



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

Village of Hoffman Estates

General Administration and Personnel Committee Meeting Agenda

August 5, 2024

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

- I. Roll Call**
- II. Approval of Minutes – July 1, 2024**
- III. Public Comment**

NEW BUSINESS

REPORTS (INFORMATION ONLY)

- 1. Cable TV Monthly Report.
 - 2. Human Resources Management Monthly Report.
 - 3. Legislative Operations & Outreach Monthly Report.
- IV. President's Report**
 - V. Other**
 - VI. Items in Review**
 - VII. Adjournment**

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

July 1, 2024

I. Roll Call

Members in Attendance:

**Patrick Kinnane, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Mayor William D. McLeod**

Members by Electronic Attendance:

Gary Pilafas, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Jon Pape, Assistant Village Manager
Jana Dickson, Asst. Corporation Counsel
Rachel Musiala, Finance Director
Alan Wax, Fire Chief
Kathryn Cawley, Police Chief
Peter Gugliotta, Director of Dev. Services
Jennifer Horn, Dir. Planning and Trans.
Monica Saavedra, Director of HHS
Darek Raszka, Director of IS
Joe Nebel, Director of Public Works
Patty Richter, Village Clerk
Missy Brito, Communications Director
Freddy Segura, GIS Manager
Ric Signorella, Multimedia Production Mgr.**

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

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve the General Administration & Personnel Committee meeting minutes of June 10, 2024. Roll call vote taken. All ayes. (Abstain: Mills). Motion carried.

III. Public Comment

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 Brooklyn Fuscone was presented to Committee.

Motion by Trustee Stanton, seconded by Mayor McLeod, to approve an ordinance authorizing the sale of personal property owned by the Village of Hoffman Estates (auction items). 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.

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

IV. President's Report

V. Other

Trustee Pilafas requested that an item be added to next month's agenda regarding public comments and taking comments from audience.

VI. Items in Review

VII. Adjournment

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 7:03 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES MONTHLY REPORT

To: Eric Palm
From: Ric Signorella
Date: August 1, 2024

Citizen Segments

This month the Citizen covers: Eden Vista Ribbon Cutting, HHS Bone Density Screening Promo Video, COMPASS Kickoff Social Version, How to Fish Video with Bass Pro Shops & Cabela's, Stars & Stripes Fitness Festival and the DRONE Light Show.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
HHS Dept. Activities Videos
HEPD / HEFD Swearing In's
"In Hoffman" Monthly Show: Communications Dept.
First Responder Teen Academy Graduation
Engineering Division: Storm Sewer Lining
GIS Promotional Awareness & Instructional Video for Residents
Engineering Division: Street Revitalization & Reconstruction
CFA Promotional Video
HEPD Recruiting Video & HEPD Freezy Fridays
First Responders Academy for Teens
PW Citizen Academy
911 Remembrance Ceremony
CAC: Interviews with Commission Members to show at Hispanic Heritage Fiesta
Shenanigans on the Green
Plazkonzert - German Fest
WITTS Workout Promotional Video
Summers Sounds on the Green
HEPD: National Night Out

DRONE Light Show & HEFD New Fire Truck Training (Internal Use)

Now airing.

Cultural Awareness Commission: Unity Day - Festival of Cultures

Now airing.

CUB Presentation on Solar Power & Youth Commission: Spin Pop Boom Science Show

Now airing.

Bon Appetit' Food & Drink Festival

Now airing.

COMPASS Kickoff Press Conference & Central Road Project Check Presentation

Now airing.

SUMMER SOUNDS on the Green

Now airing.

Complaints/Inquiries

There were no new inquiries. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2024

Staffing Activity

New Starts:	1 -	Civil Engineer II
Separations:	0	
Transfers:	0	
Retirees:	0	
Promotions:	4 -	Fire Captain to Battalion Chief Fire Lieutenant to Fire Captain Firefighter to Fire Lieutenant Chief Building Official to Director of Building & Code Enforcement
Reclassifications:	0	
Change in Status:	0	

Staffing:	Full Time Employees	338 budgeted	337 current
	Part Time Employees	74 budgeted	70 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	27 for year
4 Promotions with	27 for year
0 Separations with	38 for year
0 Retirements with	16 for year
0 Transfer with	4 for year

Recruitment Activity**Streets Superintendent**

The position was posted internally and externally on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Six candidates were chosen for interview. Interviews begin on July 31st.

ASO I

The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIn. Applications are being reviewed by the hiring team. This recruitment was placed on hold due to possible changes in staffing the front counter at the Police Department. Candidates were notified.

Bilingual Postdoctoral Fellow

The position was posted on the Village website, social media and broadcast email. It was also posted on LinkedIn, INDEED and GovHR. The Health and Human Services Department also posted with area psychology programs. A candidate was scheduled for interview; however, she withdrew her application after accepting another position. This position/recruitment is being reviewed by the department director for possible updates or changes.

Financial 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, and GOVHR. Applications were reviewed by the interview team and six candidates were chosen for skills testing and interview. Skills testing was held the last week of June and interviews were held the 2nd and 3rd weeks of July. An offer was made to one candidate. He accepted and is completing pre-employment screening.

Maintenance I Streets (2)

The position was posted internally. No internal applications were received. The position was posted externally on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIn. Applications are being reviewed by the interview team.

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 are being reviewed by the interview team as they are received. Two interviews were held in June. An offer of Civil Engineer II was made to one candidate. She accepted and successfully completed pre-employment screening. She started with the Village on July 17th. The second position remains open. The Department temporarily suspended recruitment and will repost in the near future.

Traffic Engineer

The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILCMA, ITE and IL-ITE. Applications are being reviewed by the interview team as they are received.

Senior Transportation Engineer

The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILCMA, ITE and IL-ITE. Applications are being reviewed by the interview team as they are received.

GIS Specialist

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, ILGISA and ILCMA. 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).

Fire (International Association of Firefighters - Local 2061)
Contract (January 1, 2024 – December 31, 2026).

Public Works (International Brotherhood of Teamsters, Local 700)
Contract (Jan. 1, 2024 – Dec. 31, 2025).

Police Sergeants (Metropolitan Alliance of Police – MAP-97)
Contract (Jan. 1, 2023 – December 31, 2025).

Grievances:

One grievance from IAFF is at Step 5.
One grievance from MAP 96 is at Step 5.

Personnel/Benefits/Employee Services

- As staff liaison to the Celtic Fest Commission, the Assistant Director of HRM attended the monthly meeting.
- The Director of HRM participated in Management Team meetings.
- The Director of HRM, as a member of the board, attended the Police Pension Board meeting.
- The Assistant Director of HRM attended the Communications Committee meeting.
- HRM staff participated in the ERP Selection Committee and Steering Committee meetings.
- The Assistant Director of HRM participated in the Wellness Committee meeting.
- HRM Staff worked on the transition from CivicHR to Criterion.

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.
- Corresponded with the Village's cyber carrier regarding a past claim.
- Participated in a loss control visit by our worker's compensation pool, IPRF.
- Developed a claims summary document that is continually updated for review by management.
- 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.


Patrick J. Seger
 Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT JULY 2024

RECRUITMENTS

POSITION TITLE: Bilingual Postdoctoral Fellow
DEPARTMENT: Health & Human Services
DATE POSTED: 01/23/2024
AD DEADLINE: 05/31/2024
APPLICATIONS REC'D: 2 applications received to date
STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted on LinkedIN, INDEED and GovHR. The Health and Human Services Department also posted with area psychology programs. A candidate was scheduled for interview; however, she withdrew her application after accepting another position. This position/recruitment is being reviewed by the department director for possible updates or changes.

POSITION TITLE: Maintenance I Streets (2)
DEPARTMENT: Public Works
DATE POSTED: 06/28/2024
AD DEADLINE: 07/19/2024
APPLICATIONS REC'D: 96 applications received to date
STATUS: The position was posted internally. No internal applications were received. The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIN. Applications are being reviewed by the interview team.

POSITION TITLE: ASO I
DEPARTMENT: Police
DATE POSTED: 05/23/2024
AD DEADLINE: 06/16/2024
APPLICATIONS REC'D: 67 received
STATUS: The position was posted on the Village website, social media and broadcast email. It was also posted on GovHR and LinkedIN. Applications are being reviewed by the hiring team. This recruitment was placed on hold due to possible changes in staffing the front counter at the Police Department. Candidates were notified.

POSITION TITLE: Financial Assistant
DEPARTMENT: Finance
DATE POSTED: 05/23/2024
AD DEADLINE: 06/16/2024
APPLICATIONS REC'D: 39 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, and GOVHR. Applications were reviewed by the interview team and six candidates were chosen for skills testing and interview. Skills testing was held the last week of June and interviews were held the 2nd and 3rd weeks of July. An offer was made to one candidate. He accepted and is completing pre-employment screening.

POSITION TITLE: Traffic Engineer
DEPARTMENT: Development Services
DATE POSTED: 07/18/2024
AD DEADLINE: 08/16/2024
APPLICATIONS REC'D: 3 received to date
STATUS: The position was reposted on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILCMA, ITE and IL-ITE. Applications are being reviewed by the interview team as they are received.

POSITION TITLE: Senior Transportation Engineer
DEPARTMENT: Development Services
DATE POSTED: 07/24/2024
AD DEADLINE: 08/23/2024
APPLICATIONS REC'D: 2 received to date
STATUS: The position was posted on the Village website, social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR, ILCMA, ITE and IL-ITE. Applications are being reviewed by the interview team as they are received.

POSITION TITLE: Civil Engineer I (2)
DEPARTMENT: Development Services
DATE POSTED: 04/19/2024
AD DEADLINE: 06/15/2024
APPLICATIONS REC'D: 16 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 are being reviewed by the interview team as they are received. Two interviews were held in June. An offer of Civil Engineer II was made to one candidate. She accepted and successfully completed pre-employment screening. She started with the Village on July 17th. The second position remains open. The Department temporarily suspended recruitment and will repost in the near future.

POSITION TITLE: Streets Superintendent
DEPARTMENT: Public Works
DATE POSTED: 06/25/2024
AD DEADLINE: 07/15/2024
APPLICATIONS REC'D: 21 received
STATUS: The position was posted internally and externally on the Village website and social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, GovHR and APWA. Six candidates were chosen for interview. Interviews begin on July 31st.

POSITION TITLE: GIS Specialist
DEPARTMENT: General Government
DATE POSTED: 07/12/2024
AD DEADLINE: 08/09/2024
APPLICATIONS REC'D: 36 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 , ILGISA and ILCMA. Applications are being reviewed by the interview team as they are received.

NEW STARTS

POSITION TITLE: Civil Engineer I
DEPARTMENT: Development Services
DATE POSTED: 04/19/2024
AD DEADLINE: 06/15/2024
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, GovHR and APWA. Applications are being reviewed by the interview team as they are received. Two interviews were held in May. Two interviews were held in June. An offer of Civil Engineer II was made to one candidate. She accepted and successfully completed pre-employment screening. She started with the Village on July 17th.

**SUMMARY OF EMPLOYMENT ACTIVITY
 JULY 2024**

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Civil Engineer II
Separations	0	
Promotions	4	Fire Captain to Battalion Chief Fire Lieutenant to Fire Captain Firefighter to Fire Lieutenant Chief Building Official to Director of Building & Code Enforcement
Reclassifications	0	

Downgrades	0
Transfers	0
Retirements	0
Change of Status	0

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	6	GIS Specialist Financial Assistant Senior Transportation Engineer Maintenance I (2) Building Official
Separations	17	Pre-Doctoral Interns (2) Engineering Interns (4) Seasonal Code Inspector Administrative Intern PW Seasonal (9)
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2024 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	337
PART TIME EMPLOYEES	74	70
TEMPORARY EMPLOYEES	0	2
SEASONAL EMPLOYEES	21	10
INTERNS (PAID)	6	7
TOTAL	439	426

Total Vacancies:

Full Time

Budgeted – Posted

**Bilingual Postdoctoral Fellow
Traffic Engineer
Financial Assistant
Maintenance I Streets (2)
GIS Specialist
Senior Transportation Engineer
Streets Superintendent
Building Official**

Budgeted – Not Posted

**Civil Engineer I
ASO I**

Part Time

Budgeted – Posted

Budgeted – Not Posted

**Weekend ASO
PW Admin Staff Asst
Crossing Guard – Hoffman High/John Muir**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	162	764
Part Time – Response to Recruitments	0	24
Seasonal Applicants	0	32
TOTAL	162	796

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY JULY 2024

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Melanie Carollo	07/17/2024	Civil Engineer II	NA

SEPARATIONS

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

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Sanyo Kapur	07/01/2024	Chief Building Official	Dir. of Building/Code
Jeff Northrup	07/15/2024	Fire Captain	Battalion Chief
Ryan Bebe	07/15/2024	Fire Lieutenant	Fire Captain
Paul Pacific	07/15/2024	Firefighter/Paramedic	Fire Lieutenant

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

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

**ADDITIONAL MONTHLY REPORT INFORMATION
JULY 2024**

# Anniversaries	<u>0</u>
# Interviews conducted during month	<u>5</u>
# Orientations conducted during month	<u>1</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 Highlights*
PERIOD: July 2024

Major Projects:

- Hoffman Estates Charitable Foundation Golf Tournament – July 24, 2024
 - o 95 golfers
 - o \$50,000 + income (still working on final numbers to determine what will be given to the HHS Department for the Self-Help Fund.

Most of July was spent securing sponsors and wrapping up all details for the golf outing. We had several major sponsors as well as 15 Hole sponsors. The event was highly successful and well attended.

A recap event with the planning committee is slated for early August.

Major Sponsors:

Bell Works
Edge Electrical Systems, LLC
HE Fire Union Local 2061
Rely Services
St. Alexius Medical Center
Vistex
Wintrust
WT Group

Other:

General administrative projects for Mayor and the Village Board.

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