



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

Village of Hoffman Estates

General Administration and Personnel Committee Meeting Agenda

August 1, 2022

Immediately following the Planning, Building and Zoning Committee Meeting
Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

- I. Roll Call**
- II. Approval of Minutes – July 5, 2022**

NEW BUSINESS

1. Request approval to dispose of Village records that have exceeded their State-required retention period.
2. Request approval of an ordinance permitting members who do not live or work in Hoffman Estates to be appointed to the Platzkonzert Commission.

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**

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

July 5, 2022

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Peter Gugliotta, Director of Dev. Services
Patrick Seger, Director of HRM
Alan Wax, Fire Chief
Kasia Cawley, Police Chief
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Anthony Fashoda, Asst. Director of Finance
Darek Raszka, Acting Director of IT
Bev Romanoff, Village Clerk
Jennifer Horn, Director of Planning & Trans.
Suzanne Ostrovsky, Asst. Village Mgr.
Ric Signorella, CATV Coordinator**

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of June 13, 2022. Roll call 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 June 27, 2022. Roll call vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

3. Legislative Operations and Outreach Monthly Report (*deferral requested*).

Motion by Mayor McLeod, seconded by Trustee Mills, to defer the monthly report. Roll call vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at __ pm. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: August 1, 2022

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 2021 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 September 30, 2022 which meets the State’s 60-day requirement.

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
69	J.U.L.I.E Records	2020	.5
70	Kid Care and Family Care Records	2016	.5
71	Ledgers and Journals (All Types)	2014	.5
72	Legal Case Files/Lawsuits (Not Opinions)	2018	.5
75	Liquor License Records	2019	.5
76	List of Counseling Cases	2019	.5
78	Material Safety Data Sheets	2011	.5
79	Medicare/Medicaid Public Aid Recipient Records (only Correspondence)	2020	.5
80	Metropolitan Sanitary District Records	2011	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2019	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2014	1
83	Motor Fuel Tax Records	2011	.5
85	O.S.H.A. Logs	2016	.5
86	Official's Oaths of Office	2018	.5
88	Parade Applications	2020	.5
89	Parking Tickets	2020	2
91	Permits to Use Public Right-of-Way	2019	.5
92	Personnel Action Notices/Payroll Change Notices	2019	.5
98	Project Development Files	2011	2
99	Pumpage Records (Annual)	2011	.5
100	Purchase Orders	2019	1
102	Real Estate Transfer Tax Declarations	2014	2
103	Request for Verification of Employment	2020	.5
104	Sewer and Water Pressure Test Results	2016	.5
105	Sick and Vacation Accrual Records	2019	.5
106	Sidewalk Relocation Records	2011	.5
107	Snow Plowing Records	2019	.5
108	Special Assessment Records	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 September 30, 2022

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.)

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
109	Special Event Applications and Certificates of Insurance	2018	.5
110	Staff Daily Work Schedules	2019	.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.)	2014	.5
112	Statement of Economic Interest Lists	2019	.5
114	Tax Levy Records	2014	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2019	2
116	Tree Planting Records	2019	.5
117	Tree Spraying Logs	2019	.5
121	Vehicle License Applications (Only for Trucks)	2019	.5
122	Vendor Lists	2020	.5
123	Vehicle and Equipment Maintenance Logs	2020	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2020	.5
125	Village Meeting Packets (All Areas)	2020	1
127	Village Surveys	2020	1
128	Volunteer and Intern Records	2016	.5
129	Wage Surveys	2020	.5
130	Water Bill Paid Stubs	2020	24
131	Water Billing Customer Account Records	2014	.5
132	Water Billing Reports (monthly only)	2019	.5
134	Water Level Reports	2018	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2020	4
136	Water Meter Readings	2019	.5
137	Work Sheets/Papers	2019	1
138	Workers' Compensation Records	2014	2

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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 September 30, 2022

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.)

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	2019	Neg.
3	Accident Reports (Involving Fire Dept. apparatus)	2014	Neg.
4	Administrative Files	2020	1
5	Ambulance Billing (copies)	2019	.5
6	Ambulance Reports	2016	1
7	Apparatus Maintenance Files	2021	.5
8	Attendance Records (time sheets, overtime sheets, ect)	2019	.5
10	Dispatch Cards (receipt of alarm report)	2019	.5
11	Divisional Activity Reports (FD26)	2019	1
12	Fire Investigation Files	2014	1
13	Fire Reports	2016	1
14	Hose Bed Card	2021	Neg.
15	Hose Cards (maintenance & testing)	2018	Neg.
16	Mutual Aid Box Alarm System (MABAS) Books	2021	Neg.
17	Mutual Aid Agreements	2019	Neg.
18	National Fire Information Reporting Service Reports (NFIRSR)	2020	Neg.
19	Officer Promotional Exams (assessment)	2016	1
20	Pass-On Sheets	2021	1
21	Personnel Files (not work & salary history)	2016	.5
22	Preplans	2021	1
23	Purchase Orders	2019	1
24	Radio Logs	2019	2
26	Telephone Message Log	2019	1
28	Work Injury Reports	2014	1
29	Fire Inspection Files	2019	1
32	HEFPD Miscellaneous Files	2021	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 September 30, 2022

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.)

RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

Directions:

1. Fill in all blanks and columns.
2. Application Item numbers must be listed in numerical order.
3. Record series titles must be listed as they appear on application.
4. Sign and send certificate to above address sixty (60) days prior to disposal date.
5. Retain records until approved copy is returned.
6. This form can be found online at <http://www.cyberdriveillinois.com/>.

APPLICATION #: 16:027C

COUNTY: Cook

FROM: Hoffman Estates Police Dept

ADDRESS: 411 W. Higgins Road

(Street, P.O. Box)
Hoffman Estates, IL 60169

(City, ZIP Code)

CONTACT TELEPHONE: (847) 781-2868

CONTACT EMAIL: christine.kasper@hoffmanestates

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES (MONTH/YEAR)	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
3*	Administrative Correspondence	2019-2020	1 MB
4	Adult Arrest Case Files, Offense Reports and Misc Report	2013-2014	12 CU FT
5	Arrest/Booking Logs	2013-2014	NEG
6	Background Investigations	2018-2019	.5 CU FT
7	Bail Bond Receipts	2019-2020	.5 CU FT
8	Benefit Time Requests	2018-2019	1 CU FT
9	Bicycle Inventory	2019-2020	NEG
10	Bond Money Transmittals to Circuit Court	2017-2018	1 CU FT
12	Breathalyzer Tests	2017-2018	NEG
13*	Canine Records	2015-2016	1 MB
14*	Case Assignments	2019	2.5 MB
16	Certification of Breathalyzer / Intoxilator Operator	2017-2018	NEG
17	Circuit Court Docket Sheets	2017-2018	.25 CU FT
18	City Jail and Lockup Population Reports	2017-2018	.5 CU FT
20	Crime Hazard Alerts	2019-2020	NEG
21	Criminal History Inquiry Reports	2018-2019	NEG
23	Equipment Check Out Logs	2019-2020	1 CU FT
25	Explorer Post Records	2016-2017	NEG
26	Expungement Records	2019-2020	.5 CU FT
27	Extra Patrol Records	2018-2019	1 CU FT
			Total Volume from all pages
			Cu. Ft. <u>35.5</u>
			MB/GB <u>99.5</u>

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

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 1, 2022

Date
Christine Kasper
Signature

Approved by ILRCS

7/14/22
Date

Christine Kasper, Office Manager/Admin Assistant

Print name and title on line above

Prepared by: Christine Kasper

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

**RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**

APPLICATION NO.: 16:027C

COUNTY: Cook

FROM: Hoffman Estates Police Department
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
28	Extra Watch / Vacation Watch List	2019-2020	NEG
29	Field Training Files	2015-2016	1 CU FT
30	Firearms Training Logs	2015-2016	NEG
34	Habitual Sex Offender Registration	2010-2011	1 CU FT
35	Hirebacks / Special Events	2020-2021	1 CU FT
36	Illinois Uniform Crime Reports	2019-2020	NEG
37	Intergovernmental Agency Agreements	2015-2016	NEG
39	Jail Cell Check Logs and Prisoner Inspections	2015-2016	1 CU FT
41	Keyholder Records	2020-2021	NEG
42	Liquor License Owner Fingerprint Cards	2015-2016	.5 CU FT
43*	Monthly, Annual, YTD Reports	2013-2014	93 MB
44	Officers Daily Activity Reports	2018-2019	2 CU FT
45	Officers Training Records	1981-1982	2 CU FT
46	Orders of Protection	2019-2020	NEG
47	Program Records	2017-2018	1 CU FT
48	Racial Profiling Records	2013-2014	1 CU FT
49	Radar and Lidar Calibraton Certifications	2018-2019	NEG
50	Recording In-Car Video Camera and Audio Equip	2020-2021	NEG
51*	Roster of Law Enforcement Personnel	2017-2018	1 MB
52*	Seniority Lists	2015-2016	1 MB
53	Solicitor's Permit	2019-2020	NEG
55	Tickets Issued to Officers	2018-2019	NEG
56	Traffic Tickets	2018-2019	.25 CU FT
57	Vehicle Repossession Authorizations	2019-2020	NEG
58	Waivers	2017-2018	NEG
59	Warrant Files	2016-2017	NEG
60*	Work Order	2020-2021	NEG
61	Administrative Tow Hearing Cases	2017-2018	1 CU FT

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of an ordinance permitting members who do not live or work in Hoffman Estates to be appointed to the Platzkonzert Commission.

MEETING DATE: August 1, 2022

COMMITTEE: General Administration & Personnel

FROM: Suzanne Ostrovsky, Assistant Village Manager

PURPOSE: Request approval of an ordinance permitting members who do not live or work in Hoffman Estates to be appointed to the Platzkonzert Commission.

BACKGROUND: Per the Village's Resolution No. 1675-2019, passed on March 18, 2019, the Platzkonzert Commission consists of nine (9) members. All members are currently required to either (a) live or (b) work within the boundaries of Hoffman Estates. Trustee Pilafas, as Chair of the Platzkonzert Commission, has requested that the live/work requirement be eliminated in order to expand recruitment efforts for appointed commissioners.

DISCUSSION: Over the years, the Platzkonzert has grown from a small, hometown festival to a three-day regional draw. Meanwhile, the number of appointed commissioners has dwindled; currently, just five of the nine members are appointed (and one of these five recently provided notice to the Mayor's office of their intent to withdraw). As a result, festival planning has fallen to the remaining commissioners, heavily supplemented by the work of Village staff.

The enabling resolution creating the Platzkonzert Commission provides that all commissioners "be residents of or employed in the Village of Hoffman Estates." In the interest of recruiting additional commissioners, the Committee and Board may consider removing this language to allow those who live and work in surrounding communities to participate. A redline version of the enabling language is attached; per direction from the Village's Corporation Counsel, the language of the enabling resolution has been converted to ordinance form.

Staff has conducted a survey of the Village's volunteer boards and commissions (attached) to determine which commissions include the live/work requirement. While the majority do, exceptions are made for the Commission for Senior Citizens and the Sister Cities Commission (where 4 of the 17 members may live/work outside of Hoffman Estates). In addition, the Historical Sites Commission, the Veterans Memorial Commission and the Road Improvement Impact Fee Advisory Committee are silent on the work/live requirement.

RECOMMENDATION:

Request approval of an ordinance permitting members who do not live or work in Hoffman Estates to be appointed to the Platzkonzert Commission.

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE AMENDING AND RESTATING THE
PLATZKONZERT COMMISSION
OF THE VILLAGE OF HOFFMAN ESTATES

WHEREAS, Resolution No. 1675-2019 Creating the Platzkonzert Commission of the Village of Hoffman Estates was passed by the President and Board of Trustees of the Village of Hoffman Estates on March 18, 2019; and

WHEREAS, the Village seeks to allow, by passage of this Ordinance, the Platzkonzert Commission to be comprised of members who do not necessarily live or work in Hoffman Estates;

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 the Platzkonzert Commission of the Village of Hoffman Estates be and the same is hereby amended and restated to read as follows:

PLATZKONZERT COMMISSION

A. PLATZKONZERT COMMISSION

There is hereby created the Platzkonzert Commission of the Village of Hoffman Estates.

B. MEMBERSHIP

The Platzkonzert Commission shall consist of nine (9) members, one of which will be chairperson.

C. HOW APPOINTED – QUALIFICATIONS

The chairperson and members of said Commission shall be appointed by the Village President with the consent of the Board of Trustees voting jointly. ~~All members of the Platzkonzert Commission shall be residents of or employed in the Village of Hoffman Estates.~~

D. TERMS OF OFFICE

Five (5) members of the Commission shall be appointed for a term of two (2) years expiring upon an even year and four (4) members of the Commission shall be appointed for a term of two (2) years expiring upon an odd year.

E. DUTIES OF THE PLATZKONZERT COMMISSION

The Platzkonzert Commission shall organize events and activities relating to the Platzkonzert Germanfest designed to celebrate diversity, art and culture in the Village of Hoffman Estates. Coordinate a communications and marketing strategy relating to the promotion of Platzkonzert Germanfest to Village of Hoffman Estates residents, businesses, key stakeholders and regional community partners.

F. ASSISTANCE

The Village Manager is hereby directed to provide such guidance and counsel to the Platzkonzert Commission as may be required or requested from time to time.

G. COMPENSATION OF MEMBERS

The members of the Platzkonzert Commission shall receive such compensation as deemed appropriate by the President and Board of Trustees from time to time and as provided by Resolution Ordinance of the President and Board of Trustees.

H. BUDGET

The budget shall be determined as the President and Board of Trustees deem appropriate.

I. REPORTS

The Chairman of the Platzkonzert Commission shall submit to the President and Board of Trustees an annual written report of the activities of said Commission ~~by January 15 of each year.~~ The Commission shall keep a written record of all official meetings.

Section 2: The Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 3: That this Resolution Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2022

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	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2022

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2022.

**Village of Hoffman Estates
Volunteer Boards, Commissions and Committees
Membership Requirements
August 1, 2022**

Board/Commission/Committee	# of members	Employees of Village-based			Notes
		Residents	businesses	Other	
Arts Commission	19	X	X		
Bicycle & Pedestrian Commission	9	X		X	Includes 1 Park District representative, 1 Village of Schaumburg resident
Capital Improvements Board	9	X	X		7 plus chairs of Finance & PWU Committees
Celebrations Commission	13	X	X		
Celtic Fest Commission	11	X	X		
Commission for People with Disabilities	13	X	X		
Commission for Senior Citizens	9			X	No requirement to live/work in Hoffman Estates
Cultural Awareness Commission	13	X	X		13 plus ex-officio: Village President, Village Manager & Chief of Police (or designee)
Economic Development Commission	9	X	X		
Emerging Technology Advisory Commission	11	X	X		11 plus ex-officio: Village IT Director
Fourth of July Commission	9	X	X		9 plus ex-officio: Village Manager (or designee) and Finance Director
Historical Sites Commission	9				Silent on live/work requirement
Planning and Zoning Commission	11	X			Residents only
Platzkonzert Commission	9	X	X		
Public Safety Advisory Commission	7	X	X	X	7 plus ex-officio: Chief of Police, 1 student from Hoffman Estates HS and 1 student from Conant HS
Road Improvement Impact Fee Advisory Committee	10			X	4 industry representatives plus 6 additional (silent on live/work requirement)
Sister Cities Commission	17	X	X	X	17 plus Village Historian; 4 of the 17 may be non-resident/non-employee
Stormwater Management Committee	10	X		X	6 residents plus chairs of PWU/PB&Z/PH&S Committees, plus 1 Park District representative
Sustainability Commission	15	X	X		
Utility Commission	5	X	X	X	Total number may include representatives of major utilities serving the Village
Veterans Memorial Commission	17			X	No live/work requirement; must be honorably discharged veteran or spouse of same
Youth Commission	9	X	X		9 plus ex-officio: Village President, Director of HHS & Chief of Police (or designee)

VILLAGE OF HOFFMAN ESTATES

Memo

To: Eric Palm
From: Ric Signorella
Regarding: HETV Report
Date: August 1, 2022

Citizen Segments

This month the Citizen covers the Children's Advocacy Center Champions for Children Event, Mark Parr Retirement Proclamation, Senior Goodie Bag Distribution, Links Inc. Bench Dedication and the Fitness America Sports Festival.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
Economic Development Video (Why Hoffman Estates?)
Economic Development Property Promotional Videos
Hoffman Highlights (Sarap Bistro, Mochidou, Lou Malnati's)
HHS Dept. Activities Videos
HEPD / HEFD Swearing – In's
Street Revitalization Project – Engineering Dept.
Microsoft Data Center
Senior Goodie Bag Giveaway
Links Inc. Bench Dedication
Summer Sounds on the Green
eTrackit Instruction Video
Platzkonzert Promo Video
Fire Dept Open House
Fire Dept Open House Promo Video
Daisy Group Reception
PW Annual Recycling Event
National Night Out
Brennan Investment Group Groundbreaking
Shootz & Ladders Softball Game

Schaumburg Township & Hoffman Estates Branch Kids / Adults Library Programs

Now airing.

Fremd H.S. Band Concert / Hoffman Estates H.S. Spring Band Concert

Now airing.

Unity Day / 4th of July Parade

Now airing.

Summer Sounds on Green

Now airing.

Complaints/Inquiries

There were two new inquiries; resident has a cable line down the pole, this is scheduled to be buried.

Resident has a leaning telephone where AT&T needs to remove their lines so ComEd can remove the pole, and install a new pole. There are two outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2022

Staffing Activity

New Starts: 11 – PW Summer Seasonal
ASO I PT
ASO I FT
Transportation & Eng. Specialist
Administrative Intern
Administrative Events Assistant
Crossing Guard (4)
Alternate Crossing Guard

Separations: 2 – Staff Assistant
PT Admin. Staff Assistant

Transfers: 0

Retirees: 1 – Police Sergeant

Promotions: 1 – Police Officer to Sergeant

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	323 current
	Part Time Employees	74 budgeted	75 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	21 budgeted	10 current
	Paid Interns	6 budgeted	7 current

Month & Year-to-Date Activity:

0 Seasonals with	11 for year
1 Promotions with	7 for year
2 Separations with	14 for year
1 Retirements with	9 for year
0 Transfer with	1 for year

Recruitment Activity**Crossing Guard (4)**

The position was posted on the Village website and social media and broadcast email. Now hiring signs were posted at the schools with openings – Fairview, Whiteley, Hoffman High, and Churchill. Applications are reviewed by the interview team as they are received. Three candidates were interviewed in July. Offers were made to two and accepted. Awaiting results of third interview. Four crossing guards processed in June and July started in late July. With these hires all open recruitments for regular crossings are filled.

Civil Engineer I

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Applications were reviewed by the interview team as they were received. Five interviews were scheduled for early July. One candidate was offered the position. He accepted and is completing pre-employment screening.

Public Works Summer Seasonal

The position was posted on the Village website and social media and broadcast email. An email was sent out to the 2021 seasonals to gauge interest in returning for 2022. Six seasonals will be returning. New applications were reviewed by the interview team as they were received. Four new applicants have been interviewed and offered positions. Six seasonals started in May. Three started in June. One new candidate started in July. The Assistant Director decided to close the recruitment after this 10th candidate started.

Permit Services Technician

The position was revised and re-posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, NWBOCA, SBOC, GovHR, PublicSalary, ILCMA and IACE. Applications were reviewed by the interview team. Three candidates were interviewed in July. An offer was made to one candidate. She accepted and is completing pre-employment screening.

Business Systems Analyst I

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GovHR, PublicSalary and ILCMA. Applications are being reviewed by the interview team as they are submitted. Awaiting information from the review team.

ASO I (4)

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, and PublicSalary. Applications were reviewed by the interview team. Nineteen candidates were chosen to skills test and interview for the position. Four candidates were offered the position. They all accepted and successfully completed pre-employment screening. Three started in June and one started in July.

PT Weekend ASO I (2)

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, and PublicSalary. Applications were reviewed by the interview team. Thirteen candidates were chosen to skills test and interview for the position. Seven candidates advanced to interview. Two candidates were offered the position. They accepted and successfully completed the pre-employment screening. One started in June and the second started in early July.

Community Planner I

The position was posted on the Village website and social media and broadcast email. It was also posted on ILAPA, ILCMA, LinkedIn, GovHR, APA and PublicSalary. Four candidates were interviewed. An offer was made to one candidate. He accepted and completed pre-employment screening. Start date is scheduled for August 3rd.

Administrative Events Assistant

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, PublicSalary and ILCMA. Applications were reviewed by the interview team and nine candidates chosen for skills testing and interview. Interviews were scheduled for early July. An offer was made to one candidate. She accepted and successfully completed pre-employment screening. She started on July 25th.

Assistant Corporation Counsel

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, PublicSalary, ISBA, CBA, DCBA, Chicago Law Bulletin, NW Suburban Bar Assoc, IML, IU Law School and ILCMA. Applications were reviewed after the closing date and ten candidates were chosen for interview in early August.

Community Service Officer (2 positions)

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, and PublicSalary. Applications were reviewed by the interview team as they are received. Interviews will be held in August.

Staff Assistant

The position was posted on the Village website and social media and broadcast email. Applications are being reviewed by the interview team as they are received.

Labor/Management Relations**Contract Status:**

Police (Metropolitan Alliance of Police - MAP Chapter 96)
Contract (Jan. 1, 2022 - December 31, 2024).

A meeting was held with MAP 96 and Management negotiation team to discuss items within memorandum of agreement.

Fire (International Association of Firefighters - Local 2061)
Contract (January 1, 2021 – December 31, 2023).

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).
The Village received a letter from MAP 97 requesting to begin the collective bargaining process.

Grievances

One grievance filed by IAFF Local 2061 is at Step 5.
One grievance filed by IAFF Local 2061 is at Step 2.

Personnel/Benefits/Employee Services

- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting.
- As a member of the Board, the Director of HRM attended the Fire Pension Board meeting and the Police Pension Board meeting.
- HRM staff participated in multiple employee meetings regarding employee recruitment and retention.
- The Director of HRM and the Assistant to the HRM Director participated in negotiations with MAP 96 on contract follow up items.
- The Director of HRM lead a strategic planning session for the Illinois Public Employer Labor Relations Association Executive Board.

- The Assistant to the HRM Director participated in the IT Committee meeting.
- HRM staff continued work on the revisions to the Personnel Policy Manual.
- The Director of HRM participated in Management Team meetings.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Continue working with claims and loss control staff of the Village's new workers' compensation carrier.
- Met with individuals from Elk Grove Village to discuss their compliance with Federal DOT regulations.
- Investigated a property damage claim made by a resident. The claim was brought to a mutually amicable conclusion.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

JULY 2022

RECRUITMENTS

POSITION TITLE: Civil Engineer I
DEPARTMENT: Development Services
DATE POSTED: 06/07/2022
AD DEADLINE: 07/01/2022
APPLICATIONS REC'D: 11 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Applications were reviewed by the interview team as they were received. Five interviews were scheduled for early July. One candidate was offered the position. He accepted and is completing pre-employment screening.

POSITION TITLE: Permit Services Technician
DEPARTMENT: Development Services
DATE POSTED: 06/07/2022
AD DEADLINE: 07/01/2022
APPLICATIONS REC'D: 27 received to date
STATUS: The position was revised and re-posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, NWBOCA, SBOC, GOVHR, PublicSalary, ILCMA and IACE. Applications were reviewed by the interview team. Three candidates were interviewed in July. An offer was made to one candidate. She accepted and is completing pre-employment screening.

POSITION TITLE: Business Systems Analyst I
DEPARTMENT: Information Technology
DATE POSTED: 06/15/2022
AD DEADLINE: 07/11/2022
APPLICATIONS REC'D: 10 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GMIS, GOVHR, PublicSalary and ILCMA. Applications are being reviewed by the interview team as they are submitted. Awaiting information from the review team.

POSITION TITLE: Community Planner I
DEPARTMENT: Development Services
DATE POSTED: 05/26/2022
AD DEADLINE: 06/19/2022
APPLICATIONS REC'D: 24 received
STATUS: The position was posted on the Village website and social media and broadcast email. It was also posted on ILAPA, ILCMA, LinkedIn, GovHR, APA and PublicSalary. Four candidates were interviewed. An offer was made to one candidate. He accepted and completed pre-employment screening. Start date is scheduled for August 3rd.

POSITION TITLE: Assistant Corporation Counsel
DEPARTMENT: General Government/Legal
DATE POSTED: 06/10/2022
AD DEADLINE: 07/08/2022
APPLICATIONS REC'D: 43 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, PublicSalary, ISBA, CBA, DCBA, Chicago Law Bulletin, NW Suburban Bar Assoc, IML, IU Law School and ILCMA. Applications were reviewed after the closing date and ten candidates were chosen for interview in early August.

POSITION TITLE: Community Service Officer (2 positions)
DEPARTMENT: Police
DATE POSTED: 06/20/2022
AD DEADLINE: 07/15/2022
APPLICATIONS REC'D: 100 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, and PublicSalary. Applications were reviewed by the interview team as they are received. Interviews will be held in August.

POSITION TITLE: Staff Assistant
DEPARTMENT: Police
DATE POSTED: 07/21/2022
AD DEADLINE: 08/07/2022
APPLICATIONS REC'D: 39 received to date
STATUS: The position was posted on the Village website and social media and broadcast email. Applications are being reviewed by the interview team as they are received.

NEW STARTS

POSITION TITLE: Summer Seasonal (12)
DEPARTMENT: Public Works
DATE POSTED: 03/11/2022
AD DEADLINE: 05/13/2022
APPLICATIONS REC'D: 16 received to date

STATUS: The position was posted on the Village website and social media and broadcast email. An email was sent out to the 2021 seasonals to gauge interest in returning for 2022. Six seasonals will be returning. New applications were reviewed by the interview team as they are received. Four new applicants have been interviewed and offered positions. Six seasonals started in May. Three started in June. One new candidate started in July. The Assistant Director decided to close the recruitment after this 10th candidate started.

POSITION TITLE: Crossing Guard (4)
DEPARTMENT: Police
DATE POSTED: 09/16/2021
AD DEADLINE: Until filled
APPLICATIONS REC'D: 3 new received in July
STATUS: The position was posted on the Village website and social media and broadcast email. Now hiring signs were posted at the schools with openings – Fairview, Whiteley, Hoffman High, and Churchill. Applications are reviewed by the interview team as they are received. Three candidates were interviewed in July. Offers were made to two and accepted. Awaiting results of third interview. Four crossing guards processed in June and July started in late July. With these hires all open recruitments for regular crossings are filled.

POSITION TITLE: Administrative Services Officer I (4 positions)
DEPARTMENT: Police
DATE POSTED: 04/04/2022
AD DEADLINE: 04/24/2022
APPLICATIONS REC'D: 36 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, and PublicSalary. Applications were reviewed by the interview team. Nineteen candidates were chosen to skills test and interview for the position. Four candidates were offered the position. They all accepted and successfully completed pre-employment screening. Three started in June and one started in July.

POSITION TITLE: PT Weekend Administrative Services Officer I (2 positions)
DEPARTMENT: Police
DATE POSTED: 04/04/2022
AD DEADLINE: 04/24/2022
APPLICATIONS REC'D: 37 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, and PublicSalary. Applications were reviewed by the interview team. Thirteen candidates were chosen to skills test and interview for the position. Seven candidates advanced to interview. Two candidates were offered the position. They accepted and successfully completed the pre-employment screening. One started in June and the second started in early July.

POSITION TITLE: Administrative Events Assistant
DEPARTMENT: General Government
DATE POSTED: 06/02/2022
AD DEADLINE: 06/24/2022
APPLICATIONS REC'D: 41 received
STATUS: The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GOVHR, PublicSalary and ILCMA. Applications were reviewed by the interview team and nine candidates chosen for skills testing and interview. Interviews were scheduled for early July. An offer was made to one candidate. She accepted and successfully completed pre-employment screening. She started on July 25th.

SUMMARY OF EMPLOYMENT ACTIVITY JULY 2022

	<u>Total Number</u>	<u>Position</u>
New Starts	11	PW Summer Seasonal ASO I PT ASO I FT Transportation & Eng. Specialist Administrative Intern Administrative Events Assistant Crossing Guard (4) Alternate Crossing Guard
Separations	2	Staff Assistant PT Admin. Staff Assistant
Promotions	1	Police Officer to Sergeant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Police Sergeant
Change of Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Civil Engineer I Community Planner I Permit Services Technician
Separations	1	Crossing Guard
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2022 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	323
PART TIME EMPLOYEES	74	75
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	10
INTERNS (PAID)	6	7
TOTAL	439	417

Total Vacancies:

Full Time

Budgeted – Posted

**Permit Services Technician
Business Systems Analyst
Police Officer
Firefighter/Paramedic
Community Service Officer (2)
Assistant Corporation Counsel
PD Staff Assistant**

Budgeted - Not Posted

IT Director

Part Time

Budgeted – Posted

Budgeted – Not Posted

Administrative Staff Assistant

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	98	577
Part Time – Response to Recruitments	3	52
Seasonal Applicants	0	21
TOTAL	101	650

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY JULY 2022

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Jennifer Simon	07/02/2022	ASO I	Zufar Suleimenov
Caden Chlopek	07/05/2022	PW Seasonal	NA
Ava Nosek	07/06/2022	ASO I	Raeanne Wisnewski
Michael Hankey	07/07/2022	Transportation & Eng Specialist	NA
Daniel Langguth	07/18/2022	Administrative Intern	NA
Hallie Karle	07/25/2022	Administrative Events Asst	Sue Lessen
Mike Blaker	07/25/2022	Crossing Guard	Mary Mielke
Amanda Massey	07/26/2022	Crossing Guard	Deborah Multerer
Ron Ochwat	07/27/2022	Crossing Guard	Shaista Qureshi
Marilena Varanda	07/27/2022	Alternate Crossing Guard	NA
Jim Day	07/28/2022	Crossing Guard	Eliot Libner

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Monique Kaur	07/08/2022	Staff Assistant	Resigned
Joseph Golbeck	07/18/2022	Police Sergeant	Retired
Anisa Muratovic	07/22/2022	Admin Staff Assistant	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Adam Marak	07/18/2022	Police Officer	Police Sergeant

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
NA			

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>
Emily Terrell	07/05/2022	Unpaid Nursing Intern	Beg. Of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
JULY 2022**

# Anniversaries	<u>9</u>
# Interviews conducted during month	<u>21</u>
# Orientations conducted during month	<u>9</u>

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Operations/Outreach Report*
PERIOD: May -July 2022

Highlights:

Trustee Birthday Dinners

Alden / Mother's Day and Father's Day, CAC 5K Walk, and FIT America events (scheduled Mayor and Board)

Wine Wednesday events – May, June, and July well attended!

Celtic Fest Sponsorship Letters / Event Planning

4th of July Parade coordination

Wrote and coordinated proclamation presentations for CAC's Mark Parr, SHARE Program's Bruce Sewick, Cheryl and David Rogan, Kids to Parks, Day, and Mary Botterman.

Attended the SLFS Golf Outing event with VM and DVM

Worked with Sister Cities Commission to arrange lunch with French visitors (and Mayor) – 6/28

Scheduled LL interviews for (Casey's, Stonegate, Baby Vegas, Ana's, Criollo Express, and Best in the West BBQ)

Reviewed Administrative Assistant resumes for new position in General Government

Scheduled various meetings for Mayor, local business owners as needed

Receptions:

PoSITivity Bench / Links Incorporated – 7/18

Mayor's Monarch Pledge Event – 6/8 (at the CAC Butterfly Garden)

DV Grant Reception / Press Conference – 5/4 (Police Department)

In-Progress:

Eagle Court of Honor proclamations/event schedules

Mayor's travel to Atlanta for NLC Summer Leadership Meeting

Written communications – Mayor's column

Credit card statements / monthly.

Monthly proclamations / President Reports for Village Board meetings

Timesheet processing

General Government phones are forwarded to my cell phone throughout the week

Jennifer Djordjevic

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