

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
January 9, 2012

7:00 p.m. – Board Room

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 – December 12, 2011

NEW BUSINESS

1. Discussion regarding number of issues of the *Citizen* Newsletter.
2. Request approval of Commission for Disabled Citizens' annual calendar of events.
3. Request approval to disband Tartan Day Commission and create the Celtic Fest Commission.
4. Request acceptance of Cable TV Monthly Report.
5. Request acceptance of Human Resources Management Monthly Report.

III. President's Report

IV. Other

V. Items in Review

1. Food Industry Trade Show and Chef's Fest update (February).

V. Adjournment

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 12, 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**

Via Electronic Attendance:

Village President William McLeod

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
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
Mike Hankey, Director of Transportation
Gary Salavitch, Director of Engineering
Nichole Collins, Emergency Mgt. Coord.
Sarah Kuechler, Admin. Intern
Doug Schultz, Community Relations Coord.
Ken Koop, Risk Manager
Gary Skoog, Director of Econ. Dev.
Bruce Anderson, Cable TV Coordinator
Bev Romanoff, Village Clerk**

Others in Attendance:

Daily Herald

The General Administration & Personnel Committee meeting was called to order at 7:05 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of November 14, 2011.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve the Special General Administration & Personnel Committee meeting minutes of November 21, 2011.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas
Mayor McLeod voted Aye.

Motion carried.

NEW BUSINESS

- 1. Discussion regarding a Food Industry Trade Show and Chef's Fest on October 24, 2012.**

An item summary from Gary Skoog was presented to the Committee.

Gary Skoog addressed the Committee and reviewed the proposed event. He stated that the Trade Show portion would feature 15-30 food industry businesses and the chef's fest would expand on Angouleme's Chef Patrick's expertise and his history of working with area culinary schools. Restaurants could participate free of charge, and the public would pay for a ticket for the food tasting component. Gary Skoog indicated that the Marriott is interested in hosting the event and Tate & Lyle, local colleges and others have expressed interest.

Trustee Kincaid requested that staff look into a duty-free foreign trade zone and to bring this item back to Committee in February for further discussion and updates.

- 2. Request approval of 2012 Village Board and Standing Committee meeting schedule.**

An item summary Jim Norris was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Newell, to approve 2012 Village Board and Standing Committee meeting schedule.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas
Mayor McLeod voted Aye.

Motion carried.

- 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.**

An item summary from Doug Schultz was presented to Committee.

Trustee Kincaid inquired if the Committee would consider reducing the number of monthly newsletters by 2 months and saving approximately \$5,000. Mr. O'Malley stated that staff would look at options and bring back to Committee in January.

Trustees Mills, Stanton and Green expressed support for keeping the current number of newsletters since it is important that residents get the information.

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve 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.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

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 Mills, to accept the Cable TV Monthly Report.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

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 Mills, seconded by Trustee Pilafas, to accept the Human Resources Management Monthly Report.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:38 p.m.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

Minutes submitted by:

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Discussion regarding the number of issues of the *Citizen* newsletter for residents and businesses.

MEETING DATE: January 9, 2012

COMMITTEE: General Administration and Personnel

FROM: Doug Schultz, Community Relations Coordinator

PURPOSE: Discussion regarding the number of issues of the *Citizen* newsletter for residents and businesses.

BACKGROUND: In 2011, the Village Board authorized staff to seek Requests for Proposals (RFPs) for full-service professional printing of the *Citizen* newsletter. The RFP was based on 12 issues per year for both 2012 and 2013, with an option for 2014. The GAP Committee voted to award the contract to Hagg Press, and the Village Board later approved the item. During the discussion, however, Trustee Kincaid requested that the matter of the number of issues produced each year be brought to GAP in January 2012.

DISCUSSION: The Village utilizes multiple types of communication devices to reach out to residents and businesses, including the newsletter, website and social media (Facebook, Twitter, YouTube), among others. The *Citizen* is the most widely used and reliable tool. Every month, every mailing address in Hoffman Estates is delivered a hard copy of the Village's news without fail. With the exception of HETV and the electronic message boards, all other communication methods require a computer. There is a significant portion of the Village's population without online access. Additionally, while electronic communication is important, its numbers are a fraction of the *Citizen's* impact.

FINANCIAL IMPACT: The current contract with Hagg Press is a reduction over 2011 costs. If the Village Board would like to reduce the number of issues of the *Citizen* newsletter, staff will need to resubmit a Request for Proposals (RFPs). The previous pricing structure was based on the large volume of issues (24 over two years; 36 over three years, at the Village's discretion). The price of producing fewer issues will increase the per-issue cost. Furthermore, the Village has so much information to communicate to the community every month that items are always bumped. If we skip a month, we will most likely need to produce a longer issue to accommodate the extra content (12 or 16 pages, at a minimum). This will also increase the per-issue cost.

RECOMMENDATION: For discussion.

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COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Review of Hoffman Estates Commission for Disabled Citizens
2012 Calendar of Events

MEETING DATE: January 9, 2012

COMMITTEE: General Administration and Personnel

FROM: Michelle Pilafas, Commission Chair
Algean Garner II, Director of Health and Human Services

PURPOSE: To request Village Board approval of the Commission for Disabled Citizens 2012 Calendar of Events

BACKGROUND: The Commission for Disabled Citizens focuses on providing educational and social activities for the residents of Hoffman Estates with special needs. To accomplish this, the Commission is proposing the following activities for calendar year 2012:

St. Patrick's Day Dance

Friday, March 16, 2012 - 7:00 p.m. – 10:00 p.m.

Escape Respite Night

Friday, April 27, 2012 - 5:30 p.m. – 8:30 p.m.

Basl Award Board Presentation

Monday, May 7, 2012 - 7:00 p.m.

Hot Dog Saturday Social

Saturday, August 18, 2012 - Noon – 1:30 p.m.

Escape Respite Night

Friday, September 28, 2012 - 5:30 p.m. – 8:30 p.m.

Escape Respite Night

Friday, December 14, 2012 - 5:30 p.m. – 8:30 p.m.

DISCUSSION: The Commission has planned a total of six activities for calendar year 2012. All events focus on helping the social and emotional development of the participants will provide recreational activities in a safe and structured environment. Additionally, these events will provide much needed social support for residents with disabilities and their families.. Staff support for each event will consist of HHS staff, Graduate Psychology Students, Commission Members and community partners.

FINANCIAL IMPACT: The activities proposed by the Commission are projected to cost \$2,380, which is within the Commission's FY 2012 budget.

RECOMMENDATION: Staff recommends approval of the Commission for Disabled Citizens 2012 activity calendar.

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

SUBJECT: Tartan Day Commission

MEETING DATE: January 9, 2012

COMMITTEE: General Administration & Personnel

FROM: Patrick J. Seger, Liaison

PURPOSE: Discussion regarding disbanding Hoffman Estates Tartan Day Commission and creating the Hoffman Estates Celtic Fest Commission.

BACKGROUND: The Tartan Day Commission was formed by Resolution No. 1433-2009 on December 14, 2009. The Commission's duties were to organize activities around the Heartland International Tattoo, including an annual Tartan day parade and organizing an annual "Celebration of Nations" event.

The Tartan Day Commission has actively created and participated in those events over the last couple of years, however, has now placed their focus toward having an annual Celtic festival within the Sears Centre that will not include the Heartland International Tattoo or the Tartan Day parade. In addition, the Commission believes that the change in the festival name and focus of the event will be better received by the community as it is more encompassing to numerous Celtic nations. The Hoffman Estates Celtic Fest is scheduled for April 28, 2012 at the Sears Centre and planned to feature numerous Celtic entertainment and family activities such as Irish dancing and music, mini bagpipe bands competition, golf demonstration/clinic, youth soccer tournament and games for young children.

DISCUSSION: With the change in the Commission's focus and that they are no longer associated with the Heartland International Tattoo or having a Tartan Day Parade, it is recommended to disband the Tartan Day Commission of the Village of Hoffman Estates and create the Celtic Fest Commission of the Village of Hoffman Estates. All other aspects (i.e. number of members, terms of office etc.) of the Commission will remain the same as illustrated in the draft resolution attached.

The draft resolutions disbanding the Tartan Day Commission and creating the Celtic Fest Commission are attached for your review. If the GAP Committee approves these resolutions, they will appear on the Village Board agenda on January 16, 2012 and the Mayor, under his President's Report, can re-appoint the members to this new Commission.

FISCAL IMPACT:

There will be no budget change from the existing budget that was approved for the Tartan Day Commission for 2012.

RECOMMENDATION:

It is recommended to disband the Hoffman Estates Tartan Day Commission and create the Hoffman Estates Celtic Fest Commission.

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION DISBANDING THE
TARTAN DAY COMMISSION
OF THE VILLAGE OF HOFFMAN ESTATES

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

Section 1: That the Tartan Day Commission of the Village of Hoffman Estates, created by Resolution No. 1433-2009, be and the same is hereby disbanded.

Section 6: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2012

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2012

Village President

ATTEST:

Village Clerk

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION CREATING THE
CELTIC FEST COMMISSION
OF THE VILLAGE OF HOFFMAN ESTATES

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

Section 1: That the Celtic Fest Commission of the Village of Hoffman Estates be and the same is hereby created as follows:

A. CELTIC FEST COMMISSION

There is hereby created the Celtic Fest Commission of the Village of Hoffman Estates.

B. MEMBERSHIP

The Celtic Fest Commission shall consist of fifteen (15) members, one of whom shall be a chairman.

C. HOW APPOINTED – QUALIFICATIONS

The members of said Commission shall be appointed by the President with the consent of the Board of Trustees. All members of the Celtic Fest Commission shall be residents of or employed in the Village of Hoffman Estates.

D. TERMS OF OFFICE

Eight (8) members of the Commission shall be appointed for a term of two (2) years expiring upon an even year and seven (7) members of the Commission shall be appointed for a term of two (2) years expiring upon an odd year.

E. DUTIES OF THE CELTIC FEST COMMISSION

1. Organize the annual Hoffman Estates Celtic Fest with food and retail vendors in an effort to provide Hoffman Estates residents and regional cultural groups from past Unity Day events the opportunity to view cultural performances, purchase ethnic foods and items.

2. Such other duties as shall be determined as the President and Board of Trustees deem appropriate.

F. ASSISTANCE

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

G. COMPENSATION OF MEMBERS

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

H. BUDGET

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

I. REPORTS

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

Section 2: That this Resolution shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2012

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Raymond M. Kincaid	_____	_____	_____	_____
Trustee Jacquelyn Green	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2012

Village President

ATTEST:

Village Clerk

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: January 5, 2012

Citizen Segments

This month the Citizen covers Shop with a Cop, Bosch Rexroth Awards, CAC Christmas Party, Teddy Bear Tea, CPA Graduation, Poulos Promotion, and the activities of the Department of Health and Human Services.

Citizen Segments and Programs in development:

HEHS Madrigal Dinner
Basketball
Martin Luther King Celebrations

Concerts

We are running the HEHS Holiday Concert with the HEHS Madrigal concert to follow. We will tape the HEHS Orchestra Concert in late January.

Sports

Basketball continues with Schaumburg v Barrington and Conant v Fremd to follow.

The Chicago Express games are airing Tuesday and Thursday nights.

News Ticker

We have received new equipment which will allow us to run news or emergency information over all programming, rather than just the information screens. This equipment will be installed in January.

Complaints/Inquiries

This month there was one inquiry about picture pixilization. There are no complaints outstanding.



HOFFMAN ESTATES

NB5

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

December 2011

Staffing Activity

New Starts: 1 – Maintenance I - PW

Separations: 0

Transfers: 0

Retirees: 0

Promotions: 1 – Police Sergeant to Lieutenant

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	335 budgeted	328 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
1 Promotions with	15 for year
0 Separations with	17 for year
0 Retirements with	13 for year
0 Transfer with	2 for year

Recruitment Activity

Recruitment: **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 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 started on 12/05/2011.

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).

Police Sergeants (Metropolitan Alliance of Police – MAP-97)
Contract (Jan. 1, 2009 – December 31, 2013).

Grievances: One (1) IAFF Local 2061 Grievance

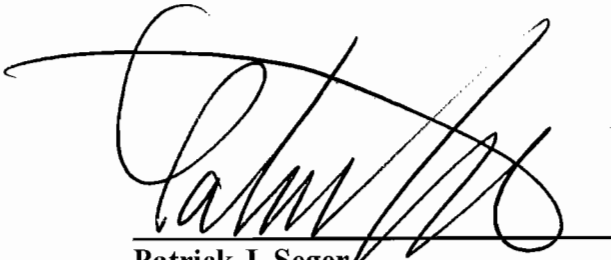
Personnel/Benefits/Employee Services

- HRM hosted the employee financial planning seminar, “Are You Ready for Retirement” presented by ICMA-RC certified financial planner, David Park.
- As IPELRA Chairperson, Director of HRM attended the IPELRA Board meeting.
- Director of HRM participated in the Management Team meetings.
- Director of HRM and General Government Intern presented performance evaluation training for supervisors on three dates in December.
- Director of HRM attended meetings for the Tartan Day Commission and for the Cultural Awareness Commission.
- Director of HRM attended Franklin Covey training at Harper College.
- Director of HRM attended the IPBC Growth & Governance meeting.
- HRM staff held meetings to discuss plans for supervisor training, performance appraisal training, Identity Protection policy, and to review the proposed 2012 salary schedule.
- Director of HRM attended the IPELRA Year End Labor Relations Update.
- Director of HRM attended review of Village Board Goal Setting.

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 a Recommendation to the Village Board related to the renewal of the excess insurance program for 2012. The Board approved the recommendation, and the insurance package was bound with the broker.
- Met with the Assistant Corporation Counsel to discuss the Village’s compliance with the Illinois Identity Protection Act. It was determined that the Village has met all compliance requirements related to the legislation.

- 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.
- 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.

A handwritten signature in black ink, appearing to read 'Patrick J. Seger', is written over a horizontal line. The signature is fluid and cursive.

Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT December 2011

RECRUITMENTS

N/A

NEW STARTS

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 started 12/05/2011.

SUMMARY OF EMPLOYMENT ACTIVITY December 2011

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Maintenance I - PW
Separations	0	
Promotions	1	Police Sergeant to Lieutenant
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

1 Unpaid Cable TV Intern began internship on 12/16/2011.
 2 Unpaid Nursing Interns (H & HS) ended internships on 12/09/2011.

ANTICIPATED ACTIVITY NEXT MONTH

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

2012 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	335	328
PART TIME EMPLOYEES	52	48
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	10	1
INTERNS (PAID)	3	3
TOTAL	400	381

Total Vacancies:

Full Time

Budgeted – Posted	0	
Budgeted - Not Posted	7	Police Sergeant(2) Police Officer Firefighter (3) Maintenance I
TOTAL FULL TIME	7	

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	0	269
Part Time – Response to Recruitments	0	400
Seasonal Applicants	0	91
Unsolicited Applications/Walk-Ins	5	106
TOTAL	5	956

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
December 2011**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Joseph Capiga	12/05/2011	Maintenance I	Gabriel Borjon

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>
Greg Poulos	12/12/2011	Police Sergeant	Lieutenant

TRANSFERS

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

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

CANCELLATIONS

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

SEASONAL/UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Position</u>
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George McArdle Cable TV Intern (unpaid) began on 12/16/2011.

Jacklyn Ortiz Nursing Intern (unpaid) ended on 12/09/2011.

Judy Connor Nursing Intern (unpaid) ended on 12/09/2011.

**ADDITIONAL MONTHLY REPORT INFORMATION
December 2011**

Anniversaries 1

Interviews conducted during month 1

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

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 Service	(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: 12/31/2011

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 Service (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 Service (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: 12/31/2011

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 Service	(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 Service	(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: 12/31/2011

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 Service	(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: 12/31/2011

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	31.5%
06	303	Emergency Medical Service (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%
07	301	Fire Suppression (Dept)	9	18.8%	7	0	2	22%	1	8	40,679.13	298,039.23	68,072.96	366,112.19	59.4%
07	303	Emergency Medical Service (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	316,552.24	68,072.96	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%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
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	31,633.86	126,535.43		126,535.43	20.5%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,665.38	159,980.73		159,980.73	25.9%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	1	47	12,848.64	548,661.96	68,072.96	616,734.92	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	12,848.64	548,661.96	68,072.96	616,734.92	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 Service	(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%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
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 Service	(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	144,486.25	3,983.20	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	146,943.63	3,983.20	150,926.83	21.1%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	1	0	91,447.31	63,718.48	27,728.83	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	70,642.08	27,728.83	98,370.91	13.8%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	5	48	13,478.69	653,188.65	61,181.69	714,370.34	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	5	48	13,478.69	653,188.65	61,181.69	714,370.34	100.0%
10	200	Accounting	(Dept)	2	5.1%	0	1	1	50%	1	1	19,927.16	31,153.16	8,701.15	39,854.31	7.0%
10	2	Finance	(Sub-Loc)	2	5.1%	0	1	1	50%	1	1	19,927.16	31,153.16	8,701.15	39,854.31	7.0%
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 Service	(Dept)	7	17.9%	4	0	3	43%	2	5	27,411.34	139,903.80	51,975.55	191,879.35	33.9%
10	3	Fire	(Sub-Loc)	15	38.5%	7	5	3	20%	2	13	14,526.71	165,925.11	51,975.55	217,900.66	38.5%
10	700	Patrol	(Dept)	13	33.3%	6	4	3	23%	3	10	19,717.03	225,176.01	31,145.41	256,321.42	45.3%
10	7	Police	(Sub-Loc)	13	33.3%	6	4	3	23%	3	10	19,717.03	225,176.01	31,145.41	256,321.42	45.3%
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%

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

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
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	14,504.91	473,869.50	91,822.11	565,691.61	100.0%
Totals for 2010 Claims:				39	100.0%	20	12	7	18%	7	32	14,504.91	473,869.50	91,822.11	565,691.61	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	17,960.03	17,960.03		17,960.03	6.0%
11	25	PPO Payments	(Sub-Loc)	1	3.4%	1	0	0	0%	1	0	17,960.03	17,960.03		17,960.03	6.0%
11	301	Fire Suppression	(Dept)	3	10.3%	1	2	0	0%	2	1	10,436.33	16,007.60	15,301.40	31,309.00	10.4%
11	303	Emergency Medical Service	(Dept)	10	34.5%	8	0	2	20%	2	8	11,513.13	23,834.61	91,296.73	115,131.34	38.4%
11	3	Fire	(Sub-Loc)	13	44.8%	9	2	2	15%	4	9	11,264.64	39,842.21	106,598.13	146,440.34	48.8%
11	700	Patrol	(Dept)	10	34.5%	7	0	3	30%	5	5	12,574.18	18,739.33	107,002.43	125,741.76	41.9%
11	703	Tactical	(Dept)	1	3.4%	0	1	0	0%	0	1	6,421.06	6,421.06		6,421.06	2.1%
11	7	Police	(Sub-Loc)	11	37.9%	7	1	3	27%	5	6	12,014.80	25,160.39	107,002.43	132,162.82	44.1%
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%	0	1	2,927.37	2,927.37		2,927.37	1.0%
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%	1	2	1,138.98	3,416.94		3,416.94	1.1%
11	01	Village of Hoffman Estates	(Loc)	29	100.0%	19	5	5	17%	11	18	10,344.14	86,379.57	213,600.56	299,980.13	100.0%
Totals for 2011 Claims:				29	100.0%	19	5	5	17%	11	18	10,344.14	86,379.57	213,600.56	299,980.13	100.0%
250	Village of Hoffman Estates			584		375	104	105		26	558	13,406.40	7,358,005.17	471,334.47	7,829,339.64	

Open Medical: 4
 Open Comp: 6
 Open Legal: 16

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

Description	Claim Cnt	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred
Totals for 2000 Claims:	56	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39
Totals for 2001 Claims:	65	35	10	20	31%	0	65	18,224.21	1,184,573.33		1,184,573.33
Totals for 2002 Claims:	38	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59
Totals for 2003 Claims:	35	24	5	6	17%	0	35	11,678.79	408,757.75		408,757.75
Totals for 2004 Claims:	48	33	6	9	19%	0	48	22,008.85	1,056,424.83		1,056,424.83
Totals for 2005 Claims:	53	39	9	5	9%	1	52	5,921.91	296,903.61	16,957.41	313,861.02
Totals for 2006 Claims:	56	34	12	10	18%	0	56	19,372.39	1,084,854.03		1,084,854.03
Totals for 2007 Claims:	48	36	4	8	17%	1	47	12,848.64	548,661.96	68,072.96	616,734.92
Totals for 2008 Claims:	64	46	9	9	14%	1	63	8,248.35	508,194.96	19,699.75	527,894.71
Totals for 2009 Claims:	53	33	11	9	17%	5	48	13,478.69	653,188.65	61,181.69	714,370.34
Totals for 2010 Claims:	39	20	12	7	18%	7	32	14,504.91	473,869.50	91,822.11	565,691.61
Totals for 2011 Claims:	29	19	5	5	17%	11	18	10,344.14	86,379.57	213,600.56	299,980.13
250 Village of Hoffman Estates	584	375	104	105		26	558	13,406.40	7,358,005.17	471,334.47	7,829,339.64

Open Medical: 4
Open Comp: 6
Open Legal: 16