

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
July 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 – June 10, 2019**

NEW BUSINESS

- 1. Request approval to dispose of Village records that have exceeded their State-required retention period.

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**

June 10, 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
Arthur Janura, Corporation Counsel
Mark Koplín, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Director of Econ. Dev.
Mo Khan, Associate Planner
Patti Cross, Asst. Corporation Counsel
Mike Hankey, Dir. Trans & Engineering
Patrick Seger, Director HRM
Bruce Anderson, CATV Coordinator
Suzanne Ostrovsky, Asst. to Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:30 p.m.

II. Approval of Minutes

Motion by Trustee Stanton, seconded by Trustee Gaeta, to approve the General Administration & Personnel Committee meeting minutes of May 13, 2019. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary sheet from Matt Galloway was presented to Committee.

Jim Norris addressed the Committee and reported on the budget passed by the State. From the Village's financial standpoint, the online sales tax will help as well as the MFT.

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*).

Motion by Mayor McLeod, seconded by Trustee Mills, to defer the Legislative Operations and Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

Trustee Pilafas asked if Legal could look into Arlington Heights' vacant auto sales lots and how they addressed it and bring to a future Committee meeting.

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:39 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Disposal of Village Departmental Records

MEETING DATE: July 8, 2019

COMMITTEE: General Administration & Personnel Committee

FROM: Rachel Musiala, Director of Finance

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

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

The last annual disposal of records was done in 2018 per Village policy and state statute.

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

It should be noted that only documents that are not required to be retained permanently are part of this disposal listing. Upon Village Board approval, this application will be sent to the Secretary of States Office – Local Records Unit for approval. The items will not be disposed of until after October 1, 2019 which meets the State’s 30-day requirement (30 days after final Village Board approval).

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

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

ATTACHMENT

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 10:024C

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

COUNTY: Cook

FROM: Village of Hoffman Estates
Agency Division

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

Hoffman Estates, IL 60169
City, Zip Code

TELEPHONE: (847) 843-4802

Directions:

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accounts Payable & Receivable (Includes Check Copies, Delivery Tickets, Etc.)	2011	12
3	Administrative Correspondence	2017	10
4	Alarm Logs from the Pumping Station	2015	.5
6	Annual Budget for Village	2011	.5
7	Annual Water Use Audit	2008	.5
8	Application for Pet License	2016	.5
9	Appraisals	2015	.5
10	Auction Records	2011	.5
12	Backflow Prevention Records	2015	.5
13	Bid Records	2008	1
15	Building Permit Address Records (Residential)	1959 - 2013	53
17	Business Licenses	2016	1
18	Cable Television Records	2015	.5
19	Cancelled Bonds and Coupons	2016	.5
20	Cancelled Checks, Bank Statements, and Deposit Records	2011	.5
21	Cash Receipts	2016	4
22	Cash Register Tapes	2016	1
25	Certificates of Publication, Newspaper Clippings, Notices of Hearings, Etc.	2017	.5
26	Claims for Reimbursements (All Areas/ Types)	2015	.5
27	Client Counseling and Group Therapy Case Files	2013	1.5
28	Code Enforcement Complaints	2015	.5
29	Code Enforcement Complaint Logs	2016	.5
30	Collection Agency Records	2011	.5
31	Collective Bargaining Records	2003	.5
32	Community Development Block Grant Records for Residential Improvements/Repairs	2008	2
34	Confined Space Entry Permits	2013	.5

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

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after October 1, 2019

Signature

Date

Bev Romanoff, Village Clerk

Please print name and title on the line above

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

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APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
35	Construction Project Files	2008	1
36	Contractor's Bonds and Licenses	2014	.5
37	Contractors's Licenses and Permit Bond	2015	.5
38	Contracts, Leases and Agreements	2008	.5
39	Customer Mail-In Meter Cards (Self Reading)	2017	.5
40	Daily Inspection Schedules	2016	.5
41	Delinquent Account Files	2011	.5
44	Election Records	2017	.5
45	Elevator Inspections	2013	.5
47	Employment Applications and Supporting Documents	2016	3
48	Employment Eligibility Verification Form I-9	2015	.5
49	Engineering Studies/Traffic	2011	.5
50	E.E.O.C. Reports	2013	1
52	Food and Beverage Sales Tax Records	2011	.5
53	Foreclosure Notices	2017	1
54	Freedom of Information Act Requests and Denials	2016	.5
55	Gas/Fuel Tickets	2015	.5
56	Grant Records	2015	.5
57	Health Department Inspection	2016	.5
58	Home Town Awards	2017	.5
59	Hydrant and Valve Records (Flushing and Flow Tests)	2015	.5
60	I.E.P.A. Operating Permits	2013	1
62	Immunization Charts and Consent Records	2013	1
63	Insurance Policies and Claims	2011	.5
64	Insurance Records	2015	.5
65	Inventories of Equipment	2016	.5
66	Investment Records	2011	.5
67	Job Descriptions	2013	2
68	Journal Entries	2011	1

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69	J.U.L.I.E Records	2017	.5
70	Kid Care and Family Care Records	2013	.5
71	Ledgers and Journals (All Types)	2011	.5
72	Legal Case Files/Lawsuits (Not Opinions)	2015	.5
75	Liquor License Records	2016	.5
76	List of Counseling Cases	2016	.5
78	Material Safety Data Sheets	2008	.5
79	Medicare/Medicaid Public Aid Recipient Records (Invoices and Correspondence)	2017	.5
80	Metropolitan Sanitary District Records	2008	.5
82	Monthly, Annual, Year-to-Date Reports (Monthly Reports)	2016	3
82	Monthly, Annual, Year-to-Date Reports (Annual Reports)	2011	1
83	Motor Fuel Tax Records	2008	.5
85	O.S.H.A. Logs	2013	.5
86	Official's Oaths of Office	2015	.5
88	Parade Applications	2017	.5
89	Parking Tickets	2017	2
91	Permits to Use Public Right-of-Way	2016	.5
92	Personnel Action Notices/Payroll Change Notices	2016	.5
98	Project Development Files	2008	2
99	Pumpage Records (Annual)	2008	.5
100	Purchase Orders	2016	1
102	Real Estate Transfer Tax Declarations	2011	2
103	Request for Verification of Employment	2017	.5
104	Sewer and Water Pressure Test Results	2013	.5
105	Sick and Vacation Accrual Records	2016	.5
106	Sidewalk Relocation Records	2008	.5
107	Snow Plowing Records	2016	.5
108	Special Assessment Records	2011	.5

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APPLICATION ITEM No.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
109	Special Event Applications and Certificates of Insurance	2015	.5
110	Staff Daily Work Schedules	2016	.5
111	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-941's, IL-1099's, Etc.)	2011	.5
112	Statement of Economic Interest Lists	2016	.5
114	Tax Levy Records	2011	.5
115	Time Sheets (Includes Sick, Vacation, Holiday, Overtime Comp, etc.)	2016	2
116	Tree Planting Records	2016	.5
117	Tree Spraying Logs	2016	.5
121	Vehicle License Applications (Only for Trucks)	2016	.5
122	Vendor Lists	2017	.5
123	Vehicle and Equipment Maintenance Logs	2017	.5
124	Videos, CD's, DVD's, Etc. of Meetings	2017	.5
125	Village Meeting Packets (All Areas)	2017	1
127	Village Surveys	2017	1
128	Volunteer and Intern Records	2013	.5
129	Wage Surveys	2017	.5
130	Water Bill Paid Stubs	2017	24
131	Water Billing Customer Account Records	2011	.5
132	Water Billing Reports	2016	.5
134	Water Level Reports	2015	.5
135	Water Meter Billing Repair Orders and Trouble Reports (Also Electronic)	2017	4
136	Water Meter Readings	2016	.5
137	Work Sheets/Papers	2016	1
138	Workers' Compensation Records	2011	2

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RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 87-9C

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

COUNTY: Cook

FROM: Hoffman Estates Fire Dept.
Agency Division

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

Hoffman Estates, IL 60169
City, Zip Code

TELEPHONE: (847) 843-4827

Directions:

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

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Freedom of Information Act Requests and Denials	10/2014-2016	Neg.
3	Accident Reports (Involving Fire Dept. apparatus)	10/2009-2011	Neg.
4	Administrative Files	10/2015-2017	3
5	Ambulance Billing (copies)	10/2014-2016	.5
6	Ambulance Reports	10/2006-2013	6
7	Apparatus Maintenance Files	10/2016-2018	.5
8	Attendance Records (time sheets, overtime sheets, ect)	10/2014-2016	.5
10	Dispatch Cards (receipt of alarm report)	10/2014-2016	.5
11	Divisional Activity Reports (FD26)	10/2014-2016	1
12	Fire Investigation Files	10/2009-2011	12
13	Fire Reports	10/2009-2013	3
14	Hose Bed Card	10/2015-2018	Neg.
15	Hose Cards (maintenance & testing)	10/2013-2015	Neg.
16	Mutual Aid Box Alarm System (MABAS) Books	10/2016-2018	Neg.
17	Mutual Aid Agreements	10/2011-2016	Neg.
18	National Fire Information Reporting Service Reports (NFIRSR)	10/2013-2017	Neg.
19	Officer Promotional Exams (assessment)	10/2011-2013	1
20	Pass-On Sheets	10/2014-2018	3
21	Personnel Files	10/2011-2013	.5
22	Preplans	10/2015-2018	2
23	Purchase Orders	2013-2016	4
24	Radio Logs	1982-2016	3
26	Telephone Message Log	10/2014-2016	1
28	Work Injury Reports	10/2009-2011	1
29	Fire Inspection Files	10/2011-2016	4
32	HEFPD Miscellaneous Files	1976-2018	Neg.

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Signature _____ Date _____
Bev Romanoff, Village Clerk

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

Please print name and title on the line above

RECORDS DISPOSAL CERTIFICATE

APPLICATION #: 16:027C

TO: Local Records Commission
Margaret Cross Norton Building
Springfield, IL 62756
217-782-7075

COUNTY: Cook

FROM: Hoffman Estates Police Department

ADDRESS: 411 W. Higgins Road
(Agency Division)
Hoffman Estates, IL 60169
(Street, P.O. Box)

CONTACT TELEPHONE: (847) 781-2868
(City, ZIP Code)

CONTACT EMAIL: christine.kasper@hoffmanestates.org

Directions:

1. Fill in all blanks and columns.
2. Sign and send certificate to above address thirty (30) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
3*	Administrative Correspondence*	2016-2017	1 MB
4	Adult Arrest Case Files, Offense Reports and Misc Reports	2010-2011	24 cu ft
5	Arrest / Booking Logs	2010-2011	Neg
6	Background Investigations	2015-2016	.5 cu ft
7	Bail Bond Receipts	2016-2017	1 cu ft
8	Benefit Time Requests	2015-2016	1 cu ft
9	Bicycle Inventory	2016-2017	Neg
10	Bond Money Transmittals to Circuit Clerk	2014-2015	1 1/2 cu ft
11	Booking Records	2017-2018	Neg
12	Breathalyzer Tests	2014-2015	Neg
13*	Canine Records	2012-2013	1 MB
14*	Case Assignment Books	2016-2017	2 MB
15	Case Index	2010-2011	Neg
16	Certification of Breathalyzer / Intoxilator Operator	2014-2015	Neg
17	Circuit Court Docket Sheets	2014-2015	1 cu ft
18	City Jail and Lockup Population Reports	2014-2016	Neg
20	Crime Hazard Alerts	2016-2017	Neg
21	Criminal History Inquiry Reports	2015-2016	Neg
23	Equipment Check Out Logs	2016-2017	1 cu ft.
24	Evidence Logs	2012-2013	Neg
25	Explorer Post Records	2013-2014	Neg
26	Expungement Records	2012-2017	3 cu ft
27	Extra Patrol Records	2015-2016	Neg
28	Extra Watch / Vacation Watch List	2016-2017	Neg
29	Field Training Files	2012-2013	1 cu ft.
30	Firearms Training Logs	2012-2013	Neg

If any of the above records are microfilmed, I hereby certify that they have been reproduced in compliance with standards given in Sections 4000.50 and 4500.50 of the Regulations of the Local Records Commissions.

If the records are digitized, I certify that they have been reproduced in compliance with standards given in Sections 4000.70 / 4500.70 and will be maintained in compliance with standards given in Sections 4000.80 / 4500.80 of the Regulations of the Local Records Commissions.

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

08-08-19

Date
Christine Kasper
Signature

6-25-19
Date

Christine Kasper, Administrative Assistant/Office Manager

Print name and title on line above

Prepared by: Christine Kasper

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

**RECORDS DISPOSAL CERTIFICATE
SUPPLEMENTAL PAGE**
APPLICATION NO.: 16:027CCOUNTY: CookFROM: Hoffman Estates Police Department
(Agency, Division)

APPLICATION ITEM NO.	RECORD SERIES TITLE	INCLUSIVE DATES	VOLUME OF RECORDS (Cu. Ft. or MB/GB)
34	Habitual Sex Offender Registration	2006-2008	1 cu ft.
35	Hirebacks/Special Events	2017-2018	1 cu ft
36	Illinois Uniform Crime Reports	2016-2017	Neg
37	Intergovernmental Agency Agreements	2012-2013	Neg
38	Internal Investigations and Citizen Complaint Files	2012-2013	1 cu ft
39	Jail Cell Check Logs and Prisoner Inspections	2011-2013	.5 cu ft
41	Keyholder Records	2017-2018	Neg
43*	Monthly, Annual, YTD Reports	2010-2011	60 MB
44	Officers Daily Activity Reports	2015-2016	4 cu ft
45	Officers Training Records	1977-1978	1 cu ft
46	Orders of Protection	2016-2017	Neg
47	Program Records	2014-2015	1 cu ft
48	Racial Profiling Records	2010-2011	2 cu ft
49	Radar and Lidar Calibration Certifications	2015-2016	Neg
50	Recording In-Car Video Camera and Audio Equip	2017-2018	Neg
51*	Roster of Law Enforcement Personnel	2014-2015	1 MB
52*	Seniority Lists	2011-2013	1 MB
53	Solicitor's Permit	2016-2017	.5 cu ft
55	Tickets Issued to Officers	2015-2016	Neg
56	Traffic Tickets	2015-2016	1 cu ft
57	Vehicle Repossession Authorizations	2016-2017	Neg
58	Waivers	2014-2015	Neg
59	Warrant Files	2013-2014	Neg
60*	Work Orders	2017-2018	.5 MB
61	Administrative Tow Hearing Cases	2014-2015	2 cu ft

VILLAGE OF HOFFMAN ESTATES

Memo

To: Jim Norris
From: Ric Signorella
Regarding: Cable TV Report
Date: July 1, 2019

Citizen Segments

This month the Citizen covers: Eagle Scout Project, Senior's Ice Cream Social, CAC 5K Run/Walk, HE Chamber Fishing Derby, Special Olympics Torch Run and the activities of Health & Human Services.

Citizen Segments and Programs in development:

- Day-in-the-Life Fire Department
- Connect To Community Transition Summit
- Fitness for America
- Sunderlage Open House
- 4th of July Parade
- D211 Summer Lunch Program
- Senior Summer Luncheon
- Bistro Wasabi Ribbon Cutting
- 60th Anniversary Video
- Summer Sounds on the Green

Heart of Hoffman Estates

Covers the Center for Enriched Living which is airing.

Family Time with the Mayor

Covers the Mayor reading to children at the HE Branch library.

Graham Fath Dedication/Memorial Ceremony

Covers the dedication ceremony of the memorial tree and bench which is airing.

Medicaid Fraud

A Senior Educational Program is airing.

Franchise Renewal

Regional cable group communities continues meeting to discuss renewal negotiations.

Concerts

Fremd H.S. Choir concert is airing.

Complaints/Inquiries

There was one new complaint regarding service outages; Customer is having recurring outages. There is one inquiry outstanding.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

June 2019

Staffing Activity

New Starts: 3 - Accounting Assistant
Community Service Officer
Engineering Intern

Separations: 5 - Crossing Guard (2)
Police Officer (2)
Code Seasonal

Transfers: 0

Retirees: 5 - Fire Lieutenant (2)
Fire Captain
Street Rehabilitation Manager
Cable TV Coordinator

Promotions: 1 - Weekend ASO to Community Service Officer

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	334 current
	Part Time Employees	68 budgeted	62 current
	Temporary Employees	0 budgeted	1 current
	Seasonal Employees	21 budgeted	10 current
	Paid Interns	6 budgeted	6 current

Month & Year-to-Date Activity:

0 Seasonal with	14 for year
1 Promotions with	6 for year
5 Separations with	17 for year
5 Retirements with	8 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.

Weekend Administrative Service Officer (2) – Police

The positions were posted on the Village website, social media, and Village broadcast email. Applications are being forwarded to the interview team for review as they are received.

Community Service Officer (2) – Police

The positions were posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they are received. Nine applicants were selected for interview in May. An offer was made to two candidates. They accepted and started on June 3, 2019.

Accounting Assistant / Delinquent Collections – Finance

The position was posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they were received. Thirteen candidates were selected for skills testing. Testing and interviews took place May 3rd through May 9th. An offer was made to one candidate. She accepted and started on June 10, 2019.

Fleet Services Supervisor – Public Works

The position was posted internally. Applications were forwarded to the interview team for review as they were received. Skills testing will take place the first week of July, followed by interviews.

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, with next negotiation meeting date of July 15, 2019.

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).

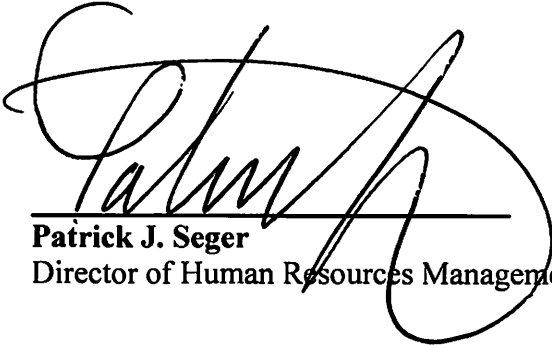
Grievances N/A**Personnel/Benefits/Employee Services**

- As staff liaison to the Cultural Awareness Commission, the Assistant to the HRM Director 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 meeting.
- The Director of HRM and the Assistant to the HRM Director attended a training on terminations hosted by the Illinois Public Employer Labor Relations Association.
- HRM staff coordinated IMRF appointments for participating employees.
- The Director of HRM participated in Management Team meetings.
- The Assistant to the HRM Director attended the Suburban Liability Insurance Pool (SLIP) meeting.
- The Director of HRM participated in emergency management training.
- HRM staff participated in a webinar on open enrollment.

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.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Attended a FEMA functional exercise.
- 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.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT JUNE 2019

RECRUITMENTS

POSITION TITLE: Crossing Guard (5 openings)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 6 applications received to date
STATUS: The positions were posted on the Village website, social media, and Village broadcast email. Applications are forwarded to the Police Sergeant for review as they are received.

POSITION TITLE: Weekend ASO (2)
DEPARTMENT: Police Dept.
DATE POSTED: 06/12/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 109 applications received
STATUS: The positions were posted on the Village website, social media, and Village broadcast email. Applications are being forwarded to the interview team for review as they are received.

POSITION TITLE: Fleet Supervisor
DEPARTMENT: Public Works Dept.
DATE POSTED: 06/11/2019
AD DEADLINE: 06/18/2019
APPLICATIONS REC'D: 3 applications received
STATUS: The position was posted internally. Applications were forwarded to the interview team for review as they were received. Skills testing will take place the first week of July, followed by interviews.

NEW STARTS

POSITION TITLE: Community Service Officer (2)
DEPARTMENT: Police Dept.
DATE POSTED: 04/04/2019
AD DEADLINE: 04/21/2019
APPLICATIONS REC'D: 294 applications received
STATUS: The positions were posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they are received. Nine applicants were selected for interview in May. An offer was made to two candidates. They accepted and started on June 3, 2019.

POSITION TITLE: Accounting Assistant – Delinquent Collections (PT)
DEPARTMENT: Finance Dept.
DATE POSTED: 04/04/2019
AD DEADLINE: 04/21/2019
APPLICATIONS REC'D: 124 applications received
STATUS: The position was posted on the Village website, social media, and Village broadcast email. Applications were forwarded to the interview team for review as they were received. Thirteen candidates were selected for skills testing. Testing and interviews took place May 3rd through May 9th. An offer was made to one candidate. She accepted and started on June 10, 2019.

SUMMARY OF EMPLOYMENT ACTIVITY JUNE 2019

	<u>Total Number</u>	<u>Position</u>
New Starts	3	Accounting Assistant Community Service Officer Engineering Intern
Separations	5	Crossing Guard (2) Police Officer (2) Code Seasonal
Promotions	1	Weekend ASO to Community Service Officer
Upgrades	0	
Downgrades	0	
Transfers	0	
Retirements	5	Fire Lieutenant (2) Fire Captain Street Rehabilitation Manager Cable TV Coordinator

Reclassifications	0
Change in Status	0

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
New Starts	4	Fleet Supervisor Weekend ASO (2) Clinic Nurse
Separations	0	
Promotions	4	Cable TV Coordinator Fire Captain Fire Lieutenant (2)
Transfers	0	
Reclassifications	0	
Change in Status	0	
Retirements	0	
New Positions	1	Senior Project Manager
Eliminated Positions	1	Street Rehabilitation Manager

2019 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	338	334
PART TIME EMPLOYEES	68	62
TEMPORARY EMPLOYEES	0	1
SEASONAL EMPLOYEES	21	10
INTERNS (PAID)	6	6
TOTAL	433	413

Total Vacancies:

Full Time

Budgeted – Posted
Budgeted - Not Posted

Police Officer (4)
Fire Captain (1)
Fire Lieutenant (2)
Street Rehab Manager
Cable TV Coordinator

Part Time

Budgeted – Posted
Budgeted-Not Posted

Weekend ASO (2)
Crossing Guard (5)
Tech Support Specialist
Staff Assistant – PD

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	3	1,073
Part Time – Response to Recruitments	111	249
Seasonal Applicants	0	64
Unsolicited Applications/Walk-In	0	0
TOTAL	114	1,386

HUMAN RESOURCES MANAGEMENT EMPLOYMENT ACTIVITY JUNE 2019

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Enrique Cervantes	06/03/2019	Community Service Officer	N/A
Amanda Locascio	06/03/2019	Engineering Intern	N/A
Anna Wolska	06/10/2019	Accounting Assistant	Laura Cozza

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
David Domin	06/03/2019	Police Officer	Passed Away
Sue Noland	06/06/2019	Crossing Guard	Resigned
Zaminee Bates	06/02/2019	Crossing Guard	Resigned
Jay Martino	06/14/2019	Fire Lieutenant	Retired
Constantinos Matthopoulos	06/19/2019	Police Officer	Resigned
Liz Domin	06/26/2019	Code Seasonal	Resigned
Bruce Anderson	06/28/2019	Cable TV Coordinator	Retired
Marty Salerno	06/28/2019	Streets Rehab Manager	Retired
Russ Slagle	06/28/2019	Fire Captain	Retired
Anthony Butler	06/29/2019	Fire Lieutenant	Retired

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
Omar Velasquez	06/03/2019	Weekend ASO	Community Service Officer

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>
Krista McClellan	06/10/2019	Unpaid Nursing Intern	Beginning of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
JUNE 2019**

# Anniversaries	<u>8</u>
# Interviews conducted during month	<u>5</u>
# Orientations conducted during month	<u>0</u>

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: May 8 – July 3 (*Vacation taken May 31 – June 5*)

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 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.

PARTNERSHIPS

Commissions:

- Working with the Arts Commission (and Suzanne Ostrovsky) to publicize the Summer Sounds on the Green via social media outlets. (ongoing)
- Processing Celtic Fest applications as they come in. Sponsorship invoices mailed in early July.
- Coordinated two volunteers to help with the Bike and Trike parade as part of the larger 4th of July parade.

Schools:

- Coordinated Thomas Jefferson Reading Program (school event with Mayor McLeod) – 5/15
- Organized and led the Kids Hope end of year Celebration at John Muir Literacy Academy

Community Organizations:

- Assisted in organizing the Metropolitan Mayors Caucus Diversity Task Force Meeting held at the Village Hall in the Hennessey Room - 5/ 15
- Worked with the Park District on Kids to Parks Day proclamation and presentation – 5/18
- Attended the Higgins Education Center Meeting on 5/20 – subsequent to the meeting I connected representatives from the Schaumburg Township District Library to the Village's HHS department for the purpose of discussing partnership during the children's health clinics. At this time a program is being moved forward. (*HHS will provide additional details.*)
- Completed the CAC 5K Run/Walk (acted as Chair for 2019) – Gross proceeds were over \$24,000
- Connected the Schaumburg/Hoffman Estates Rotary with representatives of the Park District to secure a heavy duty, outdoor picnic table and benches for the Children's Advocacy Center. *The Park ultimately donated the table and benches.*
- Coordinated Family Time with the Mayor at the Hoffman Estates Library branch – 6/3
- Currently coordinating a meeting for the United States Minority Contract Association to be held at the Village Hall – 7/17

ON-GOING INITIATIVES

Complete Count Committee Status:

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

- Meetings continue with the Complete Count Committee. Mayor McLeod mentions Census Bureau job opportunities in the Citizen column going forward.
- Met on 6/25 to discuss strategy. I'll be working with the Committee on a top 10 list of reasons people should complete the census (as the information relates to Hoffman Estates) and will assist with possible YouTube videos / mini-commercials to be filmed later in the year.

Balloon Drop / Sponsorship Initiatives for the 60th:

Working with the Linda Scheck and the 60th Anniversary Commission to solicit offers and donations for the fall picnic ball drop activity.

Wine Wednesday

Wine Wednesday was very well attended in May at Rookies. June 26th was a big success at the Hideaway Brew Garden with a record attendance. (Moretti's is slated for July 24th)

CEO Meetings

- Omron – reached out on 6/27 – will shoot for a meeting for week of July 8th or July 15th
- CDK Global – same as above

Receptions, Events and Meetings:

Celtic Fest Commission meeting – 5/7

Trustee Dinner – 5/13

Girl Scout Troop Tour – 5/13

Committee Meetings – 5/13

Graham Fath Tree Planting – 5/15

Valeo Academy Shakespeare Event – 5/16

Bennici's Pizza Ribbon Cutting – 5/17

Wine Wednesday (Rookies) – 5/22

Memorial Day Ceremonies – 5/27

John Muir Kids Hope Administrative Discussion – 5/28

Allstate-Sundara Ribbon Cutting – 5/31

VACATION – 5/31 – 6/5

Georgeanna Mehr Retirement (Hoffman Estates Community Bank) – 6/6

Alden Poplar Creek Advisory Committee Meeting – 6/17

Eagle Scout (Flag Bin) presentation – 6/17

NWMC Gala – 6/19

CAC 5K – 6/22

Jim Hojnacki Art Reception – 6/22

Everett Schlegel 100th Birthday – 6/23

Census Meeting – 6/25

Wine Wednesday (Hideaway) – 6/26

Travel arrangements:

- USCM Hawaii – (June) –COMPLETE – coordinate all travel details for this event including working with Development Services on a presentation the Mayor gave on the AT&T Metroburb.

Written Materials and Proclamations:

- Board and Commission profiles for July and August Citizen
- July and August Citizen Mayor's column
- Personalized proclamations were created for Georgeanna Mehr (retirement) and Everett Schlegel (100th Birthday / Veteran)

Mother's Day	5/10/19
Men's Health Month	6/3/19
Play Ball Summer	6/3/19
National Children's Day	6/3/19
LGBTQ Pride Month	6/3/19
National Week of Making	6/17/19
PTSD Awareness Day	6/17/19

Personalized Proclamations:

Georgeanna Mehr Retirement (Hoffman Estates Community Bank) – 6/6
Everett Schlegel 100th Birthday – 6/23

Coordinated several calendar items across departments as needed.

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