

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
April 8, 2019

7:00 p.m. – Board Room

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

I. Roll Call

II. Approval of Minutes – March 18, 2019

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report.
2. Human Resources Management Monthly Report.
3. Legislative Operations & Outreach Monthly Report.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

*(Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office).
The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

March 18, 2019

I. Roll Call

Members in Attendance:

**Karen Arnet, Chairperson
Karen Mills, Vice Chairman
Gary Stanton, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Director of Econ. Development
Mike Hankey, Director of Transportation
Patrick Seger, Director of HRM
Patti Cross, Asst. Corporation Counsel
Patrick Fortunato, Fire Chief
Ted Bos, Police Chief
Kasia Cawley, Asst. Chief of Police
Kelly Kerr, Asst. Director of Public Works
Monica Saavedra, Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Bev Romanoff, Village Clerk
Bruce Anderson, CATV Coordinator
Ryan Johnson, Mgmt. Analyst
Suzanne Ostrovsky, Asst. to Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:16 p.m.

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of February 11, 2019. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Presentation by Palatine Public Library District regarding a voter referendum on April ballot.**

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

Bruce Jefferson, President of the Palatine Library Board, along with Jeannie Dilger, Executive Director of the Palatine Library, provided a presentation regarding their referendum on the April 2 ballot. The referendum asks voters to approve a limiting rate increase on the Library's property tax levy of 0.075%. This amount would provide for all the library's financial needs through 2035. For a median home value, the estimated increase in annual taxes would be \$52. The Committee had no comments but thanked the Library representatives for the information.

2. Request approval of a Resolution creating the Platzkonzert Commission (increase in membership from 7 to 9).

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a resolution creating the Platzkonzert Commission. Voice vote taken. All ayes. Motion carried.

3. Request authorization to award contract for Council Chambers televising and presentation system to KeyCode Media, Schaumburg, IL, in an amount not to exceed \$88,825.04.

An item summary sheet from Bruce Anderson was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to award contract for Council chambers televising and presentation system to KeyCode Media, Schaumburg, IL, in an amount not to exceed \$82,825.04. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

3. Legislative Operations and Outreach Monthly Report (deferral requested).

The Legislative Operations and Outreach Monthly Report was deferred.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:33 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Bruce Anderson / Ric Signorella
Regarding: Cable TV Report
Date: April 4, 2019

Citizen Segments

This month the Citizen covers: GiGi's Down Syndrome Recognition Day, Senior Luncheon, Lake County Physical Therapy Grand Opening, Bar Down Grand Opening and the activities of the Department of Health and Human Services.

Citizen Segments and Programs in development:

Day-in-the-Life Fire Department
Bell Works
Catherine the Great
Center for Enriched Living
Medicare Fraud
Bon Appetit
Connect To Community Transition Summit
Trustees Swearing in Ceremony

Black History Month

Has finished airing.

Franchise Renewal

Regional cable group communities met to discuss renewal negotiations. We will meet again May 1st.

Board Room / Council Chambers Upgrade

KeyCode Media preparations have begun for the Board Room upgrade.

Sports

Spring Sports starting, covering Volleyball & Baseball

Complaints/Inquiries

There were three new complaints: one was internet service availability, second was a tree down on the utility lines and the third was a low hanging wire. There are no inquiries outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

March 2019

Staffing Activity

New Starts: 0

Separations: 6 – Staff Assistant
Crossing Guard (2)
Public Works Seasonal (3)

Transfers: 0

Retirees: 0

Promotions: 1 – Maintenance I to Maintenance II

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	331 current
	Part Time Employees	68 budgeted	63 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	21 budgeted	0 current
	Paid Interns	6 budgeted	3 current

Month & Year-to-Date Activity:

0 Seasonal with	3 for year
1 Promotions with	3 for year
6 Separations with	11 for year
0 Retirements with	2 for year
0 Transfer with	0 for year

Recruitment Activity**Crossing Guard – Police Dept. (5)**

Posted on 01/21/2019. The position was posted on the Village website, social media, and Village broadcast email. Two more crossing guards resigned in March. Applications will be forwarded to the Police Sergeant for review as they are received.

PW Office Manager – Public Works

The position was posted on 02/05/2019. Candidate from 2018 recruitment withdrew her acceptance before the job start date. The position was re-posted on the Village website, social media, Indeed job board and broadcast email. Applications were forwarded to the interview team for review. Ten candidates were chosen for skills testing the first week of March. Eight advanced to interviews. An offer was made to one candidate, she accepted and is completing pre-employment screening. It is expected that she will start the week of April 15th.

PW Maintenance II – Public Works

The position was posted internally for Teamsters Local 700 members. Three applications were received. Applicants were interviewed on 03/05/2019. One internal candidate was offered the position and was promoted on 03/25/2019.

Civil Engineer Summer Intern (3) – Development Services

The recruitment was posted on the Village website, social media, Indeed job board, Handshake college recruiting site, numerous college career websites, and Village broadcast email. Applications were forwarded to the interview team for review as received. Eight students were interviewed in January. Three students were offered the internships and accepted. They have completed pre-employment screening and will start in May and June.

Civil Engineer I – Development Services

The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site and Village broadcast email. Applications were forwarded to the interview team for review as received. Five candidates were interviewed between 02/18/2019 and 02/25/2019. An offer was made to one candidate on 02/28/2019 and he accepted. He is currently completing pre-employment screening and is expected to start in May.

PW Maintenance I – Public Works

The position was posted internally and externally. The position was posted on the Village website, social media, and Village broadcast email. Applications are being reviewed by the

interview team as they are received. Awaiting decision on candidates to invite to interview.

PW Summer Seasonal (10) – Public Works

The position was posted on the Village website, social media, Handshake college recruiting site and Village broadcast email. Applications are being reviewed by the Assistant Director of Public Works as they are received. Eight of ten positions have been filled to date.

Summer Code Inspector – Development Services

The position was posted on the Village website, social media, Handshake college recruiting site and Village broadcast email. Applications are being reviewed by the interview team as they are received.

PT Cable TV Assistant – General Government

The position was posted on the Village website, social media and Village broadcast email. Three candidates were called in for interviews. An offer was made to one candidate and he accepted. We are awaiting results from his pre-employment screening.

Labor/Management Relations

Contract Status:

Police (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018). A successor agreement is in process.

Fire (International Association of Firefighters - Local 2061) – Contract (January 1, 2012 – December 31, 2020).

Public Works (International Brotherhood of Teamsters, Local 700) Contract (Jan. 1, 2016 – Dec. 31, 2019).

Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2017 – December 31, 2019).

Grievances

- One grievance was filed by a Public Works employee.

Personnel/Benefits/Employee Services

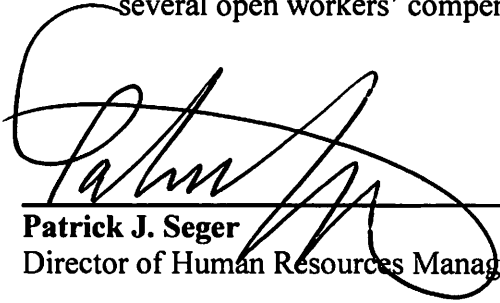
- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting.

- As staff liaison to the Celtic Fest, the Director of HRM attended the monthly meeting.
- The Director of HRM, as Past Chair of the IPBC, attended the IPBC Executive Board and Board of Directors meetings.
- The Director of HRM and Assistant to the HRM Directed attended Illinois Public Employer Labor Relations Association Employment Law Seminar.
- HRM staff continued to work on the Onboarding Program.
- HRM staff coordinated and finished the annual merit performance evaluation process.
- The Director of HRM participated in Management Team meetings.
- The Director of HRM attended the Suburban Liability Insurance Pool (SLIP) meeting.
- HRM staff participated in an ADA hearing.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Conducted a mandatory random Federal Department of Transportation drug and alcohol test. There was no positive result.
- Coordinated the inspection of several of the Village's pressure vessels by the property insurance carrier.
- Coordinated the claim administration of a large property loss due to fire at the Village Green.
- Compiled data to complete and submit the Illinois Worker's Compensation Commission, second injury fund payment.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Attended a Suburban Liability Insurance Pool (SLIP) board meeting.
- Met with Village staff to discuss a shared parking agreement with property owners in the Village.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.

- Continued to provide consultation related to risk management issues related to the Sears Centre.
- Provided continual written updates to appropriate management staff related to the status of several open workers' compensation claims.

A large, stylized handwritten signature in black ink, appearing to read 'Patrick J. Seger', is written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Patrick J. Seger
Director of Human Resources Management

**HUMAN RESOURCES MANAGEMENT
MONTHLY STAFFING REPORT
MARCH 2019**

RECRUITMENTS

POSITION TITLE: Crossing Guard (5 openings)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 4 applications received to date
STATUS: The positions were posted on the Village website, social media, and Village broadcast email. Applications will be forwarded to the Police Sergeant for review as they are received.

POSITION TITLE: PW Office Manager
DEPARTMENT: Public Works Dept.
DATE POSTED: 02/05/2019
AD DEADLINE: 02/19/2019
APPLICATIONS REC'D: 567 applications received
STATUS: Candidate from 2018 recruitment withdrew her acceptance before the job start date. The position was re-posted on the Village website, social media, Indeed job board and broadcast email. Applications were forwarded to the interview team for review. Ten candidates were chosen for skills testing the first week of March. Eight advanced to interviews. An offer was made to one candidate, she accepted and is completing pre-employment screening. It is expected that she will start the week of April 15th.

POSITION TITLE: Summer Civil Engineering Interns
DEPARTMENT: Development Services Dept.
DATE POSTED: 12/04/2018
AD DEADLINE: until filled
APPLICATIONS REC'D: 62 application received to date
STATUS: The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site, numerous college career websites, and Village broadcast email. Applications were forwarded to the interview team for review as received. Eight students were interviewed in January. Three students were offered the internships and accepted. They completed the pre-employment screening and will start in May and June.

POSITION TITLE: Maintenance I
DEPARTMENT: Public Works Dept.
DATE POSTED: 03/20/2019
AD DEADLINE: 03/31/2019
APPLICATIONS REC'D: 120 application received
STATUS: The position was posted on the Village website, social media, and Village broadcast email. Applications are being reviewed by the interview team as they are received. Awaiting decision on candidates to invite to interview.

POSITION TITLE: Civil Engineer I
DEPARTMENT: Development Services Dept.
DATE POSTED: 01/04/2019
AD DEADLINE: 02/16/2019
APPLICATIONS REC'D: 54 application received
STATUS: The position was posted on the Village website, social media, Indeed job board, Handshake college recruiting site and Village broadcast email. Applications were forwarded to the interview team for review as received. Five candidates were interviewed between 02/18/2019 and 02/25/2019. An offer was made to one candidate on 02/28/2019 and he accepted. He is currently completing pre-employment screening and is expected to start in May.

POSITION TITLE: PW Seasonal Worker (10)
DEPARTMENT: Public Works Dept.
DATE POSTED: 03/06/2019
AD DEADLINE: 04/05/2019
APPLICATIONS REC'D: 15 applications received to date
STATUS: The position was posted on the Village website, social media, Handshake college recruiting site, numerous college career websites and Village broadcast email. Applications are being reviewed by the Assistant Director of Public Works as they are received. Eight of ten positions have been filled to date.

POSITION TITLE: Summer Code Inspector
DEPARTMENT: Development Services Dept.
DATE POSTED: 03/22/2019
AD DEADLINE: 04/21/2019
APPLICATIONS REC'D: 3 applications received to date
STATUS: The position was posted on the Village website, social media, Handshake college recruiting site, numerous college career websites and Village broadcast email. Applications are being reviewed by the Interview team as they are received.

POSITION TITLE: PT Cable TV Assistant
DEPARTMENT: General Government
DATE POSTED: 03/05/2019
AD DEADLINE: 03/26/2019
APPLICATIONS REC'D: 9 applications received
STATUS: The position was posted on the Village website, social media and Village broadcast email. Three candidates were called in for interviews. An offer was made to one candidate and he accepted. We are awaiting results from is pre-employment screening.

NEW STARTS

POSITION TITLE: Maintenance II Water
DEPARTMENT: Public Works Dept.
DATE POSTED: 02/11/2019
AD DEADLINE: 02/15/2019
APPLICATIONS REC'D: 3 application received
STATUS: The position was posted internally for Teamsters Local 700 members. Applicants were interviewed on 03/05/2019. One internal candidate was offered the position and was promoted on 03/25/2019.

**SUMMARY OF EMPLOYMENT ACTIVITY
 MARCH 2019**

	<u>Total Number</u>	<u>Position</u>
New Starts	0	
Separations	6	Staff Assistant Crossing Guard (2) Public Works Seasonal (3)
Promotions	1	Maintenance I to Maintenance II
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	0	
Reclassifications	0	
Change in Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	2	PW Office Manager Cable TV Assistant
Separations	0	
Promotions	0	
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	0	
Eliminated Positions	0	

2019 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	331
PART TIME EMPLOYEES	68	63
TEMPORARY EMPLOYEES	0	0
SEASONAL EMPLOYEES	21	0
INTERNS (PAID)	6	3
TOTAL	433	397

Total Vacancies:

Full Time

Budgeted – Posted

**Civil Engineer I
PW Office Manager
Maintenance I**

Budgeted - Not Posted

**Police Officer (5)
Community Service Officer (2)**

Part Time

Budgeted – Posted

**Cable TV Assistant
Crossing Guard**

Budgeted-Not Posted

**Tech Support Specialist
Staff Assistant – PD
Accounting Assistant**

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	120	776
Part Time – Response to Recruitments	11	13
Seasonal Applicants	15	47
Unsolicited Applications/Walk-In	0	0
TOTAL	146	836

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY MARCH 2019

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
N/A			

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Haley Claffy	03/15/2019	Staff Assistant	Resigned
Zachary Czesak	03/15/2019	PW Seasonal	End of Winter Season
Steve Mack	03/15/2019	PW Seasonal	End of Winter Season
Luis Avalos	03/15/2019	PW Seasonal	End of Winter Season
Anna Murphy	03/04/2019	Crossing Guard	Resigned
Bridgette Drum	03/22/2019	Crossing Guard	Resigned

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Chris Gatts	03/11/2019	MI	MII

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

<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
MARCH 2019**

# Anniversaries	<u>7</u>
# Interviews conducted during month	<u>11</u>
# Orientations conducted during month	<u>0</u>

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2019

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	193,543.20	121,967.23	71,575.97	193,543.20	100.0%
97	8	Public Works	(Sub-Loc)	1	100.0%	0	0	1	100%	1	0	193,543.20	121,967.23	71,575.97	193,543.20	100.0%
97	01	Village of Hoffman Estates	(Loc)	1	100.0%	0	0	1	100%	1	0	193,543.20	121,967.23	71,575.97	193,543.20	100.0%
Totals for 1997 Claims:				1	100.0%	0	0	1	100%	1	0	193,543.20	121,967.23	71,575.97	193,543.20	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: 03/31/2019

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: 03/31/2019

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: 03/31/2019

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: 03/31/2019

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	50.9%
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	53.3%
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: 03/31/2019

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%	0	10	17,411.53	174,115.28		174,115.28	23.0%
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%	0	16	12,020.92	192,334.78		192,334.78	25.4%
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%	0	48	15,767.84	756,856.40		756,856.40	100.0%
Totals for 2007 Claims:				48	100.0%	36	4	8	17%	0	48	15,767.84	756,856.40		756,856.40	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: 03/31/2019

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%	0	2	7,601.49	15,202.97		15,202.97	2.2%
09	301	Fire Suppression (Dept)		14	26.4%	11	3	0	0%	0	14	4,642.64	64,996.99		64,996.99	9.3%
09	303	Emergency Medical Service (Dept)		20	37.7%	13	4	3	15%	0	20	17,948.22	358,964.35		358,964.35	51.1%
09	3	Fire (Sub-Loc)		36	67.9%	25	8	3	8%	0	36	12,199.01	439,164.31		439,164.31	62.6%
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	21.2%
09	704	Traffic (Dept)		1	1.9%	1	0	0	0%	0	1	2,457.38	2,457.38		2,457.38	0.4%
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	85,580.51	85,580.51		85,580.51	12.2%
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	15,417.35	92,504.11		92,504.11	13.2%
09	01	Village of Hoffman Estates (Loc)		53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
Totals for 2009 Claims:				53	100.0%	33	11	9	17%	0	53	13,246.58	702,068.57		702,068.57	100.0%
10	200	Accounting (Dept)		2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	2	Finance (Sub-Loc)		2	4.8%	0	1	1	50%	0	2	21,935.31	43,870.61		43,870.61	7.7%
10	250	PPO Payments (Dept)		1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	25	PPO Payments (Sub-Loc)		1	2.4%	1	0	0	0%	0	1	25,802.19	25,802.19		25,802.19	4.5%
10	301	Fire Suppression (Dept)		8	19.0%	3	5	0	0%	0	8	3,252.66	26,021.31		26,021.31	4.6%
10	303	Emergency Medical Service (Dept)		8	19.0%	4	1	3	38%	0	8	22,624.71	180,997.64		180,997.64	31.9%
10	3	Fire (Sub-Loc)		16	38.1%	7	6	3	19%	0	16	12,938.68	207,018.95		207,018.95	36.4%
10	700	Patrol (Dept)		15	35.7%	7	4	4	27%	0	15	17,690.70	265,360.50		265,360.50	46.7%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2019

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%	0	15	17,690.70	265,360.50		265,360.50	46.7%
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	1.3%
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	3.1%
10	8	Public Works	(Sub-Loc)	8	19.0%	6	2	0	0%	0	8	3,261.58	26,092.65		26,092.65	4.6%
10	01	Village of Hoffman Estates	(Loc)	42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	100.0%
Totals for 2010 Claims:				42	100.0%	21	13	8	19%	0	42	13,527.26	568,144.90		568,144.90	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	1	1	25%	0	4	63,247.39	252,989.56		252,989.56	34.7%
11	303	Emergency Medical Service	(Dept)	11	35.5%	9	0	2	18%	0	11	19,510.89	214,619.81		214,619.81	29.4%
11	3	Fire	(Sub-Loc)	15	48.4%	11	1	3	20%	0	15	31,173.96	467,609.37		467,609.37	64.1%
11	700	Patrol	(Dept)	10	32.3%	6	1	3	30%	0	10	23,145.83	231,458.29		231,458.29	31.7%
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%	0	11	21,627.82	237,905.97		237,905.97	32.6%
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	0.4%
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	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	100.0%
Totals for 2011 Claims:				31	100.0%	20	5	6	19%	0	31	23,523.59	729,231.23		729,231.23	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	0.4%
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	14.2%
12	25	PPO Payments	(Sub-Loc)	1	2.3%	1	0	0	0%	0	1	49,116.23	49,116.23		49,116.23	14.2%
12	301	Fire Suppression	(Dept)	12	27.9%	10	1	1	8%	1	11	2,652.76	26,984.13	4,848.99	31,833.12	9.2%

EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2019

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%	0	8	21,935.16	175,481.26		175,481.26	50.7%
12	3	Fire (Sub-Loc)	20	46.5%	17	1	2	10%	1	19	10,365.72	202,465.39	4,848.99	207,314.38	59.9%
12	700	Patrol (Dept)	9	20.9%	6	1	2	22%	0	9	8,148.55	73,336.98		73,336.98	21.2%
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%	0	12	6,579.97	78,959.66		78,959.66	22.8%
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%	1	42	8,050.35	341,315.98	4,848.99	346,164.97	100.0%
Totals for 2012 Claims:			43	100.0%	34	5	4	9%	1	42	8,050.35	341,315.98	4,848.99	346,164.97	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	20.5%	6	2	0	0%	0	8	3,862.32	30,898.53		30,898.53	6.9%
13	303	Emergency Medical Service (Dept)	6	15.4%	3	1	2	33%	0	6	35,673.45	214,040.72		214,040.72	47.5%
13	3	Fire (Sub-Loc)	14	35.9%	9	3	2	14%	0	14	17,495.66	244,939.25		244,939.25	54.3%
13	700	Patrol (Dept)	12	30.8%	4	2	6	50%	1	11	14,546.19	162,021.02	12,533.28	174,554.30	38.7%
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	33.3%	5	2	6	46%	1	12	13,514.51	163,155.39	12,533.28	175,688.67	39.0%
13	801	Water & Sewer (Dept)	9	23.1%	8	1	0	0%	0	9	3,217.94	28,961.44		28,961.44	6.4%
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	25.6%	9	1	0	0%	0	10	2,943.32	29,433.19		29,433.19	6.5%
13	01	Village of Hoffman Estates (Loc)	39	100.0%	24	7	8	21%	1	38	11,561.15	438,351.57	12,533.28	450,884.85	100.0%
Totals for 2013 Claims:			39	100.0%	24	7	8	21%	1	38	11,561.15	438,351.57	12,533.28	450,884.85	100.0%
14	100	Code Enforcement (Dept)	1	2.0%	0	1	0	0%	0	1	0.00	0.00		0.00	0.0%
14	102	Planning (Dept)	1	2.0%	1	0	0	0%	0	1	642.39	642.39		642.39	0.1%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 03/31/2019**

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	1	Community Development	(Sub-Loc)	2	4.1%	1	1	0	0%	0	2	321.20	642.39		642.39	0.1%
14	301	Fire Suppression	(Dept)	12	24.5%	9	0	3	25%	1	11	31,994.69	353,362.03	30,574.25	383,936.28	59.4%
14	303	Emergency Medical Service	(Dept)	6	12.2%	3	1	2	33%	0	6	9,013.74	54,082.42		54,082.42	8.4%
14	3	Fire	(Sub-Loc)	18	36.7%	12	1	5	28%	1	17	24,334.37	407,444.45	30,574.25	438,018.70	67.8%
14	401	Cable TV	(Dept)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	4	General Government	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
14	600	Administration	(Dept)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.5%
14	6	Human Resources Manage	(Sub-Loc)	1	2.0%	1	0	0	0%	0	1	2,934.04	2,934.04		2,934.04	0.5%
14	700	Patrol	(Dept)	16	32.7%	12	3	1	6%	0	16	12,041.83	192,669.28		192,669.28	29.8%
14	701	Investigations	(Dept)	1	2.0%	0	1	0	0%	0	1	213.50	213.50		213.50	0.0%
14	704	Traffic	(Dept)	1	2.0%	1	0	0	0%	0	1	1,148.28	1,148.28		1,148.28	0.2%
14	7	Police	(Sub-Loc)	18	36.7%	13	4	1	6%	0	18	10,779.50	194,031.06		194,031.06	30.0%
14	800	Streets	(Dept)	1	2.0%	1	0	0	0%	0	1	972.94	972.94		972.94	0.2%
14	801	Water & Sewer	(Dept)	5	10.2%	3	2	0	0%	0	5	1,205.25	6,026.24		6,026.24	0.9%
14	804	Forestry	(Dept)	3	6.1%	3	0	0	0%	0	3	1,103.67	3,311.00		3,311.00	0.5%
14	8	Public Works	(Sub-Loc)	9	18.4%	7	2	0	0%	0	9	1,145.58	10,310.18		10,310.18	1.6%
14	01	Village of Hoffman Estates	(Loc)	49	100.0%	35	8	6	12%	1	48	13,182.37	615,362.12	30,574.25	645,936.37	100.0%
Totals for 2014 Claims:				49	100.0%	35	8	6	12%	1	48	13,182.37	615,362.12	30,574.25	645,936.37	100.0%
15	100	Code Enforcement	(Dept)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	1	Community Development	(Sub-Loc)	1	3.4%	1	0	0	0%	0	1	371.99	371.99		371.99	0.1%
15	301	Fire Suppression	(Dept)	9	31.0%	5	1	3	33%	1	8	30,160.14	254,117.75	17,323.54	271,441.29	65.0%
15	303	Emergency Medical Service	(Dept)	6	20.7%	4	0	2	33%	0	6	12,038.88	72,233.27		72,233.27	17.3%
15	3	Fire	(Sub-Loc)	15	51.7%	9	1	5	33%	1	14	22,911.64	326,351.02	17,323.54	343,674.56	82.3%
15	505	Immunization	(Dept)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	5	Health & Human Services	(Sub-Loc)	1	3.4%	1	0	0	0%	0	1	958.06	958.06		958.06	0.2%
15	700	Patrol	(Dept)	7	24.1%	6	0	1	14%	0	7	9,232.10	64,624.67		64,624.67	15.5%
15	701	Investigations	(Dept)	1	3.4%	0	1	0	0%	0	1	913.00	913.00		913.00	0.2%
15	7	Police	(Sub-Loc)	8	27.6%	6	1	1	13%	0	8	8,192.21	65,537.67		65,537.67	15.7%
15	800	Streets	(Dept)	1	3.4%	1	0	0	0%	0	1	184.04	184.04		184.04	0.0%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 03/31/2019**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/Claim	Paid	Outstanding	Total Incurred	% Of Total
15	801	Water & Sewer	(Dept)	1	3.4%	1	0	0	0%	0	1	582.07	582.07		582.07	0.1%
15	802	Building & Grounds	(Dept)	1	3.4%	1	0	0	0%	0	1	361.60	361.60		361.60	0.1%
15	804	Forestry	(Dept)	1	3.4%	1	0	0	0%	0	1	6,160.47	6,160.47		6,160.47	1.5%
15	8	Public Works	(Sub-Loc)	4	13.8%	4	0	0	0%	0	4	1,822.05	7,288.18		7,288.18	1.7%
15	01	Village of Hoffman Estates	(Loc)	29	100.0%	21	2	6	21%	1	28	14,407.95	400,506.92	17,323.54	417,830.46	100.0%
Totals for 2015 Claims:				29	100.0%	21	2	6	21%	1	28	14,407.95	400,506.92	17,323.54	417,830.46	100.0%
16	301	Fire Suppression	(Dept)	3	8.1%	2	1	0	0%	0	3	466.15	1,398.44		1,398.44	0.2%
16	303	Emergency Medical Service	(Dept)	4	10.8%	2	0	2	50%	2	2	40,179.30	118,498.63	42,218.57	160,717.20	25.0%
16	3	Fire	(Sub-Loc)	7	18.9%	4	1	2	29%	2	5	23,159.38	119,897.07	42,218.57	162,115.64	25.2%
16	700	Patrol	(Dept)	16	43.2%	13	1	2	13%	1	15	26,432.58	322,874.76	100,046.56	422,921.32	65.8%
16	701	Investigations	(Dept)	1	2.7%	1	0	0	0%	0	1	7,112.66	7,112.66		7,112.66	1.1%
16	703	Tactical	(Dept)	1	2.7%	1	0	0	0%	0	1	140.43	140.43		140.43	0.0%
16	7	Police	(Sub-Loc)	18	48.6%	15	1	2	11%	1	17	23,898.58	330,127.85	100,046.56	430,174.41	66.9%
16	800	Streets	(Dept)	1	2.7%	1	0	0	0%	0	1	329.95	329.95		329.95	0.1%
16	801	Water & Sewer	(Dept)	4	10.8%	3	1	0	0%	0	4	4,394.90	17,579.60		17,579.60	2.7%
16	803	Equipment & Supply	(Dept)	3	8.1%	2	1	0	0%	0	3	7,918.56	23,755.68		23,755.68	3.7%
16	804	Forestry	(Dept)	3	8.1%	3	0	0	0%	0	3	2,216.74	6,650.22		6,650.22	1.0%
16	8	Public Works	(Sub-Loc)	11	29.7%	9	2	0	0%	0	11	4,392.31	48,315.45		48,315.45	7.5%
16	9	Information Systems	(Sub-Loc)	1	2.7%	1	0	0	0%	0	1	2,371.46	2,371.46		2,371.46	0.4%
16	01	Village of Hoffman Estates	(Loc)	37	100.0%	29	4	4	11%	3	34	17,377.76	500,711.83	142,265.13	642,976.96	100.0%
Totals for 2016 Claims:				37	100.0%	29	4	4	11%	3	34	17,377.76	500,711.83	142,265.13	642,976.96	100.0%
17	301	Fire Suppression	(Dept)	1	5.6%	0	0	1	100%	1	0	108,018.00	15,445.20	92,572.80	108,018.00	27.7%
17	303	Emergency Medical Service	(Dept)	5	27.8%	3	0	2	40%	2	3	54,834.83	150,101.21	124,072.94	274,174.15	70.3%
17	3	Fire	(Sub-Loc)	6	33.3%	3	0	3	50%	3	3	63,698.69	165,546.41	216,645.74	382,192.15	97.9%
17	700	Patrol	(Dept)	5	27.8%	5	0	0	0%	0	5	757.36	3,786.80		3,786.80	1.0%
17	701	Investigations	(Dept)	1	5.6%	1	0	0	0%	0	1	0.00	0.00		0.00	0.0%
17	703	Tactical	(Dept)	1	5.6%	1	0	0	0%	0	1	1,114.58	1,114.58		1,114.58	0.3%
17	7	Police	(Sub-Loc)	7	38.9%	7	0	0	0%	0	7	700.20	4,901.38		4,901.38	1.3%
17	800	Streets	(Dept)	1	5.6%	1	0	0	0%	0	1	2,186.65	2,186.65		2,186.65	0.6%

**EMPLOYER'S CLAIM SERVICE, INC.
POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
From: 12/31/1996 Through: 03/31/2019**

Year	Code	Description		Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
17	804	Forestry (Dept)		4	22.2%	4	0	0	0%	0	4	246.90	987.59		987.59	0.3%
17	8	Public Works (Sub-Loc)		5	27.8%	5	0	0	0%	0	5	634.85	3,174.24		3,174.24	0.8%
17	01	Village of Hoffman Estates (Loc)		18	100.0%	15	0	3	17%	3	15	21,681.54	173,622.03	216,645.74	390,267.77	100.0%
Totals for 2017 Claims:				18	100.0%	15	0	3	17%	3	15	21,681.54	173,622.03	216,645.74	390,267.77	100.0%
18	100	Code Enforcement (Dept)		1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18	1	Community Development (Sub-Loc)		1	2.9%	0	1	0	0%	0	1	605.84	605.84		605.84	0.2%
18	301	Fire Suppression (Dept)		8	23.5%	4	3	1	13%	2	6	6,066.11	19,972.68	28,556.16	48,528.84	18.4%
18	303	Emergency Medical Service (Dept)		5	14.7%	3	0	2	40%	2	3	16,981.14	16,913.43	67,992.25	84,905.68	32.2%
18	3	Fire (Sub-Loc)		13	38.2%	7	3	3	23%	4	9	10,264.19	36,886.11	96,548.41	133,434.52	50.6%
18	700	Patrol (Dept)		14	41.2%	11	1	2	14%	2	12	8,949.92	55,278.47	70,020.45	125,298.92	47.5%
18	7	Police (Sub-Loc)		14	41.2%	11	1	2	14%	2	12	8,949.92	55,278.47	70,020.45	125,298.92	47.5%
18	800	Streets (Dept)		2	5.9%	2	0	0	0%	1	1	91.60	183.20		183.20	0.1%
18	801	Water & Sewer (Dept)		1	2.9%	1	0	0	0%	0	1	618.53	618.53		618.53	0.2%
18	802	Building & Grounds (Dept)		1	2.9%	1	0	0	0%	0	1	1,855.66	1,855.66		1,855.66	0.7%
18	804	Forestry (Dept)		1	2.9%	1	0	0	0%	0	1	1,080.54	1,080.54		1,080.54	0.4%
18	805	Clerical (Dept)		1	2.9%	0	1	0	0%	0	1	727.84	727.84		727.84	0.3%
18	8	Public Works (Sub-Loc)		6	17.6%	5	1	0	0%	1	5	744.30	4,465.77		4,465.77	1.7%
18	01	Village of Hoffman Estates (Loc)		34	100.0%	23	6	5	15%	7	27	7,758.97	97,236.19	166,568.86	263,805.05	100.0%
Totals for 2018 Claims:				34	100.0%	23	6	5	15%	7	27	7,758.97	97,236.19	166,568.86	263,805.05	100.0%
19	301	Fire Suppression (Dept)		2	20.0%	2	0	0	0%	2	0	0.00	0.00		0.00	0.0%
19	303	Emergency Medical Service (Dept)		1	10.0%	1	0	0	0%	1	0	0.00	0.00		0.00	0.0%
19	3	Fire (Sub-Loc)		3	30.0%	3	0	0	0%	3	0	0.00	0.00		0.00	0.0%
19	700	Patrol (Dept)		7	70.0%	5	1	1	14%	7	0	10,927.40	639.82	75,851.99	76,491.81	100.0%
19	7	Police (Sub-Loc)		7	70.0%	5	1	1	14%	7	0	10,927.40	639.82	75,851.99	76,491.81	100.0%
19	01	Village of Hoffman Estates (Loc)		10	100.0%	8	1	1	10%	10	0	7,649.18	639.82	75,851.99	76,491.81	100.0%
Totals for 2019 Claims:				10	100.0%	8	1	1	10%	10	0	7,649.18	639.82	75,851.99	76,491.81	100.0%

**EMPLOYER'S CLAIM SERVICE, INC.
 POLICY YEAR (12/31 - 12/30) CUMULATIVE CLAIM SUMMARY
 From: 12/31/1996 Through: 03/31/2019**

Year Code	Description	Claim Cnt	% of Total	Med Only	Comp	Legl	% of Lgl	Open	Clsd	Avg Cost/ Claim	Paid	Outstanding	Total Incurred	% Of Total
250	Village of Hoffman Estates	849		566	138	145		28	821	13,896.06	11,059,566.78	738,187.75	11,797,754.53	

Open Medical: 9
 Open Comp: 2
 Open Legal: 17

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee
FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board
RE: *Community Engagement Report*
PERIOD: March 18th – April 8th

General administration: The Mayor's office regularly receives invitations to events, mail or email correspondence regarding a variety of issues, responses which need to be coordinated with Mr. Norris and department heads, and requests for legislative response depending on the issue. The Office also receives occasional phone, email and written requests to meet with officials and staff on various projects or other issues; meetings which are organized through me. These are on-going functions. I typically attend meetings that involve community organizations or other areas of similar interest. (Other duties as needed.)

PARTNERSHIPS

Schools:

- Scheduled Mayor for the Jane Addams Career Fair Day – (COMPLETED 3/22)

Community Organizations:

- In contact with Boy Scouts to determine assistance for Celtic Fest and other events
- Heart of Hoffman Estates filming scheduled for 4/17 (Center for Enriched Living) Trustee Gaeta and Mayor McLeod will participate in the filming.
- Will reach out to the Salvation Army for the next Heart of Hoffman Estates profile piece.

ON-GOING INITIATIVES

Complete Count Committee Status:

This is an on-going initiative through 2019 and into 2020.

- Attended first CCC meeting at the HHS Department on 3/19 (next meeting 4/30)

Swearing-In Ceremony

- Scheduled for 4/27. Invitation attached.

Receptions, Events and Meetings:

Kids Hope Director Breakfast – 3/12
Census Info Meeting with Planning Dept. – 3/13
CCC meeting – 3/19
Jane Addams Career Fair – 3/22
Committee meetings – 3/25
Wine Wednesday (Bar Down) – 3/27
Citizen Police Academy / Trustee Dinner – 4/1

Mgmt. Team Meeting – 4/2
Celtic Fest meeting – 4/2
CAC 5K meeting – 4/5
Trustee Gaeta Birthday Dinner – 4/8

Coming Up:

Troop G290 – 4/15 – reception to honor the new girl's troop at Eisenhower School through the BSOA organization. The troop will perform the flag ceremony at the Village board meeting that evening.

GS Troop #399 – girls will be here for a tour on 5/13.

Travel arrangements:

- ACEA – currently being planned
- USCM – (June) – currently being planned

Written Materials and Proclamations:

- Submitted Arts Commission for Commission Profile
- Mayors Day of Recognition for National Service (4/1)
- Child Abuse Prevention Month (4/1)
- National Autism Awareness Month (4/1)

+ Received Certificate of Appreciation from the Office of the Governor Illinois Commission on Volunteerism and Community Service for my work with John Muir Literacy Academy and the Kids Hope USA program. (Nominated for 10th Annual Governor's Volunteer Service Award through Rep. Michelle Mussman.)

Coordinated several calendar items across departments as needed.

Jennifer Djordjevic
Dir. Of Operations and Outreach / Office of the Mayor and Board

**Please join us for the Swearing-In Ceremony of
Elected Officials**

Trustee Anna Newell

Trustee Gary Pilafis

Trustee Gary Stanton

of the Village of Hoffman Estates, Illinois



Saturday, April 27, 2019

10:00 a.m. | Helen Wozniak Council Chambers

**1900 Hassell Road
Hoffman Estates, Illinois 60169**

*Please RSVP to Jennifer Djordjevic at 847-781-2610
or jennifer.djordjevic@hoffmanestates.org*

Refreshments following the ceremony.