

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
JULY 7, 2014

7:00 p.m. – Board Room

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 – June 9, 2014

NEW BUSINESS

1. Request approval to dispose of Village records that have exceeded their State-required retention period.
2. Request acceptance of Cable TV Monthly Report.
3. 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**

June 9, 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
Ashley Monroe, Asst. to the Village Manager
Bruce Anderson, CATV Coordinator
Patricia Cross, Asst. Corp. Counsel
Patrick Seger, Director HRM
Ben Gibbs, Sears Centre Arena
Austin Pollack, Administrative Intern
Clayton Black, Mgmt. Analyst**

The General Administration & Personnel Committee meeting was called to order at 7:34 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of May 12, 2014. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

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

Jim Norris addressed the Committee and reported that the legislative session is over. The budget was approved without maintaining the income tax increase. Minimum manning issue was not approved.

2. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

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

3. Request acceptance of Human Resources Management Monthly Report.

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

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

III. President's Report

IV. Other

Jim Norris reported that electric aggregation rates went to market again today and costs are rising. Since this is not an item on the agenda, he cannot ask for a vote on this item, however, he wanted to get the Committee's input on whether to continue to offer aggregation rate to residents. Constellation Energy offered a one-year rate of 7.93 cents and residents could opt out at any time with no penalty. Committee offered input and suggested that we offer it again for one more year and review it again at that time.

V. Adjournment

Motion by Trustee Vandenberg, seconded by Trustee Newell, to adjourn the meeting at 8:04 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: July 7, 2014

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Director of Finance

PURPOSE: To request approval to dispose of Village records that have exceeded their State-required retention period.

BACKGROUND: All municipalities within Illinois are subject to the Illinois Local Records Act, which sets forth rules as to what public records can be disposed of and when. In Illinois, no public records may be disposed of without the approval of the appropriate records commission.

The Village has been doing annual disposals of approved records each year since 2005, and is continuing with the current disposal request.

DISCUSSION: The attached list shows all of the items that we are currently able to dispose of. All documents approved for disposal, including those that are of a confidential nature (i.e. containing social security numbers, etc) will be physically destroyed.

It should be noted that only documents that are not required to be retained permanently are part of this disposal listing. Upon Village Board approval, this application will be sent to the Secretary of States Office – Local Records Unit for approval. The items will not be disposed of until after October 1, 2014 which meets the State's 60-day requirement (60 days after final Village Board approval).

It is our intent to continue to annually submit applications for disposal to the State and bring those items before the Village Board for approval.

RECOMMENDATION: To request approval to dispose of Village records that have exceeded their State-required retention period.

ATTACHMENT

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:024C

To: Local Records Commission
 Illinois State Archives Building
 Springfield, Illinois 62756
 (217) 782-7075

COUNTY: Cook

FROM: Village of Hoffman Estates
 Agency Division

ADDRESS: 1900 Hassell Road
 Street, P.O. Box

Hoffman Estates, IL 60169
 City, Zip Code

TELEPHONE: (847) 843-4802

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accounts Payable & Receivable (Includes Check Copies, Delivery Tickets, Etc.)	2006	12
3	Administrative Correspondence	2012	10
4	Alarm Logs from the Pumping Station	2010	.5
6	Annual Budget for Village	2006	.5
7	Annual Water Use Audit	2003	.5
8	Application for Pet License	2011	.5
9	Appraisals	2010	.5
10	Auction Records	2006	.5
12	Backflow Prevention Records	2010	.5
13	Bid Records	2003	1
17	Business Licenses	2011	1
18	Cable Television Records	2010	.5
19	Cancelled Bonds and Coupons	2011	.5
20	Cancelled Checks, Bank Statements, and Deposit Records	2006	.5
21	Cash Receipts	2011	4
22	Cash Register Tapes	2011	1
25	Certificates of Publication, Newspaper Clippings, Notices of Hearings, Etc.	2012	.5
27	Client Counseling and Group Therapy Case Files	2008	1.5
28	Code Enforcement Complaints	2010	.5
29	Code Enforcement Complaint Logs	2011	.5
30	Collection Agency Records	2006	.5
31	Collective Bargaining Records	1998	.5
32	Community Development Block Grant Records for Residential Improvements/Repairs	2003	2
34	Confined Space Entry Permits	2008	.5
35	Construction Project Files	2003	1
36	Contractor's Bonds and Licenses	2009	.5

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after October 1, 2014

Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized.)

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
38	Contracts, Leases and Agreements	2003	.5
39	Customer Mail-In Meter Cards (Self Reading)	2012	.5
40	Daily Inspection Schedules	2011	.5
41	Delinquent Account Files	2006	.5
44	Election Records	2012	.5
45	Elevator Inspections	2008	.5
47	Employment Applications and Supporting Documents	2011	3
48	Employment Eligibility Verification Form I-9	2010	.5
49	Engineering Studies/Traffic	2006	.5
50	E.E.O.C. Reports	2008	1
52	Food and Beverage Sales Tax Records	2006	.5
53	Foreclosure Notices	2012	1
54	Freedom of Information Act Requests and Denials	2011	.5
55	Gas/Fuel Tickets	2010	.5
56	Grant Records	2010	.5
57	Health Department Inspection	2011	.5
58	Home Town Awards	2012	.5
59	Hydrant and Valve Records	2010	.5
60	I.E.P.A. Operating Permits	2008	1
62	Immunization Charts and Consent Records	2008	1
63	Insurance Policies and Claims	2006	.5
64	Insurance Records	2010	.5
65	Inventories of Equipment	2011	.5
66	Investment Records	2006	.5
67	Job Descriptions	2008	2
68	Journal Entries	2006	1
69	J.U.L.I.E. Records	2012	.5
70	Kid Care and Family Care Records	2008	.5
71	Ledgers and Journals (all types)	2006	.5

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72	Legal Case Files/Lawsuits	2010	.5
75	Liquor License Records	2011	.5
76	List of Counseling Cases	2011	.5
78	Material Safety Data Sheets	2003	.5
79	Medicare/Medicaid Public Aid Recipient Records (Invoices and Correspondence)	2012	.5
80	Metropolitan Sanitary District Records	2003	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2011	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2006	1
83	Motor Fuel Tax Records	2003	.5
85	O.S.H.A. Logs	2008	.5
86	Official's Oaths of Office	2011	.5
88	Parade Applications	2012	.5
89	Parking Tickets	2012	2
91	Permits to Use Public Right-of-Way	2011	.5
92	Personnel Action Notices/Payroll Change Notices	2011	.5
98	Project Development Files	2003	2
99	Pumpage Records (Annual)	2003	.5
100	Purchase Orders	2011	1
102	Real Estate Transfer Tax Declarations	2006	2
103	Request for Verification of Employment	2012	.5
104	Sewer and Water Pressure Test Results	2008	.5
105	Sick and Vacation Accrual Records	2011	.5
106	Sidewalk Relocation Records	2003	.5
107	Snow Plowing Records	2011	.5
108	Special Assessment Records	2006	.5
109	Special Event Applications and Certificates of Insurance	2010	.5
110	Staff Daily Work Schedules	2011	.5

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
111	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL-1099's, Etc.)	2006	.5
112	Statement of Economic Interest Lists	2011	.5
114	Tax Levy Records	2006	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2011	2
116	Tree Planting Records	2011	.5
117	Tree Spraying Logs	2011	.5
121	Vehicle License Applications (Only for Trucks)	2011	.5
122	Vendor Lists	2012	.5
123	Vehicle and Equipment Maintenance Logs	2012	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2012	.5
125	Village Meeting Packets (All Areas)	2012	1
127	Village Surveys	2012	1
128	Volunteer and Intern Records	2008	.5
129	Wage Surveys	2012	.5
130	Water Bill Paid Stubs	2012	24
131	Water Billing Customer Account Records	2006	.5
132	Water Billing Reports	2011	.5
134	Water Level Reports	2010	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2012	4
136	Water Meter Readings	2011	.5
137	Work Sheets/Papers	2011	1
138	Workers' Compensation Records	2006	2

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VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson
Regarding: Cable TV Report
Date: July 2, 2014

Citizen Segments

This month the Citizen covers: Northwest Fourth Fest, Summer Sounds, Fitness for America, CAC Walk, Fishing Derby, CPA Graduation, K-9 Dozier, Brookdale & Stella's Ribbon Cutting, Seniors Ice Cream Social and the activities of the Dept. of Health & Human Services

Citizen Segments and Programs in development:

Fourth of July Activities
Fitness for America
WW II Vets
Maurice's
Red Roof
Dunkin Donuts

Fourth Parade

Should begin running by July 5th and run through the month.

Concerts

The High School Orchestra Festival is airing the first half of July with Summer Sounds Concerts to follow.

Complaints/Inquiries

There were three inquiries: one missed appointment, a drop removal and an unburied cable. There are no unresolved issues.



HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

June 2014

Staffing Activity

New Starts: 6 – Office Services Assistant
PW Seasonals (3)
Administrative Intern
Police Officer

Separations: 2 – ASO I
Accounting Assistant

Transfers: 0

Retirees: 1 – Customer Service Rep

Promotions: 0

Reclassifications: 0

Change in Status: 1 – CSR – PT to FT

Staffing:	Full Time Employees	330 budgeted	324 current
	Part Time Employees	61 budgeted	55 current
	Temporary Employees	3 budgeted	5 current
	Seasonal Employees	16 budgeted	10 current
	Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

3 Seasonals with	10 for year
0 Promotions with	3 for year
2 Separations with	10 for year
1 Retirements with	2 for year
0 Transfer with	3 for year

Recruitment Activity

Recruitment:

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. An offer was made to one candidate accepted. She started on June 2, 2014.

Seasonals (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. **Summer:** Seven returning Seasonals and three new candidates were hired. Seven seasonals started in May. The last three new seasonals started in June.

Administrative Service Officer I - Police

It was approved to recruit for this position from a list of eligible candidates from the last ASO recruitment. An offer was made to one candidate and she accepted. Currently completing the pre-employment screening. Candidate is tentatively scheduled to start 07/07/2014.

Administrative Intern - General Government

Deputy Village Manager and Director of HRM interviewed candidates from the Northern Illinois University MPA program. An offer was made and accepted. Candidate successfully completed the pre-employment screening. He started on June 5, 2014.

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 withdrawn by the union.
 One (1) grievance filed by Teamsters Local 700. Step 4 hearing scheduled for July 10, 2014.

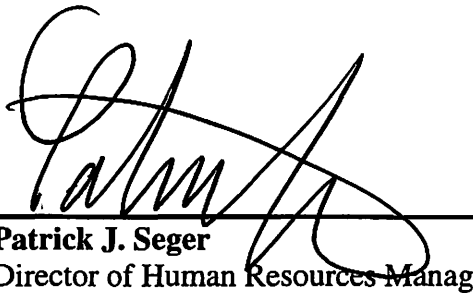
Personnel/Benefits/Employee Services

- As staff liaison for the Celtic Fest and Cultural Awareness Commissions, Director of HRM participated in several meetings for both committees during the month.
- Director of HRM attended the Employee Wellness Committee meeting for June.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and the Executive Committee meeting.
- Director of HRM participated in grievance arbitration preparatory meeting.
- Management Analyst forwarded the proposed revisions to the personnel policy manual to legal for review.
- HR Specialist attended IPBC eligibility maintenance vendor demonstration.
- Director of HRM attended IS Department project meeting.
- Director of HRM met with Finance and Dev. Services Management to discuss staffing needs.
- HR Coordinator attended the Gallagher Benefits 2014 Services Summit.

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.
- Updated the Village's property insurance schedule based on the results of a property appraisal.
- 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, including the administration of a property damage claim.

- Worked with Village staff to continue 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.



Patrick J. Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
JUNE 2014**

RECRUITMENTS

POSITION TITLE: Administrative Service Officer I
DEPARTMENT: Police
DATE POSTED: N/A
AD DEADLINE: Until Filled
APPLICATIONS REC'D: N/A
STATUS: It was approved to recruit for this position from a list of eligible candidates from the last ASO recruitment. An offer was made to one candidate and she accepted. Currently completing the pre-employment screening. Candidate is tentatively scheduled to start 07/07/2014.

NEW STARTS

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. An offer was made to one candidate accepted. She started on 06/02/2014.

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. The last three new seasonals started in June.

POSITION TITLE: Administrative Intern
DEPARTMENT: General Government
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Deputy Village Manager and Director of HRM interviewed candidates from the Northern Illinois University MPA program. An offer was made and accepted. Candidate successfully completed the pre-employment screening. He started on June 5, 2014.

POSITION TITLE: Police Officer
DEPARTMENT: Police
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Candidate started on June 30, 2014

SUMMARY OF EMPLOYMENT ACTIVITY JUNE 2014

	<u>Total Number</u>	<u>Position</u>
New Starts	6	Office Services Assistant PW Seasonals (3) Administrative Intern Police Officer
Promotions	0	
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Customer Service Rep
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

1 Customer Service Rep change in status from PT to FT on 6/16/2014

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Administrative Service Officer I
Separations	0	
Promotions	1	Accounting Assistant
Transfers	0	

Reclassifications	0	
Change in Status	0	
Retirements	1	Police Sergeant
New Positions	0	
Eliminated Positions	0	

2014 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	330	324
PART TIME EMPLOYEES	61	55
TEMPORARY EMPLOYEES	3	5
SEASONAL EMPLOYEES	16	10
INTERNS (PAID)	6	6
TOTAL	416	401

Total Vacancies:

Full Time

Budgeted – Posted

Budgeted - Not Posted 7

**Firefighter/Paramedic(5)
Community Relations Coordinator
Accounting Assistant – Admin. Adjudication**

TOTAL FULL TIME 7

Part Time

Budgeted – Posted 1

Fire Inspector

Budgeted-Not Posted 5

**Customer Service Rep (PT) - 2
Staff Assistant (PD)
Clinic Nurse (HHS) - 2**

TOTAL PART TIME 6

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	0	111
Part Time – Response to Recruitments	0	97
Seasonal Applicants	1	80
Unsolicited Applications/Walk-Ins	10	27
TOTAL	11	172

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY JUNE 2014

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Christine Key	06/02/2014	Office Services Asst.	Deb Vannorsdel
David Baureis	06/02/2014	PW Seasonal	N/A
Kyle Gizynski	06/02/2014	PW Seasonal	N/A
Austin Pollack	06/05/2014	Administrative Intern	Tia Messino
Anthony Espinoza	06/17/2014	PW Seasonal	N/A
Krzysztof Kowal	06/30/2014	Police Officer	Joseph Kimmach

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Julie Bates	06/09/2014	Acct. Assistant	Resigned
Kathy Cohen	06/13/2014	Customer Service Rep	Retired
Bartek Giera	06/24/2014	ASO I	Resigned

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>
Judith Brose	06/16/2014		

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>
Judith Brose	06/16/2014	Customer Service Rep	Change in status – PT to FT

**ADDITIONAL MONTHLY REPORT INFORMATION
JUNE 2014**

# Anniversaries	<u>7</u>
# Interviews conducted during month	<u>0</u>
#Orientations conducted during month	<u>6</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/2006 Through: 06/30/2014

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	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%
07	700	Patrol	(Dept)	10	20.8%	6	2	2	20%	1	9	17,680.50	173,524.33	3,280.62	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	191,743.83	3,280.62	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	756,265.45	3,280.62	759,546.07	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	15,823.88	756,265.45	3,280.62	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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/2006 Through: 06/30/2014

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	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%
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	14,830.47	2,733.68	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	438,791.81	2,733.68	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	700,700.34	2,733.68	703,434.02	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	1	52	13,272.34	700,700.34	2,733.68	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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/2006 Through: 06/30/2014

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	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	261,252.50	16,634.29	277,886.79	47.9%
10	7	Police	(Sub-Loc)	15	35.7%	7	4	4	27%	1	14	18,525.79	261,252.50	16,634.29	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	564,036.90	16,634.29	580,671.19	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	1	41	13,825.50	564,036.90	16,634.29	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	134,507.35	108,074.99	242,582.34	33.0%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	3	12	30,888.75	269,166.20	194,164.99	463,331.19	63.0%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	2	8	24,183.16	216,595.58	25,236.00	241,831.58	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	22,570.84	223,043.26	25,236.00	248,279.26	33.8%
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	23,720.20	515,925.35	219,400.99	735,326.34	100.0%
Totals for 2011 Claims:				31	100.0%	20	6	5	16%	5	26	23,720.20	515,925.35	219,400.99	735,326.34	100.0%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 06/30/2014

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	101	Engineering/Transportation	(Dept)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.4%
12	1	Community Development	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	1,556.13	1,556.13		1,556.13	0.4%
12	250	PPO Payments	(Dept)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	13.6%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	13.6%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	1,694.43	15,483.77	4,849.35	20,333.12	5.6%
12	303	Emergency Medical Service	(Dept)	8	18.6%	7	0	1	13%	1	7	23,595.94	21,708.20	167,059.35	188,767.55	52.4%
12	3	Fire	(Sub-Loc)	20	46.5%	17	1	2	10%	2	18	10,455.03	37,191.97	171,908.70	209,100.67	58.0%
12	700	Patrol	(Dept)	9	20.9%	6	1	2	22%	2	7	9,511.35	58,364.73	27,237.41	85,602.14	23.8%
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	1.4%
12	7	Police	(Sub-Loc)	12	27.9%	8	2	2	17%	2	10	7,602.07	63,987.41	27,237.41	91,224.82	25.3%
12	800	Streets	(Dept)	3	7.0%	2	1	0	0%	0	3	296.81	890.43		890.43	0.2%
12	801	Water & Sewer	(Dept)	5	11.6%	4	1	0	0%	0	5	1,614.29	8,071.44		8,071.44	2.2%
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	2.6%
12	01	Village of Hoffman Estates	(Loc)	43	100.0%	34	5	4	9%	4	39	8,377.15	161,071.31	199,146.11	360,217.42	100.0%
Totals for 2012 Claims:				43	100.0%	34	5	4	9%	4	39	8,377.15	161,071.31	199,146.11	360,217.42	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	3,132.50	23,172.49	1,887.47	25,059.96	7.2%
13	303	Emergency Medical Service	(Dept)	5	13.2%	2	1	2	40%	3	2	33,074.39	77,425.80	87,946.15	165,371.95	47.6%
13	3	Fire	(Sub-Loc)	13	34.2%	8	3	2	15%	5	8	14,648.61	100,598.29	89,833.62	190,431.91	54.8%
13	700	Patrol	(Dept)	12	31.6%	4	3	5	42%	7	5	10,737.64	46,031.94	82,819.77	128,851.71	37.1%
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%	7	6	9,998.93	47,166.31	82,819.77	129,986.08	37.4%
13	801	Water & Sewer	(Dept)	9	23.7%	8	1	0	0%	4	5	2,881.00	18,641.81	7,287.19	25,929.00	7.5%
13	804	Forestry	(Dept)	1	2.6%	1	0	0	0%	0	1	471.75	471.75		471.75	0.1%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/2006 Through: 06/30/2014

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
13	8	Public Works (Sub-Loc)		10	26.3%	9	1	0	0%	4	6	2,640.08	19,113.56	7,287.19	26,400.75	7.6%
13	01	Village of Hoffman Estates (Loc)		38	100.0%	23	8	7	18%	16	22	9,148.49	167,701.90	179,940.58	347,642.48	100.0%
Totals for 2013 Claims:				38	100.0%	23	8	7	18%	16	22	9,148.49	167,701.90	179,940.58	347,642.48	100.0%
14	100	Code Enforcement (Dept)		1	4.0%	0	1	0	0%	1	0	8,477.50	0.00	8,477.50	8,477.50	4.5%
14	1	Community Development (Sub-Loc)		1	4.0%	0	1	0	0%	1	0	8,477.50	0.00	8,477.50	8,477.50	4.5%
14	301	Fire Suppression (Dept)		4	16.0%	3	1	0	0%	4	0	16,212.49	2,462.94	62,387.00	64,849.94	34.2%
14	303	Emergency Medical Service (Dept)		4	16.0%	2	1	1	25%	3	1	11,620.33	31,993.86	14,487.47	46,481.33	24.5%
14	3	Fire (Sub-Loc)		8	32.0%	5	2	1	13%	7	1	13,916.41	34,456.80	76,874.47	111,331.27	58.7%
14	401	Cable TV (Dept)		1	4.0%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
14	4	General Government (Sub-Loc)		1	4.0%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
14	600	Administration (Dept)		1	4.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	1.5%
14	6	Human Resources Manage (Sub-Loc)		1	4.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	1.5%
14	700	Patrol (Dept)		10	40.0%	8	1	1	10%	8	2	6,033.85	8,825.74	51,512.78	60,338.52	31.8%
14	701	Investigations (Dept)		1	4.0%	0	1	0	0%	1	0	394.92	213.50	181.42	394.92	0.2%
14	7	Police (Sub-Loc)		11	44.0%	8	2	1	9%	9	2	5,521.22	9,039.24	51,694.20	60,733.44	32.0%
14	801	Water & Sewer (Dept)		3	12.0%	2	1	0	0%	2	1	2,098.75	1,043.55	5,252.70	6,296.25	3.3%
14	8	Public Works (Sub-Loc)		3	12.0%	2	1	0	0%	2	1	2,098.75	1,043.55	5,252.70	6,296.25	3.3%
14	01	Village of Hoffman Estates (Loc)		25	100.0%	17	6	2	8%	20	5	7,590.90	47,473.63	142,298.87	189,772.50	100.0%
Totals for 2014 Claims:				25	100.0%	17	6	2	8%	20	5	7,590.90	47,473.63	142,298.87	189,772.50	100.0%
250	Village of Hoffman Estates			344		230	62	52		48	296	12,179.67	3,426,369.84	763,435.14	4,189,804.98	

Open Medical: 18
 Open Comp: 12
 Open Legal: 18