were interviewed on 03/19/2020. An offer was made to one candidate, he accepted and started on 05/18/2020.

### **Summer Seasonal – Public Works**

The position was posted on the Village website, social media, Indeed job board, Village broadcast email and on LinkedIn. Applications are being reviewed by the Assistant Director as they are received. Offers were made to six returning seasonals. Seven new candidate phone interviews were scheduled. Two positions were canceled. Offers were made to 4 new candidates. They accepted and all seasonal pre-employment screening is underway. Six started in May and the remaining four are scheduled to start in June.

### **Director of Planning and Transportation – Dev. Services Dept.**

The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, APA-IL, ILCMA, GovHR, and ITE websites. Applications were reviewed by the interview team. Five candidates were chosen to participate in the interview process. A writing sample was required to be completed by 03/27/2020. First interviews were held via video conferencing from 03/31/2020 – 04/02/2020. Two candidates were invited to second interview on 04/14/2020. An offer was made to one candidate, she accepted and started on 05/18/2020.

### **Summer Civil Engineering Intern (3) – Dev. Services Dept.**

The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, Handshake college recruiting site (25+ schools) and 10 individual college recruiting sites. Applications were forwarded to the interview team for review as they were received. Eight candidates were chosen to interview the week of January 6<sup>th</sup>. Offers were made to 3 candidates. They accepted and have successfully completed the pre-employment screening process. Two started in May and one is scheduled to start in June.

**Clinic Nurse Pool – Health & Human Services**

The position was posted with a private invitation to the nursing staff from the former St. Alexius Community Nursing program. Applications are being forwarded to the Nursing Supervisor as they are received. Three nurses started in March and a fourth nurse is scheduled to start in July.

**Development Services Technician – Development Services**

The position was posted on the Village website, social media, Indeed job board, Village broadcast email and LinkedIn. Applications were reviewed by the interview team; however, the recruitment was put on hold.

**Part-Time Admin. Staff Assistant - PW**

The position was posted internally and externally. Applications were reviewed by the interview team as they were received. 129 applications were received. 13 candidates were selected for skills testing. One candidate was interviewed in May and three candidates are scheduled for interviews in June.

**Labor/Management Relations**

Contract Status:

**Police** (Metropolitan Alliance of Police - MAP Chapter 96)  
Contract (Jan. 1, 2019 - December 31, 2021).

**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, 2020 – Dec. 31, 2025).

**Police Sergeants** (Metropolitan Alliance of Police – MAP-97)  
Contract (Jan. 1, 2020 – December 31, 2022).

**Grievances**

N/A

**Personnel/Benefits/Employee Services**

- The Director of HRM participated in Emergency Operations Committee meetings.
- The Director of HRM participated in conference calls with Northwest Suburban Human Resources Directors related to COVID-19.
- HRM Staff participated in webinars related to COVID-19 employee issues hosted by Arthur J. Gallagher, Business Solver and IPELRA.

- HRM staff completed work on the employee Onboarding Program.
- HRM staff worked on various policies and issues related to COVID-19, including returning employees to work.

### **Risk Management/Safety/Loss Control**

- The Risk Manager spent a high percentage of time working on policies and issues related to COVID-19.
- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted tele meetings with staff related to high exposure workers' compensation claims.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Continued to provide consultation related to risk management issues related to the Sears Centre.
- Provided 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

### MAY 2020

#### **RECRUITMENTS**

**POSITION TITLE:** Summer Civil Engineering Interns (3)  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 11/21/2019  
**AD DEADLINE:** 12/31/2019  
**APPLICATIONS REC'D:** 18 applications received  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, Handshake college recruiting site (25+ schools) and 10 individual college recruiting sites. Applications were forwarded to the interview team for review as they were received. Eight candidates were chosen to interview the week of January 6<sup>th</sup>. Offers were made to 3 candidates. They accepted and have successfully completed the pre-employment screening process. Two started in May and the third will start June 1st.

**POSITION TITLE:** Clinic Nurse Pool (5)  
**DEPARTMENT:** Health & Human Services  
**DATE POSTED:** 01/01/2020  
**AD DEADLINE:** Until Filled  
**APPLICATIONS REC'D:** 4 application received to date  
**STATUS:** The position was posted with a private invitation to the nursing staff from the St. Alexius Community Nursing program. Three nurses started in March and a fourth nurse was scheduled to start in June but has been pushed back to July.

**POSITION TITLE:** PW Summer Seasonal  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 03/10/2020  
**AD DEADLINE:** 04/09/2020  
**APPLICATIONS REC'D:** 12 applications received to date  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Village broadcast email and on LinkedIn. Applications are being reviewed by the Assistant Director as they are received. Offers were made to six returning seasonals. Seven new candidate phone interviews were scheduled. Two positions were canceled. Offers were made to 4 new candidates. They accepted and all seasonal pre-employment screening is underway. Six started in May and the rest are expected to start in June.

## **NEW STARTS**

**POSITION TITLE:** Summer Civil Engineering Interns (3)  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 11/21/2019  
**AD DEADLINE:** 12/31/2019  
**APPLICATIONS REC'D:** 18 applications received  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, Handshake college recruiting site (25+ schools) and 10 individual college recruiting sites. Applications were forwarded to the interview team for review as they were received. Eight candidates were chosen to interview the week of January 6<sup>th</sup>. Offers were made to 3 candidates. They accepted and have successfully completed the pre-employment screening process. Two started in May and the third will start June 1st.

**POSITION TITLE:** Maintenance III Electrician  
**DEPARTMENT:** Public Works  
**DATE POSTED:** 02/10/2020  
**AD DEADLINE:** 02/28/2020  
**APPLICATIONS REC'D:** 9 applications received  
**STATUS:** The position was posted internally and externally, including on the AWWA website. No internal applications were received. Applications were reviewed by the interview team as they were received. Five candidates were selected for interview. Three candidates responded and were interviewed on 03/19/2020. An offer was made to one candidate, he accepted and started on 05/18/2020.

**POSITION TITLE:** Director of Planning and Transportation  
**DEPARTMENT:** Development Services  
**DATE POSTED:** 02/10/2020  
**AD DEADLINE:** 03/10/2020  
**APPLICATIONS REC'D:** 12 applications received to date  
**STATUS:** The position was posted on the Village website, social media, Indeed job board, Village broadcast email, LinkedIn, APA-IL, ILCMA, GovHR, and ITE websites. Applications were reviewed by the interview team. Five candidates were chosen to participate in the interview process. A writing sample was required to be completed by 03/27/2020. First interviews will be held via video conferencing from 03/31/2020 – 04/02/2020. Two candidates were invited to second interview on 04/14/2020. An offer was made to one candidate, she accepted and started on 05/18/2020.

## SUMMARY OF EMPLOYMENT ACTIVITY MAY 2020

	<u>Total Number</u>	<u>Position</u>
New Starts	14	Firefighter/Paramedic (4) PW Seasonal (6) Maintenance III – Electrician Engineering Intern (2) Director of Planning and Transportation
Separations	2	PW Supervisor, PT Admin Staff Asst.
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	0	
Status	0	

### ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	7	PW Seasonals (4), Civil Engineering Intern, Fire Interns (2)
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Mechanical Inspector
New Positions	0	
Eliminated Positions	0	

### 2020 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	328
PART TIME EMPLOYEES	74	73
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	6
INTERNS (PAID)	6	3
<b>TOTAL</b>	<b>439</b>	<b>402</b>

**Total Vacancies:**

**Full Time**

**Budgeted – Posted**

**Budgeted - Not Posted**

**Police Officer (6)**

**RECRUITMENT ACTIVITY**

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	18	509
Part Time – Response to Recruitments	46	115
Seasonal Applicants	0	17
Unsolicited Applications/Walk-In	0	0
<b>TOTAL</b>	<b>59</b>	<b>577</b>

**HUMAN RESOURCES MANAGEMENT  
EMPLOYMENT ACTIVITY  
MAY 2020**

**NEW HIRES**

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Dhruv Patel	05/11/2020	Engineering Intern	N/A
Blake Howard	05/13/2020	Firefighter/Paramedic	Brian Schick
Shawn Jordan	05/13/2020	Firefighter/Paramedic	Richard Anderson
Steven Lindblom	05/13/2020	Firefighter/Paramedic	Ryan Bebe
Simon Scholes	05/13/2020	Firefighter/Paramedic	Jeff Northrup
Jenny Horn	05/18/2020	Dir. of Planning and Transp.	N/A
Neil Pagdin	05/18/2020	Engineering Intern	N/A
Matthew Turnbull	05/18/2020	Maintenance III	Brad Bachelor
Michael Baureis	05/26/2020	PW Seasonal	N/A
Jacob Bookman	05/26/2020	PW Seasonal	N/A
Alex Walker	05/26/2020	PW Seasonal	N/A
Ethan Bilodeau	05/26/2020	PW Seasonal	N/A
Joe Gatz	05/26/2020	PW Seasonal	N/A
Shivam Boghra	05/26/2020	PW Seasonal	N/A

**SEPARATIONS**

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Roger Golbach	05/20/2020	PW Supervisor	Passed away
Leslie Gaeth	05/22/2020	PT Admin Staff Asst.	Resigned

**PROMOTIONS**

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

**TRANSFERS**

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

**CHANGE IN STATUS**

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

**RECLASSIFICATION**

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

**UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY**

<b><u>Name</u></b>	<b><u>Effective Date</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>
N/A			

**ADDITIONAL MONTHLY REPORT INFORMATION  
MAY 2020**

<b># Anniversaries</b>	<b><u>5</u></b>
<b># Interviews conducted during month</b>	<b><u>1</u></b>
<b># Orientations conducted during month</b>	<b><u>14</u></b>

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 05/31/2020

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	204,543.20	130,457.38	74,085.82	204,543.20	100.0%
97	8	Public Works (Sub-Loc)		1	100.0%	0	0	1	100%	1	0	204,543.20	130,457.38	74,085.82	204,543.20	100.0%
97	01	Village of Hoffman Estates (Loc)		1	100.0%	0	0	1	100%	1	0	204,543.20	130,457.38	74,085.82	204,543.20	100.0%
		Totals for 1997 Claims:		1	100.0%	0	0	1	100%	1	0	204,543.20	130,457.38	74,085.82	204,543.20	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: 05/31/2020

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: 05/31/2020

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: 05/31/2020**

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

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 05/31/2020**

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: 05/31/2020

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: 05/31/2020

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: 05/31/2020**

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	0.4%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.4%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.2%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.2%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	2,652.76	27,535.13	4,297.99	31,833.12	9.2%

**EMPLOYER'S CLAIM SERVICE, INC.  
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY  
From: 12/31/1996 Through: 05/31/2020**

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	50.7%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	1	19	10,365.72	203,016.39	4,297.99	207,314.38	59.9%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	0	9	8,148.55	73,336.98		73,336.98	21.2%
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%	0	12	6,579.97	78,959.66		78,959.66	22.8%
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	2.3%
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%	1	42	8,050.35	341,866.98	4,297.99	346,164.97	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	1	42	8,050.35	341,866.98	4,297.99	346,164.97	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	6.8%
13	303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	46.9%
13	3	Fire (Sub-Loc)	14	35.9%	9	3	2	14%	0	14	17,495.66	244,939.25		244,939.25	53.6%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	1	11	15,021.36	169,347.41	10,908.89	180,256.30	39.5%
13	701	Investigations (Dept)	1	2.6%	1	0	0	0%	0	1	1,134.37	1,134.37		1,134.37	0.2%
13	7	Police (Sub-Loc)	13	33.3%	5	2	6	46%	1	12	13,953.13	170,481.78	10,908.89	181,390.67	39.7%
13	801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.3%
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	6.4%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	7	8	21%	1	38	11,707.36	445,677.96	10,908.89	456,586.85	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	1	38	11,707.36	445,677.96	10,908.89	456,586.85	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: 05/31/2020**

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	37,350.40	356,141.83	92,062.95	448,204.78	63.1%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	7.6%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	1	17	27,904.84	410,224.25	92,062.95	502,287.20	70.7%
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	0.4%
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	0.4%
14	700	Patrol	(Dept)	16	32.7%	12	3	1	6%	0	16	12,041.83	192,669.28		192,669.28	27.1%
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	27.3%
14	800	Streets	(Dept)	1	2.0%	1	0	0	0%	0	1	972.94	972.94		972.94	0.1%
14	801	Water & Sewer	(Dept)	5	10.2%	3	2	0	0%	0	5	1,205.25	6,026.24		6,026.24	0.8%
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	1.5%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	1	48	14,493.98	618,141.92	92,062.95	710,204.87	100.0%
		Totals for 2014 Claims:		49	100.0%	35	8	6	12%	1	48	14,493.98	618,141.92	92,062.95	710,204.87	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%	0	9	29,860.63	268,745.66		268,745.66	64.7%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	0	6	12,038.88	72,233.27		72,233.27	17.4%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	0	15	22,731.93	340,978.93		340,978.93	82.1%
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%	0	7	9,232.10	64,624.67		64,624.67	15.6%
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%	0	8	8,192.21	65,537.67		65,537.67	15.8%
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: 05/31/2020**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outatanding	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	1.8%
15	01	Village of Hoffman Estates	(Loc)	29	100.0%	21	2	6	21%	0	29	14,314.99	415,134.83		415,134.83	100.0%
Totals for 2015 Claims:				29	100.0%	21	2	6	21%	0	29	14,314.99	415,134.83		415,134.83	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%	1	3	46,943.39	172,661.13	15,112.44	187,773.57	24.1%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	1	6	27,024.57	174,059.57	15,112.44	189,172.01	24.3%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	0	16	33,242.87	531,885.85		531,885.85	68.3%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	0.9%
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%	0	18	29,952.16	539,138.94		539,138.94	69.2%
16	800	Streets	(Dept)	1	2.7%	1	0	0	0%	0	1	329.95	329.95		329.95	0.0%
16	801	Water & Sewer	(Dept)	4	10.8%	3	1	0	0%	0	4	4,394.90	17,579.60		17,579.60	2.3%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	3.0%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	0.9%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	6.2%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	2,371.46	2,371.46		2,371.46	0.3%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	1	36	21,054.00	763,885.42	15,112.44	778,997.86	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	1	36	21,054.00	763,885.42	15,112.44	778,997.86	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	115,518.00	23,144.25	92,373.75	115,518.00	27.7%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	1	4	58,784.81	236,607.64	57,316.39	293,924.03	70.4%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	2	4	68,240.34	259,751.89	149,690.14	409,442.03	98.1%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	0.9%
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	1,114.58	1,114.58		1,114.58	0.3%
17	7	Police	(Sub-Loc)	7	38.9%	7	0	0	0%	0	7	700.20	4,901.38		4,901.38	1.2%
17	800	Streets	(Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.5%



**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
**From: 12/31/1996 Through: 05/31/2020**

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%	0	4	246.90	987.59		987.59	0.2%
17	8	Public Works	(Sub-Loc)	5	27.8%	5	0	0	0%	0	5	634.85	3,174.24		3,174.24	0.8%
17	01	Village of Hoffman Estates	(Loc)	18	100.0%	15	0	3	17%	2	16	23,195.43	267,827.51	149,690.14	417,517.65	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	2	16	23,195.43	267,827.51	149,690.14	417,517.65	100.0%
18	100	Code Enforcement	(Dept)	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18	1	Community Development	(Sub-Loc)	1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18	301	Fire Suppression	(Dept)	8	23.5%	4	3	1	13%	0	8	6,056.13	48,449.03		48,449.03	13.6%
18	303	Emergency Medical Service	(Dept)	5	14.7%	3	0	2	40%	2	3	25,304.55	53,565.02	72,957.73	126,522.75	35.6%
18	3	Fire	(Sub-Loc)	13	38.2%	7	3	3	23%	2	11	13,459.37	102,014.05	72,957.73	174,971.78	49.2%
18	700	Patrol	(Dept)	14	41.2%	11	1	2	14%	2	12	12,498.90	141,784.90	33,199.76	174,984.66	49.2%
18	7	Police	(Sub-Loc)	14	41.2%	11	1	2	14%	2	12	12,498.90	141,784.90	33,199.76	174,984.66	49.2%
18	800	Streets	(Dept)	2	5.9%	2	0	0	0%	0	2	375.71	751.41		751.41	0.2%
18	801	Water & Sewer	(Dept)	1	2.9%	1	0	0	0%	0	1	618.53	618.53		618.53	0.2%
18	802	Building & Grounds	(Dept)	1	2.9%	1	0	0	0%	0	1	1,855.66	1,855.66		1,855.66	0.5%
18	804	Forestry	(Dept)	1	2.9%	1	0	0	0%	0	1	1,179.47	1,179.47		1,179.47	0.3%
18	805	Clerical	(Dept)	1	2.9%	0	1	0	0%	0	1	727.84	727.84		727.84	0.2%
18	8	Public Works	(Sub-Loc)	6	17.6%	5	1	0	0%	0	6	855.49	5,132.91		5,132.91	1.4%
18	01	Village of Hoffman Estates	(Loc)	34	100.0%	23	6	5	15%	4	30	10,461.62	249,537.70	106,157.49	355,695.19	100.0%
Totals for 2018 Claims:				34	100.0%	23	6	5	15%	4	30	10,461.62	249,537.70	106,157.49	355,695.19	100.0%
19	301	Fire Suppression	(Dept)	12	42.9%	8	2	2	17%	4	8	22,579.13	119,099.68	151,849.92	270,949.60	52.4%
19	303	Emergency Medical Service	(Dept)	4	14.3%	3	1	0	0%	1	3	17,780.43	19,235.52	51,886.20	71,121.72	13.8%
19	3	Fire	(Sub-Loc)	16	57.1%	11	3	2	13%	5	11	21,379.46	138,335.20	203,736.12	342,071.32	66.2%
19	700	Patrol	(Dept)	12	42.9%	8	2	2	17%	2	10	14,574.02	153,134.59	21,753.65	174,888.24	33.8%
19	7	Police	(Sub-Loc)	12	42.9%	8	2	2	17%	2	10	14,574.02	153,134.59	21,753.65	174,888.24	33.8%
19	01	Village of Hoffman Estates	(Loc)	28	100.0%	19	5	4	14%	7	21	18,462.84	291,469.79	225,489.77	516,959.56	100.0%
Totals for 2019 Claims:				28	100.0%	19	5	4	14%	7	21	18,462.84	291,469.79	225,489.77	516,959.56	100.0%
20	100	Code Enforcement	(Dept)	1	10.0%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
20	1	Community Development	(Sub-Loc)	1	10.0%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
20	301	Fire Suppression	(Dept)	3	30.0%	3	0	0	0%	2	1	812.92	2,438.76		2,438.76	4.4%

**EMPLOYER'S CLAIM SERVICE, INC.**  
**POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY**  
 From: 12/31/1996 Through: 05/31/2020

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
20	303	Emergency Medical Service (Dept)	1	10.0%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
20	3	Fire (Sub-Loc)	4	40.0%	4	0	0	0%	3	1	609.69	2,438.76		2,438.76	4.4%
20	700	Patrol (Dept)	4	40.0%	1	3	0	0%	3	1	4,632.35	1,897.43	16,631.95	18,529.38	33.1%
20	7	Police (Sub-Loc)	4	40.0%	1	3	0	0%	3	1	4,632.35	1,897.43	16,631.95	18,529.38	33.1%
20	803	Equipment & Supply (Dept)	1	10.0%	0	0	1	100%	1	0	34,988.84	25,795.70	9,193.14	34,988.84	62.5%
20	8	Public Works (Sub-Loc)	1	10.0%	0	0	1	100%	1	0	34,988.84	25,795.70	9,193.14	34,988.84	62.5%
20	01	Village of Hoffman Estates (Loc)	10	100.0%	6	3	1	10%	8	2	5,595.70	30,131.89	25,825.09	55,956.98	100.0%
Totals for 2020 Claims:			10	100.0%	6	3	1	10%	8	2	5,595.70	30,131.89	25,825.09	55,956.98	100.0%
250	Village of Hoffman Estates			877	583	145	149		26	851	14,398.65	11,923,984.47	703,630.58	12,627,615.05	

Open Medical: 4  
 Open Comp: 6  
 Open Legal: 16

# VILLAGE OF HOFFMAN ESTATES

## Memo

**TO:** GAP Committee  
**FROM:** Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board  
**RE:** *Community Engagement Report*  
**PERIOD:** May 11 – June 5

---

**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 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.

### PARTNERSHIPS

#### **COVID-19 related:**

- Coordinating weekly calls with Governor Pritzker's office (Calls ended 6/2)
- Listening in on weekly calls with the State as needed.
- Assisting with meetings as needed on weekly basis.

#### **Administrative, Travel and Legislative issues:**

- Attended and took committee meeting minutes – May 4 and June 1
- Processed expenses for May credit card statements

### ON-GOING INITIATIVES

#### **Census Activities:**

- Updated financials and other materials for Cook County and Mayors Caucus grants as needed.
- Ordered 4,800 face masks through the USCM and initiative Masks for Mayors (\$0 cost to the Village.)
- Connected with all three McDonalds locations to pass out Census cards (to be distributed in June)
- Additional restaurants who took cards include (First Place, DiBenedetto's, Steak N Shake)
- Purchased materials to create 150 Family Care Kits (to be distributed in June or July)
- Created 40 care bags using the Census totes for families who attend the Higgins Education Center. (Coordinated with staff of Partners for our Communities POC)
- Participated in weekly Census Bureau calls
- Governor Pritzker's Office and the Illinois Department of Health requested masks from the Village – we are the first community to have created masks using the Census logos.
- Participated as a presenter on a regional Census Bureau call to highlight Hoffman Estates activities. (6/1)

**Women’s Suffrage Celebration:**

- Working with Trustee Karen Mills and Mayor McLeod to support this initiative
  - PW plantings have been completed at Village Hall

**WRITTEN COMMUNICATIONS**

- Wrote Mayor’s columns for June Citizen
- Maintaining consistent social media updates and sharing posts to three groups (Everything Hoffman Estates, Winston Knolls, North Hoffman Estates Neighbors).
- Coordinated personal proclamations for Dolores Haase and Trustee Gaeta and Johanna Gaeta.

**Meetings:**

Scheduled liquor license meetings for the following:

- Honeyberry Café (Complete)
- Cas Cabana (working with them now)

Attended Village Green Ad Hoc meeting viz Zoom – 5/13

Coordinated several calendar items across departments as needed.

---

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

**(CENSUS RESPONSE AS OF – June 2, 2020)**

**Self-Response by City**

This map features self-response rates from households that responded to the 2020 Census online, by mail, or by phone. Rates can be viewed in [rankings here](#).



