

This meeting is being held via telephonic attendance.

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
August 3, 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 – July 6, 2020**

REPORTS (INFORMATION ONLY)

- 1. Cable TV Monthly Report.
- 2. Human Resources Management Monthly Report.
- 3. Legislative Operations & Outreach Monthly Report. (*deferral requested*)

- 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 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**

July 6, 2020

I. Voice

Members in Attendance:

**Karen Arnet, Chair
Karen Mills, Vice-Chair
Gary Stanton, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee (via electronic attendance)
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Peter Gugliotta, Director of Dev. Services
Patrick Seger, Director of HRM
Rachel Musiala, Director of Finance
Bev Romanoff, Village Clerk
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Manager
Ryan Johnson, Mgmt. Analyst
Ric Signorella, CATV Coordinator**

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the Special General Administration & Personnel Committee meeting minutes of April 27, 2020. Roll call vote taken. All ayes. Motion carried.

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the General Administration & Personnel Committee meeting minutes of June 8, 2020. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Discussion regarding Village events and festivals scheduled for August through the remainder of FY 2020.**

An item summary sheet from Jim Norris and Dan O'Malley was presented to Committee.

There was discussion about the pandemic and a potential Phase 5 by Gov. Pritzker. At this time, there is no information about how Phase 5 would look or what would be allowed. Jim Norris mentioned that all Police, Fire and Public Works open houses would be cancelled for this year.

The Mayor and all Trustees expressed concern about holding any Village events through the end of year and all preferred to wait until next year before resuming any events.

Motion by Trustee Mills, seconded by Trustee Gaeta, to cancel all Village Commissions events through the end of 2020 with the exception of any virtual events. 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.

Trustee Mills thanked the Cable TV department for re-showing previous 4th of July parades this past weekend. They were great to watch.

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 7:09 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES

Memo

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

Citizen Segments

This month the Citizen covers: Drive-In Movie PSA, HEFD Grant Video for Gear Clear Ventilation System, Virtual Tour of Sunderlage Farm House and the Swearing-In for Probationary Police Officer Joseph Meyer.

Citizen Segments and Programs in development:

Wellness Fair Promotional Video
Celtic Fest Concerts
Hideaway Beer Garden Concert Modern Day Romeos
Hideaway Beer Garden Entertainers True Duo Company
2020 Street Revitalization Project
Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
Virtual Bus Tour of the Historical St. Peters Church
Virtual Bus Tour of the Historical District 54 School House
Jim Norris Retirement Parties

Virtual Graduation Ceremonies for Hoffman Estates, Fremd, Conant, Schaumburg & Palatine High Schools
Are now airing.

Schaumburg Township & Hoffman Estates Branch Library Kids & Adults Library Programs
Are now airing and will continue to be updated every week.

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.

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

Hideaway Beer Garden Entertainer Mike Hayes Concert & 80's Hawaiian Luau
Are now airing.

Simple Band Concert
Is now airing.

Sports & Concerts
HETV is rebroadcasting high school sports, high school concerts as well as summer sounds on the green.

Complaints/Inquiries
There were two new complaints from residents with a cable line needed to be buried, the other a Comcast repair a wall that one of the contractors has damaged. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2020

Staffing Activity

New Starts:	4 –	Mechanical/Electrical Inspector Police Officer PT Admin Staff Assistant Clinic Nurse
Separations:	3 -	Crossing Guard Police Officer (2)
Transfers:	0	
Retirees:	3 -	Crossing Guard Police Officer Firefighter Paramedic
Promotions:	1 -	Maintenance II Facilities to Maintenance III Facilities
Rclassifications:	0	
Change in Status:	0	
Staffing:		
Full Time Employees	338 budgeted	326 current
Part Time Employees	74 budgeted	75 current
Temporary Employees	0 budgeted	2 current
Seasonal Employees	21 budgeted	10 current
Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

0 Seasonal with	12 for year
1 Promotions with	15 for year
3 Separations with	14 for year
3 Retirements with	12 for year
0 Transfer with	01 for year

Recruitment Activity

Mechanical/Electrical Inspector – Development Services

The position was posted on the Village website, social media, Indeed job board, Village broadcast email and NWBOCA. Applications were reviewed by the interview team and awaiting decision regarding candidate selection for interviews. The interview team selected four candidates for interview on June 15 and 16. An offer was made to one candidate. He accepted and started on July 6th.

PT Staff Assistant – Health & Human Services

The temporary position was posted on the Village website, social media, and Indeed job board. It was also shared throughout the local Human Services sector. So far, two interviews have been scheduled for early August.

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 the fourth nurse started on July 23rd.

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. The interview team reopened the recruitment in July and identified 5 candidates that interviewed on July 31st. Awaiting results.

Part-Time Admin. Staff Assistant - PW

The position was posted internally and externally. Applications were reviewed by the interview team as they were received. Three candidates were forwarded to HR to advance to skills testing and interviews. One candidate interviewed on June 29th. An offer was made and accepted. The candidate successfully completed pre-employment screening and started on July 20th.

Maintenance III Facilities - PW

The position was posted internally. One internal application was received. The candidate was interviewed and offered the position. He accepted and started on 07/27/2020.

received. The candidate was interviewed and offered the position. He accepted and is scheduled to start on 08/03/2020.

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)
Village received the Union's demand to bargain on successor agreement and bargaining meetings will be scheduled.

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

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting virtually.
- 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 the COVID-19 After Action meeting.
- 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 percentage of time working on 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

JULY 2020

RECRUITMENTS

POSITION TITLE: Development Services Technician
DEPARTMENT: Development Services
DATE POSTED: 07/02/2020
AD DEADLINE: 07/23/2020
APPLICATIONS REC'D: 100 applications received
STATUS: 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 until the end of May. The interview team reopened the recruitment in July and identified 5 candidates that interviewed on July 31st. Awaiting results.

POSITION TITLE: Maintenance III Underground (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 07/20/2020
AD DEADLINE: 07/24/2020
APPLICATIONS REC'D: 1 application received
STATUS: The position was posted internally. One internal application was received. The candidate was interviewed and offered the position. He accepted and is scheduled to start on 08/03/2020.

POSITION TITLE: PT Staff Therapist (Temporary)
DEPARTMENT: Health & Human Services
DATE POSTED: 07/14/2020
AD DEADLINE: 07/31/2020
APPLICATIONS REC'D: 4 application received to date
STATUS: The position was posted on the Village website, social media, and Indeed job board. It was also shared throughout the local Human Services sector. So far, two interviews have been scheduled for early August.

NEW STARTS

POSITION TITLE: Mechanical Electrical Inspector
DEPARTMENT: Development Services
DATE POSTED: 05/05/2020
AD DEADLINE: 05/26/2020
APPLICATIONS REC'D: 18 applications received

STATUS: The position was posted on the Village website, social media, Indeed job board, Village broadcast email and NWBOCA. Applications were reviewed by the interview team and awaiting decision regarding candidate selection for interviews. The interview team selected four candidates for interview on June 15 and 16. An offer was made to one candidate. He accepted and started July 6th.

POSITION TITLE: PT Administrative Staff Assistant
DEPARTMENT: Public Works
DATE POSTED: 06/15/2020
AD DEADLINE: 06/29/2020
APPLICATIONS REC'D: 137 applications received
STATUS: The position was posted internally and externally. Applications were reviewed by the interview team as they were received. Three candidates were forwarded to HR to advance to skills testing and interviews. One candidate interviewed on June 29th. An offer was made and accepted. The candidate successfully completed pre-employment screening and started on July 20th.

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 start on July 23rd.

POSITION TITLE: Police Officer
DEPARTMENT: Police
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: One new Police Officer started with the Village on July 23rd.

POSITION TITLE: Maintenance III Facilities (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 07/06/2020
AD DEADLINE: 07/13/2020
APPLICATIONS REC'D: 1 application received
STATUS: The position was posted internally. One internal application was received. The candidate was interviewed and offered the position. He accepted and started on 07/27/2020.

SUMMARY OF EMPLOYMENT ACTIVITY JULY 2020

	<u>Total Number</u>	<u>Position</u>
New Starts	4	Mechanical/Electrical Inspector Police Officer PT Admin Staff Assistant Clinic Nurse
Separations	3	Crossing Guard Police Officer (2)
Promotions	1	Maintenance II to Maintenance III
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	3	Crossing Guard Police Officer Firefighter Paramedic
Reclassifications	0	
Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	0	
Promotions	1	Maint II to Maint III
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	2	Village Manager Staff Therapist
New Positions	0	
Eliminated Positions	0	

2020 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	326
PART TIME EMPLOYEES	74	75
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	10
INTERNS (PAID)	6	6
TOTAL	439	418

Total Vacancies:

Full Time

Budgeted – Posted

Dev. Services Technician

Budgeted - Not Posted

**Police Officer (8)
Firefighter/Paramedic
Maintenance II Facilities**

Part Time

Budgeted – Posted

PT Staff Therapist

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	68	595
Part Time – Response to Recruitments	4	340
Seasonal Applicants	0	17
TOTAL	72	952

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JULY 2020**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
John Staschke	07/06/2020	Mech/Elec Inspector	Tim Meyer
Maureen Doyle	07/20/2020	PT Admin Staff Assistant	Jen Taylor
Joseph Meyer	07/23/2020	Police Officer	John Bending
Jodi Winslow	07/23/2020	Clinic Nurse	N/A

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Pat Patla	07/16/2020	Police Officer	Retired
Ray Ritter	07/20/2020	Firefighter/Paramedic	Retired
Bryan Weigert	07/25/2020	Police Officer	Resigned
Lawrence Knipp	07/27/2020	Crossing Guard	Retired
Magdalena Zablocki	07/27/2020	Crossing Guard	Resigned
Gary Jones	07/28/2020	Police Officer	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Robert Melhuish	07/27/2020	Maint. II Tech	Maint III

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

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

**ADDITIONAL MONTHLY REPORT INFORMATION
JULY 2020**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>5</u>
# Orientations conducted during month	<u>4</u>