

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
December 12, 2011

Immediately following Planning, Building & Zoning Committee

Members: Ray Kincaid, Chairman
Gary Stanton, Vice Chairman
Karen Mills, Trustee
Jacquelyn Green, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William McLeod

I. Roll Call

II. Approval of Minutes – November 14 and November 21, 2011

NEW BUSINESS

1. Discussion regarding a Food Industry Trade Show and Chef's Fest on October 24, 2012.
2. Request approval of 2012 Village Board and Standing Committee meeting schedule.
3. Request approval of a proposal for full-service professional printing to complete production of the monthly Citizen newsletter to residents and businesses for both 2012 and 2013, with an option for 2014, which will be at the discretion of the Village.
4. Request acceptance of Cable TV Monthly Report.
5. Request acceptance of Human Resources Management Monthly Report.

III. President's Report

IV. Other

V. Adjournment

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

November 14, 2011

I. Roll Call

Members in Attendance:

**Ray Kincaid, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee**

**Other Corporate Authorities
in Attendance:**

**Trustee Jacquelyn Green
Trustee Anna Newell
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Vlg. Mgr., Dev. Services
Peter Gugliotta, Director of Planning
Don Plass, Director of Code Enforcement
Patrick Seger, Dir. of Human Resource Mgmt.
Bob Gorvett, Fire Chief
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Michael DuCharme, Finance Director
Rachel Musiala, Assistant Finance Director
Gordon Eaken, Dir. of IS
Bruce Anderson, Cable TV Coordinator
Bev Romanoff, Village Clerk
Ben Gibbs, GM of the Sears Centre Arena**

Others in Attendance:

Chicago Tribune, Daily Herald

The General Administration & Personnel Committee meeting was called to order at 7:31 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of October 10, 2011. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary from Sarah Kuechler was presented to the Committee.

Sarah Kuechler shared highlights from the report and advised that the House of Representatives would return to session on November 29, 2011.

2. Discussion regarding Municipal Aggregation of Electricity.

An item summary Dan O'Malley and Sarah Kuechler was presented to Committee.

Dan O'Malley and Sarah Kuechler presented the information about the "opt-out" program to the Committee. The Committee discussed the item.

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve a resolution initiating the submission of a public question to authorize the Village to adopt an "opt-out" program for the supply of electricity to residential and small commercial retail customers. Voice vote taken. All ayes. Motion carried.

3. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.

An item summary from Sarah Kuechler was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village. Voice vote taken. All ayes. Motion carried.

4. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

5. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Stanton, seconded by Mayor McLeod, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

Mayor McLeod thanked Representative Crespo for his support of the EDA in the House of Representatives.

IV. Other

V. Adjournment

Motion by Trustee Mills, seconded by Trustee Pilafas, to adjourn the meeting at 7:40 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations & Outreach -
Office of the Mayor & Board

Date

**SPECIAL GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

November 21, 2011

I. Roll Call

Members in Attendance:

**Ray Kincaid, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee**

**Other Corporate Authorities
in Attendance:**

**Trustee Jacquelyn Green
Trustee Anna Newell
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Patricia Cross, Asst. Corporation Counsel
Gary Salavitch, Director of Engineering
Patrick Seger, Human Resource Mgmt. Dir.
Bob Gorvett, Fire Chief
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Michael DuCharme, Finance Director
Bruce Anderson, Cable TV Coordinator
Nichole Collins, Emergency Mgmt Coord.
Bev Romanoff, Village Clerk**

Others in Attendance:

Chicago Tribune, Daily Herald

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

NEW BUSINESS

- 1. Request approval of a resolution in support of H.R. 1746, the Community Access Preservation ("CAP") Act.**

An item summary from Bruce Anderson was presented to the Committee.

The committee discussed the background of the proposed bill.

Motion by Trustee Pilafas, seconded by Trustee Newell, to approve of a resolution in support of H.R. 1746, the Community Access Preservation ("CAP") Act. All ayes. Motion carried.

II Adjournment

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:04 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations & Outreach -
Office of the Mayor & Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding a Food Industry Trade Show and Chef's Fest on October 24, 2012

MEETING DATE: December 12, 2011

COMMITTEE: General Administration & Personnel

FROM: Gary Skoog

REQUEST: Discussion regarding a Food Industry Trade Show and Chef's Fest on October 24, 2012.

BACKGROUND: Members of the Sister City Commission (Lillian Mosier, Jill Wood-Naatz, Jeff Howard) contacted the Economic Development Division to explore a request by some French businesses from the Charente region of France and connected to the Angouleme Chamber of Commerce. The request was to expand upon Chef Patrick Guat's cooking and working with culinary schools that he engages in annually. The basic concept is to host a mini-trade show for the food industry coupled with a food festival open to the public, all concurrent with Chef Guat's annual visit.

The French companies are interested in exporting products and services to the U.S. The format would be some sort of small trade show (15-30 booths). The format, conceived by Economic Development staff, would provide an opportunity for potential customers to explore purchasing products from a visiting foreign company by inviting a number of food industry companies to get some economy of scale. The concept of a mini-trade show was born. Upon further discussion, we determined that the scope of the project is beyond the capability and resources of the Sister City Commission. However, their volunteers could be utilized, as well as other Village Commissions.

A general description of this proposed event is explained below.

DISCUSSION: There are two components to the above titled event. One is new (food trade show) and one is established but to be expanded; French Chef Patrick Gaut cooks and educates in conjunction with the Hoffman Estates Sister City Commission with Angouleme, France.

The Food Industry Trade Show would incorporate 4-5 food industry businesses seeking additional international trade with the Midwest. The French businesses range from agriculture products to cognac distribution. The trade show would feature these companies, as well as other regional food industry companies (15-30 total). Chicago and surrounding cities like Rockford, Illinois, have a wide variety of food processing companies as well as a multitude of food industry associations. An entrance fee (projected at \$500/company) would be charged to industry participants, as well as to all attendees (\$15-\$20/person) to cover expenditures for the food industry trade show component.

The trade show would include food industry vendors that typically sell to restaurants. The show would be a niche event in relation to the mammoth food industry. That specific niche will depend on a few factors (sponsors, type of French companies, etc.). Current thinking is to focus on restaurant supply companies as it complements the food tasting component soon to be explained and is a very large market with numerous vendors in the Chicago area. Companies would pay approximately \$500/booth.

The second component expands on Chef Patrick's cooking expertise and his history of working with area culinary schools. A food festival, open to the public for a fee, would showcase cuisine from his French heritage, as well as dishes prepared by ethnic/international restaurants in Hoffman Estates to engage in an international chef tasting event to run after the trade show. Restaurants could participate free of charge, but the public would pay \$10-\$20/ticket for the food tasting component of the show. Depending upon the venue and space, ticket sales would have to be capped at the Chef's Fest to make sure there are enough food samples for all attendees. The food industry trade show component (approximately 9:00 a.m.-3:00 p.m.) would be followed by this cooking and chef portion of the show and would take place at approximately 3:00 p.m. and end at 7:00 or 8:00 p.m. The potential audience would be residents in the northwest Chicago suburbs from Hoffman Estates to Schaumburg, Elgin, Arlington Heights, Palatine, to the Barringtons to the north down to Bartlett to the south.

Another component of this trade show could be an education element from primary sponsors (e.g. Tate & Lyle), as well as two local culinary schools, located at Harper Community College and Elgin Community College (among others), to help guarantee a solid attendance. Tate & Lyle has tentatively committed \$2,500 and possibly more as the program moves forward as a sponsor. Food Industry News (media sponsor) also tentatively committed to a few thousand dollars in free advertising/articles and staff assistance to promote the event via direct mail to their database of subscribers. The Daily Herald has been approached as a possible media sponsor for the Chef's Fest portion of the event.

There would be the following general goals of this event:

1. Expand the historical Hoffman Estates Sister City cooking event to more of an economic development event and cross cultural business exchange stimulating direct foreign investment (DFI) while celebrating the diversity in our community.
2. Conduct a trial industry trade show at a local venue (TBD) to determine future viability of such an event, as well as bringing a new industry group and customers to the community. Venues under consideration include the Sears Centre Arena, Stonegate Conference Center, Cabela's second floor, Marriott Hotel.
3. Promote greater awareness of purchase and distribution options for the regional food industry market. The show could be a great way for Tate & Lyle to introduce themselves to the Chicagoland area as a primary sponsor and demonstrator in a presentation to attendees.
4. Stimulate business for restaurants in Hoffman Estates and a few from neighboring communities. The restaurants would showcase international foods. If local restaurants decline, surrounding international restaurants would be recruited. The total number would be determined by the kitchen and space capacity at the selected venue.
5. Bring a new crowd and audience to Hoffman Estates.

This event would or could benefit regional food industry companies, local restaurants, and consumers who get to sample the "taste" of numerous international dishes from area restaurants.

Village Participation

The following groups could contribute, provide volunteers to staff the event, and provide other support:

- ◆ Economic Development
- ◆ Tourism
- ◆ General Government (press, promotion)
- ◆ Sister City Commission
- ◆ Arts Commission
- ◆ Cultural Awareness Commission
- ◆ Celebrations Commission
- ◆ Chamber of Commerce

Chicago/Midwest Food Industry

Why would they participate and attend? If a company determines there is an opportunity to sell their product or service to a targeted audience, they will pay a reasonable fee to register. Our goal would be to communicate they would get value for their registration and participation.

Value comes with knowledge that their audience will be in attendance in a good venue. This will be the planning committee's challenge. Value comes when participants get a reasonable ROI. A professional approach would include the following:

- ◆ Quality, targeted advertising campaign.
- ◆ Collaboration with local food industry companies (Tate & Lyle, Silesia Flavors, FANUC, Signature Foods, Abesco, Inc., Thomas Engineering).
- ◆ Partnering with appropriate food industry associations.
- ◆ Partnering with regional culinary schools.

An additional possible component of the event under discussion would be to seek donations for a humanitarian cause in the Hoffman Estates area, such as WINGS or the American Cancer Society, or even toward a scholarship fund for a local culinary program (Elgin or Harper).

Potential Restaurants (Sample List Only - No Commitments)

Area venue operators will have to determine the number of restaurants and exhibitors based on space limitations. A sample of Hoffman Estates and other restaurants might include:

Chef Patrick Guat	French	Angouleme
Bombay Chopsticks	Indian and Chinese	Hoffman Estates
Taste of Thai	Thailand cuisine	Hoffman Estates
Amor Mio	Italian	Hoffman Estates
Falefil Hut	Mediterranean	Hoffman Estates
BBQ Tonight	Pakistani, Indian	Hoffman Estates
Dover Straits	American Seafood	Hoffman Estates
Claim Jumper	American	Hoffman Estates
iChef Asian	Asian	Hoffman Estates
Royal Seafood Buffet	Japanese/Chinese	Hoffman Estates
Los Fernandos	Mexican	Hoffman Estates
Peggy Kinnane's	Irish	Arlington Heights
Yen Yen Restaurant	Chinese Cantonese	Arlington Heights
Greek Village Tavern	Greek	Schaumburg
Yu's Mandarin	Chinese Mandarin	Schaumburg
Minami Restaurant	Japanese	Streamwood

As previously stated the general public cost will need to be determined but ideally an affordable rate would range from \$10-\$20 per attendee and include unlimited food sampling. The venue could sell beverages, including alcohol.

FISCAL IMPACT

The goal of this pilot event will be to break even financially. There will be significant marketing costs to reach the trade show audience, as well as the restaurants for the Chef's Fest and the customers for both components. There will also be venue space rental, signage, pipe, and drape expenditures. The Village contribution will be staff planning and implementation costs. No direct Village costs are budgeted.

The costs are projected to be covered by corporate sponsors, trade show booth and admission charges, as well as public admission for the Chef's Fest. The objective will be to make a slight profit or be revenue neutral. This will consume the Economic Development Director's time (difficult to predict but considerable time will be spent to gather sponsors and notify potential participants).

RECOMMENDATION:

For discussion purposes.

COMMITTEE AGENDA ITEM

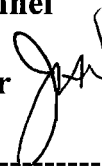
VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding 2012 Village Board and Standing Committees meeting schedule

MEETING DATE: December 12, 2011

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager



PURPOSE: To provide discussion regarding the 2012 Village Board and Standing Committees meeting schedule.

DISCUSSION: To determine if major religious holidays celebrated by the Christian, Islamic and Jewish faiths fall on the dates of scheduled 2012 Village Board and Standing Committee meetings, which may hinder public attendance, staff conducted a review of major religious holidays and created a calendar to depict the dates of such observances.

The following major religious holiday falls on a scheduled meeting date:

Rosh Hashanah – September 17-18

The holiday listed above is celebrated during the day and/or evening listed above. The above does not represent all religious holidays that are observed on Mondays, but reflects major/high holy days, as determined through research of each faith's traditional major holidays.

The following national holidays fall on scheduled meeting dates:

Memorial Day – May 28, 2012

Labor Day – September 3, 2012

Also, according to Ordinance No. 4212 passed last November designating legal holidays be held the following Monday after the legal holiday, the May 28, 2012 Committee meeting would be held on June 4, and the September 3 Board meeting would be held on September 10.

Staff has also compiled a list of conferences that the Mayor and Board of Trustees often attend that fall on Mondays:

1. National League of Cities – March 10-14, 2012
2. ICSC Conference – May 20-23, 2012

The past few years, the Village Board rescheduled summer Board meetings to the first Monday of the month and Committee meetings to the fourth Monday of the month in July and August. If the Village were to follow the same schedule in 2012, Board meetings would be held on July 2 and August 6. Committee meetings would be held on July 23 and August 27.

RECOMMENDATION: Staff recommends scheduling Village Board and Standing Committee meetings for 2012 as follows:

Village Board

January 9 (Jan. 2*), 16
February 6, 20
March 5, 19
April 2, 16
May 7, 14 (May 21*)
June 4, 18
July 2
August 6
September 10 (Sept. 3*),
September 24 (Sept. 17*)
October 1, 15
November 5, 19
December 3, 17

Standing Committees

January 9, 23
February 13, 27
March 19 (March 12*), 26
April 9, 23
May 14
June 4 (May 28*), 11, 25
July 23
August 27
September 10, 24

October 8, 22
November 12, 26
December 10

*The dates in parentheses above are the Board/Committee dates that were rescheduled due to holidays, conferences.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Request approval of a proposal for full-service professional printing to complete production of the monthly Citizen newsletter to residents and businesses for both 2012 and 2013, with an option for 2014, which will be at the discretion of the Village.

MEETING DATE: December 12, 2011

COMMITTEE: General Administration and Personnel

FROM: Doug Schultz, Community Relations Coordinator

PURPOSE: Request approval of a proposal for full-service professional printing to complete production of the monthly Citizen newsletter to residents and businesses for both 2012 and 2013, with an option for 2014, which will be at the discretion of the Village.

BACKGROUND: The Village Board authorized staff to seek Requests for Proposals (RFPs) for full-service professional printing services for the Citizen newsletter. To be considered for the project, proposals had to contain evidence of the firm's experience and abilities to provide typesetting, layout and design, printing, folding, bundling, and delivery of the newsletters to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses. The final output of 21,000 copies of 8, 12, and 16-page issues of the Citizen should be printed on 70# gloss text recycled paper using soy inks.

DISCUSSION: Proposals were received from Creekside Printing; Hagg Press; The Strathmore Company; and Trend Graphics, Inc. (four [4] companies, total). An analysis of their bids follows:

Total cost (12 issues/year)

Bidder	70# gloss text
Creekside Printing*	\$34,951
Hagg Press	\$34,181
The Strathmore Company	\$34,387
Trend Graphics, Inc.	\$35,500

8-page cost (10 issues/year)

Bidder	70# gloss text
Creekside Printing*	\$2,689
Hagg Press	\$2,650
The Strathmore Company	\$2,607
Trend Graphics, Inc.	\$2,700

12-page cost (1 issue/year)

Bidder	70# gloss text
Creekside Printing*	\$3,885
Hagg Press	\$3,656
The Strathmore Company	\$4,025
Trend Graphics, Inc.	\$4,000

16-page cost (1 issue/year)

Bidder	70# gloss text
Creekside Printing*	\$4,176
Hagg Press	\$4,025
The Strathmore Company	\$4,292
Trend Graphics, Inc.	\$4,500

*Lowest proposal in **bold***

**Creekside Printing also included a more expensive option for hard-copy proofs*

FINANCIAL IMPACT: The Communications Division budget provides funds for printing services for the Citizen newsletter. There will be sufficient funds to continue printing the Citizen newsletter in full color on 70# gloss text recycled paper.

RECOMMENDATION: The Village has a strong history with Hagg Press (they currently print the Citizen). They are committed to maintaining our timeline, and their quality of work is excellent. Most importantly, their proposal was the lowest bid, even lower than what we're paying right now. Given this, staff recommends approval to utilize Hagg Press for printing services for the Citizen newsletter in full color on 70# gloss text recycled paper for the next two years, with an option for an additional third year.

##

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: December 6, 2011

Citizen Segments

This month the Citizen covers Shop Local, Citizens Fire Academy Graduation, Ice and Snow Control, Fire Promotions and the activities of the Department of Health and Human Services.

Citizen Segments and Programs in development:

HEHS Madrigal Dinner
Basketball
Shop with a Cop
Teddy Bear Tea

Concerts

We are running the HEHS Choral Concert with the HEHS Madrigal concert up next and the Holiday concert to follow.

Sports

Basketball continues with HE vs Schaumburg followed by Schaumburg v Barrington.

The Chicago Express games have started airing, but there have been some problems with file downloading of new games.

Museum Indian Program

This program will air through mid-December.

Tree Lighting

This program will run through December.

U-Verse

We have made the site ready for the AT&T equipment. We are waiting for the telephone circuits to be put in and the equipment to be installed. This is expected to happen in January.

Complaints/Inquiries

This month there were no inquiries: One inquiry is unresolved.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

November 2011

Staffing Activity

New Starts: 4 – Alternate Crossing Guard
Sr. Transportation Engineer
Maintenance I
Customer Service Rep (PT)

Separations: 0

Transfers: 1 – Maintenance I

Retirees: 0

Promotions: 5 – Firefighter to Lieutenant (3)
Fire Lieutenant to Captain (2)

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	335 budgeted	327 current
	Part Time Employees	52 budgeted	48 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	10 budgeted	1 current
	Paid Interns	3 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonals with	11 for year
5 Promotions with	14 for year
0 Separations with	17 for year
0 Retirements with	13 for year
1 Transfer with	2 for year

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Web: www.hoffmanestates.org • E-Mail: applyhrm@hoffmanestates.org

Hoffman Estates is an Equal Opportunity Employer

Recruitment Activity

Recruitment:

Alternate Crossing Guard – POL

Position posted on 10/20/2011. Two applicants were interviewed on 10/27/2011. An offer was made to one candidate and she started 11/14/2011.

Maintenance I W/S – PW

Internal posting only. Five (5) applications received by 08/24/2011 deadline. Interviews took place 10/3/2011. An offer was made to one internal candidate. He accepted and start date is pending training of his replacement.

Maintenance I Streets – PW

Internal posting only. Three (3) applications received to date. Interviews were scheduled and an offer was made to one internal candidate. He accepted and started on 11/01/2011.

Maintenance I W/S pm shift – PW

Internal and external posting. This position was posted on 10/06/2011. Eighty-one (81) applications were received. Three applicants were identified for interview. Interviews were held on 11/03/2011. An offer was made to one candidate and he started on 11/28/2011.

Maintenance I Streets – PW

Internal and external posting. This position was posted on 10/20/2011. Eighty (80) applications were received. Five applicants were identified for interview. Interviews were held on 11/17/2011. An offer was made to one candidate and he is scheduled to start on 12/05/2011.

Senior Transportation Engineer – TRA/ENG

Five (5) applications received to date. Two candidates were interviewed on 10/20/2011. An offer was made and accepted. Candidate started on 11/28/2011.

Customer Service Rep (PT) – FIN/Code

Position was posted on 10/05/2011. One hundred twenty four (124) applications received. Eight candidates were interviewed. An offer was made to one candidate and she started on 11/28/2011.

Auxiliary Snow Plow Driver (approx 40 openings) – PW

This position was posted on 09/22/2011 for both internal and external candidates. 35 Village employees signed up for Auxiliary Snow Removal. 8 returning external Snowplow Drivers were also activated for snow season on 11/15/2011. All Auxiliary positions are filled.

Labor/Management Relations

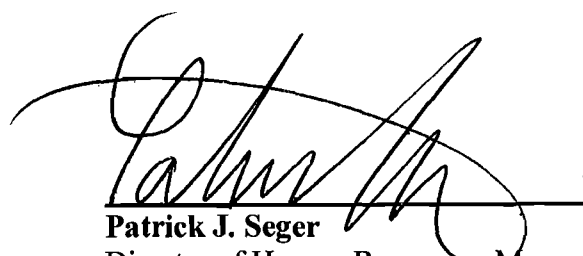
- Contract Status:**
- Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012).
 - Fire** (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 2011).
Village and Local 2061 continue to meet and negotiate.
 - Public Works** (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2010 – Dec. 31, 2012).
Wage agreement reached on wage re-opener.
 - Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013).
- Grievances:** One (1) IAFF Local 2061 Grievance

Personnel/Benefits/Employee Services

- As IPELRA Chairperson, Director of HRM attended the IPELRA Board meeting.
- Director of HRM participated in negotiation and proposal review meetings associated with the current collective bargaining negotiations with the Fire union.
- Director of HRM participated in the Management Team meetings.
- HR Coordinator and the Director of HRM met with the General Government intern for a review of 2011 performance measures.
- Director of HRM attended meetings for the Tartan Day Commission and for the Cultural Awareness Commission.
- HRM held a department open house for employees in conjunction with benefit open enrollment. AFLAC representatives were on hand to meet with employees.
- As Chair of the IPBC Membership Committee, Director of HRM led the IPBC membership meeting.
- Director of HRM and HR Coordinator met to discuss plans for supervisor training and deadline timeline for 2011 performance appraisals.
- Director of HRM met with the Health & Human Services Director to discuss employee training.
- Director of HRM attended Finance Department Budget Workshop for 2012.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Worked with the Village's insurance broker to test the insurance market and develop a recommendation to the Village Board related to the 2012 insurance renewal.
- Met with Fire Department staff to discuss the disposition of a workers' compensation claim.
- Provided guidance to the Village's Emergency Management Coordinator related to insurance coverages provided to volunteers.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- In conjunction with the Village's insurance broker, continued to manage the excess property & casualty and workers' compensation insurance coverage renewal process.
- Facilitated the return to work of an employee coming off administrative leave.
- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual 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
November 2011**

RECRUITMENTS

POSITION TITLE: Maintenance I Worker Streets – (Internal & External Recruitment)
DEPARTMENT: Public Works
DATE POSTED: 10/20/2011
AD DEADLINE: 10/27/2011 – Internal Candidates
Until Filled – External Candidates
APPLICATIONS REC'D: 80 applications received

STATUS: Applications reviewed by Department Director and Assistant Director. One internal and four external candidates interviewed on 11/17/2011. An offer was made to one candidate and he is scheduled to start on 12/05/2011.

NEW STARTS

POSITION TITLE: Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 10/20/2011
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 3 applications received.

STATUS: Two applicants interviewed on 10/27/2011. Offer made and candidate started 11/14/2011.

POSITION TITLE: Auxiliary Snowplow Driver – (Internal & External Recruitment)
DEPARTMENT: Public Works Department
DATE POSTED: 9/22/2011
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 30 external applications received

STATUS: 35 Village employees have signed up for Auxiliary Snow Removal. 8 returning external Snowplow Drivers activated for snow season starting 11/15/2011.

POSITION TITLE: Senior Transportation Engineer
DEPARTMENT: Transportation/Engineering
DATE POSTED: 8/19/2011
AD DEADLINE: 9/09/2011
APPLICATIONS REC'D: 10 applications received.

STATUS: Two applicants chosen for interview on 10/20/2011. An offer was made to one candidate and he started on 11/15/2011.

POSITION TITLE: Maintenance I Worker Streets – **(Internal Posting Only)**
DEPARTMENT: Public Works
DATE POSTED: 9/26/2011
AD DEADLINE: 10/03/2011
APPLICATIONS REC'D: 3 applications received

STATUS: Two internal applicants interviewed. An offer was extended to one candidate and he transferred to the new position on 11/01/2011.

POSITION TITLE: Customer Service Rep – Part-time
DEPARTMENT: Finance/Code
DATE POSTED: 10/05/2011
AD DEADLINE: 10/11/2011 – Internal Candidates
Until Filled – External Candidates
APPLICATIONS REC'D: 124 applications received

STATUS: Applications reviewed by the interview team. Eight candidates chosen to interview. An offer was made to one of the candidates and she started on 11/28/2011.

POSITION TITLE: Maintenance I Worker W/S – pm shift
DEPARTMENT: Public Works
DATE POSTED: 10/06/2011
AD DEADLINE: 10/13/2011 – Internal Candidates
Until Filled – External Candidates
APPLICATIONS REC'D: 81 applications received.

STATUS: No internal candidates applied for the position. Applications reviewed by Department Director and Assistant Director. Three candidates interviewed on 11/03/2011. An offer was made to one candidate and he started work on 11/28/2011.

SUMMARY OF EMPLOYMENT ACTIVITY November 2011

	<u>Total Number</u>	<u>Position</u>
New Starts	4	Alternate Crossing Guard Sr Transportation Engineer Maintenance I Customer Service Rep (PT)
Separations	0	
Promotions	5	Firefighter to Lieutenant (3) Fire Lieutenant to Captain (2)
Upgrades	0	
Downgrades	0	
Transfers	1	Maintenance I
Retirements	0	
Reclassifications	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	MI Streets
Separations	0	
Promotions	1	Police Lieutenant
Transfers	1	MI W/S pm to MI W/S
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2011 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	335	327
PART TIME EMPLOYEES	52	48
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	10	1
INTERNS (PAID)	3	3
TOTAL	400	380

Total Vacancies:

Full Time

Budgeted – Posted 1 Maint. I – Streets

**Budgeted - Not Posted 7 Police Lieutenant
Police Sergeant
Police Officer
Firefighter (3)
Maintenance I**

TOTAL FULL TIME 8

Part Time

Budgeted – Posted 0

Budgeted-Not Posted 4

**PT Admin Assistant (GG)
PT Staff Assistant (PD)
Clinic Nurse (HHS) - 2**

TOTAL PART TIME 4

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	2	269
Part Time – Response to Recruitments	9	400
Seasonal Applicants	0	91
Unsolicited Applications/Walk-Ins	11	101
TOTAL	22	951

HUMAN RESOURCES MANAGEMENT

EMPLOYMENT ACTIVITY

November 2011

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Carol Quinn	11/14/2011	Alternate Crossing Guard	Cathy Hehn
Joseph Weesner	11/15/2011	Sr. Transportation Engineer	Nathan Roseberry
Jody Conidi	11/28/2011	Customer Service Rep	Marquelle Cnota
John Kovaka	11/28/2011	Maintenance I	Chris Gatts

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>
Jeff Golden	11/20/2011	Firefighter/Paramedic	Fire Lieutenant
Chris Lenczewski	11/20/2011	Firefighter/Paramedic	Fire Lieutenant
Brian Raymond	11/20/2011	Firefighter/Paramedic	Fire Lieutenant
Michael Buckel	11/20/2011	Fire Lieutenant	Fire Captain
Michael Hartman	11/20/2011	Fire Lieutenant	Fire Captain

TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Gabriel Borjon	11/01/2011	Maintenance I (forestry)	Maintenance I (traffic control)

RECLASSIFICATIONS

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

CANCELLATIONS

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

SEASONAL/UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Position</u>
N/A	

ADDITIONAL MONTHLY REPORT INFORMATION

November 2011

Anniversaries 3

Interviews conducted during month 14

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 11/30/2011

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	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 Manage	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
00	700	Patrol	(Dept)	16	28.6%	13	1	2	13%	0	16	1,761.71	28,187.36		28,187.36	9.1%
00	704	Traffic	(Dept)	1	1.8%	1	0	0	0%	0	1	1,159.40	1,159.40		1,159.40	0.4%
00	7	Police	(Sub-Loc)	17	30.4%	14	1	2	12%	0	17	1,726.28	29,346.76		29,346.76	9.5%
00	801	Water & Sewer	(Dept)	4	7.1%	2	2	0	0%	0	4	733.76	2,935.02		2,935.02	0.9%
00	802	Building & Grounds	(Dept)	1	1.8%	0	1	0	0%	0	1	1,411.10	1,411.10		1,411.10	0.5%
00	804	Forestry	(Dept)	5	8.9%	5	0	0	0%	0	5	565.72	2,828.60		2,828.60	0.9%
00	805	Clerical	(Dept)	1	1.8%	1	0	0	0%	0	1	452.50	452.50		452.50	0.1%
00	8	Public Works	(Sub-Loc)	11	19.6%	8	3	0	0%	0	11	693.38	7,627.22		7,627.22	2.5%
00	9	Information Systems	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	168.50	168.50		168.50	0.1%
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	35,004.93	280,039.41		280,039.41	23.6%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 11/30/2011

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
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	30,581.85	550,473.26		550,473.26	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	18,224.21	1,184,573.33		1,184,573.33	100.0%
		Totals for 2001 Claims:		65	100.0%	35	10	20	31%	0	65	18,224.21	1,184,573.33		1,184,573.33	100.0%
02	102	Planning	(Dept)	1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development	(Sub-Loc)	1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	301	Fire Suppression	(Dept)	5	13.2%	1	2	2	40%	0	5	11,335.45	56,677.26		56,677.26	7.6%
02	303	Emergency Medical 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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 11/30/2011

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	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%
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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1999 Through: 11/30/2011

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
04	5	Health & Human Services	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	405.00	405.00		405.00	0.0%
04	600	Administration	(Dept)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	6	Human Resources Manage	(Sub-Loc)	1	2.1%	1	0	0	0%	0	1	248.68	248.68		248.68	0.0%
04	700	Patrol	(Dept)	16	33.3%	12	0	4	25%	0	16	41,219.86	659,517.75		659,517.75	62.4%
04	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	137.84	275.68		275.68	0.0%
04	7	Police	(Sub-Loc)	18	37.5%	14	0	4	22%	0	18	36,655.19	659,793.43		659,793.43	62.5%
04	800	Streets	(Dept)	3	6.3%	1	0	2	67%	0	3	43,878.25	131,634.74		131,634.74	12.5%
04	801	Water & Sewer	(Dept)	1	2.1%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
04	803	Equipment & Supply	(Dept)	1	2.1%	0	0	1	100%	0	1	81,422.11	81,422.11		81,422.11	7.7%
04	804	Forestry	(Dept)	1	2.1%	1	0	0	0%	0	1	481.50	481.50		481.50	0.0%
04	8	Public Works	(Sub-Loc)	6	12.5%	3	0	3	50%	0	6	35,589.73	213,538.35		213,538.35	20.2%
04	01	Village of Hoffman Estates	(Loc)	48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
Totals for 2004 Claims:				48	100.0%	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83	100.0%
05	301	Fire Suppression	(Dept)	6	11.3%	4	2	0	0%	0	6	1,012.80	6,076.77		6,076.77	1.9%
05	303	Emergency Medical Servic	(Dept)	20	37.7%	12	5	3	15%	1	19	13,202.08	247,084.29	16,957.41	264,041.70	84.1%
05	3	Fire	(Sub-Loc)	26	49.1%	16	7	3	12%	1	25	10,389.17	253,161.06	16,957.41	270,118.47	86.1%
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	6.7%
05	701	Investigations	(Dept)	1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records	(Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police	(Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.5%
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	0.4%
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	3.4%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1999 Through: 11/30/2011

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	01	Village of Hoffman Estates (Loc)		53	100.0%	39	9	5	9%	1	52	5,921.91	296,903.61	16,957.41	313,861.02	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	1	52	5,921.91	296,903.61	16,957.41	313,861.02	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	31.6%
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	24,934.39	24,934.39		24,934.39	2.3%
06	7	Police (Sub-Loc)		25	44.6%	17	4	4	16%	0	25	4,360.76	109,018.93		109,018.93	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	19,370.38	1,084,741.53		1,084,741.53	100.0%
Totals for 2006 Claims:				56	100.0%	34	12	10	18%	0	56	19,370.38	1,084,741.53		1,084,741.53	100.0%
07	301	Fire Suppression (Dept)		9	18.8%	7	0	2	22%	1	8	40,679.13	295,560.35	70,551.84	366,112.19	59.4%
07	303	Emergency Medical Servic (Dept)		7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	3.0%
07	3	Fire (Sub-Loc)		16	33.3%	13	0	3	19%	1	15	24,039.07	314,073.36	70,551.84	384,625.20	62.4%
07	600	Administration (Dept)		1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	6	Human Resources Manage (Sub-Loc)		1	2.1%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
07	700	Patrol (Dept)		10	20.8%	6	2	2	20%	0	10	5,390.95	53,909.49		53,909.49	8.7%
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	2.8%
07	7	Police (Sub-Loc)		16	33.3%	10	3	3	19%	0	16	4,508.06	72,128.99		72,128.99	11.7%

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07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	4.0%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.7%
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	0.6%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,502.61	126,010.43		126,010.43	20.4%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,630.38	159,455.73		159,455.73	25.9%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	1	47	12,837.71	545,658.08	70,551.84	616,209.92	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	12,837.71	545,658.08	70,551.84	616,209.92	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	4.6%
08	303	Emergency Medical Servic	(Dept)	22	34.4%	17	2	3	14%	1	21	11,112.19	224,768.34	19,699.75	244,468.09	46.3%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	1	36	7,362.21	252,702.00	19,699.75	272,401.75	51.6%
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	11.3%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.3%
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	1.5%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.1%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	29.6%
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	17.8%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	18.8%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	1	63	8,248.35	508,194.96	19,699.75	527,894.71	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	1	63	8,248.35	508,194.96	19,699.75	527,894.71	100.0%

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09	300	Administration (Dept)		2	3.8%	1	1	0	0%	0	2	6,422.74	12,845.47		12,845.47	1.8%
09	301	Fire Suppression (Dept)		14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.1%
09	303	Emergency Medical Servic (Dept)		20	37.7%	13	4	3	15%	2	18	18,304.15	351,039.98	15,042.96	366,082.94	51.2%
09	3	Fire (Sub-Loc)		36	67.9%	25	8	3	8%	2	34	12,331.26	428,882.44	15,042.96	443,925.40	62.1%
09	600	Administration (Dept)		1	1.9%	0	0	1	100%	1	0	21,147.20	6,720.50	14,426.70	21,147.20	3.0%
09	6	Human Resources Manage (Sub-Loc)		1	1.9%	0	0	1	100%	1	0	21,147.20	6,720.50	14,426.70	21,147.20	3.0%
09	700	Patrol (Dept)		8	15.1%	2	2	4	50%	1	7	18,558.68	143,686.07	4,783.38	148,469.45	20.8%
09	704	Traffic (Dept)		1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.3%
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%	1	9	15,092.68	146,143.45	4,783.38	150,926.83	21.1%
09	800	Streets (Dept)		1	1.9%	0	0	1	100%	1	0	91,447.31	59,227.10	32,220.21	91,447.31	12.8%
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	0.6%
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%	1	5	16,395.15	66,150.70	32,220.21	98,370.91	13.8%
09	01	Village of Hoffman Estates (Loc)		53	100.0%	33	11	9	17%	5	48	13,478.69	647,897.09	66,473.25	714,370.34	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	5	48	13,478.69	647,897.09	66,473.25	714,370.34	100.0%
10	200	Accounting (Dept)		2	5.1%	0	1	1	50%	1	1	19,927.16	30,878.16	8,976.15	39,854.31	7.1%
10	2	Finance (Sub-Loc)		2	5.1%	0	1	1	50%	1	1	19,927.16	30,878.16	8,976.15	39,854.31	7.1%
10	250	PPO Payments (Dept)		1	2.6%	1	0	0	0%	1	0	25,802.19	25,802.19		25,802.19	4.6%
10	25	PPO Payments (Sub-Loc)		1	2.6%	1	0	0	0%	1	0	25,802.19	25,802.19		25,802.19	4.6%
10	301	Fire Suppression (Dept)		8	20.5%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Servic (Dept)		7	17.9%	4	0	3	43%	2	5	27,411.34	136,560.92	55,318.43	191,879.35	34.0%
10	3	Fire (Sub-Loc)		15	38.5%	7	5	3	20%	2	13	14,526.71	162,582.23	55,318.43	217,900.66	38.6%
10	700	Patrol (Dept)		13	33.3%	6	4	3	23%	3	10	19,593.96	218,338.25	36,383.17	254,721.42	45.2%
10	7	Police (Sub-Loc)		13	33.3%	6	4	3	23%	3	10	19,593.96	218,338.25	36,383.17	254,721.42	45.2%
10	800	Streets (Dept)		3	7.7%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer (Dept)		3	7.7%	3	0	0	0%	0	3	2,277.32	6,831.97		6,831.97	1.2%
10	802	Building & Grounds (Dept)		1	2.6%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%

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10	804	Forestry	(Dept)	1	2.6%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.1%
10	8	Public Works	(Sub-Loc)	8	20.5%	6	2	0	0%	0	8	3,226.63	25,813.03		25,813.03	4.6%
10	01	Village of Hoffman Estates	(Loc)	39	100.0%	20	12	7	18%	7	32	14,463.89	463,413.86	100,677.75	564,091.61	100.0%
Totals for 2010 Claims:				39	100.0%	20	12	7	18%	7	32	14,463.89	463,413.86	100,677.75	564,091.61	100.0%
11	200	Accounting	(Dept)	1	3.4%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.4%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.4%	1	0	0	0%	1	0	17,310.43	17,310.43		17,310.43	6.7%
11	25	PPO Payments	(Sub-Loc)	1	3.4%	1	0	0	0%	1	0	17,310.43	17,310.43		17,310.43	6.7%
11	301	Fire Suppression	(Dept)	3	10.3%	1	2	0	0%	2	1	10,436.33	12,452.89	18,856.11	31,309.00	12.1%
11	303	Emergency Medical Servic	(Dept)	10	34.5%	8	0	2	20%	2	8	10,032.23	20,788.80	79,533.54	100,322.34	38.9%
11	3	Fire	(Sub-Loc)	13	44.8%	9	2	2	15%	4	9	10,125.49	33,241.69	98,389.65	131,631.34	51.0%
11	700	Patrol	(Dept)	10	34.5%	7	1	2	20%	6	4	10,210.56	16,693.10	85,412.53	102,105.63	39.6%
11	703	Tactical	(Dept)	1	3.4%	0	1	0	0%	0	1	6,421.06	6,421.06		6,421.06	2.5%
11	7	Police	(Sub-Loc)	11	37.9%	7	2	2	18%	6	5	9,866.06	23,114.16	85,412.53	108,526.69	42.1%
11	801	Water & Sewer	(Dept)	1	3.4%	1	0	0	0%	0	1	489.57	489.57		489.57	0.2%
11	804	Forestry	(Dept)	1	3.4%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
11	805	Clerical	(Dept)	1	3.4%	0	1	0	0%	1	0	0.00	0.00		0.00	0.0%
11	8	Public Works	(Sub-Loc)	3	10.3%	2	1	0	0%	2	1	163.19	489.57		489.57	0.2%
11	01	Village of Hoffman Estates	(Loc)	29	100.0%	19	6	4	14%	13	16	8,895.10	74,155.85	183,802.18	257,958.03	100.0%
Totals for 2011 Claims:				29	100.0%	19	6	4	14%	13	16	8,895.10	74,155.85	183,802.18	257,958.03	100.0%
250	Village of Hoffman Estates				584	375	105	104		28	556	13,330.62	7,326,917.87	458,162.17	7,785,080.04	

Open Medical: 6
 Open Comp: 7
 Open Legal: 15