

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
MAY 12, 2014

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 – April 21, 2014**

NEW BUSINESS

- 1. Discussion regarding Legislative Update.
- 2. Request approval to increase the number of members on the Youth Commission.
- 3. Request acceptance of Cable TV Monthly Report.
- 4. 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**

April 21, 2014

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:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Economic Development Coord.
Michael Hankey, Director of Transportation
Jeff Jorian, Fire Chief
Ted Bos, Asst. Police Chief
Algean Garner, Director of HHS
Joe Nebel, Director of Public Works
Rachel Musiala, Director of Finance
Ashley Monroe, Asst. to the Village Manager
Bruce Anderson, CATV Coordinator
Patricia Cross, Asst. Corp. Counsel
Patrick Seger, Director HRM
Bev Romanoff, Village Clerk**

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

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of March 17, 2014. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary sheet from Jim Norris and Ashley Monroe was presented to the Committee.

Jim Norris addressed the Committee and provided an update on HB5485, Public Labor Relations-Manning. HB 5485 removes the ability of municipal officials to determine proper staffing for fire departments. If manning is not agreed to in collective bargaining, the ability would be handed to an outside arbitrator with no accountability to our residents.

2. Request consideration to create a Platzkonzert Commission.

An item summary sheet from Jim Norris was presented to the Committee.

Trustee Pilafas reported that this proposed Commission would organize events and activities related to the Platzkonzert due to the growth of this event.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a resolution creating the Platzkonzert Commission of the Village of Hoffman Estates. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

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

4. 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 Gaeta, 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 Pilafas, seconded by Mayor McLeod, to adjourn the meeting at 7:06 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

NB1

SUBJECT: Discussion regarding legislative update

MEETING DATE: May 12, 2014

COMMITTEE: General Administration & Personnel Committee

FROM: Ashley Monroe, Assistant to the Village Manager

PURPOSE: To provide discussion and status of pending legislation that may impact the Village of Hoffman Estates.

DISCUSSION: STATE LEGISLATION

1. MUNICIPAL REVENUE

Sales Tax

The Department of Revenue recently proposed new rules clarifying how the retailers' occupation tax should be collected in the state of Illinois. The new rules reflect long-standing Illinois law and are intended to address the sham sales tax operations of listing a lower tax community as the sales office home. This is unfair to the communities that provide services to the actual base of operations.

Property Tax

Several bills were introduced to limit property tax collection by local governments including HB 3726, HB 3727, HB 4426, HB 4450, HB 3759.

Status: Most of these bills are in Rules and likely will not get out this session.

IML & NWMC OPPOSE

VB opposed similar attempts in 2013

Income Tax

On Monday, April 28, Governor Quinn proposed using a portion of the proposed extension of the income tax increase, returning the previous one-tenth distribution of the income tax to local governments. There is no formal proposal as to how this would be accomplished or exactly how much revenue would be increased. Staff supports no reductions to the Local Government Distributive Fund.

IML SUPPORTS; NWMC NO POSITION

HB 4479: INC TX-CORPORATE INCOME TAX

Sponsor: Rep. Madigan

Status: House Rules Committee

Reduces the income tax rate for corporations to 3.5% for taxable years beginning on or after January 1, 2014. The IML's initial estimate is that the bill would result in an LGDF loss of between \$100-110 million. This translates into a loss of between \$8 and \$9 per capita.

IML OPPOSES

VB opposed similar attempts in 2013

SB 3449: INC TX-EDUCATION

Sponsor: Sen. Noland

Status: Senate Assignments Committee – Re-referred to Assignments, most likely will not get out this session.

Intended to provide additional revenue for school funding by taking from local governments. The legislation would result in a loss of \$250 million in LGDF revenue during the FY2015 state budget year. This represents a loss to municipalities and counties of almost \$20 per capita.

IML & NWMC OPPOSE

VB opposed similar attempts in 2013

HB 3912: MWRD LOCAL STORMWATER PROJECTS

Sponsor: Rep. Nekritz/Sen. Biss

Status: Senate – Local Gov. Committee – second reading May 1

Amends the Metropolitan Water Reclamation District Act. Bill provides that MWRD may acquire by purchase real property in furtherance of its regional and local stormwater management activities and eliminates provision concerning a referendum requirement for assistance bonds. Allows the MWRD to plan, implement, finance and operate local (currently only regional) stormwater management projects.

NWMC SUPPORTS

2. LABOR RELATIONS

SB 1681: UNIFIED FIRE PROTECTION DIST

Sponsor: Sen. Link

Status: Passed Senate, now in House Cities and Villages Committee

Creates a cumbersome petition and referendum process toward the creation of a new unit of government known as a “Regional Fire Protection Agency.” The bill mandates management-labor joint

committees, special mediators, and difficult to achieve service standards for service consolidation as an alternative to existing intergovernmental cooperation agreement authority.

IML & NWMC OPPOSE

VB opposed this bill in 2013

SB 2829: CIV PRO-ADMINISTRATIVE APPEALS

Sponsor: Sen. Link

Status: Senate Judiciary Committee – Second reading May 7

In a successful appeal under the Administrative Review Law of an adverse decision by a local government, the court shall award the plaintiff all reasonable costs, including court costs and attorney's fees, associated with the appeal. If the court finds the decision by the unit of local government was clearly erroneous or that the plaintiff's rights were abridged, the court may award the plaintiff all reasonable costs associated with the entire case dating back to the inception of the administrative proceeding.

IML & NWMC OPPOSE

HB 5485: PUBLIC LABOR REL-MANNING

Sponsor: Rep. Mayfield

Status: Passed House; now in Senate Assignments Committee

Provides that minimum manning requirements, currently a permissive subject of bargaining, become a mandatory subject of bargaining that could ultimately be decided by an arbitrator. This would restrict municipal budgeting choices, reduce the services provided by other municipal departments, and put pressure on communities to increase local taxes to pay for additional and unnecessary fire department staffing levels.

IML & NWMC OPPOSE

Staff recommends opposition

3. FOIA

HB 4532: FOIA-COMMERCIAL REQUESTER-FEE

Sponsor: Rep. Sosnowski

Status: House Rules Committee

Authorizes the custodian of property record cards to levy a reasonable fee against any person who requests an electronic or microfiche copy of those cards for commercial purposes.

NWMC SUPPORTS

SB 2926: FOIA-RECORDS ON WEBSITE

Sponsor: Sen. Bliss

Status: Senate Assignments Committee

A public body is not required to copy and make available a public record that is published on their website if the Freedom of Information officer certifies that the online record is a true and accurate copy of the original record maintained by the public body.

The Freedom of Information officer shall notify the person requesting the public record that it is available online. If the person requesting the public record is unable to access the record online, the public body is then required to copy and make available the public record.

IML & NWMC SUPPORT

Staff recommends support

HB 3664: FOIA-SEVERANCE AGREEMENTS

Sponsor: Rep. Kosel

Status: *Passed House; Assigned Senate Subcommittee on Governmental Operations May 1*

A settlement agreement that is funded in whole or in part by public moneys or that releases a claim against a public body shall not require or impose any condition on any party to keep allegations, evidence, settlement amounts, or any other information confidential, except that which is necessary to protect a trade secret, proprietary information, or information that is otherwise exempt from disclosure under the Act.

IML OPPOSES; NWMC NO POSITION

4. OTHER

HB 5666: SOLID WASTE HAULING PROGRAM

Sponsor: Rep. Althoff/Rep. Franks

Passed House; Senate Assignments Committee for 3rd amendment

Creates the Illinois Solid Waste Hauling and Recycling Program Act. The Bill provides that collectors or haulers of garbage, municipal waste, recyclable material, landscape waste, brush, or other refuse operating in specified counties or municipalities shall offer the collection of recyclable materials from any commercial property and institutional facility. This would remove the ability of municipalities to negotiate agreements with waste haulers on behalf of their commercial businesses. Absent of resulting franchise agreements, businesses would not receive savings from commercial recycling.

NWMC OPPOSES

Attachment: NWMC Legislative Positions

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

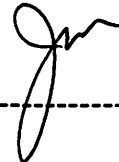
NB2

SUBJECT: Request approval to increase the number of members on the Youth Commission

MEETING DATE: May 12, 2014

COMMITTEE: General Administration & Personnel

FROM: James H. Norris, Village Manager



PURPOSE: Request approval to increase the number of members on the Youth Commission from 7 to 9.

DISCUSSION: During the annual process to begin appointments and re-appointments for Boards & Commissions, Mayor McLeod has suggested that it would be appropriate to increase the number of members on the Youth Commission.

RECOMMENDATION: Approval of a resolution increasing the number of members on the Youth Commission from seven (7) to nine (9) members.

VILLAGE OF HOFFMAN ESTATES

A RESOLUTION CREATING THE
YOUTH 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 Youth Commission of the Village of Hoffman Estates be and the same is hereby created to read as follows:

A. YOUTH COMMISSION

There is hereby created the Youth Commission of the Village of Hoffman Estates.

B. MEMBERSHIP

The Youth Commission shall consist of nine (9) members, one of whom shall be a chairman, together with the Village President, Director of Health & Human Services, and the Chief of Police, or their designee, who shall be ex-officio members of said Commission.

C. HOW APPOINTED

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

D. TERMS OF OFFICE

Five (5) members of the Youth Commission shall be appointed for a term of two (2) years expiring upon an even year and four (4) members of the Youth Commission shall be appointed for a term of two (2) years expiring upon an odd year.

E. DUTIES OF THE YOUTH COMMISSION

1. Assess the needs of the young people in the Village and in light of this, formulate goals and objectives and guidelines to meet these needs.
2. Establish priorities and special projects and solicit volunteers to assist in said projects.
3. Assist the Village of Hoffman Estates staff upon request.
4. Become aware of programs that may be available to serve young people in the community and make recommendations to the Board as to the advisability of support by the Village.
5. Compile information pertaining to youth work in the Village, township, state and nation and act as a central clearing house for this information. Included in this may be other tasks and responsibilities, i.e., list of speakers, ideas for new programs, new methodology, etc.
6. Create subcommittees, composed of members or non-members of said Commission, to aid and assist in the work of the Commission.
7. Provide citizen coordination for the Village's Peer Jury Program.

F. ASSISTANCE

The Village Manager shall appoint a staff liaison to provide such guidance and counsel to the Youth Commission as may be required or requested from time to time.

G. COMPENSATION OF MEMBERS

The members of the Youth 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 Youth 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 _____, 2014

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Michael Gaeta	_____	_____	_____	_____
Trustee Gayle Vandenberg	_____	_____	_____	_____
Mayor William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2014

Village President

ATTEST:

Village Clerk

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: May 7, 2014

Citizen Segments

This month the Citizen covers: The French Evening, St. Baldrick's, Arbor Day, Community Improvement Day, the Senior Luncheon, a Reception honoring the Mustangs Soccer Team, the grand openings of Advanced Medical and Great Harvest Bread Co, and the activities of the Dept of Health & Human Services

Citizen Segments and Programs in development:

Memorial Day
Boat Safety

Celtic Fest

Celtic Fest airs during May.

Sports

We will be covering the MSL Championships of Soccer, Volleyball and Baseball

Concerts

We will tape the HEHS Orchestra, Choral and Band concerts.

Complaints/Inquiries

There was one inquiry about an open pedestal that is still outstanding.



HOFFMAN ESTATES

NB 4

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

April 2014

Staffing Activity

New Starts: 5 – Code Enforcement Officer
Crossing Guard
Alternate Crossing
PW Seasonals (2)

Separations: 0

Transfers: 0

Retirees: 1 – Firefighter Paramedic

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	330 budgeted	323 current
	Part Time Employees	61 budgeted	56 current
	Temporary Employees	3 budgeted	5 current
	Seasonal Employees	16 budgeted	2 current
	Paid Interns	6 budgeted	4 current

Month & Year-to-Date Activity:

2 Seasonals with	2 for year
0 Promotions with	2 for year
0 Separations with	6 for year
1 Retirements with	1 for year
0 Transfer with	3 for year

Recruitment Activity

Recruitment:

Management Analyst – Development Services

The position was posted on the Village website and social media, ICMA and APA websites, Public Salary and with several universities. Applications were accepted through the end of March and were reviewed by the interview team. We asked for writing samples from eight candidates. Five candidates were invited to interview. An offer was made to one candidate. He accepted and the pre-employment screening process is underway. It is anticipated that he will start May 12th.

Code Enforcement Officer/Fire Inspector (3 positions)

The positions were posted on the Village website and social media. The positions were also posted on the Illinois Association of Code Enforcement website. 57 applications were received. Eight candidates were chosen for interview. Interviews began on February 26th and continued the first week of March. Two offers were made for full-time Code Enforcement Officer. One started on 03/17/2014 and on 04/07/2014. This leaves a PT opening for Fire Inspector, which will be re-posted.

Office Services Assistant (PT) – Finance

The position was posted on the Village website and social media. Applications were reviewed by the Department Director and Assistant Director. Six candidates were asked to participate in skills testing and the interview process. Interviews took place 04/21/2014 through 04/25/2014. We are awaiting the decision of the interview team.

Seasonals (5 for Spring Branch Pick-up and 10 for Summer) – Public Works

The position was posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director in early March. Interviews were held for new candidates. **Spring:** Two returning Seasonals started 04/24/2014. One returning seasonal is scheduled to start on 05/05/2014. Offers were made to three new candidates who turned down the offer. One new candidate was interviewed the week of April 28th. He accepted and is undergoing pre-employment screening. **Summer:** Seven returning Seasonals and three new candidates were hired. Seasonals are now undergoing pre-employment screening and all will start in May and early June.

Engineering Intern (3) – Development Services

The position was posted on the Village website and social media, and on 11 university job centers. Applications were reviewed by the interview team. Three new candidates were interviewed and offered internship. They accepted and are now completing pre-employment screening process. It is anticipated that they all will start work in May.

Crossing Guard (1) and Alternate CG (2) – Police

The positions were posted on the Village website and social media, public salary and with several Hoffman Schools. Interviews were held. One former Crossing Guard was rehired on 04/17/2014. One Alternate was hired on 04/30/2014. Offers were made to two other candidates but they have not completed the pre-employment screening paperwork.

Accounting Assistant (Internal Posting)

The position was posted internally. Six applications received. Applications were reviewed by the Department Director and Assistant Director. The candidates were asked to participate in skills testing and the interview process. Interviews took place 04/22/2014 through 04/24/2014. We are awaiting the decision of the interview team.

Labor/Management Relations

Contract Status: **Police** (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2013 - December 31, 2015).

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2012 – December 31, 2017).

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, 2014 – December 31, 2016).

Grievances: One (1) grievance filed by MAP Chapter 96 against the Village to be scheduled for grievance arbitration.

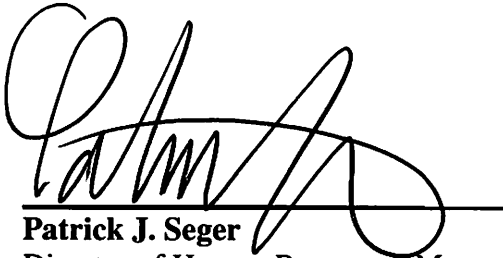
Personnel/Benefits/Employee Services

- As staff liaison for the Celtic Fest and Cultural Awareness Commissions, Director of HRM participated in several meetings during the month, including a Diversity Training event for members of Cultural Awareness.
- Director of HRM met with the Police Department regarding personnel issues.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and the Executive Committee meeting. He also hosted the IPBC Membership Development Committee meeting at Village Hall.
- Director of HRM participated in several meetings regarding personnel issues in the Finance & Dev. Services Depts.
- HR Coordinator and Director met with Management Analyst to finalize revision of the personnel policy manual.
- Director of HRM met with Finance Department to discuss performance evaluations.
- Risk Manager and Director of HRM met with Facilities to discuss questions regarding building environmental systems.
- Director of HRM participated in the Management Team meetings and Village Board Goals meeting.
- Director of HRM met with Deputy Village Manager and legal counsel regarding a personnel issue.

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.
- The Risk Manager attended an Ethics in the Workers' Compensation Arena webinar.
- 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.
- Attended a Medical Marijuana in the workplace seminar at Alexian Brothers Medical Center.

- Continue to provide consultation related to risk management issues related to the Sears Centre.
- Worked with Village staff to evaluate the environmental conditions at Village Hall.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Investigated and brought to conclusion several liability claims made against the Village.

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

Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT

MONTHLY STAFFING REPORT

APRIL 2014

RECRUITMENTS

POSITION TITLE: Fire Inspector (PT)
DEPARTMENT: Code/Fire
DATE POSTED: 1/10/2014
AD DEADLINE: 1/31/2014
APPLICATIONS REC'D: 57 applications received.
STATUS: The positions were posted on the Village website and social media. The positions were also posted on the Illinois Association of Code Enforcement website. After two full-time code enforcement officers were hired, this recruitment was placed on hold until Department Directors could meet and re-evaluate the position and how to meet the most critical needs of the departments.

POSITION TITLE: Engineering Intern (3)
DEPARTMENT: Development Services
DATE POSTED: 2/27/2014
AD DEADLINE: 3/14/2014
APPLICATIONS REC'D: 57
STATUS: The position was posted on the Village website and social media, and on 11 university job centers. Applications were reviewed by the interview team. Three new candidates were interviewed and offered internship. They accepted and are now completing pre-employment screening process. It is anticipated that they all will start work in May.

POSITION TITLE: Seasonals (10 for Summer)
DEPARTMENT: Public Works
DATE POSTED: 2/18/2014
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 17 applications received to date.
STATUS: The position was posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director in early March. Interviews were held for new candidates. Seven returning Seasonals and three new candidates were hired. Seasonals are now undergoing pre-employment screening and all will start in May and early June.

POSITION TITLE: Management Analyst
DEPARTMENT: Development Services
DATE POSTED: 3/10/2014
AD DEADLINE: until filled
APPLICATIONS REC'D: 54
STATUS: The position was posted on the Village website and social media, ICMA and APA websites, Public Salary and with several universities. Applications were accepted through the end of March and were reviewed by the interview team. We asked for writing samples from eight candidates. Five candidates were invited to interview. An offer was made to one candidate. He accepted and the pre-employment screening process is underway. It is anticipated that he will start May 12th.

POSITION TITLE: Office Services Assistant (PT)
DEPARTMENT: Finance
DATE POSTED: 3/20/2014
AD DEADLINE: 4/04/2014
APPLICATIONS REC'D: 47
STATUS: The position was posted on the Village website and social media. Applications were reviewed by the Department Director and Assistant Director. Six candidates were asked to participate in skills testing and the interview process. Interviews took place 04/21/2014 through 04/25/2014. We are awaiting the decision of the interview team.

POSITION TITLE: Accounting Assistant (Internal Posting)
DEPARTMENT: Finance
DATE POSTED: 4/08/2014
AD DEADLINE: 4/14/2014
APPLICATIONS REC'D: 6
STATUS: The position was posted internally. Applications were reviewed by the Department Director and Assistant Director. The candidates were asked to participate in skills testing and the interview process. Interviews took place 04/22/2014 through 04/24/2014. We are awaiting the decision of the interview team.

NEW STARTS

POSITION TITLE: Crossing Guard (1) and Alternate Crossing Guard (2)
DEPARTMENT: Police
DATE POSTED: 3/20/2014
AD DEADLINE: until filled
APPLICATIONS REC'D: 4
STATUS: The positions were posted on the Village website and social media, public salary and with several Hoffman Schools. Interviews were held. One former Crossing Guard was rehired on 04/17/2014. One Alternate was hired on 04/30/2014. Offers were made to two other candidates but they have not completed the pre-employment screening paperwork.

POSITION TITLE: Code Enforcement Officer
DEPARTMENT: Code/Fire
DATE POSTED: 1/10/2014
AD DEADLINE: 1/31/2014
APPLICATIONS REC'D: 57 applications received.
STATUS: The positions were posted on the Village website and social media. The positions were also posted on the Illinois Association of Code Enforcement website. Eight candidates were chosen to interview. Interviews began on February 26th and continued the 1st week of March. A second interview was scheduled with one candidate for March 19th. An offer for full-time Code Enforcement Officer was made after the second interview and he accepted. He started on April 7th.

POSITION TITLE: Seasonals (5 for Spring Branch Pick-up)
DEPARTMENT: Public Works
DATE POSTED: 2/18/2014
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 17 applications received to date.
STATUS: The position was posted on the Village website and social media, and with several local community colleges and universities. Applications were also sent to Seasonals that have worked for the Village in the past. Applications were forwarded to the Assistant Public Works Director in early March. Asst. Director is interviewing for Spring Seasonals. Two returning Seasonals started 04/24/2014. One returning seasonal is scheduled to start on 05/05/2014. Offers were made to three new candidates who turned down the offer. One new candidate was interviewed the week of April 28th. He accepted and is undergoing pre-employment screening.

SUMMARY OF EMPLOYMENT ACTIVITY APRIL 2014

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Code Enforcement Officer Crossing Guard Alternate Crossing Guard
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Firefighter/Paramedic
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

2 Public Works Seasonal Employees began work on April 24, 2014.

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	13	PW Seasonals (9) Management Analyst Engineering Intern (3)
Separations	0	
Promotions	1	Customer Service Rep to Accting Asst.
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2014 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	330	323
PART TIME EMPLOYEES	61	56
TEMPORARY EMPLOYEES	3	5
SEASONAL EMPLOYEES	16	2
INTERNS (PAID)	6	4
TOTAL	416	390

Total Vacancies:

Full Time

Budgeted – Posted

Budgeted - Not Posted 7

Firefighter/Paramedic(5)

Police Officer

Community Relations Coordinator

TOTAL FULL TIME 7

Part Time

Budgeted – Posted 2

Office Services Assistant

Fire Inspector

Budgeted-Not Posted 3

Staff Assistant (PD)

Clinic Nurse (HHS) - 2

TOTAL PART TIME 5

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	7	111
Part Time – Response to Recruitments	19	97
Seasonal Applicants	1	74
Unsolicited Applications/Walk-Ins	0	12
TOTAL	27	151

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY APRIL 2014

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Anthony Knuth	04/07/2014	Code Enforcement Officer	N/A
Eliot Libner	04/17/2014	Crossing Guard	Gail Wojtalik
Kyle Anders	04/24/2014	PW Seasonal	N/A
Andrew Carlson	04/24/2014	PW Seasonal	N/A
Don Andrew	04/30/2014	Alternate Crossing Guard	Toni Wroblewski

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
John Hynds	04/01/2014	Firefighter Paramedic	Retired

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			

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

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

**ADDITIONAL MONTHLY REPORT INFORMATION
APRIL 2014**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>20</u>
#Orientations conducted during month	<u>5</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2014

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
97	804	Forestry	(Dept)	1	100.0%	0	0	1	100%	1	0	124,193.72	81,798.12	42,395.60	124,193.72	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	124,193.72	81,798.12	42,395.60	124,193.72	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	124,193.72	81,798.12	42,395.60	124,193.72	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	124,193.72	81,798.12	42,395.60	124,193.72	100.0%
00	102	Planning	(Dept)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	1	Community Development	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
00	206	Customer Service	(Dept)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	2	Finance	(Sub-Loc)	1	1.8%	0	0	1	100%	0	1	3,974.20	3,974.20		3,974.20	1.3%
00	250	PPO Payments	(Dept)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	25	PPO Payments	(Sub-Loc)	1	1.8%	1	0	0	0%	0	1	152,127.86	152,127.86		152,127.86	49.1%
00	300	Administration	(Dept)	1	1.8%	0	1	0	0%	0	1	193.50	193.50		193.50	0.1%
00	301	Fire Suppression	(Dept)	12	21.4%	6	3	3	25%	0	12	7,922.89	95,074.64		95,074.64	30.7%
00	303	Emergency Medical 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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2014

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	01	Village of Hoffman Estates (Loc)		56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
Totals for 2000 Claims:				56	100.0%	38	11	7	13%	0	56	5,531.35	309,755.39		309,755.39	100.0%
01	300	Administration (Dept)		2	3.1%	1	1	0	0%	0	2	538.72	1,077.44		1,077.44	0.1%
01	301	Fire Suppression (Dept)		8	12.3%	3	3	2	25%	0	8	35,023.68	280,189.41		280,189.41	23.7%
01	303	Emergency Medical 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	30,590.18	550,623.26		550,623.26	46.5%
01	400	Manager's Office (Dept)		1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	4	General Government (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	4,374.81	4,374.81		4,374.81	0.4%
01	505	Immunization (Dept)		1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	5	Health & Human Services (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	391.50	391.50		391.50	0.0%
01	700	Patrol (Dept)		20	30.8%	11	2	7	35%	0	20	10,615.24	212,304.82		212,304.82	17.9%
01	702	Crime Prevention (Dept)		1	1.5%	1	0	0	0%	0	1	5,663.17	5,663.17		5,663.17	0.5%
01	704	Traffic (Dept)		3	4.6%	1	0	2	67%	0	3	2,887.00	8,660.99		8,660.99	0.7%
01	707	Records (Dept)		4	6.2%	1	0	3	75%	0	4	14,372.31	57,489.25		57,489.25	4.9%
01	7	Police (Sub-Loc)		28	43.1%	14	2	12	43%	0	28	10,147.08	284,118.23		284,118.23	24.0%
01	800	Streets (Dept)		5	7.7%	3	1	1	20%	0	5	48,719.89	243,599.47		243,599.47	20.6%
01	801	Water & Sewer (Dept)		4	6.2%	2	1	1	25%	0	4	24,096.40	96,385.58		96,385.58	8.1%
01	802	Building & Grounds (Dept)		3	4.6%	3	0	0	0%	0	3	422.63	1,267.88		1,267.88	0.1%
01	803	Equipment & Supply (Dept)		1	1.5%	1	0	0	0%	0	1	210.60	210.60		210.60	0.0%
01	804	Forestry (Dept)		3	4.6%	2	1	0	0%	0	3	1,150.17	3,450.50		3,450.50	0.3%
01	8	Public Works (Sub-Loc)		16	24.6%	11	3	2	13%	0	16	21,557.13	344,914.03		344,914.03	29.1%
01	9	Information Systems (Sub-Loc)		1	1.5%	1	0	0	0%	0	1	301.50	301.50		301.50	0.0%
01	01	Village of Hoffman Estates (Loc)		65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
Totals for 2001 Claims:				65	100.0%	35	10	20	31%	0	65	18,226.51	1,184,723.33		1,184,723.33	100.0%
02	102	Planning (Dept)		1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
02	1	Community Development (Sub-Loc)		1	2.6%	0	1	0	0%	0	1	28,933.52	28,933.52		28,933.52	3.9%
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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2014

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	306	Technical Rescue	(Dept)	1	2.6%	0	1	0	0%	0	1	5,830.00	5,830.00		5,830.00	0.8%
02	3	Fire	(Sub-Loc)	14	36.8%	5	6	3	21%	0	14	8,716.91	122,036.76		122,036.76	16.3%
02	700	Patrol	(Dept)	11	28.9%	5	0	6	55%	0	11	24,662.45	271,286.95		271,286.95	36.3%
02	704	Traffic	(Dept)	1	2.6%	0	0	1	100%	0	1	310,828.16	310,828.16		310,828.16	41.6%
02	706	Communication	(Dept)	1	2.6%	1	0	0	0%	0	1	1,777.50	1,777.50		1,777.50	0.2%
02	7	Police	(Sub-Loc)	13	34.2%	6	0	7	54%	0	13	44,914.82	583,892.61		583,892.61	78.2%
02	800	Streets	(Dept)	5	13.2%	4	1	0	0%	0	5	1,511.20	7,556.00		7,556.00	1.0%
02	801	Water & Sewer	(Dept)	2	5.3%	0	2	0	0%	0	2	1,227.90	2,455.80		2,455.80	0.3%
02	803	Equipment & Supply	(Dept)	1	2.6%	1	0	0	0%	0	1	281.70	281.70		281.70	0.0%
02	804	Forestry	(Dept)	2	5.3%	2	0	0	0%	0	2	642.60	1,285.20		1,285.20	0.2%
02	8	Public Works	(Sub-Loc)	10	26.3%	7	3	0	0%	0	10	1,157.87	11,578.70		11,578.70	1.6%
02	01	Village of Hoffman Estates	(Loc)	38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
Totals for 2002 Claims:				38	100.0%	18	10	10	26%	0	38	19,643.20	746,441.59		746,441.59	100.0%
03	301	Fire Suppression	(Dept)	5	14.3%	2	1	2	40%	0	5	25,542.01	127,710.07		127,710.07	31.2%
03	303	Emergency Medical 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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2014

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	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%
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	2.0%
05	303	Emergency Medical Service	(Dept)	20	37.7%	12	5	3	15%	0	20	12,979.04	259,580.79		259,580.79	83.9%
05	3	Fire	(Sub-Loc)	26	49.1%	16	7	3	12%	0	26	10,217.60	265,657.56		265,657.56	85.9%
05	504	Health Screening	(Dept)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	5	Health & Human Services	(Sub-Loc)	1	1.9%	1	0	0	0%	0	1	184.50	184.50		184.50	0.1%
05	700	Patrol	(Dept)	7	13.2%	5	1	1	14%	0	7	3,015.10	21,105.71		21,105.71	6.8%
05	701	Investigations	(Dept)	1	1.9%	1	0	0	0%	0	1	297.00	297.00		297.00	0.1%
05	704	Traffic	(Dept)	1	1.9%	1	0	0	0%	0	1	1,186.85	1,186.85		1,186.85	0.4%
05	707	Records	(Dept)	1	1.9%	0	0	1	100%	0	1	10,253.45	10,253.45		10,253.45	3.3%
05	7	Police	(Sub-Loc)	10	18.9%	7	1	2	20%	0	10	3,284.30	32,843.01		32,843.01	10.6%
05	800	Streets	(Dept)	4	7.5%	4	0	0	0%	0	4	627.99	2,511.94		2,511.94	0.8%
05	801	Water & Sewer	(Dept)	5	9.4%	5	0	0	0%	0	5	1,066.50	5,332.50		5,332.50	1.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2014

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	802	Building & Grounds	(Dept)	1	1.9%	1	0	0	0%	0	1	437.00	437.00		437.00	0.1%
05	803	Equipment & Supply	(Dept)	2	3.8%	2	0	0	0%	0	2	697.05	1,394.10		1,394.10	0.5%
05	804	Forestry	(Dept)	4	7.5%	3	1	0	0%	0	4	259.88	1,039.50		1,039.50	0.3%
05	8	Public Works	(Sub-Loc)	16	30.2%	15	1	0	0%	0	16	669.69	10,715.04		10,715.04	3.5%
05	01	Village of Hoffman Estates	(Loc)	53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
Totals for 2005 Claims:				53	100.0%	39	9	5	9%	0	53	5,837.74	309,400.11		309,400.11	100.0%
06	201	Water Billing	(Dept)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	2	Finance	(Sub-Loc)	1	1.8%	0	1	0	0%	0	1	1,527.37	1,527.37		1,527.37	0.1%
06	301	Fire Suppression	(Dept)	9	16.1%	5	2	2	22%	0	9	38,029.36	342,264.26		342,264.26	31.5%
06	303	Emergency Medical 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%	0	9	42,805.36	385,248.23		385,248.23	50.7%
07	303	Emergency Medical Service	(Dept)	7	14.6%	6	0	1	14%	0	7	2,644.72	18,513.01		18,513.01	2.4%
07	3	Fire	(Sub-Loc)	16	33.3%	13	0	3	19%	0	16	25,235.08	403,761.24		403,761.24	53.2%
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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2014

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	700	Patrol	(Dept)	10	20.8%	6	2	2	20%	1	9	17,680.50	173,310.76	3,494.19	176,804.95	23.3%
07	703	Tactical	(Dept)	2	4.2%	2	0	0	0%	0	2	356.16	712.31		712.31	0.1%
07	704	Traffic	(Dept)	4	8.3%	2	1	1	25%	0	4	4,376.80	17,507.19		17,507.19	2.3%
07	7	Police	(Sub-Loc)	16	33.3%	10	3	3	19%	1	15	12,189.03	191,530.26	3,494.19	195,024.45	25.7%
07	800	Streets	(Dept)	3	6.3%	2	0	1	33%	0	3	8,294.56	24,883.69		24,883.69	3.3%
07	801	Water & Sewer	(Dept)	4	8.3%	4	0	0	0%	0	4	1,093.37	4,373.47		4,373.47	0.6%
07	802	Building & Grounds	(Dept)	1	2.1%	1	0	0	0%	0	1	743.84	743.84		743.84	0.1%
07	803	Equipment & Supply	(Dept)	3	6.3%	3	0	0	0%	0	3	1,148.10	3,444.30		3,444.30	0.5%
07	804	Forestry	(Dept)	4	8.3%	3	0	1	25%	0	4	31,828.77	127,315.08		127,315.08	16.8%
07	8	Public Works	(Sub-Loc)	15	31.3%	13	0	2	13%	0	15	10,717.36	160,760.38		160,760.38	21.2%
07	01	Village of Hoffman Estates	(Loc)	48	100.0%	36	4	8	17%	1	47	15,823.88	756,051.88	3,494.19	759,546.07	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	15,823.88	756,051.88	3,494.19	759,546.07	100.0%
08	200	Accounting	(Dept)	1	1.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
08	206	Customer Service	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	2	Finance	(Sub-Loc)	2	3.1%	1	1	0	0%	0	2	0.00	0.00		0.00	0.0%
08	300	Administration	(Dept)	1	1.6%	1	0	0	0%	0	1	3,466.28	3,466.28		3,466.28	0.7%
08	301	Fire Suppression	(Dept)	14	21.9%	11	2	1	7%	0	14	1,747.67	24,467.38		24,467.38	4.8%
08	303	Emergency Medical Service	(Dept)	22	34.4%	17	2	3	14%	0	22	10,444.02	229,768.34		229,768.34	44.8%
08	3	Fire	(Sub-Loc)	37	57.8%	29	4	4	11%	0	37	6,964.92	257,702.00		257,702.00	50.2%
08	400	Manager's Office	(Dept)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	4	General Government	(Sub-Loc)	1	1.6%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
08	700	Patrol	(Dept)	7	10.9%	4	0	3	43%	0	7	8,533.91	59,737.37		59,737.37	11.6%
08	701	Investigations	(Dept)	1	1.6%	0	0	1	100%	0	1	80,561.35	80,561.35		80,561.35	15.7%
08	703	Tactical	(Dept)	2	3.1%	2	0	0	0%	0	2	953.81	1,907.61		1,907.61	0.4%
08	704	Traffic	(Dept)	1	1.6%	0	1	0	0%	0	1	8,049.19	8,049.19		8,049.19	1.6%
08	705	Canine	(Dept)	1	1.6%	1	0	0	0%	0	1	5,940.13	5,940.13		5,940.13	1.2%
08	7	Police	(Sub-Loc)	12	18.8%	7	1	4	33%	0	12	13,016.30	156,195.65		156,195.65	30.4%
08	800	Streets	(Dept)	5	7.8%	4	1	0	0%	0	5	661.38	3,306.90		3,306.90	0.6%
08	801	Water & Sewer	(Dept)	5	7.8%	4	1	0	0%	0	5	410.40	2,052.00		2,052.00	0.4%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2014

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
08	804	Forestry	(Dept)	2	3.1%	1	0	1	50%	0	2	46,969.21	93,938.41		93,938.41	18.3%
08	8	Public Works	(Sub-Loc)	12	18.8%	9	2	1	8%	0	12	8,274.78	99,297.31		99,297.31	19.3%
08	01	Village of Hoffman Estates	(Loc)	64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
Totals for 2008 Claims:				64	100.0%	46	9	9	14%	0	64	8,018.67	513,194.96		513,194.96	100.0%
09	300	Administration	(Dept)	2	3.8%	1	1	0	0%	1	1	8,782.08	14,772.97	2,791.18	17,564.15	2.5%
09	301	Fire Suppression	(Dept)	14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.2%
09	303	Emergency Medical Service	(Dept)	20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.0%
09	3	Fire	(Sub-Loc)	36	67.9%	25	8	3	8%	1	35	12,264.60	438,734.31	2,791.18	441,525.49	62.8%
09	600	Administration	(Dept)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	6	Human Resources Manage	(Sub-Loc)	1	1.9%	0	0	1	100%	0	1	19,350.10	19,350.10		19,350.10	2.8%
09	700	Patrol	(Dept)	8	15.1%	2	2	4	50%	0	8	18,574.08	148,592.67		148,592.67	21.1%
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%	0	10	15,105.01	151,050.05		151,050.05	21.5%
09	800	Streets	(Dept)	1	1.9%	0	0	1	100%	0	1	84,584.78	84,584.78		84,584.78	12.0%
09	801	Water & Sewer	(Dept)	2	3.8%	2	0	0	0%	0	2	592.65	1,185.30		1,185.30	0.2%
09	803	Equipment & Supply	(Dept)	1	1.9%	0	1	0	0%	0	1	4,634.90	4,634.90		4,634.90	0.7%
09	804	Forestry	(Dept)	2	3.8%	2	0	0	0%	0	2	551.70	1,103.40		1,103.40	0.2%
09	8	Public Works	(Sub-Loc)	6	11.3%	4	1	1	17%	0	6	15,251.40	91,508.38		91,508.38	13.0%
09	01	Village of Hoffman Estates	(Loc)	53	100.0%	33	11	9	17%	1	52	13,272.34	700,642.84	2,791.18	703,434.02	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	1	52	13,272.34	700,642.84	2,791.18	703,434.02	100.0%
10	200	Accounting	(Dept)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.6%
10	2	Finance	(Sub-Loc)	2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.6%
10	250	PPO Payments	(Dept)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.4%
10	25	PPO Payments	(Sub-Loc)	1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.4%
10	301	Fire Suppression	(Dept)	8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.5%
10	303	Emergency Medical Service	(Dept)	8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.2%
10	3	Fire	(Sub-Loc)	16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	35.7%
10	700	Patrol	(Dept)	15	35.7%	7	4	4	27%	1	14	18,525.79	261,045.00	16,841.79	277,886.79	47.9%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2014

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	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	1	14	18,525.79	261,045.00	16,841.79	277,886.79	47.9%
10	800	Streets	(Dept)	3	7.1%	2	1	0	0%	0	3	251.71	755.12		755.12	0.1%
10	801	Water & Sewer	(Dept)	3	7.1%	3	0	0	0%	0	3	2,370.53	7,111.59		7,111.59	1.2%
10	802	Building & Grounds	(Dept)	1	2.4%	1	0	0	0%	0	1	541.00	541.00		541.00	0.1%
10	804	Forestry	(Dept)	1	2.4%	0	1	0	0%	0	1	17,684.94	17,684.94		17,684.94	3.0%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.5%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	1	41	13,825.50	563,829.40	16,841.79	580,671.19	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	1	41	13,825.50	563,829.40	16,841.79	580,671.19	100.0%
11	200	Accounting	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	2	Finance	(Sub-Loc)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	250	PPO Payments	(Dept)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.8%
11	301	Fire Suppression	(Dept)	4	12.9%	2	2	0	0%	1	3	55,187.21	134,658.85	86,090.00	220,748.85	30.0%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	2	9	22,052.94	128,592.73	113,989.61	242,582.34	33.0%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	3	12	30,888.75	263,251.58	200,079.61	463,331.19	63.0%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	2	8	24,159.41	216,300.58	25,293.50	241,594.08	32.9%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.9%
11	7	Police	(Sub-Loc)	11	35.5%	6	2	3	27%	2	9	22,549.25	222,748.26	25,293.50	248,041.76	33.7%
11	801	Water & Sewer	(Dept)	1	3.2%	1	0	0	0%	0	1	489.57	489.57		489.57	0.1%
11	804	Forestry	(Dept)	1	3.2%	1	0	0	0%	0	1	2,769.16	2,769.16		2,769.16	0.4%
11	805	Clerical	(Dept)	1	3.2%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
11	8	Public Works	(Sub-Loc)	3	9.7%	2	1	0	0%	0	3	1,086.24	3,258.73		3,258.73	0.4%
11	01	Village of Hoffman Estates	(Loc)	31	100.0%	20	6	5	16%	5	26	23,712.54	509,715.73	225,373.11	735,088.84	100.0%
Totals for 2011 Claims:				31	100.0%	20	6	5	16%	5	26	23,712.54	509,715.73	225,373.11	735,088.84	100.0%
12	101	Engineering/Transportation	(Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.5%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.6%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.6%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	1,694.43	15,276.27	5,056.85	20,333.12	6.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 04/30/2014

Year	Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
12	303	Emergency Medical Service (Dept)	8	18.6%	7	0	1	13%	1	7	20,720.94	17,509.70	148,257.85	165,767.55	49.2%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	2	18	9,305.03	32,785.97	153,314.70	186,100.67	55.2%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	2	7	9,511.35	57,290.66	28,311.48	85,602.14	25.4%
12	701	Investigations (Dept)	2	4.7%	1	1	0	0%	0	2	341.20	682.40		682.40	0.2%
12	704	Traffic (Dept)	1	2.3%	1	0	0	0%	0	1	4,940.28	4,940.28		4,940.28	1.5%
12	7	Police (Sub-Loc)	12	27.9%	8	2	2	17%	2	10	7,602.07	62,913.34	28,311.48	91,224.82	27.1%
12	800	Streets (Dept)	3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.3%
12	801	Water & Sewer (Dept)	5	11.6%	4	1	0	0%	0	5	1,614.29	8,071.44		8,071.44	2.4%
12	804	Forestry (Dept)	1	2.3%	1	0	0	0%	0	1	257.70	257.70		257.70	0.1%
12	8	Public Works (Sub-Loc)	9	20.9%	7	2	0	0%	0	9	1,024.40	9,219.57		9,219.57	2.7%
12	01	Village of Hoffman Estates (Loc)	43	100.0%	34	5	4	9%	4	39	7,842.27	155,591.24	181,626.18	337,217.42	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	4	39	7,842.27	155,591.24	181,626.18	337,217.42	100.0%
13	102	Planning (Dept)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	1	Community Development (Sub-Loc)	1	2.6%	0	1	0	0%	0	1	481.33	481.33		481.33	0.1%
13	200	Accounting (Dept)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	2	Finance (Sub-Loc)	1	2.6%	1	0	0	0%	0	1	342.41	342.41		342.41	0.1%
13	301	Fire Suppression (Dept)	8	21.1%	6	2	0	0%	2	6	3,130.05	22,421.77	2,618.64	25,040.41	7.1%
13	303	Emergency Medical Service (Dept)	5	13.2%	2	1	2	40%	3	2	32,174.39	76,424.49	84,447.46	160,871.95	45.3%
13	3	Fire (Sub-Loc)	13	34.2%	8	3	2	15%	5	8	14,300.95	98,846.26	87,066.10	185,912.36	52.4%
13	700	Patrol (Dept)	12	31.6%	4	3	5	42%	8	4	11,726.21	42,527.61	98,186.90	140,714.51	39.6%
13	701	Investigations (Dept)	1	2.6%	1	0	0	0%	0	1	1,134.37	1,134.37		1,134.37	0.3%
13	7	Police (Sub-Loc)	13	34.2%	5	3	5	38%	8	5	10,911.45	43,661.98	98,186.90	141,848.88	40.0%
13	801	Water & Sewer (Dept)	9	23.7%	8	1	0	0%	5	4	2,876.48	17,827.99	8,060.30	25,888.29	7.3%
13	804	Forestry (Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%
13	8	Public Works (Sub-Loc)	10	26.3%	9	1	0	0%	5	5	2,636.00	18,299.74	8,060.30	26,360.04	7.4%
13	01	Village of Hoffman Estates (Loc)	38	100.0%	23	8	7	18%	18	20	9,340.66	161,631.72	193,313.30	354,945.02	100.0%
Totals for 2013 Claims:			38	100.0%	23	8	7	18%	18	20	9,340.66	161,631.72	193,313.30	354,945.02	100.0%
14	301	Fire Suppression (Dept)	1	5.6%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
14	303	Emergency Medical Service (Dept)	4	22.2%	2	1	1	25%	4	0	11,494.18	30,257.01	15,719.69	45,976.70	40.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 04/30/2014

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
14	3	Fire	(Sub-Loc)	5	27.8%	3	1	1	20%	5	0	9,195.34	30,257.01	15,719.69	45,976.70	40.1%
14	600	Administration	(Dept)	1	5.6%	1	0	0	0%	0	1	2,780.21	2,780.21		2,780.21	2.4%
14	6	Human Resources Manage	(Sub-Loc)	1	5.6%	1	0	0	0%	0	1	2,780.21	2,780.21		2,780.21	2.4%
14	700	Patrol	(Dept)	8	44.4%	6	1	1	13%	7	1	7,438.50	4,015.49	55,492.47	59,507.96	51.9%
14	701	Investigations	(Dept)	1	5.6%	0	1	0	0%	1	0	181.42	0.00	181.42	181.42	0.2%
14	7	Police	(Sub-Loc)	9	50.0%	6	2	1	11%	8	1	6,632.15	4,015.49	55,673.89	59,689.38	52.1%
14	801	Water & Sewer	(Dept)	3	16.7%	2	1	0	0%	3	0	2,052.55	881.02	5,276.64	6,157.66	5.4%
14	8	Public Works	(Sub-Loc)	3	16.7%	2	1	0	0%	3	0	2,052.55	881.02	5,276.64	6,157.66	5.4%
14	01	Village of Hoffman Estates	(Loc)	18	100.0%	12	4	2	11%	16	2	6,366.89	37,933.73	76,670.22	114,603.95	100.0%
Totals for 2014 Claims:				18	100.0%	12	4	2	11%	16	2	6,366.89	37,933.73	76,670.22	114,603.95	100.0%
250	Village of Hoffman Estates			689		446	123	120		47	642	13,531.57	8,580,746.65	742,505.57	9,323,252.22	

Open Medical: 17
 Open Comp: 11
 Open Legal: 19