

This meeting is being held via telephonic attendance.

**AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
October 12, 2020**

Immediately Following Special Village Board Meeting

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

- I. Roll Call**
- II. Approval of Minutes – September 14, 2020**

NEW BUSINESS

- 1. Request approval of a resolution in support of the Village of Oak Brook's opposition to Graue Mill Dam removal.
- 2. Request approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).

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**

September 14, 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
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Peter Gugliotta, Director of Dev. Services
Patrick Seger, Director of HRM
Mike Hankey, Director of Trans.
Jennifer Horn, Director of Trans.
Bev Romanoff, Village Clerk
Patti Cross, Asst. Corporation Counsel
Suzanne Ostrovsky, Asst. to Village Manager
Kevin Kramer, Economic Dev. Director
Ric Signorella, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 8:13 pm.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of August 3, 2020. Voice vote taken. All ayes. Motion carried.

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

OLD BUSINESS

1. Discussion regarding a Halloween event.

An item summary sheet from Dan O'Malley and Suzanne Ostrovsky was presented to Committee.

Suzanne Ostrovsky addressed the Committee and distributed a draft *Citizen* newsletter article regarding trick or treat hours as well as the drive-through event being planned at the NOW Arena. The drive-through will be about a 2.5 hour experience and can handle 400 cars. A nominal fee will be charged per vehicle and will also include a family-friendly movie.

Motion by Trustee Mills, seconded by Trustee Pilafas, to direct staff to work with the NOW Arena on the Halloween event on October 31, 2020. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

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

An item summary sheet from Rachel Musiala was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve disposal of Village records that have exceeded their State-required retention period. 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.**

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

III. President's Report

Mayor McLeod reported that the 2020 census will continue through September 30. He received a thank you letter from Villa Park thanking us for assistance after the wind storm. On September 9, Mayor participated in a call with the White House regarding Covid-19, and attended the NWMC Board meeting. On September 11, Mayor attended the NLC Transportation Committee meeting. Mayor McLeod participated in the Northwest and South Suburban Municipal Conference Call with President Preckwinkle. He also attended a meeting regarding Plum Farms, and a meeting with the RTA and Pace.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 8:26 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of a Resolution in Support of the Village of Oak Brook's Opposition to the Graue Mill Dam Removal

MEETING DATE: October 12, 2020

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Acting Village Manager 

PURPOSE: Request approval of a resolution in support of the Village of Oak Brook's opposition to the Graue Mill Dam removal.

DISCUSSION: Mayor McLeod received the attached letter from the Village of Oak Brook requesting support from the members of the DuPage River Salt Creek Workgroup (DRSCW) to Oak Brook's opposition to the proposed removal of the Graue Mill dam. The Village of Hoffman Estates is a member of DRSCW and the Mayor wished to express support through a resolution. Accordingly, attached is a draft resolution supporting the Village of Oak Brook's request.

RECOMMENDATION: Approval of a resolution in support of the Village of Oak Brook's opposition to the Graue Mill Dam removal.



**Village of
Oak Brook**

1200 Oak Brook Road
Oak Brook, IL 60523-2255

Website
www.oak-brook.org

Administration
630.368.5000
FAX 630.368.5045

Development Services
630.368.5101
FAX 630.368.5128

Fire Department
630.368.5200
FAX 630.368.5251

Police Department
630.368.8700
FAX 630.368.8739

**Public Works
Department**
630.368.5270
FAX 630.368.5295

**Oak Brook
Public Library**
600 Oak Brook Road
Oak Brook, IL 60523-2200
630.368.7700
FAX 630.368.7704

Oak Brook Sports Core

Bath & Tennis Club
700 Oak Brook Road
Oak Brook, IL 60523-4600
630.368.6420
FAX 630.368.6439

Golf Club
2606 York Road
Oak Brook, IL 60523-4602
630.368.6400
FAX 630.368.6419

September 15, 2020

Dear Fellow DRSCW Member:

At the Village of Oak Brook Board Meeting on September 8, 2020 the Village Board unanimously approved a Resolution of Opposition to the Graue Mill Dam Removal. We are hopeful that we can count on you to join this opposition and help us save this historic treasure. A copy of the Resolution is enclosed.

Sincerely,

Village President, Gopal G. Lalimalani

Village Clerk, Charlotte K. Pruss

Village Trustee, John Baar

Village Trustee, Philip Cuevas

Village Trustee, Michael Manzo

Village Trustee, Moin Saiyed

Village Trustee, Edward Tiesenga

Village Trustee, Asif Yusuf

RECEIVED
SEP 21 2020
OFFICE OF THE MAYOR
AND TRUSTEES

VILLAGE OF HOFFMAN ESTATES

**A RESOLUTION IN SUPPORT OF THE
VILLAGE OF OAK BROOK'S OPPOSITION
TO THE GRAUE MILL DAM REMOVAL**

WHEREAS, the Salt Creek watershed and flowage is a vital natural resource, source of historic power to the Graue Mill, and riparian host to the Graue Mill dam and reservoir pond created by that dam, which in turn is listed in the National Historic Register of the United States as one of our nation's "historic places worthy of preservation"; and

WHEREAS, the DuPage River Salt Creek Workgroup (DRSCW) is an association of sixty-one (61) "Agency Members" including the Village of Hoffman Estates, as well as other municipalities located in the Salt Creek Watershed, and the DRSCW is funded by dues assessed from each member whose revenues are administered by the Conservation Foundation, which seeks to "implement targeted watershed activities that resolve priority waterway problems efficiently and cost- effectively" with its budget that is augmented with IEPA project grants; and

WHEREAS, according to the *Final Report* titled Total Maximum Daily Loads for Salt Creek, Illinois (submitted to the Illinois Environmental Protection Agency (CH2M Hill, Inc. 2004) and used as the basis for the United States Environmental Protection Agency (USEPA) to approve the Total Maximum Daily Loads (TDML) for chlorides, carbonaceous biochemical oxygen demand (CBOD), volatile suspended solids (VSS) and ammonia-N), the sources of pollution in Salt Creek are the Sewage Plants and at least thirty-one (31) public and private properties and businesses discharging point-source dirty water into Salt Creek and its tributaries, to the extent that these chemicals now negatively impact the water of Salt Creek; and

WHEREAS, Salt Creek and its tributaries have other known sources that negatively impact water quality, both upstream and downstream, which are known to be ruinous for the environment; and

WHEREAS, the historic Graue Mill and its dam structure discharge zero pollution into the water of Salt Creek; and

WHEREAS, the DRSCW has in the past sought to address Salt Creek water quality by recommending that the Graue Mill dam be removed to stimulate water flow in a few hundred yards of the 152 miles of Salt Creek in order to manipulate an increase in the dissolved oxygen level at that discrete point in the Creek, for the purpose of creating a "Water Quality Trading Process" that does not make Salt Creek any cleaner, but is being proposed for other reasons that do not improve water quality; and

WHEREAS, DRSCW has again made a renewed effort to justify the dam removal proposal to improve fish habitat that require dissolved oxygen to breathe, while omitting other facts that would negatively impact that same fish habitat by removing the dam; and

WHEREAS, the Village of Oak Brook resolved to oppose removal of the Graue Mill Dam when it was first proposed by DRSCW in 2009, and it has at all times since been the policy and recommendation of the Village of Oak Brook to preserve the Graue Mill and its dam structure, and attendant reservoir area; and

WHEREAS, the Village of Oak Brook, having heard comment from numerous members of the public, including those representing historical associations, foundations, and current and former public officials, as well as from a representative of the Conservation Foundation, and considering all of the factual evidence dispassionately and in the best interests of the public, the Village of Oak Brook has determined to confirm and extend its opposition to the proposed Graue Mill dam removal adopted in 2009, and note the complete absence of any new proffered facts since 2009 to support any other conclusion; and

WHEREAS, for all of the foregoing reasons, the President and Board of Trustees of the Village of Hoffman Estates wish to express their support for the Village of Oak Brook's opposition to any removal of the Graue Mill dam, and their equally firm insistence that the DRSCW cease pursuing removal of said dam and focus on activities that cause continuous, undiminished damage to the entire 152 square miles of the Salt Creek watershed.

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: That the *Fullersburg Dam Removal and Restoration* initiative of DRSCW contained in its *Master Plan for Salt Creek at Fullersburg Woods* is determined to be inimical to the public policy and best interests of the Salt Creek watershed, local residents and visitors, the national historic structure of Graue Mill and its dam and reservoir, and to all forms of fish, wildlife and vegetation suffering from the pollution sources left unaddressed by this Plan.

Section 2: That the Village of Hoffman Estates, as a member of DRSCW, supports its fellow member, the Village of Oak Brook, in its opposition to the Graue Mill Dam removal.

Section 3: 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

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request for approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village

MEETING DATE: Oct. 12, 2020

COMMITTEE: General Administration & Personnel Committee

FROM: Matthew Galloway, Management Analyst – Fire

PURPOSE: Approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village, utilizing online auction.

BACKGROUND: In the past, the Village has been able to dispose of surplus property by way of online public auction and live auction so as to reduce waste and derive any further value in the form of revenues to the extent possible. Surplus items not sold at auction can then be properly disposed of or recycled.

DISCUSSION: The Village is required to declare surplus all property deemed no longer necessary, useful to, or in the best interests of the Village to retain prior to properly disposing of such property.

FINANCIAL IMPACT: The sale of Village surplus items is expected to generate marginal revenues from the online auction.

RECOMMENDATION: Approval of an Ordinance authorizing the sale of personal property owned by the Village, per the attachment.

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AUTHORIZING THE SALE
OF PERSONAL PROPERTY OWNED BY
THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, in the opinion of at least three-fourths of the corporate authorities of the Village of Hoffman Estates, it is no longer necessary or useful to or for the best interests of the Village of Hoffman Estates to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hoffman Estates to sell said personal property at a public auction to be held on the internet auction website www.publicsurplus.com.

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

Section 1: That pursuant to 65 ILCS 5/11-76-4 of the Illinois Revised Statutes, the President and Board of Trustees of the Village of Hoffman Estates find that the described personal property attached as Exhibit "A" now owned by the Village of Hoffman Estates, is no longer necessary or useful to the Village of Hoffman Estates and that the best interests of the Village of Hoffman Estates will be served by its sale.

Section 2: That pursuant to 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to sell the aforementioned property now owned by the Village of Hoffman Estates at public auction at the internet auction website www.publicsurplus.com, to the highest bidder of said personal property.

Section 3: That the Village Manager is hereby authorized and directed to advertise the sale of the aforementioned personal property in a newspaper published within the community not less than ten (10) days before the date of said public auction.

Section 4: That no bid which is less than the minimum price set forth in the list of property to be sold shall be accepted.

Section 5: That the Village Manager is hereby authorized and directed to enter into an agreement for the sale of said personal property.

Section 6: That upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property to the successful bidder.

Section 7: That if said personal property is not sold at such auction, then the Village Manager is authorized to sell without bid or properly dispose of or recycle any such property.

Section 8: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 9: That this ordinance 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

Published in pamphlet form this _____ day of _____, 2020.

EXHIBIT "A"

Title	VIN	Engine	Transmission	Starting Price
2007 FORD EXPEDITION WHITE	1FMFU16547LA63002	5.4L gas	Auto	\$ 1,000.00
2010 FORD EXPEDITION WHITE	1FMJU1G59AEB66212	5.4L gas	Auto	\$ 1,000.00
2008 FORD F250 WITH SNOW & ICE EQUIPMENT	1FTNF21528EB07513	5.4L gas	Auto	\$ 1,000.00
2009 FORD CROWN VICTORIA POLICE INTERCEPTOR BLACK	2FAHP71VX9X103917	4.6L gas	Auto	\$ 1,000.00
2011 FORD CROWN VICTORIA POLICE INTERCEPTOR WHITE	2FABP7BV9BX149328	4.6L gas	Auto	\$ 1,000.00
2006 FORD EXPLORER RED 4x4	1FMEU72EX6UB70360	4.0L gas	Auto	\$ 1,000.00
2005 7300 International Peterson Grapple Truck with dump body	1HTZZAAR85J164665	DT466	Auto	\$ 1,000.00
1996 MORBARK 2400 BRUSH CHIPPER		J.D.	N/A	\$ 1,000.00
2004 FORD F350 WITH SNOW & ICE EQUIPMENT	1FDSF31L44ED35073	5.4L gas	Auto	\$ 1,000.00
2008 Ford Escape Hybrid FWD	1FMCU49HX8KA85314	2.5L gas	Auto	\$ 1,000.00
Title	Description	Qty	Starting Price	
Food Saver Vacuum Sealer	powers up - no accessories	1	\$ 5.00	
Wood Baseball Bat	30" length	1	\$ 2.00	
Estwing Ax	26" l length - some rust - solid	1	\$ 5.00	
Brown Michael Kors Phone case	Unk how phone attaches	1	\$ 2.00	
North Face winter vest - Black	zippers work	1	\$ 5.00	
Beats wireless headphones w/ case	no accessories	1	\$ 5.00	
Beats wireless headphones w/ case	no accessories	1	\$ 5.00	
Duralast Jump Starter	750 Peak AMPS	1	\$ 5.00	
JVC Digital Video Camera 34X Optical Zoom	no cords	1	\$ 2.00	
VanTrue Camera w/ mount	no cords	1	\$ 2.00	
Box of misc. items	see photo	1	\$ 2.00	
Xacto Knife Set - Misc. blades	two handles	1	\$ 2.00	
Ironman Foster Grant sun glasses	Impact resistant PC lenses	1	\$ 2.00	
Oakley Brand Shooting glasses	interchangeable lens - case	1	\$ 5.00	
Foster Grant reading glasses	2.75	1	\$ 5.00	
Bryker Hyde Wallet	Black	1	\$ 2.00	
Carole Hockman Sleepwear	Pink	1	\$ 2.00	
Cabela brand youth ear protection muffs	purple/teal/black	1	\$ 2.00	
First Generation Apple Pencil in original packaging	model MKOC2AM/A	1	\$ 30.00	

Season Greetings 1931 Stamp with card	Stamp collection	1	\$ 2.00	
Wonder Woman collectors stamps	Sealed package	1	\$ 15.00	
3DS Nintendo Game - Final Fantasy Explorers	new in package	1	\$ 5.00	
Justice League Comic book #28 Reprint	includes Certificate	1	\$ 10.00	
Sunbeam bread maker Model 5891	new in box	1	\$ 30.00	
2 scissor jacks - no hand crank handle	black	2	\$ 2.00	
Set of lug nuts	unknowns size	20	\$ 2.00	
Phantom Standard Drone - no charging cords	model 60601F40CF7F -	1	\$ 10.00	
HP Office Jet5 250 mobile all in one printer	black no cords	1	\$ 2.00	
Epson XP-830 Expression Premium printer	black no cords	1	\$ 2.00	
Cannon Pixma 1P2820 Printer	white no cords	1	\$ 2.00	
HP G71-340 US notebook computer	New in box	1	\$ 20.00	
Lot of Used Plastic Police Vehicle Seats		1	\$ 50.00	
Lot of Used Police Vehicle Dividers		1	\$ 50.00	
Police Vehicle Light Bar		1	\$ 100.00	

VILLAGE OF HOFFMAN ESTATES

Memo

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

Citizen Segments

This month the Citizen covers: Mindful Med Spa Ribbon Cutting, Great Citizen Award w/Steve Carlson and the Bell Works Progression Interview Video w/ Mayor Bill McLeod & Ralph Zucker.

Citizen Segments and Programs in development:

Economic Development/Tourism Video(s)
WOW Arena Drive-In PSA & CG Slides Updated Weekly
Celebrate Halloween Safety Video
Get a Flu Shot Vaccine Video
Pie in the Sky Ribbon Cutting
Fire Prevention Safety Video
Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
MLK Jr. Compilation Video
Tree Lighting Compilation Video
Economic Development Virtual Set Video(s)
Bell Works Progression Tour Video
Cup of Casey Arts Commission Video
CAC Suicide & Prevention Awareness Video

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

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

HRM Wellness Fair Video(s)

Are now airing for Village employees.

Celtic Fest Concerts

Are now airing.

Celtic Fest Compilation Video

Is now airing.

Hispanic Heritage Fiesta Compilation Video

Is now airing.

Platzkonzert Compilation Video

Is now airing.

Mind, Body & Yoga

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

Hideaway Shows: Modern Day Romeos / True Duo Concerts / Mike Hayes / Hawaiian Luau Dancers

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 were two new complaints from a residents; one required a cable to be buried, the other required a tech to come out and install 3 new cable boxes w/ 3 new voice command remotes and a new modem. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

September 2020

Staffing Activity

New Starts:	1 –	PT Staff Therapist Pre-Doctoral Interns (2)		
Separations:	7 -	Crossing Guard PW Seasonals (4) Police Officer Customer Service Representative		
Transfers:	1-	ASO I to Police Officer		
Retirees:	2 -	Police Officer Maintenance II		
Promotions:	0			
Reclassifications:	0			
Change in Status:	0			
Staffing:	Full Time Employees	338 budgeted		323 current
	Part Time Employees	74 budgeted		73 current
	Temporary Employees	0 budgeted		2 current
	Seasonal Employees	21 budgeted		0 current
	Paid Interns	6 budgeted		3 current
Month & Year-to-Date Activity:				
	0 Seasonal with			12 for year
	0 Promotions with			18 for year
	7 Separations with			32 for year
	2 Retirements with			16 for year
	1 Transfer with			02 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 started on September 2nd.

Maintenance I Facilities PM Shift - PW

The position was posted internally. No applications were received. The posting was then posted externally on 09/24/2020. Forty-three applications received to date. The posting will expire on 10/8/2020.

Weekend ASO I –Police

The position was posted on the Village website, social media, and Indeed job board. Applications were reviewed by the interview team. Seven candidates were skills tested and interviewed on September 10th & 11th. Two candidates were offered the positions. They both accepted and are completing pre-employment screening. They are expected to start in early October.

Crossing Guard – Police

The positions were posted on the Village website, social media, and Village broadcast email. A sign was placed outside of the school at the crossing. Applications will be forwarded to the Police Sergeant for review as they are received.

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.
- The Director of HRM participated in Management Team meetings.
- HRM staff participated in two webinars related to policing.
- HRM staff continued 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.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

SEPTEMBER 2020

RECRUITMENTS

POSITION TITLE: Weekend ASO I (2 openings)
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 were reviewed by the interview team. Seven candidates were skills tested and interviewed on September 10th & 11th. Two candidates were offered the positions. They both accepted and are completing pre-employment screening. They are expected to start in early October.

POSITION TITLE: Maintenance I Facilities PM Shift (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 09/16/2020
AD DEADLINE: 09/23/2020
APPLICATIONS REC'D: 0 application received
STATUS: The position was posted internally. No applications were received. The posting was then posted externally on 09/24/2020.

POSITION TITLE: Crossing Guard (1 opening – Whiteley School)
DEPARTMENT: Police Dept.
DATE POSTED: 09/22/2020
AD DEADLINE: until filled
APPLICATIONS REC'D: 0 applications received to date
STATUS: The positions were posted on the Village website, social media, and Village broadcast email. A sign was placed outside of the school at the crossing. Applications will be forwarded to the Police Sergeant for review as they are received.

NEW STARTS

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 started on September 2nd.

SUMMARY OF EMPLOYMENT ACTIVITY SEPTEMBER 2020

	<u>Total Number</u>	<u>Position</u>
New Starts	1	PT Staff Therapist Pre-Doctoral Interns (2)
Separations	7	Police Officer Customer Service Rep Crossing Guard PW Seasonals (4)
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	1	ASO I to Police Officer
Retirements	2	Police Officer Maintenance II
Reclassifications	0	
Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Firefighter Paramedic Pre-Doctoral Intern (2)
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Police Lieutenant
New Positions	0	
Eliminated Positions	0	

2020 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	323
PART TIME EMPLOYEES	74	73
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	0
INTERNS (PAID)	6	3
 TOTAL	 439	 401

Total Vacancies:

Full Time

Budgeted – Posted

Maintenance I Facilities PM

Budgeted - Not Posted

Police Officer (6)
Firefighter/Paramedic

Part Time

Budgeted – Posted

Crossing Guard

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	43	641
Part Time – Response to Recruitments	0	412
Seasonal Applicants	0	17
 TOTAL	 43	 1070

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY SEPTEMBER 2020

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Maria Cornejo Garcia	09/02/2020	Staff Therapist	Caren Gardener
Aysha Azimuddin	09/08/2020	Pre-Doctoral Intern	Rebecca Rivera
Michal Rosenberg	09/08/2020	Pre-Doctoral Intern	Kinjal Panchal

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Lisa Koenen	09/24/2020	Police Officer	Retired

Dave Philipp	09/30/2020	Maintenance II	Retired
Michael Baureis	09/04/2020	PW Seasonal	Return to School
Jacob Bookman	09/04/2020	PW Seasonal	Return to School
Joe Gatz	09/04/2020	PW Seasonal	Return to School
Alex Walker	09/04/2020	PW Seasonal	End of Season
Liz Salerno	09/11/2020	Customer Service Rep	Resigned
Nick Esposito	09/14/2020	Crossing Guard	Resigned
Matt Gallik	09/15/2020	Police Officer	Resigned

PROMOTIONS

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

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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Timothy Bong

09/10/2020

ASO I

Police Officer

CHANGE IN STATUS

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

RECLASSIFICATION

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Taylor Brust	09/08/2020	Unpaid HHS Practicum Student	Beginning of Internship
Amira Farrag	09/08/2020	Unpaid HHS Practicum Student	Beginning of Internship
America Meneses	09/08/2020	Unpaid HHS Practicum Student	Beginning of Internship
Lauren Phillips	09/08/2020	Unpaid HHS Practicum Student	Beginning of Internship
Aislinn Skiles	09/08/2020	Unpaid HHS Practicum Student	Beginning of Internship
Scott Moens	09/11/2020	Unpaid Paramedic Intern	Beginning of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
SEPTEMBER 2020**

# Anniversaries	<u>18</u>
# Interviews conducted during month	<u>7</u>
# Orientations conducted during month	<u>8</u>

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: September 1 – October 9

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 VM 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.

Administrative, Travel and Legislative issues:

- Attended and took committee meeting minutes – September
- Processed expenses for September credit card statements
- Liquor license meetings scheduled for I Love Pop Ups (10/8)
- Attended the Village Green Ad Hoc Committee Meeting (9/2)
- Set up several budget meetings for the Board (Sept/Oct)
- Set up meetings for Mayor and Board to meet Development Department / Sub Area Plans
- Scheduled Mindful Med Spa and Pie in the Sky Ribbon Cuttings (9/29 and 9/30)

PARTNERSHIPS and SPECIAL PROJECTS

- The Village Manager interview process has been significant. I have continued to coordinate efforts with the Board and consultant on this extensive process.
- Coordinated a joint proclamation (Empty Hearts, Empty Shoes) with Mayor Tom Dailly for an event hosted by the Schaumburg/Hoffman Estates Rotary and the Children's Advocacy Center. Event was held on 10/9 at the CAC Butterfly Garden.
- Assisted in production of a letter to businesses to highlight the new video services available to help them promote their business.
- Attended the Metro Mayors Caucus (Age-Friendly Communities Collaborative) ZOOM call 10/8 – worked to introduce all panelists for the next Virtual Town Hall meeting to members of the Caucus.
- Worked with the Board and Commissions Secretary to process three board/commission applications.
- Schedule the Mayor and Board to participate in the Alden Poplar Creek Employee Appreciation Event on 9/15
- Worked with NOW Arena Staff to schedule Mayor and Board to attend sign-raising on 9/28

WRITTEN COMMUNICATIONS

- October Mayor's Column / Citizen
- Proclamations:

National Rail Safety Week

National Breast Cancer Awareness Month

National Community Planning Month

Domestic Violence Awareness Month

National Down Syndrome Acceptance Month

Fire Prevention Week

Eagle Court of Honor / Erik Thomas Doyle

GREAT CITIZEN PRESENTATIONS

Steve Carlson / Garibaldi's (9/21)

Michael Calendo / Hoffman Estates Citizen (10/4)



HOLY FAMILY ZOOM PRESENTATIONS:

Each year, Holy Family requests the Mayor to speak to several classes. This year was a bit different! Mayor participated in three separate ZOOM calls with kindergarten groups. It was quite the experience for all!

September 23 & 28

October 3



ON-GOING INITIATIVES

Census Activities:

The Census grants have wrapped up with Cook County and the Metro Mayor's Caucus. Enumerators finished their activities on September 30th. A push continues through October. Final Self-Response rates (81.8%) from the Village:

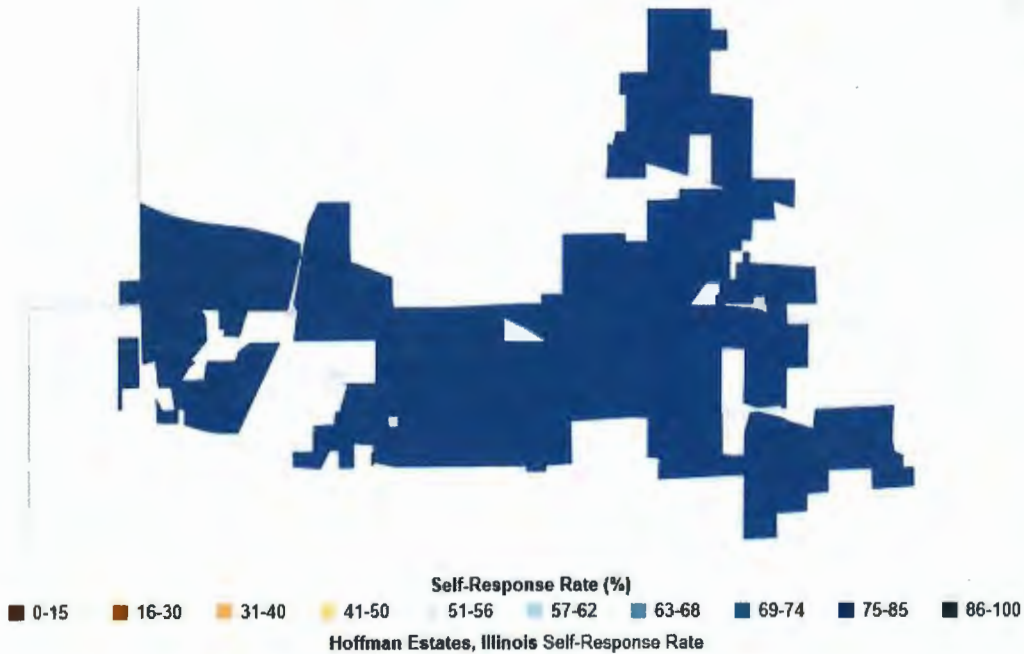
SHARE: [f](#) [t](#) [in](#)

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
71.2%

Hoffman Estates
Self-Response
81.8%



Select Mode

Total

Select State

Illinois

Select City

Hoffman Estates

Geographies

Return to State

County

City

Census Tract

Congressional District

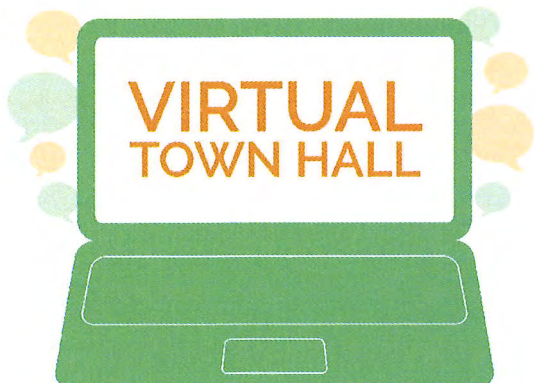
Town and Township

Tribal Area



Operational

Virtual Town Hall Meetings:



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

- Katie Collins / Alden Poplar Creek Hoffman Estates
- Anna Newell (or other designated representative) / Schaumburg Township
- Marina Lvovich / Schaumburg Barn
- Kyle Smith / Metro Mayors Caucus (Age-Friendly Communities Collaborative)
- Renee Anderson / Schaumburg Township District Library
- Lillian Clinton / Hoffman Estates Commission for Senior Citizens

Jennifer Djordjevic

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