

**AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
SEPTEMBER 8, 2014**

Immediately Following Planning, Building & Zoning

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

I. Roll Call

II. Approval of Minutes – August 4, 2014

NEW BUSINESS

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

August 4, 2014

I. Roll Call

Members in Attendance:

Gayle Vandenberg, Chairperson
Gary Stanton, Vice Chairperson
Anna Newell, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod

Members not in Attendance:

Karen Mills, Trustee
Gary Pilafas, Trustee

**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
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Fred Besenhoffer, Interim Director of IS
Ashley Monroe, Asst. to the Village Manager
Patricia Cross, Asst. Corp. Counsel
Austin Pollack, Administrative Intern
Clayton Black, Mgmt. Analyst

The General Administration & Personnel Committee meeting was called to order at 7:55 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of July 7, 2014. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Request approval to increase membership of Platzkonzert Commission.

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

Trustee Vandenberg and Trustee Gaeta discussed that the need for more commissioners was due to the growing size and popularity of the event.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to increase the membership of the Platzkonzert Commission. Voice vote taken. All ayes. Motion carried.

2. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, 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 Trustee Stanton, 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 Gaeta, seconded by Trustee Newell, to adjourn the meeting at 7:56 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Dir. Of Ops/Outreach
Office of the Mayor & Board

Date

COMMITTEE AGENDA ITEM

VILLAGE OF HOFFMAN ESTATES

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

MEETING DATE: September 8, 2014

COMMITTEE: General Administration and Personnel Committee

FROM: Austin Pollack, Administrative Intern

PURPOSE: Approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village, utilizing online auction.

DISCUSSION: The Village is required to declare surplus all property deemed no longer necessary, useful to, or in the best interests of the Village to retain prior to properly disposing of such property.

BACKGROUND: In the past, the Village has been able to dispose of surplus property by way of online public auction and live auction so as to reduce waste and derive any further value in the form of revenues to the extent possible. Surplus items not sold at auction can then be properly disposed of or recycled.

FINANCIAL IMPACT: The sale of Village surplus items is expected to generate marginal revenues from the online auction.

RECOMMENDATION: Approval of an Ordinance authorizing the sale of personal property owned by the Village, per the attachment.

ATTACHMENTS: 1

ORDINANCE NO. _____ - 2014

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AUTHORIZING THE SALE
OF PERSONAL PROPERTY OWNED BY
THE VILLAGE OF HOFFMAN ESTATES**

WHEREAS, in the opinion of at least three-fourths of the corporate authorities of the Village of Hoffman Estates, it is no longer necessary or useful to or for the best interests of the Village of Hoffman Estates to retain ownership of the personal property hereinafter described; and

WHEREAS, it has been determined by the President and Board of Trustees of the Village of Hoffman Estates to sell said personal property at a public auction to be held on the internet auction website www.publicsurplus.com.

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

Section 1: That pursuant to 65 ILCS 5/11-76-4 of the Illinois Revised Statutes, the President and Board of Trustees of the Village of Hoffman Estates find that the described personal property attached as Exhibit "A" now owned by the Village of Hoffman Estates, is no longer necessary or useful to the Village of Hoffman Estates and that the best interests of the Village of Hoffman Estates will be served by its sale.

Section 2: That pursuant to 65 ILCS 5/11-76-4, the Village Manager is hereby authorized and directed to sell the aforementioned property now owned by the Village of Hoffman Estates at public auction at the internet auction website www.publicsurplus.com, to the highest bidder of said personal property.

Section 3: That the Village Manager is hereby authorized and directed to advertise the sale of the aforementioned personal property in a newspaper published within the community not less than ten (10) days before the date of said public auction.

Section 4: That no bid which is less than the minimum price set forth in the list of property to be sold shall be accepted.

Section 5: That the Village Manager is hereby authorized and directed to enter into an agreement for the sale of said personal property.

Section 6: That upon payment of the full auction price, the Village Manager is hereby authorized and directed to convey and transfer title to the aforesaid personal property to the successful bidder.

Section 7: That if said personal property is not sold at such auction, then the Village Manager is authorized to sell without bid or properly dispose of or recycle any such property.

Section 8: That the Village Clerk is hereby authorized to publish this ordinance in pamphlet form.

Section 9: That this ordinance 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

Published in pamphlet form this _____ day of _____, 2014.

Exhibit A

ITEM	QUANTITY	PRICE
Cisco Telephones (Parts Only)	24	\$5
Dell 380 Desktops	5	\$25
Dell 1908FPT Flat Panel Display	1	\$25
Dell Inspiron Laptop (Parts Only)	1	\$5
Dell Latitude E6500 Laptop	1	\$5
Dell Docking Station	3	\$5
Dell 190Sb Flat Panel Display	5	\$25
Gateway Flat Panel 21 in.	2	\$30
Gateway Flat Panel 17 in.	2	\$20
Acer Flat Panel 19 in.	1	\$25
Acer Flat Panel 22 in.	3	\$40
Gateway E2500 Desktop	3	\$20
Gateway E2600 Desktop	3	\$20
Gateway M465-E Laptop	2	\$20
Gateway Solo Laptop (Parts Only)	1	\$10
Hitachi Hard drive	1	\$5
HP Proliant DL 145G2 Server	2	\$750
HP Proliant DL 320G5	1	\$500
HP Proliant DL 360G5	2	\$500
HP Proliant DL 360G5	3	\$750
HP Proliant DL 380G4	1	\$500
Laptop CF31	11	\$35
Printer Epson Receipt Printer (Parts Only)	3	\$5
Printer HP1100	3	\$10
HP Design Jet 20PS	1	\$50
HPLJ 1100 Printer (Parts Only)	1	\$5
HPLJ 3150 Printer (Parts Only)	1	\$5
HPLJ 4L Printer (Parts Only)	1	\$5
HPLJ 6P Printer	2	\$5
Epson EMP 882 Projector (Parts Only)	1	\$5
Infocus 240 Projector (Parts Only)	1	\$5
Visoneer Scanner	1	\$20
Seagate Hard drive	2	\$5
HP DL385 Server	1	\$500
APC BackUPS 600 (Parts Only)	1	\$5
HP 110/220 GB SDLT Tape Drive (Parts Only)	1	\$25
APC 500 VA UPS (Parts Only)	2	\$5
APC BP500UC UPS (Parts Only)	1	\$5
SU1000Net UPS (Parts Only)	1	\$5
Triplite UPS (Parts Only)	3	\$5
Western Digital Hard drive	3	\$5
Mitsubishi 37 in. Monitors	1	\$5
Sony TV 27 in.	1	\$5
GE TV 21 in.	1	\$5
Toshiba TV 32 in. with Stand	1	\$5
Bell and Howell VHS VCRN	1	\$5
Office Chairs	2	\$5
EMS Bags	7	\$10
Exit Sign	1	\$5
Blue Chairs	3	\$15
Sylavannia TV	1	\$5
Mitsubishi Big Screen	1	\$5

Brothers Laser Multi-Function Printer (Parts Only)	1	\$5
FETCO Coffee Machine	1	\$20
HP Laser Jet 3330	3	\$5
Weber Summit Platinum-Natural Gas Grill	1	\$25
Weber Charcoal Grill	1	\$25
Elk Way Used Water Fountain	1	\$5
Wheel Chair-Medline Fair Condition	1	\$10
Walkers-Variou s Used Conditions	1	\$5
Sets of Crutches-Variou s Used Conditions	11	\$5
Table	1	\$5
2003 Ford Crown Vic	1	\$500.00
2000 Ford Expedition	1	\$500.00
2005 Ford Crown Vic	1	\$1,000
1988 Pierce Arrow	1	\$10,000
1996 International	1	\$3,500
2000 Dodge Dakota	1	\$300
Mailing Machine-Neopost IJ65/75/85 w/ two ink cartridges	1	\$100
Plastic Prisoner Seats	1 Lot	\$50
Police Camera Tech Equipment (Many Tech Parts)	1 Lot	\$25
Steel Car Consoles/Scrap Metal	1 Lot	\$50
Cop Car Partitions	1 lot	\$50
Police Overhead Light Displays	2	\$10
Baxter 14 K Gold Ring	1	\$300
Novelle Watch	1	\$50

VILLAGE OF HOFFMAN ESTATES

Memo

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

Citizen Segments

This month the Citizen covers: National Night Out, St. Alexius' "Bloom," Making Strides, the CAC's 25th Anniversary, Senior Appreciation Day and the activities of the Dept. of Health & Human Services

Citizen Segments and Programs in development:

Platzkonzert
9-11 Remembrance
CASA
Children's Memorial
HE Museum Program

Concerts

The Summer Sounds concerts have ended and High School concerts begin again in October.

World War II

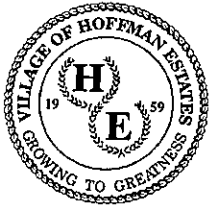
Interviews have been done with six Vets. We are currently transcribing the tapes, which will be a lengthy process

Game of the Week

Football resumed August 29 with Schaumburg hosting New Trier. We should cover all five MSL high schools the first five weeks of the season.

Complaints/Inquiries

There were four inquiries this month: one low hanging cable, a question about U-Verse non-availability, problems scheduling service installation and audio problems. There is one issue outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

August 2014

Staffing Activity

New Starts: 1 – Patrol Officer

Separations: 10 – PW Seasonal (5)
Pre-Doctoral Interns (2)
Engineering Intern
Director of Operations for Mayor & Board
Temporary Code Inspector

Transfers: 0

Retirees: 1 – Firefighter/Paramedic

Promotions: 1 – CSR to Accounting Assistant

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	330 budgeted	320 current
	Part Time Employees	61 budgeted	53 current
	Temporary Employees	3 budgeted	4 current
	Seasonal Employees	16 budgeted	3current
	Paid Interns	6 budgeted	2 current

Month & Year-to-Date Activity:

0 Seasonals with	10 for year
0 Promotions with	3 for year
10 Separations with	26 for year
1 Retirements with	5 for year
0 Transfer with	3 for year

Recruitment Activity

Recruitment:

Fall Seasonals (5) - Public Works

The position was posted on the Village website, electronic boards and social media. Applications will be forwarded to the Assistant Public Works Director for review as they are received. Two returning seasonals have agreed to stay on for Fall.

Accounting Assistant- Finance

This position was posted internally only. Six applications received. Candidates completed skills testing from 07/11/2014 through 07/18/2014. Interviews were held from 07/29/2014 through 07/31/2014. An offer was made to one internal candidate. She accepted and started on 08/25/2014.

Seasonal Code Inspector – Development Services

Position was posted on the Village website. It was announced on Village social media, website email blast and employee broadcast email. Seven applications received to date. The Division Director reviewed resumes received through 07/25/2014. Two interviews were scheduled for the first week of August. Unfortunately, both candidates had to decline the position.

The posting remains open.

PT Administrative Staff Assistant - Human Resources

This temporary position was posted on the Village website and on Northern Illinois University Career Services website. Deadline for application is 07/25/2014. It was announced on Village social media, website email blast and employee broadcast email.

Twenty-seven applications received to date. Applications were reviewed by the interview team. Two candidates participated in skills testing and were interviewed the week of 08/25/2014. An offer was made and accepted by one candidate. She is currently completing the background screening process.

Customer Service Supervisor - Finance/Dev. Services

Position was posted on the Village website It was announced on Village social media, website email blast and employee broadcast email. Applications were reviewed by interview team and five candidates were asked to participate in the skills testing and interview process. Interviews took place August 27 – 29 and one candidate has been asked to return for a 2nd interview on September 4th.

Dir. Of Operations/Mayor & Board - Legislative

Position was posted on the Village website on 07/16/2014. It was announced on Village social media, website email blast and employee broadcast email. Applications were reviewed by the Office of the Mayor & Board as they are received. Four candidates

were selected for interview. An offer was made to one of the candidates. She accepted and is currently completing the background screening process.

Customer Service Rep (PT) - Finance/Dev. Services

Position was posted on the Village website on 08/05/2014. It was announced on Village social media, website email blast and employee broadcast email. Applications were reviewed by the interview team and five candidates were chosen to participate in skills testing and interview. Candidates will begin skills testing the week of 09/02/2014.

Crossing Guard (2)/Alternate Crossing Guard - Police

Positions were posted on the Village website and electronic boards on 08/05/2014. It was announced on Village social media, website email blast and employee broadcast email. Three candidates were interviewed in August and offers made to all three. They are currently completing the background screening process and should start in early September.

Customer Service Rep – FT (Internal Only) - Finance/Dev. Services

Position was posted internally on 08/29/2014. Applications will be reviewed after the 09/05/2014 deadline.

Cable TV Intern (unpaid) – General Government

Position posted on Village website, Village social media and with several schools on 8/28/2014. Applications will be reviewed by Cable TV Coordinator.

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.

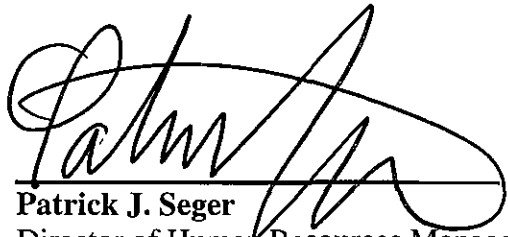
Personnel/Benefits/Employee Services

- As staff liaison for the Celtic Fest and Cultural Awareness Commissions, Director of HRM participated in several meetings for both committees during the month.
- HR Coordinator attended the Employee Wellness Committee meeting for August.
- As IPBC Vice Chair, Director of HRM attended the IPBC Finance & Operations, Membership Development and the Executive Committee meeting.
- Director of HRM met with the Public Works Director to discuss personnel issues.
- HRM staff met to discuss 2015 department budget.
- Risk Manager participated in an ergonomic assessment at Village Hall.
- Director of HRM attended a local Leadership Summit.
- Director of HRM participated in a webinar on Training On Purpose: How to create a culture of learning within your organization.
- Director of HRM and Risk Manager met with Corporation Counsel regarding Village policy on firearms.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims. Two (2) third party claims administrators are currently being used to administer the Village's workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Conducted a comprehensive ergonomic study of a specific workstation. Recommendations related to potential changes to the workstation will be forthcoming.

- 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.
- 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', written over a horizontal line.

Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT AUGUST 2014

RECRUITMENTS

POSITION TITLE: Fall Seasonals (6 positions)
DEPARTMENT: Public Works
DATE POSTED: 8/27/2014
AD DEADLINE: Until filled
APPLICATIONS REC'D: 1 application to date
STATUS: The position was posted on the Village website and social media. Applications will be forwarded to the Assistant Public Works Director for review as they are received. Two returning seasonals have agreed to stay on for Fall.

POSITION TITLE: Seasonal Code Inspector
DEPARTMENT: Development Services
DATE POSTED: 07/11/2014
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 7
STATUS: Position was posted on the Village website. It was announced on Village social media, website email blast and employee broadcast email. The Division Director reviewed resumes received through 07/25/2014. Two interviews were scheduled for the first week of August. Unfortunately, both candidates had to decline the position. The posting remains open.

POSITION TITLE: PT Administrative Staff Assistant (Temporary)
DEPARTMENT: Human Resources
DATE POSTED: 07/11/2014
AD DEADLINE: 07/25/2014
APPLICATIONS REC'D: 27
STATUS: Position was posted on the Village website and on Northern Illinois University Career Services website. It was announced on Village social media, website email blast and employee broadcast email. Applications were reviewed by the interview team. Two candidates participated in skills testing and were interviewed the week of 08/25/2014. An offer was made and accepted by one candidate. She is currently completing the background screening process.

POSITION TITLE: Customer Service Supervisor
DEPARTMENT: Finance/Development Services
DATE POSTED: 07/17/2014
AD DEADLINE: 08/01/2014
APPLICATIONS REC'D: 82
STATUS: Position was posted on the Village website It was announced on Village social media, website email blast and employee broadcast email. Applications were reviewed by interview team and five candidates were asked to participate in the skills testing and interview process. Interviews took place August 27 – 29 and one candidate has been asked to return for a 2nd interview on September 4th.

POSITION TITLE: Director of Operations for the Office of the Mayor & Board
DEPARTMENT: Legislative
DATE POSTED: 07/16/2014
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 21 to date
STATUS: Position was posted on the Village website. It was announced on Village social media, website email blast and employee broadcast email. Applications are being reviewed by the Office of the Mayor & Board as they are received. Four candidates were selected for interview. An offer was made to one of the candidates. She accepted and is currently completing the background screening process.

POSITION TITLE: Customer Service Rep (PT)
DEPARTMENT: Finance/Development Services
DATE POSTED: 07/18/2014
AD DEADLINE: 08/08/2014
APPLICATIONS REC'D: 31
STATUS: Position was posted on the Village website. It was announced on Village social media, website email blast and employee broadcast email. Applications were reviewed by the interview team and five candidates were chosen to participate in skills testing and interview. Candidates will begin skills testing the week of 09/02/2014.

POSITION TITLE: Crossing Guard (2)/Alternate Crossing Guard
DEPARTMENT: Police
DATE POSTED: 08/05/2014
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 5 applications received to date
STATUS: Position posted on the Village website, social media and electronic boards. Three candidates were interviewed in August and offers made to all three. They are currently completing the background screening process and should start in early September.

POSITION TITLE: Customer Service Representative (FT) – Internal Only
DEPARTMENT: Finance/Development Services
DATE POSTED: 08/29/2014
AD DEADLINE: 09/05/2014
APPLICATIONS REC'D: n/a
STATUS: Position was posted internally on 08/29/2014. Applications will be reviewed after the deadline.

POSITION TITLE: Cable TV Intern (unpaid)
DEPARTMENT: General Government
DATE POSTED: 08/28/2014
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 1 application received to date
STATUS: Position posted on Village website, Village social media and with several schools. Applications will be reviewed by Cable TV Coordinator.

NEW STARTS

POSITION TITLE: Accounting Assistant – Administrative Adjudication
DEPARTMENT: Finance
DATE POSTED: 06/27/2014
AD DEADLINE: 07/10/2014
APPLICATIONS REC'D: 6
STATUS: This position was posted internally only. Candidates completed skills testing from 07/11/2014 through 07/18/2014. Interviews were held from 07/29/2014 through 07/31/2014. An offer was made to one internal candidate. She accepted and started on 08/25/2014.

POSITION TITLE: Police Officer
DEPARTMENT: Police
DATE POSTED: N/A
AD DEADLINE: N/A
APPLICATIONS REC'D: N/A
STATUS: Candidate started on 08/18/2014

**SUMMARY OF EMPLOYMENT ACTIVITY
AUGUST 2014**

	<u>Total Number</u>	<u>Position</u>
New Starts	1	Patrol Officer
Promotions	1	CSR to Accounting Assistant

Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	1	Firefighter/Paramedic
Reclassifications	0	

SUMMARY OF SEASONAL/UNPAID INTERNS/ADDITIONAL ACTIVITY

Five (5) Public Works Seasonals ended in August.

Four (4) Unpaid H&HS interns ended in August.

Two (2) Pre-Doctoral Interns ended in August.

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Crossing Guard (2) Alternate Crossing Guard
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	1	Chief of Police
New Positions	0	
Eliminated Positions	0	

2014 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	330	320
PART TIME EMPLOYEES	61	53
TEMPORARY EMPLOYEES	3	4
SEASONAL EMPLOYEES	16	3
INTERNS (PAID)	6	2
TOTAL	416	382

Total Vacancies:

Full Time

Budgeted – Posted	1	Director of Operations for the Mayor & Board Customer Service Rep (FT)
Budgeted - Not Posted	8	Firefighter/Paramedic(5) Community Relations Coordinator Police Sergeant Police Lieutenant
TOTAL FULL TIME	9	

Part Time

Budgeted – Posted	10	Fire Inspector
		Customer Service Rep (PT)
		Seasonal Code Inspector
		Fall PW Seasonals (5)
Budgeted-Not Posted	3	Crossing Guard (2)
		Staff Assistant (PD)
		Clinic Nurse (HHS) - 2
TOTAL PART TIME	13	

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	24	215
Part Time – Response to Recruitments	28	160
Seasonal Applicants	1	87
Unsolicited Applications/Walk-Ins	1	32
TOTAL	54	494

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
AUGUST 2014**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Louis Masucci	08/18/2014	Patrol Officer	Dan Launhardt

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Matthew Long	08/01/2014	Firefighter/Paramedic	Retirement
Emily Kerous	08/15/2014	Dir. Of Ops for Mayor/Board	Resigned
Dennis Xanos	08/15/2014	Code Inspector(temporary)	Resigned
Nick Butler	08/13/2014	Engineering Intern	Returned to School
Anna Georgatos	08/22/2014	Pre-Doctoral Intern	End of Internship
Michelle Wiltshire	08/22/2014	Pre-Doctoral Intern	End of Internship
David Baureis	08/08/2014	PW Seasonal	Returned to School
Michael Claxton	08/15/2014	PW Seasonal	Returned to School
Anthony Espinoza	08/15/2014	PW Seasonal	Returned to School
Daniel Hardt	08/08/2014	PW Seasonal	Returned to School
Tyler Tegtmeier	08/02/2014	PW Seasonal	Returned to School

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Kasia Maciorowski	08/25/2014	Customer Service Rep	Accounting Assistant

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>
Elizabeth Cucci	08/19/2014	Unpaid Intern	End of Internship
Jessica Dickson	08/19/2014	Unpaid Intern	End of Internship
Jenna Hedglen	08/19/2014	Unpaid Intern	End of Internship
Simrin Jaglan	08/19/2014	Unpaid Intern	End of Internship

ADDITIONAL MONTHLY REPORT INFORMATION AUGUST 2014

# Anniversaries	<u>5</u>
# Interviews conducted during month	<u>15</u>
#Orientations conducted during month	<u>1</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 07/31/2014

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	145,096.40	104,933.68	40,162.72	145,096.40	100.0%
97	8	Public Works (Sub-Loc)	1	100.0%	0	0	1	100%	1	0	145,096.40	104,933.68	40,162.72	145,096.40	100.0%
97	01	Village of Hoffman Estates (Loc)	1	100.0%	0	0	1	100%	1	0	145,096.40	104,933.68	40,162.72	145,096.40	100.0%
Totals for 1997 Claims:			1	100.0%	0	0	1	100%	1	0	145,096.40	104,933.68	40,162.72	145,096.40	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: 07/31/2014

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: 07/31/2014

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: 07/31/2014

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: 07/31/2014

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: 07/31/2014

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	173,533.16	3,271.79	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	191,752.66	3,271.79	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	756,274.28	3,271.79	759,546.07	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	1	47	15,823.88	756,274.28	3,271.79	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: 07/31/2014

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	14,830.47	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%
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%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2014

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	261,252.50	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	2.5%
11	25	PPO Payments	(Sub-Loc)	1	3.2%	1	0	0	0%	0	1	20,457.16	20,457.16		20,457.16	2.5%
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	27.2%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	2	9	28,969.36	211,918.31	106,744.63	318,662.94	39.3%
11	3	Fire	(Sub-Loc)	15	48.4%	11	2	2	13%	3	12	35,960.79	346,577.16	192,834.63	539,411.79	66.5%
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	29.8%
11	703	Tactical	(Dept)	1	3.2%	0	1	0	0%	0	1	6,447.68	6,447.68		6,447.68	0.8%
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	30.6%
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	0.3%
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	26,174.42	593,336.31	218,070.63	811,406.94	100.0%
Totals for 2011 Claims:				31	100.0%	20	6	5	16%	5	26	26,174.42	593,336.31	218,070.63	811,406.94	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	14.3%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.3%
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	5.9%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2014

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	21,602.02	170,789.36	2,026.81	172,816.17	50.2%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	2	18	9,657.46	186,273.13	6,876.16	193,149.29	56.1%
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	24.9%
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	26.5%
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	1,614.09	8,070.44		8,070.44	2.3%
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	1,024.29	9,218.57		9,218.57	2.7%
12	01	Village of Hoffman Estates (Loc)	43	100.0%	34	5	4	9%	4	39	8,006.16	310,151.47	34,113.57	344,265.04	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	4	39	8,006.16	310,151.47	34,113.57	344,265.04	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%	1	7	3,507.50	23,572.72	4,487.24	28,059.96	7.9%
13	303	Emergency Medical Service (Dept)	5	13.2%	2	1	2	40%	2	3	33,074.39	77,799.03	87,572.92	165,371.95	46.6%
13	3	Fire (Sub-Loc)	13	34.2%	8	3	2	15%	3	10	14,879.38	101,371.75	92,060.16	193,431.91	54.5%
13	700	Patrol (Dept)	12	31.6%	4	3	5	42%	7	5	11,113.15	51,296.70	82,061.04	133,357.74	37.5%
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	10,345.55	52,431.07	82,061.04	134,492.11	37.9%
13	801	Water & Sewer (Dept)	9	23.7%	8	1	0	0%	1	8	2,881.00	19,812.18	6,116.82	25,929.00	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%	1	9	2,640.08	20,283.93	6,116.82	26,400.75	7.4%
13	01	Village of Hoffman Estates (Loc)	38	100.0%	23	8	7	18%	11	27	9,346.01	174,910.49	180,238.02	355,148.51	100.0%
Totals for 2013 Claims:			38	100.0%	23	8	7	18%	11	27	9,346.01	174,910.49	180,238.02	355,148.51	100.0%
14	100	Code Enforcement (Dept)	1	3.2%	0	1	0	0%	1	0	8,477.50	0.00	8,477.50	8,477.50	4.3%
14	1	Community Development (Sub-Loc)	1	3.2%	0	1	0	0%	1	0	8,477.50	0.00	8,477.50	8,477.50	4.3%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 07/31/2014

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	301	Fire Suppression	(Dept)	7	22.6%	6	1	0	0%	6	1	9,994.52	12,576.42	57,385.22	69,961.64	35.5%
14	303	Emergency Medical Service	(Dept)	5	16.1%	3	1	1	20%	3	2	9,676.63	33,785.96	14,597.20	48,383.16	24.5%
14	3	Fire	(Sub-Loc)	12	38.7%	9	2	1	8%	9	3	9,862.07	46,362.38	71,982.42	118,344.80	60.0%
14	401	Cable TV	(Dept)	1	3.2%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
14	4	General Government	(Sub-Loc)	1	3.2%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
14	600	Administration	(Dept)	1	3.2%	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	3.2%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	1.5%
14	700	Patrol	(Dept)	11	35.5%	8	2	1	9%	5	6	5,973.18	31,249.55	34,455.43	65,704.98	33.3%
14	701	Investigations	(Dept)	1	3.2%	0	1	0	0%	0	1	213.50	213.50		213.50	0.1%
14	7	Police	(Sub-Loc)	12	38.7%	8	3	1	8%	5	7	5,493.21	31,463.05	34,455.43	65,918.48	33.4%
14	801	Water & Sewer	(Dept)	4	12.9%	3	1	0	0%	1	3	360.59	1,442.36		1,442.36	0.7%
14	8	Public Works	(Sub-Loc)	4	12.9%	3	1	0	0%	1	3	360.59	1,442.36		1,442.36	0.7%
14	01	Village of Hoffman Estates	(Loc)	31	100.0%	22	7	2	6%	17	14	6,358.62	82,201.83	114,915.35	197,117.18	100.0%
Totals for 2014 Claims:				31	100.0%	22	7	2	6%	17	14	6,358.62	82,201.83	114,915.35	197,117.18	100.0%
250	Village of Hoffman Estates				702	456	126	120		41	661	13,547.35	8,900,097.29	610,140.05	9,510,237.34	

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