

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
SEPTEMBER 9, 2013

Immediately Following Planning, Building & Zoning Committee

Members: **Gayle Vandenberg, Chairman**
 Gary Stanton, Vice-Chairman
 Karen Mills, Trustee
 Anna Newell, Trustee
 Gary Pilafas, Trustee
 Michael Gaeta, Trustee
 Mayor William McLeod

I. Roll Call

II. Approval of Minutes – August 26, 2013

NEW BUSINESS

1. Request acceptance of Cable TV Monthly Report.
2. Request acceptance of Human Resources Management Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

August 26, 2013

I. Roll Call

Members in Attendance: Gayle Vandenberg, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod

**Management Team Members
in Attendance:**

James Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr, Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Director of Transportation
Gary Salavitch, Director of Engineering
Patrick Seger, Director of Human Resources
Michael Hish, Police Chief
Jeff Jorian, Acting Fire Chief
Gordon Eaken, Director of IS
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Bev Romanoff, Village Clerk
Nichole Collins, Emergency Mgmt. Coord.
Patricia Cross, Asst. Corp. Counsel
Ben Gibbs, Sears Centre Arena
Gary Skoog, Economic Dev.
Bruce Anderson, Cable TV Coordinator

Others in Attendance: *Reporter from Daily Herald*

The General Administration & Personnel Committee meeting was called to order at 8:58 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of July 22, 2013. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

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

2. 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 Trustee Mills, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Mills, seconded by Trustee Newell, to adjourn the meeting at 8:59 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: September 4, 2013

Citizen Segments

The Citizen covers: Fitness for America, Volunteer and Senior Appreciation Days, Disabled Ice Cream Social and Health & Human Services Activities.

Citizen Segments and Programs in development:

Jr. Police Academy
Fire Day-In-The-Life
Children's Memorial
Platzkonzert
Community Pride
September 11th Remembrance
Museum History Event

High School Football

The first few games are Fremd and Schaumburg.

Fire Day-In-The-Life

Will begin airing in early September.

Complaints/Inquiries

This month there were no new inquiries and none pending.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

August 2013

Staffing Activity

New Starts: 2 – Crossing Guard
Alternate Crossing Guard

Separations: 7 – PW Seasonal (3)
Engineering Intern (2)
Pre-Doctoral Intern (2)

Transfers: 0

Retirees: 1 – Police Officer

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	332 budgeted	326 current
	Part Time Employees	52 budgeted	48 current
	Temporary Employees	1 budgeted	3 current
	Seasonal Employees	10 budgeted	0 current
	Paid Interns	5 budgeted	1 current

Month & Year-to-Date Activity:

0 Seasonals with	10 for year
0 Promotions with	9 for year
7 Separations with	20 for year
1 Retirements with	6 for year
0 Transfer with	2 for year

Recruitment Activity

Recruitment:

Maintenance III – Public Works

Internal Posting. The position was posted on 4/08/2013. Six applications were received. Applications were forwarded to the Public Works Director on 4/16/2013. Public Works has temporarily put the recruitment on hold.

Water Billing Customer Service Rep – Finance

Position posted and thirty-four applications received. Seven applicants were skills tested and three moved on to interview. The interview team decided to re-open the posting to continue looking for candidates with more customer service experience. Three new candidates chosen for testing. Skills testing taking place the last week of August.

Economic Development Director – Development Svcs.

Position posted on the Village website and International Economic Development Council website. As applications are received they are sent to the Assistant Village Manager for Development Services and the Village Manager for review. Four applicants chosen for interview. Interviews were scheduled for the last two weeks of July. An offer was made to one candidate. He accepted and is scheduled to start on September 9.

Crossing Guard/Alternate Crossing Guard – Police

Position posted on the Village website. Three candidates were interviewed in August and offers made to all three. One crossing guard started August 23 and one alternate started August 28. The second alternate is completing pre-employment screening in September.

Code Enforcement Inspector (2) – Development Services

Position posted on the Village website, at Harper College and also on the IACE website. Applications were reviewed by the Health & Housing Official. Six applicants chosen for interview in September.

Fall Seasonal Workers (6) – Public Works

The position was posted on the Village website and social media sites. Applications will be reviewed by the Assistant Director of Public Works.

Labor/Management Relations

- Contract Status:**
- Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2008 - December 31, 2012). Village and MAP 96 currently negotiating successor contract.
 - Fire** (International Association of Firefighters - Local 2061) – Contract (January 1, 2009 – December 31, 2011). Village and Local 2061 arbitration award under appeal process.
 - Public Works** (International Brotherhood of Teamsters, Local 714) – Contract (Jan. 1, 2013 – Dec. 31, 2015).
 - Police Sergeants** (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2009 – December 31, 2013).
- Grievances:**
- Two (2) grievances filed by the International Association of Firefighters Local 2061 against the Village. One grievance expected to be scheduled for grievance arbitration.

Personnel/Benefits/Employee Services

- HRM staff met to discuss the 2014 department budget.
- Risk Manager and Director of HRM met with Police Mgt. staff to discuss personnel issue.
- Director of HRM participated in the Management Team meetings.
- Director of HRM co-presented with the Deputy Village Manager at the IAMMA luncheon at Village Hall.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and Executive Committee meetings.
- Director of HRM and Risk Manager met with Fire Admin to discuss Worker Compensation law and internal process.
- HRM Staff met with Deputy Village Manager and Administrative Intern to continue review of the personnel policy manual.
- Director of HRM participated in a review of MAP 96 CBA proposal.
- As IPELRA past President, Director of HRM attended the IPELRA Training Committee and Board meetings.
- Director of HRM and HR Coordinator met to discuss 2013 budget narratives.

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.
- 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.
- Director of HRM and Risk Manager met with Fire Admin to discuss Worker Compensation law and internal process.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Received and reviewed all relevant insurance policies of Global Spectrum related to the operation of the Sears Centre.
- Met with an ergonomic specialist related to a recent workers' compensation claim.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT AUGUST 2013

RECRUITMENTS

POSITION TITLE: Maintenance III (internal recruitment)
DEPARTMENT: Public Works
DATE POSTED: 4/8/2013
AD DEADLINE: 4/12/2013
APPLICATIONS REC'D: 6 applications received.
STATUS: The position was posted internally. Applications were forwarded to the Public Works Director on 4/16/2013. Public Works has temporarily put the recruitment on hold.

POSITION TITLE: Water Billing Customer Service Rep (Part-time, Temporary)
DEPARTMENT: Finance
DATE POSTED: 6/10/2013
AD DEADLINE: 6/24/2013
APPLICATIONS REC'D: 59
STATUS: Position posted and thirty-four applications received. Seven applicants were skills tested and three moved on to interview. The interview team decided to re-open the posting to continue looking for candidates with more customer service experience. Three new candidates chosen for testing. Skills testing taking place the last week of August.

POSITION TITLE: Economic Development Director
DEPARTMENT: Development Services
DATE POSTED: 6/26/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 28 applications received to date
STATUS: Position posted on the Village website and International Economic Development Council website. As applications are received they are sent to the Assistant Village Manager for Development Services and the Village Manager for review. Four applicants chosen for interview. Interviews were scheduled for the last two weeks of July. An offer was made to one candidate. He accepted and is scheduled to start on September 9.

POSITION TITLE: Crossing Guard/Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 7/31/2013
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 5 applications received to date

STATUS: Position posted on the Village website. Three candidates were interviewed in August and offers made to all three. One crossing guard started August 23 and one alternate started August 28. The second alternate is completing pre-employment screening in September.

POSITION TITLE: Code Enforcement Inspector (2) (Part-time, Temporary)

DEPARTMENT: Development Services

DATE POSTED: 7/31/2013

AD DEADLINE: Until Filled

APPLICATIONS REC'D: 17 applications received.

STATUS: Position posted on the Village website, at Harper College and also on the IACE website. Applications were reviewed by the Health & Housing Official. Six applicants chosen for interview in September.

POSITION TITLE: Fall Seasonal Workers - 6

DEPARTMENT: Public Works

DATE POSTED: 8/23/2013

AD DEADLINE: Until Filled

APPLICATIONS REC'D: 4 applications received to date.

STATUS: The position was posted on the Village website and social media sites. Applications will be reviewed by the Assistant Director of Public Works.

NEW STARTS

POSITION TITLE: Crossing Guard/Alternate Crossing Guard

DEPARTMENT: Police

DATE POSTED: 7/31/2013

AD DEADLINE: Until Filled

APPLICATIONS REC'D: 5 applications received to date

STATUS: Position posted on the Village website. Three candidates were interviewed in August and offers made to all three. One crossing guard started August 23 and one alternate started August 28. The second alternate is completing pre-employment screening in September.

SUMMARY OF EMPLOYMENT ACTIVITY AUGUST 2013

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Crossing Guard Alternate Crossing Guard
Separations	7	PW Seasonal (3) Engineering Intern (2) Pre-Doc Intern (2)
Promotions	0	

Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Police Officer
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

Five (5) Health and Human Services practicum students ended in August.

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	14	Alternate Crossing Guard Police Officer (3) Economic Dev. Director PW Seasonals (6) Code Inspector Seasonal (2) Water Billing CSR Temporary
Separations	0	
Promotions	0	
Transfers	1	ASO I to Data Processor
Reclassifications	0	
Change in Status	0	
Retirements	1	Police Officer
New Positions	0	
Eliminated Positions	0	

2013 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	332	326
PART TIME EMPLOYEES	52	48
TEMPORARY EMPLOYEES	1	0
SEASONAL EMPLOYEES	10	3
INTERNS (PAID)	5	1
TOTAL	400	378

Total Vacancies:

Full Time

Budgeted – Posted	1	Economic Development Director
Budgeted - Not Posted	5	Director of Code

**Data Processor
 Fire Chief
 Firefighter/Paramedic
 Police Officer**

TOTAL FULL TIME 5

Part Time

Budgeted – Posted 0

**Budgeted-Not Posted 4 Staff Assistant (PD) -2
 Clinic Nurse (HHS) - 2**

TOTAL PART TIME 4

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	1	34
Part Time – Response to Recruitments	44	259
Seasonal Applicants	1	102
Unsolicited Applications/Walk-Ins	7	44
TOTAL	53	387

**HUMAN RESOURCES MANAGEMENT
 EMPLOYMENT ACTIVITY
 AUGUST 2013**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Diane Akins	8/23/2013	Crossing Guard	Terri Pullara
Angela Hosp	7/22/2013	Alternate Crossing Guard	Ann Murphy

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Steve Pedersen	8/30/2013	Police Officer	Retired
Mitchell Hobermann	8/23/2013	Pre-Doc Intern	End of Internship
Amy Paderta	8/23/2013	Pre-Doc Intern	End of Internship
Robert Shields	8/30/2013	Engineering Intern	End of Internship
Ruslan Yedinak	8/09/2013	Engineering Intern	End of Internship

PROMOTIONS

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

TRANSFERS

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

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>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Tyler Tegtmeier	08/02/2013	PW Seasonal	Return to School
Michael Claxton	08/09/2013	PW Seasonal	Return to School
Ricky Wellhausen	08/09/2013	PW Seasonal	Return to School
Nichole Thalheimer	08/23/2013	HHS Practicum Student	End of Internship
Soojin Lee	08/23/2013	HHS Practicum Student	End of Internship
Dustin Summers	08/23/2013	HHS Adv. Practicum Student	End of Internship
Laura Vraney	08/23/2013	HHS Practicum Student	End of Internship
Amanda McGovern	08/23/2013	HHS Art Therapy Student	End of Internship
Collin Warren	08/12/2013	Police Unpaid Intern	Internship Began
Lina Rzeczowska	08/09/2013	Police Unpaid Intern	Internship Began

**ADDITIONAL MONTHLY REPORT INFORMATION
AUGUST 2013**

# Anniversaries	<u>11</u>
# Interviews conducted during month	<u>3</u>
#Orientations conducted during month	<u>4</u>