

This meeting is being held via telephonic attendance.

**AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
September 14, 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 – August 3, 2020
September 8, 2020 (*Special Meeting*)

OLD BUSINESS

- 1. Discussion regarding a Halloween event.

NEW BUSINESS

- 1. Request approval to dispose of Village records that have exceeded their State-required retention period.

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 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**

August 3, 2020

I. Voice

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Pat Fortunato, Fire Chief
Peter Gugliotta, Dir. Dev Services
Mike Hankey, Dir. Trans and Engineering
Patrick Seger, Dir. HRM
Patti Cross, Asst. Corporation Counsel
Rachel Musiala, Finance Director
Bev Romanoff, Village Clerk
Suzanne Ostrovsky, Asst. to the Village Mgr.
Mark Koplin, Consultant/Arena
Michael Czopek, Dir. of Partnerships/Arena**

The General Administration & Personnel Committee meeting was called to order at 7:15 pm.

II. Approval of Minutes – July 6, 2020

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of July 6, 2020. Voice 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 (*deferral requested*)

Motion by Trustee Stanton, seconded by Trustee Pilafas, to defer the Legislative Operation and Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:16 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**SP. GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

September 8, 2020

I. Voice

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Rachel Musiala, Acting Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Patti Cross, Asst. Corporation Counsel
Ryan Johnson, Mgmt. Analyst
Bev Romanoff, Village Clerk
Pete Gugliotta, Dir. Dev. Services
Patrick Seger, Dir. HRM
Ted Bos, Police Chief (via electronically)
Joe Nebel, Public Works (via electronically)
Ric Signorella, CATV Coordinator
Suzanne Ostrovsky, Asst. to the Village Mgr.**

The Special General Administration & Personnel Committee meeting was called to order at 7:09 pm.

NEW BUSINESS

1. Discussion regarding Halloween Trick or Treat

An item summary sheet by Rachel Musiala, Dan O'Malley, and Suzanne Ostrovsky was presented to committee.

Ms. Ostrovsky provided background on the request and shared information related to Park District Halloween activities.

Trustees discussed pros and cons of trick or treat and possible event solutions in partnership with NOW Arena and the Park District for Saturday, October 31st. Ms. Ostrovsky will research opportunities with these entities.

Motion by Trustee Pilafas, seconded by Mayor McLeod to set Halloween trick or treat hours from 3 p.m. to 6 p.m. with the guidance that families follow safety protocols. Voice vote taken. All ayes, one nay (Stanton). Motion carried.

II. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:29 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding Halloween event

MEETING DATE: September 14, 2020

COMMITTEE: General Administration & Personnel

FROM: Daniel P. O'Malley, Deputy Village Manager
Suzanne Ostrovsky, Assistant to the Village Manager

Purpose: Discussion regarding Halloween event at Now Arena.

Background: At the meeting of Tuesday, September 8, 2020, this Committee requested that staff research the possibility of holding a Halloween-themed event at the Now Arena on October 31, 2020 (Halloween). The intent of the event would be to provide an alternative for families who would prefer to avoid traditional trick-or-treating due to the COVID-19 pandemic.

Discussion: Staff met with the Now Arena staff to discuss possible options for a Halloween event on Oct. 31. It was determined that the most feasible concept would be a character-themed drive-in movie event. (This would eliminate traffic backups and timing issues associated with a drive-through event with stations.)

While the details have not yet been finalized, staff from the Arena and from the Village are working with representatives of Chicago Drive-In Theater, which operates the drive-in movie experience currently housed in the Arena's west parking lot. The early concept includes a parked event that would begin in the late afternoon and culminate with a short Halloween-based film targeted toward young children (age 10 and under). Families would be expected to stay in or near their cars, while costumed characters would circulate the parking lot delivering treats. All participants, attendees and staff would be required to wear masks and maintain social distance during this outdoor event. Advance registration would be required. Staff recommends that a nominal fee be charged to offset the expense of holding the event, as well as to encourage registrants to participate (rather than holding reservations with no plan to attend).

Financial Impact: Arena staff estimates that an event of this scope would cost approximately \$5,000, which includes \$2,000 for character actors and \$3,000 for the drive-in movie. Because the Village has cancelled the majority of its events for 2020, funding would be available to cover these costs. Any attendance fee charged would reduce this expenditure.

Recommendation: Discussion purposes and to direct staff how to proceed with Halloween event at the Now Arena on October 31.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: September 14, 2020

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Director of Finance

PURPOSE: Request approval to dispose of Village records that have exceeded their State-required retention period.

BACKGROUND: All municipalities within Illinois are subject to the Illinois Local Records Act, which sets forth rules as to what public records can be disposed of and when. In Illinois, no public records may be disposed of without the approval of the appropriate records commission.

The last annual disposal of records was done in 2019 per Village policy and state statute.

DISCUSSION: The attached list shows all of the items that we are currently able to dispose of. This list includes documents from all Village departments. All documents approved for disposal, including those that are of a confidential nature (i.e. containing social security numbers, etc) will be physically destroyed.

It should be noted that only documents that are not required to be retained permanently are part of this disposal listing. Upon Village Board approval, this application will be sent to the Secretary of States Office – Local Records Unit for approval. The items will not be disposed of until after October 31, 2020 which meets the State’s 30-day requirement (30 days after final Village Board approval).

It is our intent to continue to annually submit applications for disposal to the State and bring those items before the Village Board for approval.

RECOMMENDATION: Request approval to dispose of Village records that have exceeded their State-required retention period.

ATTACHMENT

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:024C

To: Local Records Commission
 Illinois State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

COUNTY: Cook

FROM: Village of Hoffman Estates
 Agency Division

ADDRESS: 1900 Hassell Road
 Street, P.O. Box

Hoffman Estates, IL 60169
 City, Zip Code

TELEPHONE: (847) 843-4802

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accounts Payable & Receivable (Includes Check Copies, Delivery Tickets, Etc.)	2012	12
3	Administrative Correspondence	2018	10
4	Alarm Logs from the Pumping Station	2016	.5
6	Annual Budget for Village	2012	.5
7	Annual Water Use Audit	2009	.5
8	Application for Pet License	2017	.5
9	Appraisals	2016	.5
10	Auction Records	2012	.5
12	Backflow Prevention Records	2016	.5
13	Bid Records	2009	1
15	Building Permit Address Records (Residential)	1959 - 2014	53
17	Business Licenses	2017	1
18	Cable Television Records	2016	.5
19	Cancelled Bonds and Coupons	2017	.5
20	Cancelled Checks, Bank Statements, and Deposit Records	2012	.5
21	Cash Receipts	2017	4
22	Cash Register Tapes	2017	1
25	Certificates of Publication, Newspaper Clippings, Notices of Hearings, Etc.	2018	.5
26	Claims for Reimbursements (All Areas/ Types)	2016	.5
27	Client Counseling and Group Therapy Case Files	2014	1.5
28	Code Enforcement Complaints	2016	.5
29	Code Enforcement Complaint Logs	2017	.5
30	Collection Agency Records	2012	.5
31	Collective Bargaining Records	2004	.5
32	Community Development Block Grant Records for Residential Improvements/Repairs	2009	2
34	Confined Space Entry Permits	2014	.5

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after October 31, 2020

Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized.)

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
35	Construction Project Files	2009	1
36	Contractor's Bonds and Licenses	2015	.5
37	Contractors's Licenses and Permit Bond	2016	.5
38	Contracts, Leases and Agreements	2009	.5
39	Customer Mail-In Meter Cards (Self Reading)	2018	.5
40	Daily Inspection Schedules	2017	.5
41	Delinquent Account Files	2012	.5
44	Election Records	2018	.5
45	Elevator Inspections	2014	.5
47	Employment Applications and Supporting Documents	2017	3
48	Employment Eligibility Verification Form I-9	2016	.5
49	Engineering Studies/Traffic	2012	.5
50	E.E.O.C. Reports	2014	1
52	Food and Beverage Sales Tax Records	2012	.5
53	Foreclosure Notices	2018	1
54	Freedom of Information Act Requests and Denials	2017	.5
55	Gas/Fuel Tickets	2016	.5
56	Grant Records	2016	.5
57	Health Department Inspection	2017	.5
58	Home Town Awards	2018	.5
59	Hydrant and Valve Records (Flushing and Flow Tests)	2016	.5
60	I.E.P.A. Operating Permits	2014	1
62	Immunization Charts and Consent Records	2014	1
63	Insurance Policies and Claims	2012	.5
64	Insurance Records	2016	.5
65	Inventories of Equipment	2017	.5
66	Investment Records	2012	.5
67	Job Descriptions	2014	2
68	Journal Entries	2012	1

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69	J.U.L.I.E Records	2018	.5
70	Kid Care and Family Care Records	2014	.5
71	Ledgers and Journals (All Types)	2012	.5
72	Legal Case Files/Lawsuits (Not Opinions)	2016	.5
75	Liquor License Records	2017	.5
76	List of Counseling Cases	2017	.5
78	Material Safety Data Sheets	2009	.5
79	Medicare/Medicaid Public Aid Recipient Records (Invoices and Correspondence)	2018	.5
80	Metropolitan Sanitary District Records	2009	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2017	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2012	1
83	Motor Fuel Tax Records	2009	.5
85	O.S.H.A. Logs	2014	.5
86	Official's Oaths of Office	2016	.5
88	Parade Applications	2018	.5
89	Parking Tickets	2018	2
91	Permits to Use Public Right-of-Way	2017	.5
92	Personnel Action Notices/Payroll Change Notices	2017	.5
98	Project Development Files	2009	2
99	Pumpage Records (Annual)	2009	.5
100	Purchase Orders	2017	1
102	Real Estate Transfer Tax Declarations	2012	2
103	Request for Verification of Employment	2018	.5
104	Sewer and Water Pressure Test Results	2014	.5
105	Sick and Vacation Accrual Records	2017	.5
106	Sidewalk Relocation Records	2009	.5
107	Snow Plowing Records	2017	.5
108	Special Assessment Records	2012	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
109	Special Event Applications and Certificates of Insurance	2016	.5
110	Staff Daily Work Schedules	2017	.5
111	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL-1099's, Etc.)	2012	.5
112	Statement of Economic Interest Lists	2017	.5
114	Tax Levy Records	2012	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2017	2
116	Tree Planting Records	2017	.5
117	Tree Spraying Logs	2017	.5
121	Vehicle License Applications (Only for Trucks)	2017	.5
122	Vendor Lists	2018	.5
123	Vehicle and Equipment Maintenance Logs	2018	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2018	.5
125	Village Meeting Packets (All Areas)	2018	1
127	Village Surveys	2018	1
128	Volunteer and Intern Records	2014	.5
129	Wage Surveys	2018	.5
130	Water Bill Paid Stubs	2018	24
131	Water Billing Customer Account Records	2012	.5
132	Water Billing Reports	2017	.5
134	Water Level Reports	2016	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2018	4
136	Water Meter Readings	2017	.5
137	Work Sheets/Papers	2017	1
138	Workers' Compensation Records	2012	2

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Signature _____ Date _____

Bev Romanoff, Village Clerk

Please print name and title on the line above

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RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 87-9C

To: Local Records Commission
 Illinois State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

COUNTY: Cook

FROM: Hoffman Estates Fire Dept.
 Agency Division

ADDRESS: 1900 Hassell Road
 Street, P.O. Box

Hoffman Estates, IL 60169
 City, Zip Code

TELEPHONE: (847) 843-4827

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Freedom of Information Act Requests and Denials	10/2014-2017	Neg.
3	Accident Reports (Involving Fire Dept. apparatus)	10/2009-2012	Neg.
4	Administrative Files	10/2015-2018	3
5	Ambulance Billing (copies)	10/2014-2017	.5
6	Ambulance Reports	10/2006-2014	6
7	Apparatus Maintenance Files	10/2016-2019	.5
8	Attendance Records (time sheets, overtime sheets, ect)	10/2014-2017	.5
10	Dispatch Cards (receipt of alarm report)	10/2014-2017	.5
11	Divisional Activity Reports (FD26)	10/2014-2017	1
12	Fire Investigation Files	10/2009-2012	12
13	Fire Reports	10/2009-2014	3
14	Hose Bed Card	10/2015-2019	Neg.
15	Hose Cards (maintenance & testing)	10/2013-2016	Neg.
16	Mutual Aid Box Alarm System (MABAS) Books	10/2016-2019	Neg.
17	Mutual Aid Agreements	10/2011-2017	Neg.
18	National Fire Information Reporting Service Reports (NFIRSR)	10/2013-2018	Neg.
19	Officer Promotional Exams (assessment)	10/2011-2014	1
20	Pass-On Sheets	10/2014-2019	3
21	Personnel Files	10/2011-2014	.5
22	Preplans	10/2015-2019	2
23	Purchase Orders	2013-2017	4
24	Radio Logs	1982-2017	3
26	Telephone Message Log	10/2014-2017	1
28	Work Injury Reports	10/2009-2012	1
29	Fire Inspection Files	10/2011-2017	4
32	HEFPD Miscellaneous Files	1976-2019	Neg.

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after October 31, 2020

Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized.)

VILLAGE OF HOFFMAN ESTATES

Memo

To: Dan O'Malley / Rachel Musiala
 From: Ric Signorella
 Regarding: Cable TV Report
 Date: September 1, 2020

Citizen Segments

This month the Citizen covers: Virtual Bus Tour of the Historical St. Peters Church, Virtual Bus Tour of the Historical District 54 School House and the Public Works Recycling event.

Citizen Segments and Programs in development:

Wellness Fair Promotional Video
 Wellness Fair Instructional Video
 Celtic Fest Concerts
 2020 Street Revitalization Project
 Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
 Ribbon Cutting Mindful Med Spa
 Ribbon Cutting L& M Financial Services
 Hispanic Heritage Fiesta Compilation
 MLK Jr. Compilation
 Economic Development Video(s)
 Senior Census Bag Giveaway
 Bell Works Progress Video
 Cup of Casey Arts Commission Video

Schaumburg Township & Hoffman Estates Branch Library Kids & Adults Library Programs

Are now airing and will continue to be updated every week.

Celtic Fest Concerts

Are now airing.

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 Modern Day Romeos & True Duo Concerts

Are now airing.

Sports & Concerts

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

Complaints/Inquiries

There was one new complaint from a resident with a cable line needed to be buried. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

August 2020

Staffing Activity

New Starts:	1 –	Development Services Technician		
Separations:	11 -	Pre-Doctoral Interns (2) PW Seasonals (2) Production Assistant Engineering Interns (3)		
Transfers:	0			
Retirees:	2 -	Village Manager Staff Therapist		
Promotions:	4 -	Maintenance II Facilities to Maintenance III Facilities Maintenance I to Maintenance II Facilities Maintenance II to Maintenance III Underground Cable TV Assistant to Production Assistant		
Reclassifications:	0			
Change in Status:	0			
Staffing:	Full Time Employees	338 budgeted		327 current
	Part Time Employees	74 budgeted		73 current
	Temporary Employees	0 budgeted		2 current
	Seasonal Employees	21 budgeted		4 current
	Paid Interns	6 budgeted		1 current

Month & Year-to-Date Activity:

0 Seasonal with	12 for year
4 Promotions with	18 for year
11 Separations with	25 for year
2 Retirements with	14 for year
0 Transfer with	01 for year

Recruitment Activity

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. Two interviews were scheduled for early August. An offer was made to one candidate. She accepted and is scheduled to start in September.

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. An offer was made to one candidate. She accepted and started on August 31st.

Maintenance II Facilities - PW

The position was posted internally. Two internal applications were received. The candidates were interviewed and an offer was made to one of the candidates. He accepted and started on 08/31/2020.

Maintenance III Underground - PW

The position was posted internally. One internal application was received. The candidate was interviewed and offered the position. He accepted and started on 08/03/2020.

Weekend ASO I –Police

The position was posted on the Village website, social media, Indeed job board, Village broadcast email and LinkedIn. Seventy-two applications were received and are being reviewed by the interview team.

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

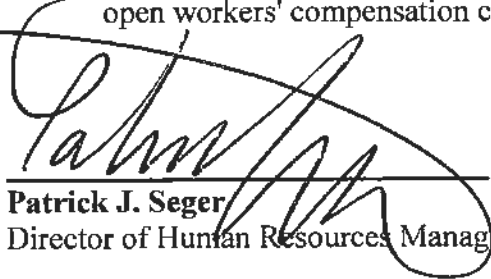
Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting virtually.
- As staff liaison to the Celtic Fest 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 worked on various policies and issues related to COVID-19, including returning employees to work.
- HRM staff began preparations for the Annual Open Enrollment process.

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.
- Met with staff from the Fire Department to discuss utilizing an alternate vendor for annual physicals.
- 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 Now Centre.

- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.

A large, stylized handwritten signature in black ink, appearing to read 'Patrick J. Seger', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

AUGUST 2020

RECRUITMENTS

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. Two interviews were scheduled for early August. An offer was made to one candidate. She accepted and is scheduled to start in September.

POSITION TITLE: Weekend ASO I
DEPARTMENT: Police
DATE POSTED: 08/12/2020
AD DEADLINE: 08/31/2020
APPLICATIONS REC'D: 72 applications received
STATUS: The position was posted on the Village website, social media, and Indeed job board. Applications are being reviewed by the interview team.

NEW STARTS

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. An offer was made to one candidate. She accepted and started on August 31st.

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 started on 08/03/2020.

POSITION TITLE: Maintenance II Facilities (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 08/11/2020
AD DEADLINE: 08/17/2020
APPLICATIONS REC'D: 2 application received
STATUS: The position was posted internally. Two internal applications were received. The candidates were interviewed and an offer was made to one of the candidates. He accepted and started on 08/31/2020.

SUMMARY OF EMPLOYMENT ACTIVITY AUGUST 2020

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Development Service Technician
Separations	11	Pre-Doctoral Interns (2) Production Assistant Engineering Interns (3) PW Seasonals (5)
Promotions	4	Maintenance II to Maintenance III Facilities Maintenance I to Maintenance II Facilities Maintenance II to Maintenance III Underground Cable TV Assistant to Production Assistant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	2	Village Manager Staff Therapist
Reclassifications	0	
Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Staff Therapist Pre-Doctoral Intern (2)
Separations	7	Customer Service Rep PW Seasonal (4) Crossing Guard Police Officer
Promotions	1	ASO I to Police Officer
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	2	Police Officer Maintenance II
New Positions	0	
Eliminated Positions	0	

2020 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	327
PART TIME EMPLOYEES	74	73
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	4
INTERNS (PAID)	6	1
TOTAL	439	407

Total Vacancies:

Full Time

Budgeted – Posted

Budgeted - Not Posted

**Police Officer (6)
Firefighter/Paramedic**

Part Time

Budgeted – Posted

**Staff Therapist
Weekend ASO I**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	3	598
Part Time – Response to Recruitments	72	412
Seasonal Applicants	0	17
TOTAL	75	1027

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY AUGUST 2020

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Daisy Dose	08/31/2020	Development Services Tech	Parth Joshi

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
James Norris	08/14/2020	Village Manager	Retired
Caren Gardner	08/27/2020	Staff Therapist	Retired
Rebecca Rivera	08/21/2020	Pre-Doc Intern	End of Internship
Kinjal Panchal	08/21/2020	Pre-Doc Intern	End of Internship
Dhruv Patel	08/17/2020	Engineering Intern	End of Internship
Neil Pagdin	08/17/2020	Engineering Intern	End of Internship
Serena Hitzelberger	08/27/2020	Engineering Intern	End of Internship
Shivam Boghra	08/05/2020	PW Seasonal	End of Season
Zach Mattes	08/14/2020	PW Seasonal	End of Season
Austin Penrod	08/14/2020	PW Seasonal	End of Season
Paul Reichel	08/21/2020	PW Seasonal	End of Season
Austin Olsen	08/28/2020	PW Seasonal	End of Season
Steve Eisen	08/24/2020	Production Assistant	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Steve McKittrick	08/03/2020	Maintenance II	Maint III Underground
Amy Senior	08/25/2020	Cable TV Assistant	Production Assistant
Marc Troy Marcelo	08/31/2020	Maintenance I	Maintenance II Facilities

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>
Carly Wallace	08/18/2020	Unpaid Practicum Student	End of Internship
Molly Allgood	08/18/2020	Unpaid Practicum Student	End of Internship
Andrey DeLarco	08/18/2020	Unpaid Practicum Student	End of Internship
Catherine Hoff	08/18/2020	Unpaid Practicum Student	End of Internship
Taylor Levitt	08/18/2020	Unpaid Practicum Student	End of Internship
Meaghan McEachern	08/18/2020	Unpaid Practicum Student	End of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
AUGUST 2020**

Anniversaries 6

Interviews conducted during month 5

Orientations conducted during month 2

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 08/31/2020

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	130,777.38	73,765.82	204,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	204,543.20	130,777.38	73,765.82	204,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	204,543.20	130,777.38	73,765.82	204,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	204,543.20	130,777.38	73,765.82	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	1,708.75	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: 08/31/2020

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: 08/31/2020

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: 08/31/2020

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: 08/31/2020

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: 08/31/2020

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: 08/31/2020

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.
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 From: 12/31/1996 Through: 08/31/2020

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	0.5%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	0	12	2,349.59	28,195.13		28,195.13	8.2%

EMPLOYER'S CLAIM SERVICE, INC.
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 From: 12/31/1996 Through: 08/31/2020

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	51.2%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	0	20	10,183.82	203,676.39		203,676.39	59.5%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	0	9	8,148.55	73,336.98		73,336.98	21.4%
12	701	Investigations (Dept)	2	4.7%	1	1	0	0%	0	2	341.20	682.40		682.40	0.2%
12	704	Traffic (Dept)	1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.4%
12	7	Police (Sub-Loc)	12	27.9%	8	2	2	17%	0	12	6,579.97	78,959.66		78,959.66	23.1%
12	800	Streets (Dept)	3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.3%
12	801	Water & Sewer (Dept)	5	11.6%	4	1	0	0%	0	5	1,614.09	8,070.44		8,070.44	2.4%
12	804	Forestry (Dept)	1	2.3%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works (Sub-Loc)	9	20.9%	7	2	0	0%	0	9	1,024.29	9,218.57		9,218.57	2.7%
12	01	Village of Hoffman Estates (Loc)	43	100.0%	34	5	4	9%	0	43	7,965.74	342,526.98		342,526.98	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	0	43	7,965.74	342,526.98		342,526.98	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	169,489.41	10,766.89	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	170,623.78	10,766.89	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	445,819.96	10,766.89	456,586.85	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	1	38	11,707.36	445,819.96	10,766.89	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: 08/31/2020

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	356,208.83	91,995.95	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	410,291.25	91,995.95	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	618,208.92	91,995.95	710,204.87	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	14,493.98	618,208.92	91,995.95	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: 08/31/2020

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
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	172,794.13	14,979.44	187,773.57	24.1%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	1	6	27,024.57	174,192.57	14,979.44	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	764,018.42	14,979.44	778,997.86	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	1	36	21,054.00	764,018.42	14,979.44	778,997.86	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	115,518.00	23,216.25	92,301.75	115,518.00	27.7%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	1	4	58,784.81	243,374.22	50,549.81	293,924.03	70.4%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	2	4	68,240.34	266,590.47	142,851.56	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: 08/31/2020

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	274,666.09	142,851.56	417,517.65	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	2	16	23,195.43	274,666.09	142,851.56	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	53,893.02	72,629.73	126,522.75	35.6%
18	3	Fire	(Sub-Loc)	13	38.2%	7	3	3	23%	2	11	13,459.37	102,342.05	72,629.73	174,971.78	49.2%
18	700	Patrol	(Dept)	14	41.2%	11	1	2	14%	2	12	12,498.90	142,334.65	32,650.01	174,984.66	49.2%
18	7	Police	(Sub-Loc)	14	41.2%	11	1	2	14%	2	12	12,498.90	142,334.65	32,650.01	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	250,415.45	105,279.74	355,695.19	100.0%
Totals for 2018 Claims:				34	100.0%	23	6	5	15%	4	30	10,461.62	250,415.45	105,279.74	355,695.19	100.0%
19	301	Fire Suppression	(Dept)	12	42.9%	8	2	2	17%	4	8	32,754.29	147,496.62	245,554.85	393,051.47	58.9%
19	303	Emergency Medical Service	(Dept)	4	14.3%	3	1	0	0%	1	3	24,030.43	29,958.02	66,163.70	96,121.72	14.4%
19	3	Fire	(Sub-Loc)	16	57.1%	11	3	2	13%	5	11	30,573.32	177,454.64	311,718.55	489,173.19	73.3%
19	700	Patrol	(Dept)	12	42.9%	8	2	2	17%	1	11	14,846.82	158,124.40	20,037.47	178,161.87	26.7%
19	7	Police	(Sub-Loc)	12	42.9%	8	2	2	17%	1	11	14,846.82	158,124.40	20,037.47	178,161.87	26.7%
19	01	Village of Hoffman Estates	(Loc)	28	100.0%	19	5	4	14%	6	22	23,833.40	335,579.04	331,756.02	667,335.06	100.0%
Totals for 2019 Claims:				28	100.0%	19	5	4	14%	6	22	23,833.40	335,579.04	331,756.02	667,335.06	100.0%
20	100	Code Enforcement	(Dept)	1	6.7%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
20	1	Community Development	(Sub-Loc)	1	6.7%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
20	301	Fire Suppression	(Dept)	7	46.7%	4	2	1	14%	5	2	10,305.42	33,140.91	38,997.05	72,137.96	58.6%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1998 Through: 08/31/2020

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)	2	13.3%	2	0	0	0%	1	1	168.77	337.54		337.54	0.3%
20	3	Fire (Sub-Loc)	9	60.0%	6	2	1	11%	6	3	8,052.83	33,478.45	38,997.05	72,475.50	58.9%
20	700	Patrol (Dept)	4	26.7%	1	3	0	0%	1	3	2,126.09	1,903.43	6,600.91	8,504.34	6.9%
20	7	Police (Sub-Loc)	4	26.7%	1	3	0	0%	1	3	2,126.09	1,903.43	6,600.91	8,504.34	6.9%
20	803	Equipment & Supply (Dept)	1	6.7%	0	0	1	100%	1	0	42,147.50	36,391.72	5,755.78	42,147.50	34.2%
20	8	Public Works (Sub-Loc)	1	6.7%	0	0	1	100%	1	0	42,147.50	36,391.72	5,755.78	42,147.50	34.2%
20	01	Village of Hoffman Estates (Loc)	15	100.0%	8	5	2	13%	8	7	8,208.49	71,773.60	51,353.74	123,127.34	100.0%
Totals for 2020 Claims:			15	100.0%	8	5	2	13%	8	7	8,208.49	71,773.60	51,353.74	123,127.34	100.0%
250	Village of Hoffman Estates			882	585	147	150		24	858	14,559.55	12,018,773.76	822,749.16	12,841,522.92	

Open Medical: 3
 Open Comp: 6
 Open Legal: 15

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: July 6 – Sept. 1

General administration: The Mayor's office regularly receives invitations to events, local 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

Administrative, Travel and Legislative issues:

- Attended and took committee meeting minutes – July and August
- Assisted heavily with VM recruitment process
- Processed expenses for July and August credit card statements
- Submitted letter on behalf of Colon Delahunt for his application to the US Marine Corp.
- Coordinating Sexual Harassment Training with HRM for Board of Trustees
- Updated Mayor's bio and processed paperwork for Mayor's appointment to Suburban PACE
- Assisted with project for the Communications group with Northwest Municipal Conference
- Coordinated efforts with the Forest Preserve to organize: Poplar Creek Trail System Ribbon Cutting

SPECIAL PROJECTS

Economic Development Commission – wrote press release highlighting newly appointed Chair, coordinated September 30th event invitation (EDC and the Mayor's Office hosting a presentation at the Hideaway Brew Garden for area companies.)

WRITTEN COMMUNICATIONS

- Wrote Mayor's columns for August and September Citizen
- Maintaining consistent social media updates and sharing posts to three groups (Everything Hoffman Estates, Winston Knolls, North Hoffman Estates Neighbors).
- Proclamation:
 - James H. Norris Day
 - Americans with Disabilities Act Awareness Day
 - National Book Lovers Day
 - National Payroll Week
 - International Overdose Awareness Day
 - Legacy Lifelines COVID-19 Memorial Day
 - National Grandparents Day

COMMUNITY INITIATIVES

Census Activities:

The Census Bureau, Park District and Commissioner Kevin Morrison's office participated in the following events:

Tie-Dye Giveaway event held on 8/15/20

Approximately 130 kits given away at the Police Department

Senior Bag Giveaway Event on 8/28/20

Coordinated by the Senior Commission

Pizza Giveaway event held at Garibaldi's on 8/29/20

Lots of swag given away, approximately 100 slices/drinks provided by Garibaldi's

The Census grants have wrapped up with Cook County and the Metro Mayor's Caucus. The Village received an additional \$2,500 in funding from MMC to cover radio ads through Univision. The following graphic represents the latest self-response numbers as of 9/8/20.

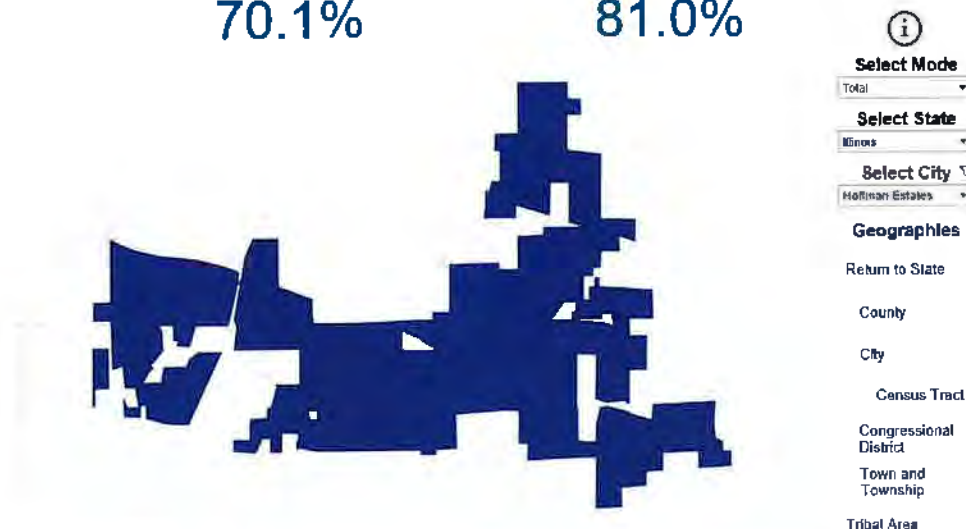
SHARE:   

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](#).

Illinois
Self-Response
70.1%

Hoffman Estates
Self-Response
81.0%



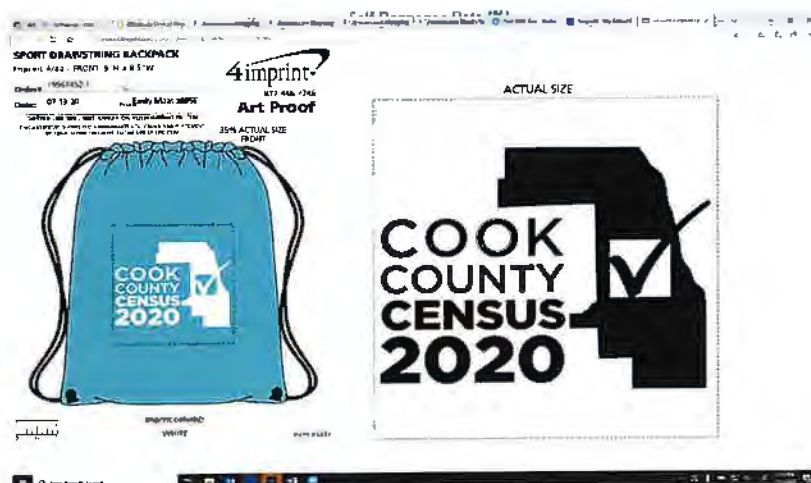
Select Mode
Total

Select State
Illinois

Select City
Hoffman Estates

Geographies

- Return to State
- County
- City
- Census Tract
- Congressional District
- Town and Township
- Tribal Area





Virtual Town Hall Meetings:



The Village has held two successful Virtual Town Hall Meetings. The first utilized GoTo Webinar software and the second Zoom Webinar. Zoom Webinar has been purchased on an annual basis to support other such events. Both events required heavy coordination amongst panelists and required thorough learning of both software systems.

7/6/20 – FORWARD TOGETHER

Virtual Town Hall Meeting featuring: WINGS, Leyden Family Service and Mental Health Center (SHARE Program), Gigi’s Playhouse, and Children’s Advocacy Center. The event was moderated by

Performance Report

# Registered	169
# Attended	123
Attendance Rate	72.78%

9/1/20 – SOCIAL SERVICE AGENCIES

Virtual Town Hall Meeting featuring nonprofit partners: WINGS, Leyden Family Service and Mental Health Center (SHARE Program), Gigi’s Playhouse, and Children’s Advocacy Center. The event was moderated by Dr. Audra Marks.

Performance Report

# Registered	54
# Attended	39
Attendance Rate	72%

The next VTH meeting is slated for 11/10/20 and will feature partners focused on Senior Services.

Additional items:

- Hosted the NWMC Communicators meeting via Zoom on 7/29/20
- Hosted the Celtic Fest Commission meeting via Zoom on 8/4/20
- Scheduled Liquor License Meeting for 7-Eleven on 8/31/20

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