

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

February 13, 2023

Immediately Following Planning, Building & Zoning Committee
Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

- I. Roll Call**
- II. Approval of Minutes – January 9, 2023**

NEW BUSINESS

1. Request authorization to waive bidding and award the replacement of video editing systems to Key Code Media, Schaumburg, IL, in an amount not to exceed \$39,980.

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**

January 9, 2023

I. Roll Call

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:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Peter Gugliotta, Director of Dev. Services
Al Wenderski, Director of Engineering
Jennifer Horn, Dir. of Planning & Trans.
Patrick Seger, Director of HRM
Suzanne Ostrovsky, Asst. Village Mgr.
Daniel Langguth, Administrative Intern
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 Pilafas, to approve the General Administration & Personnel Committee meeting minutes of December 12, 2022. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items).**

An item summary sheet from Daniel Langguth was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items). Voice vote taken. All ayes. Motion carried.

- 2. Request approval of an ordinance amending Section 13-17-2, Municipal Push Tax.**

An item summary sheet from Eric Palm was presented to Committee.

Staff recommends extending the implementation of its push tax to January 1, 2024.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve an ordinance amending Section 13-17-2, Municipal Push Tax. Voice vote taken. All ayes. Motion carried.

3. Request approval of a Resolution in support of tax increment financing.

An item summary sheet from Eric Palm was presented to Committee.

Eric Palm addressed the Committee and stated that the IML and the NWMC have requested that municipalities support tax increment financing.

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve a Resolution in support of tax increment financing. 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 he attended the NWMC Legislative Committee meeting on January 4 as well as Emergency Management Training for Board members on January 7.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:05 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to waive formal bidding and award the replacement of video editing systems to Key Code Media, Schaumburg, IL, in an amount not to exceed \$39,980.

MEETING DATE: February 13, 2023

COMMITTEE: General Administration and Personnel

FROM: Ric Signorella, Multimedia Production Manager
Suzanne Ostrovsky, Assistant Village Manager

Purpose: Request authorization to waive formal bidding and award the replacement of video editing systems to Key Code Media, Schaumburg, IL, in an amount not to exceed \$39,980.

Background: The video editing systems within the Multimedia Production area are reaching end of life and require replacement. This project includes replacement of one (1) Storage Area Network (SAN) and two (2) workstations for video production and editing, as well as installation and support services.

Discussion: The computer workstations used for producing and editing content for the Village's cable, YouTube and social media channels were last replaced in 2014. The workstations are tied into a storage device, or SAN, that is used to process and store the videos. The equipment has begun to experience performance issues and requires replacement.

Three quotes were obtained for the components and services related to the replacement of the video editing systems and are summarized in the table below.

Vendor	Total Project Cost	Computer Editing Systems	SAN	Services/Support	Manufacturer Discount
Key Code Media, Schaumburg, IL	\$39,980.00	\$8,276.00	\$27,999.00	\$6,894.00	\$(3,189.00)
Film Tools, Burbank, CA	\$43,751.25	\$8,641.90	\$27,999.00	\$7,110.35	N/A
Intelligent Technology, Canonsburg, PA	\$53,864.66	All-inclusive pricing	All-inclusive pricing	All-inclusive pricing	N/A

The lowest quote comes from Key Code Media, based in Schaumburg. Key Code is a trusted vendor that has completed work for the Village in the past, including the installation of the audio/video system in the Village Hall Board Room. Key Code was also recently selected to complete upgrades to the Police Department training room. The attached quote includes all required equipment, as well as professional installation services and support.

Staff determined that competitive bidding was not in the best interest of the Village for this purchase because of the need for equipment standardization consistent with existing equipment, software, and knowledge. Additionally, the professional services associated with installation, ongoing technical assistance, and response time requires an assessment of what is in the best interests of the Village in a way that competitive bidding does not address. As noted above, Key Code is familiar with the Village's operation and equipment, and therefore offers a unique advantage. Finally, to ensure that pricing was appropriate, staff obtained three quotes, of which Key Code was the lowest. For these reasons, staff is confident that this purchase is in the best interest of the Village. This request to waive bidding is consistent with Chapter 4, Paragraph F, of the Village's purchasing policy.

Financial Impact:

Public, Educational, and Governmental Access (PEG) Fees collected as part of the franchise agreement with Comcast will be used to fund the video editing system replacement.

Recommendation:

Request authorization to waive formal bidding and award the replacement of video editing systems to Key Code Media, Schaumburg, IL, in an amount not to exceed \$39,980.

Attachments: Agreement and Sales Quote

VILLAGE OF HOFFMAN ESTATES

**CONTRACT FOR PURCHASE AND INSTALLATION OF
VIDEO EDITING SYSTEMS**

This Contract for Purchase and Installation of video editing systems at Village Hall (the “Agreement”) is made and entered into this ____ day of _____, 2023, by and between, The Village of Hoffman Estates, an Illinois municipal corporation (Village”) and Key Code Media located at 1201 Wiley Road Suite 100, Schaumburg IL 60173 (“Key Code”). This Agreement sets forth the terms and conditions under which Village agrees to buy certain goods and services from Key Code as set forth below.

1. Goods and Services. Key Code submitted a proposal dated July 28, 2022 (the “Sales Quotation”) for certain video editing computers and storage, including installation and support. Key Code agrees to provide the goods and services as outlined in the Sales Quotation attached hereto as Exhibit A and incorporated herein by reference. As used in this Agreement “Goods” shall have the meaning of the proposed video editing system equipment outlined in the Sales Quotation and associated parts and accessories. “Services” shall mean all delivery of Goods, complete installation of new systems, and ongoing support.
2. Term and Termination. This Agreement shall be effective and binding from the date of its execution through completion of the Goods and Services specified in this Agreement unless the parties otherwise agree in writing.
3. Price and Payment. Price shall be as reflected in the Sales Quotation attached in Exhibit A.

Upon completion, Key Code shall submit an itemized invoice for the Goods and Services. The Village shall comply with the Illinois Prompt Payment Act in remitting payment for invoice. Village may withhold fees invoiced for Goods to the extent such fees are disputed in good faith and provided that Village gives Key Code written notice and explanation of the good faith dispute within thirty (30) days of receiving the invoice. The parties shall work together to resolve any such dispute.

4. Delivery and Performance. Key Code will give Village thirty (30) days advance notice regarding the delivery of Goods and commencement of Services.

The timeline for delivery and performance by Key Code shall be as outlined in the timeline proposed by Key Code attached hereto as Exhibit B and incorporated herein by reference.

5. Risk of Loss. The risk of loss from any casualty to the Goods, regardless of the cause, will be the responsibility of the Key Code until the Services are completed.
6. Acceptance. Village will have the right to inspect the Goods and performance of Services upon completion and within 5 business days after completion, Village must give written notice to Key Code of any claim for damages on account of condition, quality, or grade of the goods and services and Village must specify the basis of the claim in detail.

7. Warranty. Key Code warrants that the Goods are new and free from substantive defects in workmanship and materials; that the Goods are fit for the ordinary purposes for which such Goods are intended to be used; and that the Goods conform to any promise or affirmations of fact made on their container or label, if any.
8. Relationship of the Parties. In performing Services hereunder, Key Code shall at all times act as an independent contractor and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however the actual details of the Services shall be under Key Codes's control. Key Code agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Key Code further agrees to indemnify and hold Village harmless for any and all claims made arising out of Key Code's breach of the obligations contained in this paragraph.

Key Code is in no way authorized to make any agreement, warranty or representation on behalf of Village or to incur any expenses or implied obligation on behalf of Village without first obtaining Village's prior written consent.

9. Notice. All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after mailing, postage prepaid; or (iii) when delivered (and receipted for) by an overnight delivery service, addressed in each case to the parties at the addresses set forth in the first paragraph hereof.
10. Entire Agreement. This Agreement and attached Sales Quote constitute the entire agreement between Village and Key Code. This Agreement supersedes all prior contemporaneous communications, representations or agreements, whether oral or written, with respect to the subject matter thereof and has been induced by no representations, statements, or agreements other than those herein expressed. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.
11. Governing Law and Venue. The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court for the State of Illinois located in Cook County, Illinois and the parties hereby consent to the personal jurisdiction thereof.
12. Compliance With Laws. Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.
13. Insurance. Key Code shall obtain and maintain, at its own cost and expense, commercial general liability insurance that insures all operations of Key Code (including, without limitation, the operations of Key Code as contemplated herein) and Key Codes's contractual undertaking of liability hereunder. Such insurance shall have a minimum limit of at least \$1,000,000 per occurrence, \$2,000,000 in the aggregate and shall provide coverage for bodily injury (including death), property damage, and personal and advertising injury. Key Code shall also cause such the

Village to be added as additional insureds on such policy and contain a waiver of subrogation in favor of the additional insureds. Key Code shall also maintain, at its own cost and expense, workers' compensation insurance in respect of all of its employees, including any that are borrowed or leased. If Key Code is operating vehicles in connection with its performance of the Services, Key Code shall maintain, at its sole cost and expense, commercial automobile liability insurance, including coverage for the operation of owned, leased, hired and non-owned vehicles, in the minimum amount of \$1,000,000 per accident, combined single limit for personal injury and property damage. At least 10 days prior to commencement of performance of the Services, Key Code shall provide evidence of the insurance required hereunder. Village reserves the right to prohibit Contractor or any of its approved subcontractors from performing the Services until such evidence has been provided.

14. Indemnification. Key Code shall indemnify, defend and hold harmless the Village”) from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by ode or any of its employees, agents or contractors; (ii) performance of Services by Key Code or any of its employees, agents or contractors; (iii) the acts or omissions, including negligence or willful misconduct, of Key Code or any of its employees, agents or contractors. This Section 14 shall survive the expiration or earlier termination of this Agreement.
15. Waiver. Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not constitute or be deemed to be a waiver of any provision, right or remedy.
16. Severability. The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect.
17. Miscellaneous. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

Village of Hoffman Estates

Key Code Media

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

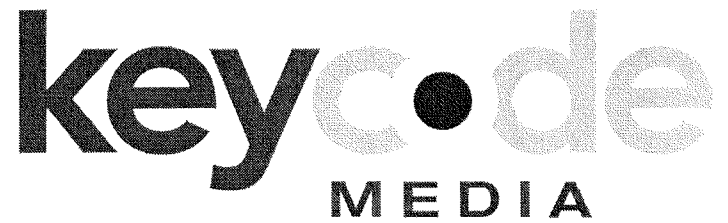
Date: _____

Date: _____

Village Clerk

Key Code Media, Inc. - Illinois

1201 Wiley Road
Suite 100
Schaumburg, IL 60173
224-231-4866
www.keycodemedia.com



SNS EVO 80TB Storage

Quote # JC222975 Version 1

Prepared for:
Village of Hoffman Estates

Prepared by:
John Connolly

EXHIBIT A

Statement of Services

Overview:

Village of Hoffman wants to install a Shared Storage system for their editorial and storage needs. They will be adding 2 new Apple machines which will be direct connected to SNS EVO.

Client Responsibilities:

Provide an area that the system can be racked with proper power and cooling...as well as access to edit machines for connection to the EVO.

Timeline:

Highlight this area and start typing the start and completion dates of the install, add in milestones if needed.

Equipment

Item #	Part #	Manufacturer	Description	Qty	Unit Price	Total Price
1			Computers			
2	MJMW3LL/A	Apple	Mac Studio Apple M1 Ultra with 20-core CPU, 48-core GPU, 32-core Neural Engine 64GB unified memory 1TB SSD	2	\$3,829.00	\$7,658.00
3	MMMR3LL/A	Apple	Magic Keyboard with Touch ID and Numeric Keypad for Mac models with Apple silicon - US English - Black Keys	2	\$199.00	\$398.00
4	MMMQ3AM/A	Apple	Apple Magic Mouse (Black)	2	\$89.00	\$178.00
5	USB-EC-2	SNS	Xcellon USB Type-C to Gigabit Ethernet Adapter	2	\$21.00	\$42.00
6			Storage			
7	8BSD80TB-2X10C	SNS	EVO 8 Bay Short Depth Base 8x10TB-2x10GbE Copper; EVO 8 Bay Base System: 4U, 16" Short Depth for AV, 64bit Multi-core CPU, 8 SATA Bay, Redundant Power Supply, 80 TB RAW (8 x 10TB SATA 6Gb/s), 2 x Gbe Ports (iSCSI/NAS), 2 x 10GbE Copper, Asset Management,	1	\$27,999.00	\$27,999.00
8	SVC205:HOURLY TRAINING REMOTE	SNS	- One-Time up to 4 Hour Remote/Phone Assisted ShareBrowser and EVOTraining Service - Scheduling required in advance - Monday - Friday, 10am -4pm US Central Time only - UTC/GMT -6 hours Standard Time - UTC/GMT -5hours Daylight Time - Rate applies f - One-Time up to 4 Hour Remote/Phone Assisted ShareBrowser and EVOTraining Service - Scheduling required in advance - Monday - Friday, 10am -4pm US Central Time only - UTC/GMT -6 hours Standard Time - UTC/GMT -5hours Daylight Time - Rate applies for ti	1	\$950.00	\$950.00
9	Discount	SNS	Manufacturer Discount Manufacturer Discount	1	(\$3,189.00)	(\$3,189.00)
10			Storage Support *Yearly Option*			

Equipment

Item #	Part #	Description	Quantity	Price	Total
11	SVC934S-8	SNS Standard Support - 8 Bay EVO; Q:COMPLETE Yearly Site License - M-F 9am - 6pm Phone Support - Email Support - Discounted on-site services - SLA within 36 hours M-F	1	\$1,500.00	\$1,500.00
12		Standard Support - 8 Bay EVO; Q:COMPLETE Standard Support - Yearly Site License - M-F 9am - 6pm Phone Support - Email Support - Discounted on-site services - SLA within 36 hours M-F			
		Services			
13	KCM-INT-MAT	Key Code Media Professional Services Integration Materials	1	\$409.00	\$409.00
14	TSPRO-15	Key Code Media Professional Services Project Engineer, Per Day INSTALL	2	\$1,345.00	\$2,690.00
15	TSPRO-15-HD	Key Code Media Professional Services Project Engineer, Half Day Migration	1	\$1,345.00	\$1,345.00

Subtotal: \$39,980.00

SNS EVO 80TB Storage



Prepared by:

Key Code Media, Inc. - Illinois
John Connolly
224-231-4863
jconnollyjr@keycodemedia.com

Bill To:

Village of Hoffman Estates
1900 Hassell Rd
Hoffman Estates, IL 60169
Richard Signorella

Ship To:

Village of Hoffman Estates
1900 Hassell Rd
Hoffman Estates, IL 60169-6308
Richard Signorella

Quote Information:

Quote #: JC222975
Version: 1
Delivery Date: 07/28/2022
Expiration Date: 09/30/2022
Terms: Net 30 Days

richard.signorella@hoffmanestates.org

richard.signorella@hoffmanestates.org

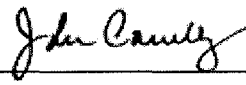
Quote Summary

Equipment	Amount
Equipment	\$39,980.00
Total:	\$39,980.00

This Sales Quote ("SO") incorporates the Terms and Conditions found at <http://www.keycodemedia.com/terms/salesorder> ("T&C") and constitutes an offer or counter-offer, as applicable, by Key Code Media, Inc. or Burst Communications ("Seller"). This SO, including the T&C incorporated therein, shall become binding on the buyer listed herein ("Buyer") on the earliest of Buyer's: (i) acknowledgement hereof; or (ii) receipt of any goods and/or services ordered hereunder. No Buyer acknowledgement form, purchase order, or other document shall modify the SO or the T&C.

Key Code Media, Inc. - Illinois

Village of Hoffman Estates

Signature: 
Name: John Connolly
Title: VP of Sales
Date: 07/28/2022

Signature: _____
Name: Richard Signorella
Date: _____

VILLAGE OF HOFFMAN ESTATES

Memo

To: Eric Palm
From: Ric Signorella
Regarding: HETV Report
Date: February 1, 2023

Citizen Segments

This month the Citizen covers: Mortgage Mac Lendsure Inc. R/C, Jetti Mining Ribbon Cutting, HEFD PSA: How Can I Prevent Carbon Monoxide Poisoning, Fire Dept. Swearing Ins, Commission Event for Seniors and the activities of Health & Human Services.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
Economic Development Commercials: (:10 :15:30)Spots Airing Throughout the Year
Economic Development Property Promotional Videos
HHS Dept. Activities Videos
HEPD / HEFD Swearing – In's
eTrackit Instruction Video
EV Ribbon Cutting at Village Hall
GCAMP Video
Black History Month Celebration
Bon Appetit' Food & Drink Festival
Souper Bowl Food Drive
Kids to Parks Day
Grounded Wellness Ribbon Cutting
Sparked Dispensary Ribbon Cutting
HEFD Citizens Fire Academy Recruitment Video
Transition Summit Commission with Disabilities
Village Emergency Plans Training Video for New Employees
HHS Educational Video on Managing Grief
HHS Training Program Video
EDC Presents: CRE Tour Event
ER Annex Grand Opening – St. Alexius ER Entrance / Ambulance Entrance
State of the Village Address w/ Mayor Bill McLeod

Schaumburg Township & Hoffman Estates Branch Kids / Adults Library Programs
Now airing.

Arts Commission: Anyone Can Sing / Opening of Forest Preserve Single-Track Trail
Now airing.

Cadets Graduation Ceremony
Now airing.

Commission Event for Seniors Luncheon w/ Entertainment
Now airing.

MLK Jr. Day Celebration
Now airing.

Complaints/Inquiries

There were four new inquiries, one with a low cable line at Goodyear, another resident had an internet issue with Comcast, third and fourth were cables laying on the ground in backyard and a cable drop had to be secured and moved to another pole. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

January 2023

Staffing Activity

New Starts: 4 - Crossing Guard
 Staff Assistant
 Assistant Finance Director
 Engineering Intern

Separations: 5 - Deputy Village Clerk
 ASO I
 Winter Seasonal
 Financial Operations Mgr.
 Engineering Intern

Transfers: 0

Retirees: 1 - Police Officer

Promotions: 4 - Fire Lieutenant to Captain
 Firefighter to Lieutenant (2)
 CSR to Deputy Village Clerk

Reclassifications: 1 - Asst. to HRM Director to Asst. HRM Director

Change in Status: 1 - PT CSR to FT CSR

Staffing:	Full Time Employees	338 budgeted	336 current
	Part Time Employees	74 budgeted	72 current
	Temporary Employees	0 budgeted	2 current
	Seasonal Employees	21 budgeted	2 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

1 Seasonals with	1 for year
4 Promotions with	4 for year
5 Separations with	5 for year
1 Retirements with	1 for year
0 Transfer with	1 for year

Recruitment Activity**Crossing Guard**

The position is posted on the Village website and social media and broadcast email. Now hiring signs were posted at Lincoln Elementary with the new pay rate. One interview was scheduled so far in 2023. Unfortunately, that candidate was not a fit for the position. The Traffic Sergeant continues to review applications as they are received.

Staff Assistant

The position was posted on the Village website, social media and broadcast email. Applications were reviewed by the interview team. Ten candidates were chosen to advance to skills testing. Six candidates advanced to interviews. An offer was made to one of the candidates, she accepted and successfully completed pre-employment screening. She started on January 3rd.

Maintenance II Crew Leader

The position was posted internally for Teamster members. Applications are being reviewed by the Director and Asst. Director of Public Works. The candidates will complete skills testing and interviews in February.

Summer Civil Engineering Intern (3)

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 are received. Five candidates were chosen for interview in January. Three students accepted our internship offer and are completing pre-employment screening.

Information Technology Specialist 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.

Building Official

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, APA, ILAPA and IACE. Five candidates were interviewed the week of January 23rd. We are awaiting the decision.

Administrative Service Officer I – PT Weekend

The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR. Applications are being reviewed as they are received.

Administrative Service Officer I

The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR. Applications are being reviewed as they are received.

Assistant Finance Director

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, ILCMA and IGFOA. First review of applications was held on November 9th. Six candidates were chosen for interview on November 28th and 29th. An offer was accepted and the candidate successfully completed pre-employment screening. She started on January 3rd.

Winter Engineering Intern

One Summer Engineering Intern returned to assist department with a project for several weeks.

Accounting Manager

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 IGFOA. First review of applications will begin on February 6th.

Customer Service Representative

The position was posted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, and GovHR. First review of applications will begin on February 13th.

Labor/Management Relations

Contract Status:

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

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).

A successor agreement was approved by the Village Board on January 3, 2023.

Grievances

Met with Fire union to finalize arbitrator decisions and proposed PTO reimbursement along with discussion to resolve grievance.

Personnel/Benefits/Employee Services

- As staff liaison to the Cultural Awareness Commission, the Director of HRM and Assistant Director of HRM attended the monthly meeting and the MLK Breakfast event.
- The Director of HRM participated in Management Team meetings.
- 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 performance issues.
- HRM staff met on the Emergency Management plans.

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 workers' compensation carrier/third party claims administrator.
- 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 property and casualty third party claims administrator.
- Provided written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Attended the first SLIP pool Board meeting of 2023. By all accounts, the pool is very healthy and progressing better than expectations as relates to both severity and frequency of losses.
- Investigated and brought to conclusion two minor liability cases.
- Provided updated underwriting information to the Village's worker's compensation carrier.
- Completed and distributed for posting the mandatory OSHA 300A forms for each department. Reported the Village's injury information to the Federal government.


Patrick J. Seger
 Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

JANUARY 2023

RECRUITMENTS

POSITION TITLE: Crossing Guard (1)
DEPARTMENT: Police
DATE POSTED: 01/01/2023
AD DEADLINE: Until filled
APPLICATIONS REC'D: 2 received to date
STATUS: The position is posted on the Village website and social media and broadcast email. Now hiring signs were posted at Lincoln Elementary with the new pay rate. One interview was scheduled so far in 2023. Unfortunately that candidate was not a fit for the position. The Traffic Sergeant continues to review applications as they are received.

POSITION TITLE: Maintenance II Crew Leader (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 12/15/2022
AD DEADLINE: 12/21/2022
APPLICATIONS REC'D: 7 applications received.
STATUS: The position was posted internally for Teamster members. Applications are being reviewed by the Director and Asst. Director of Public Works. The candidates will complete skills testing and interview in February.

POSITION TITLE: Summer Civil Engineering Intern (3)
DEPARTMENT: Development Services
DATE POSTED: 12/14/2022
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 5 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 APWA. Applications were reviewed by the interview team as they are received. Five candidates were chosen for interview in January. Three students accepted our internship offer and are completing pre-employment screening.

POSITION TITLE: Information Technology Specialist I
DEPARTMENT: Information Technology
DATE POSTED: 12/13/2022
AD DEADLINE: 01/23/2023
APPLICATIONS REC'D: 60 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, GMIS, GOVHR, PublicSalary and ILCMA. Applications are being reviewed by the interview team.

POSITION TITLE: Building Official
DEPARTMENT: Development Services
DATE POSTED: 12/12/2022
AD DEADLINE: 01/23/2023
APPLICATIONS REC'D: 12 received
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, APA, ILAPA and IACE. Five candidates were interviewed the week of January 23rd. We are awaiting the decision.

POSITION TITLE: ASO I
DEPARTMENT: Police
DATE POSTED: 01/30/2023
AD DEADLINE: 02/17/2023
APPLICATIONS REC'D: 7 received to date
STATUS:

The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR. Applications are being reviewed as they are received.

POSITION TITLE: Weekend ASO I
DEPARTMENT: Police
DATE POSTED: 01/31/2023
AD DEADLINE: 02/17/2023
APPLICATIONS REC'D: 5 received to date
STATUS:

The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR. Applications are being reviewed as they are received.

POSITION TITLE: Accounting Manager
DEPARTMENT: Finance
DATE POSTED: 01/20/2023
AD DEADLINE: 02/20/2023
APPLICATIONS REC'D: 12 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 IGFOA. First review of applications will begin on February 6th.

POSITION TITLE: Customer Service Representative
DEPARTMENT: Village Clerk's Office
DATE POSTED: 01/30/2023
AD DEADLINE: 02/12/2023
APPLICATIONS REC'D: 16 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, and GOVHR. First review of applications will begin on February 13th.

NEW STARTS

POSITION TITLE: Staff Assistant
DEPARTMENT: Police
DATE POSTED: 10/25/2022
AD DEADLINE: 11/11/2022
APPLICATIONS REC'D: 28 applications
STATUS: The position was posted on the Village website, social media and broadcast email. Applications were reviewed by the interview team. Ten candidates were chosen to advance to skills testing. Six candidates advanced to interviews. An offer was made to one of the candidates, she accepted and successfully completed pre-employment screening. She started on January 3rd.

POSITION TITLE: Assistant Finance Director
DEPARTMENT: Finance
DATE POSTED: 10/26/2022
AD DEADLINE: 11/16/2022
APPLICATIONS REC'D: 23 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, ILCMA and IGFOA. First review of applications was held on November 9th. Six candidates were chosen for interview on November 28th and 29th. An offer was accepted and the candidate successfully completed pre-employment screening. She started on January 3rd.

POSITION TITLE: Winter Engineering Intern
DEPARTMENT: Development Services
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: One Summer Engineering Intern returned to assist department with a project for several weeks.

SUMMARY OF EMPLOYMENT ACTIVITY JANUARY 2023

	<u>Total Number</u>	<u>Position</u>
New Starts	4	Crossing Guard Staff Assistant Assistant Finance Director Engineering Intern

Separations	5	Deputy Village Clerk ASO I Winter Seasonal Financial Operations Mgr. Engineering Intern
Promotions	4	Fire Lieutenant to Captain Firefighter to Lieutenant (2) CSR to Deputy Village Clerk
Reclassifications	1	Asst. to HRM Director to Asst. HRM Director
Downgrades	0	
Transfers	0	
Retirements	1	Police Officer
Change of Status	1	PT CSR to FT CSR

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	3	IT Specialist PT Staff Assistant PW Maintenance II
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2023 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	336
PART TIME EMPLOYEES	74	72
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	2
INTERNS (PAID)	6	3
TOTAL	439	415

Total Vacancies:

Full Time

Budgeted – Posted

**Building Official
Maintenance II Crew Leader
Information Technology Specialist I
ASO I
Customer Service Representative
Accounting Manager**

Part Time

Budgeted – Posted

**Crossing Guard
Weekend ASO**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	60	60
Part Time – Response to Recruitments	8	8
Seasonal Applicants	7	7
TOTAL	75	75

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JANUARY 2023**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Susana Arroyo	01/03/2023	Assistant Finance Director	Anthony Fashoda
Jaclyn Bailey	01/03/2023	Staff Assistant	Monique Kaur
Ella Hutchison	01/03/2023	Winter Engineering Intern	NA
Mel Senior	01/10/2023	Crossing Guard	Christine Bourseau

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Christine Key	01/14/2023	Deputy Village Clerk	Resigned
Rich Turman	01/06/2023	Police Officer	Retired
Jorge Median Morales	01/11/2023	Winter Seasonal	Resigned
Laurel Warren	01/18/2023	Financial Operations Mgr	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Scott Mullis	01/03/2023	Fire Lieutenant	Fire Captain
Nick Forsythe	01/03/2023	Firefighter	Fire Lieutenant
Kevin Arndt	01/03/2023	Firefighter	Fire Lieutenant
Audrey Cuatchon	01/18/2023	CSR	Deputy Village Clerk

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>
Audrey Cuatchon	01/01/2023	Customer Service Rep PT	Customer Service Rep FT

RECLASSIFICATION

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Cathy Doczekalski	01/01/2023	Asst. to HRM Director	Asst. HRM Director

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

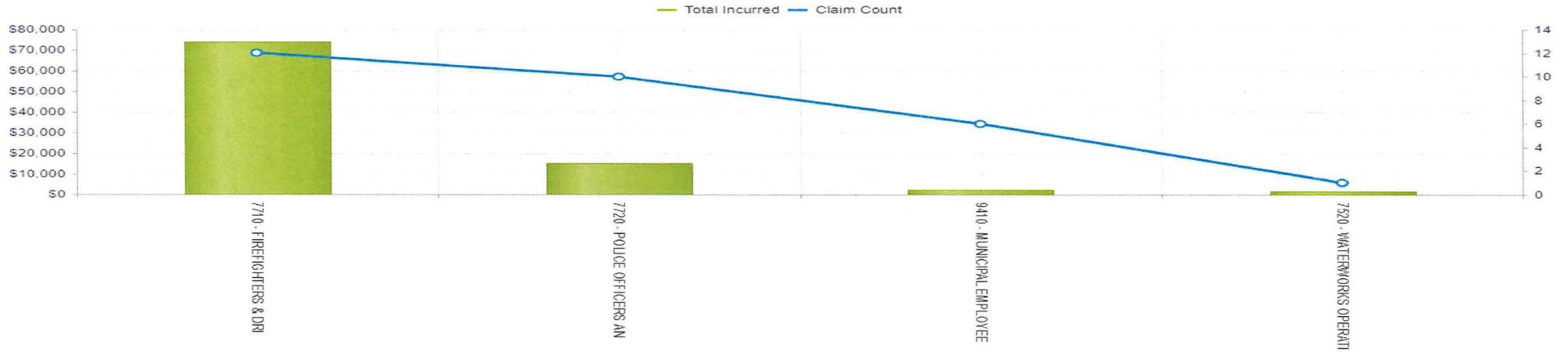
<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
N/A			

**ADDITIONAL MONTHLY REPORT INFORMATION
JANUARY 2023**

# Anniversaries	<u>12</u>
# Interviews conducted during month	<u>11</u>
# Orientations conducted during month	<u>4</u>

Village of Hoffman Estates
as of 01/31/2023

Job Class	Paid	Out Reserve	Recovered	Total Incurred	Claim Count	Cost per Claim
7710 - FIREFIGHTERS & DRIVERS	\$36,746.77	\$37,265.41	\$0.00	\$74,012.18	12	\$6,167.68
7720 - POLICE OFFICERS AND DRIVERS	\$7,446.89	\$7,717.24	\$0.00	\$15,164.13	10	\$1,516.41
9410 - MUNICIPAL EMPLOYEES, NOC	\$2,569.98	\$0.00	\$0.00	\$2,569.98	6	\$428.33
7520 - WATERWORKS OPERATION & DRIVERS	\$1,536.97	\$0.00	\$0.00	\$1,536.97	1	\$1,536.97
Totals:	\$48,300.61	\$44,982.65	\$0.00	\$93,283.26	29	\$3,216.66



EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

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%	0	1	207,805.04	207,805.04		207,805.04	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	0	1	207,805.04	207,805.04		207,805.04	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	0	1	207,805.04	207,805.04		207,805.04	100.0%
		Totals for 1997 Claims:		1	100.0%	0	0	1	100%	0	1	207,805.04	207,805.04		207,805.04	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 Servic	(Dept)	7	12.5%	5	1	1	14%	0	7	2,302.35	16,116.43		16,116.43	5.2%
00	3	Fire	(Sub-Loc)	20	35.7%	11	5	4	20%	0	20	5,569.23	111,384.57		111,384.57	36.0%
00	400	Manager's Office	(Dept)	1	1.8%	0	1	0	0%	0	1	4,452.45	4,452.45		4,452.45	1.4%
00	401	Cable TV	(Dept)	1	1.8%	1	0	0	0%	0	1	260.40	260.40		260.40	0.1%
00	402	Boards & Commissions	(Dept)	1	1.8%	1	0	0	0%	0	1	413.43	413.43		413.43	0.1%
00	4	General Government	(Sub-Loc)	3	5.4%	2	1	0	0%	0	3	1,708.76	5,126.28		5,126.28	1.7%
00	600	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	6	Human Resources Manag	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

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	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%
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 Servic	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 01/31/2023

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	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 Servic	(Dept)	8	21.1%	4	3	1	13%	0	8	7,441.19	59,529.50		59,529.50	8.0%
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 Servic	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
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%
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 Servic	(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 Manag	(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 Servic	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

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	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%
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 Servic	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 01/31/2023

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	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 Servic	(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 Manag	(Sub-Loc)	1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
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 Servic	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

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	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%
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 Servic	(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 Manag	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

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	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 Servic	(Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.7%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.3%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.5%
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	1.2%
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	19,712.35	19,712.35		19,712.35	3.5%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,515.01	28,120.06		28,120.06	4.9%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	100.0%
		Totals for 2010 Claims:		42	100.0%	21	13	8	19%	0	42	13,575.53	570,172.31		570,172.31	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 Servic	(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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
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/Transportatio	(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	2,365.84	28,390.13		28,390.13	8.3%
12	303	Emergency Medical Servic	(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	10,193.57	203,871.39		203,871.39	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	23.0%
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	7,970.28	342,721.98		342,721.98	100.0%
		Totals for 2012 Claims:		43	100.0%	34	5	4	9%	0	43	7,970.28	342,721.98		342,721.98	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	1	1	13%	0	8	4,307.66	34,461.25		34,461.25	7.4%
13	303	Emergency Medical Servic	(Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	45.9%
13	3	Fire	(Sub-Loc)	14	35.9%	9	2	3	21%	0	14	17,750.14	248,501.97		248,501.97	53.3%
13	700	Patrol	(Dept)	12	30.8%	4	2	6	50%	0	12	15,506.87	186,082.41		186,082.41	39.9%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
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%	0	13	14,401.29	187,216.78		187,216.78	40.2%
13	801	Water & Sewer	(Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.2%
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	6.3%
13	01	Village of Hoffman Estates	(Loc)	39	100.0%	24	6	9	23%	0	39	11,948.09	465,975.68		465,975.68	100.0%
		Totals for 2013 Claims:		39	100.0%	24	6	9	23%	0	39	11,948.09	465,975.68		465,975.68	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%
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%	0	12	42,321.86	507,862.32		507,862.32	66.0%
14	303	Emergency Medical Servic	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	7.0%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	0	18	31,219.15	561,944.74		561,944.74	73.0%
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 Manag	(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	25.0%
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	0.1%
14	7	Police	(Sub-Loc)	18	36.7%	13	4	1	6%	0	18	10,779.50	194,031.06		194,031.06	25.2%
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	0.4%
14	8	Public Works	(Sub-Loc)	9	18.4%	7	2	0	0%	0	9	1,145.58	10,310.18		10,310.18	1.3%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	0	49	15,711.48	769,862.41		769,862.41	100.0%
		Totals for 2014 Claims:		49	100.0%	35	8	6	12%	0	49	15,711.48	769,862.41		769,862.41	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

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	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 Servic	(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%
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 Servic	(Dept)	4	10.8%	2	0	2	50%	0	4	73,287.62	293,150.47		293,150.47	33.1%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	0	7	42,078.42	294,548.91		294,548.91	33.3%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	0	16	33,242.87	531,885.85		531,885.85	60.1%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	0.8%
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	61.0%
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	2.0%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	2.7%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	0.8%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	5.5%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% of Total
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%	0	37	23,902.02	884,374.76		884,374.76	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	0	37	23,902.02	884,374.76		884,374.76	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	129,455.95	34,614.99	94,840.96	129,455.95	28.1%
17	303	Emergency Medical Servic	(Dept)	5	27.8%	3	0	2	40%	1	4	64,484.81	271,970.52	50,453.51	322,424.03	70.1%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	2	4	75,313.33	306,585.51	145,294.47	451,879.98	98.2%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	0.8%
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	0.2%
17	7	Police	(Sub-Loc)	7	38.9%	7	0	0	0%	0	7	700.20	4,901.38		4,901.38	1.1%
17	800	Streets	(Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.5%
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	0.7%
17	01	Village of Hoffman Estates	(Loc)	18	100.0%	15	0	3	17%	2	16	25,553.09	314,661.13	145,294.47	459,955.60	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	2	16	25,553.09	314,661.13	145,294.47	459,955.60	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	15.1%
18	303	Emergency Medical Servic	(Dept)	5	14.7%	3	0	2	40%	1	4	18,884.64	75,290.13	19,133.06	94,423.19	29.5%
18	3	Fire	(Sub-Loc)	13	38.2%	7	3	3	23%	1	12	10,990.17	123,739.16	19,133.06	142,872.22	44.7%
18	700	Patrol	(Dept)	14	41.2%	11	1	2	14%	0	14	12,237.06	171,318.86		171,318.86	53.5%
18	7	Police	(Sub-Loc)	14	41.2%	11	1	2	14%	0	14	12,237.06	171,318.86		171,318.86	53.5%
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	0.6%
18	804	Forestry	(Dept)	1	2.9%	1	0	0	0%	0	1	1,179.47	1,179.47		1,179.47	0.4%
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	1.6%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 01/31/2023

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
18	01	Village of Hoffman Estates	(Loc)	34	100.0%	23	6	5	15%	1	33	9,409.70	300,796.77	19,133.06	319,929.83	100.0%
		Totals for 2018 Claims:		34	100.0%	23	6	5	15%	1	33	9,409.70	300,796.77	19,133.06	319,929.83	100.0%
19	301	Fire Suppression	(Dept)	12	42.9%	8	1	3	25%	2	10	41,377.69	457,379.58	39,152.72	496,532.30	55.2%
19	303	Emergency Medical Servic	(Dept)	4	14.3%	3	0	1	25%	1	3	36,028.58	62,827.49	81,286.83	144,114.32	16.0%
19	3	Fire	(Sub-Loc)	16	57.1%	11	1	4	25%	3	13	40,040.41	520,207.07	120,439.55	640,646.62	71.2%
19	700	Patrol	(Dept)	12	42.9%	8	2	2	17%	1	11	21,615.69	224,996.82	34,391.44	259,388.26	28.8%
19	7	Police	(Sub-Loc)	12	42.9%	8	2	2	17%	1	11	21,615.69	224,996.82	34,391.44	259,388.26	28.8%
19	01	Village of Hoffman Estates	(Loc)	28	100.0%	19	3	6	21%	4	24	32,144.10	745,203.89	154,830.99	900,034.88	100.0%
		Totals for 2019 Claims:		28	100.0%	19	3	6	21%	4	24	32,144.10	745,203.89	154,830.99	900,034.88	100.0%
20	100	Code Enforcement	(Dept)	2	7.1%	1	1	0	0%	0	2	156.72	313.44		313.44	0.1%
20	1	Community Development	(Sub-Loc)	2	7.1%	1	1	0	0%	0	2	156.72	313.44		313.44	0.1%
20	301	Fire Suppression	(Dept)	11	39.3%	4	4	3	27%	2	9	14,715.94	134,058.79	27,816.58	161,875.37	54.8%
20	303	Emergency Medical Servic	(Dept)	3	10.7%	2	1	0	0%	0	3	11,668.95	35,006.86		35,006.86	11.9%
20	3	Fire	(Sub-Loc)	14	50.0%	6	5	3	21%	2	12	14,063.02	169,065.65	27,816.58	196,882.23	66.7%
20	502	Employee Wellness	(Dept)	1	3.6%	1	0	0	0%	0	1	2,451.12	2,451.12		2,451.12	0.8%
20	5	Health & Human Services	(Sub-Loc)	1	3.6%	1	0	0	0%	0	1	2,451.12	2,451.12		2,451.12	0.8%
20	700	Patrol	(Dept)	8	28.6%	2	5	1	13%	0	8	6,287.69	50,301.48		50,301.48	17.0%
20	7	Police	(Sub-Loc)	8	28.6%	2	5	1	13%	0	8	6,287.69	50,301.48		50,301.48	17.0%
20	802	Building & Grounds	(Dept)	2	7.1%	1	1	0	0%	0	2	1,380.38	2,760.75		2,760.75	0.9%
20	803	Equipment & Supply	(Dept)	1	3.6%	0	0	1	100%	1	0	42,647.50	38,728.98	3,918.52	42,647.50	14.4%
20	8	Public Works	(Sub-Loc)	3	10.7%	1	1	1	33%	1	2	15,136.08	41,489.73	3,918.52	45,408.25	15.4%
20	01	Village of Hoffman Estates	(Loc)	28	100.0%	11	12	5	18%	3	25	10,548.45	263,621.42	31,735.10	295,356.52	100.0%
		Totals for 2020 Claims:		28	100.0%	11	12	5	18%	3	25	10,548.45	263,621.42	31,735.10	295,356.52	100.0%
21	301	Fire Suppression	(Dept)	3	12.0%	1	1	1	33%	1	2	4,962.27	4,784.96	10,101.84	14,886.80	5.2%
21	303	Emergency Medical Servic	(Dept)	4	16.0%	2	1	1	25%	1	3	16,129.65	53,564.98	10,953.63	64,518.61	22.6%
21	3	Fire	(Sub-Loc)	7	28.0%	3	2	2	29%	2	5	11,343.63	58,349.94	21,055.47	79,405.41	27.8%
21	700	Patrol	(Dept)	10	40.0%	7	2	1	10%	1	9	3,209.58	16,262.64	15,833.12	32,095.76	11.2%
21	702	Crime Prevention	(Dept)	1	4.0%	1	0	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: 01/31/2023

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% of Total
21	7	Police	(Sub-Loc)	11	44.0%	8	2	1	9%	1	10	2,917.80	16,262.64	15,833.12	32,095.76	11.2%
21	800	Streets	(Dept)	2	8.0%	1	0	1	50%	1	1	8,738.09	4,201.38	13,274.79	17,476.17	6.1%
21	801	Water & Sewer	(Dept)	2	8.0%	1	0	1	50%	0	2	60,898.32	121,796.63		121,796.63	42.6%
21	803	Equipment & Supply	(Dept)	1	4.0%	0	0	1	100%	0	1	34,935.58	34,935.58		34,935.58	12.2%
21	8	Public Works	(Sub-Loc)	5	20.0%	2	0	3	60%	1	4	34,841.68	160,933.59	13,274.79	174,208.38	61.0%
21	9	Information Systems	(Sub-Loc)	2	8.0%	0	2	0	0%	0	2	0.00	0.00		0.00	0.0%
21	01	Village of Hoffman Estates	(Loc)	25	100.0%	13	6	6	24%	4	21	11,428.38	235,546.17	50,163.38	285,709.55	100.0%
Totals for 2021 Claims:				25	100.0%	13	6	6	24%	4	21	11,428.38	235,546.17	50,163.38	285,709.55	100.0%
250	Village of Hoffman Estates			920		601	157	162		14	906	14,911.68	13,317,584.58	401,157.00	13,718,741.58	

Open Medical: 0
 Open Comp: 0
 Open Legal: 14

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: January 2023

Administrative:

- Trustee Dinner – 1/3
- Scheduled Jetti Mining Ribbon Cutting – 1/10
- Trustee Dinner – 1/16 and assisted with Police Cadet Graduation (certificates and refreshments)
- Alden Poplar Creek (Marcia Dunning) – visit with the Mayor at the Hall – 1/16
- Scheduled Trustees for visits to Congressman Krishnamoorthi’s event and Hanover Township event – 1/17
- Wine Wednesday – Organized at Bar Down Sports Grill – 1/18 (well attended)
- Committee Meetings – 1/23
- Mayor Meet and Greet with Andrew Chen (student) and meeting with Chicago Scots regarding possible Highland Games coming to the Village in 2024 – 1/16
- Scheduled Infusion Hospitality Liquor License Interview – 1/24
- Scheduled Sectional Cheerleading Championship for Board to attend – 1/28 (at Conant)
- Scheduled Sparked Dispensary Ribbon Cutting – 1/31

Travel:

- Handled travel for Mayor Springfield Trip – 1/10 – 1/12
- Handled travel for Mayor DC Trip – 1/17 – 1/20

Projects:

- Worked with Director of Development to connect them with Vistex CEO (Sanjay Shah). Their meeting went very well and now Mr. Shah is planning to tour the hospital Emergency Room soon. Will keep you updated on this relationship.
- Organized two school presentations with Frank C. Whiteley and Thomas Jefferson Schools. Approximately 160 kids participated and received information from Mayor McLeod, Chief Cawley and Chief Wax. (1/25 and 1/30)

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