

AGENDA
GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
September 9, 2019

Immediately Following Planning, Building & Zoning

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 – August 5, 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 pocket 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).
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Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

**DRAFT
August 5, 2019**

I. Roll Call

Members in Attendance:

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

Via Phone:

Gary Pilafas, Trustee

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Rich Englund, Deputy Fire Chief
Ted Bos, Police Chief
Kathryn Cawley, Asst. Police Chief
Pete Gugliotta, Dir. Planning, Bldg and Code
Kevin Kramer, Economic Dev. Director
Mike Hankey, Dir. Transportation and Eng.
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Richard Signorella, CATV Coordinator
Bev Romanoff, Village Clerk
Fred Besenhoffer, Director IS
Anthony Fashoda, Finance Director
Kelly Kerr, Assistant Public Works Dir.
Monica Saavedra, Director of HHS
Suzanne Ostrovsky, Asst. to Village Mgr.
Matthew Galloway, Administrative Intern**

The General Administration & Personnel Committee meeting was called to order at 7:23 pm.

II. Approval of Minutes – July 8, 2019

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of July 8, 2019. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

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

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

Motion by Trustee Gaeta, seconded by Trustee Stanton, to declare Village property surplus and permit the sale of personal property owned by the Village. Roll call 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**

The Legislative Operations and Outreach Monthly Report was received and filed.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Stanton, to adjourn the meeting at 7:25 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic / Director of Operations &
Outreach, Office of the Mayor and Board

Date

VILLAGE OF HOFFMAN ESTATES

Memo

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

Citizen Segments

This month the Citizen covers: Bistro Wasabi Grand Opening, Senior's Appreciation Luncheon, HEFD Fill the Boot for MDA, National Night Out, Public Works Recycling Program, Special Olympics Truck Convoy and the Park District's Fitness Court Ribbon Cutting & Party in the Park.

Citizen Segments and Programs in development:

- Day-in-the-Life Fire Department
- HEFD Bus Extraction Training
- Connect To Community Transition Summit
- Citizens Fire Academy
- Fitness for America
- Blink Tees Grand Opening
- Platzkonzert
- Abby Automotive Ribbon Cutting
- Fire Station Open House
- Senior Fall Luncheon
- Sears Centre Arena 60th Anniversary Celebration
- 60th Anniversary Video
- How Hoffman Estates Got Its Boundaries
- Community Pride Awards

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.

Great Citizen Award

Covers the Mayor giving Patrick Zambito a Great Citizen Award which is airing.

Historical Sites Commission Video

Covers the Mayor, Trustee Karen Mills and Village Historian Pat Barch requesting commission members and old photos of Hoffman Estates and to join us at the upcoming 60th Anniversary picnic at Sears Centre Arena.

Medicaid Fraud

A Senior Educational Program which is airing.

Franchise Renewal

Regional cable group communities continues meeting to discuss renewal negotiations.

Concerts

Summer Sounds Piano Man concert is airing. Hideaway's Unconstitutional & Modern Day Romeos is airing.

Complaints/Inquiries

There was one new complaint regarding line down in yard; Customer line is fully buried and the temporary line is removed. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

August 2019

Staffing Activity

New Starts: 5 - PT Cable TV Assistant
Crossing Guard (3)
Weekend ASO I

Separations: 16 – Associate Planner
PW Seasonal (10)
Engineering Intern (3)
HHS Pre-Doc Intern (2)

Transfers: 0
Retirees: 0
Promotions: 0
Reclassifications: 0
Change in Status: 0

Staffing:	Full Time Employees	338 budgeted	334 current
	Part Time Employees	68 budgeted	65 current
	Temporary Employees	0 budgeted	3 current
	Seasonal Employees	21 budgeted	0 current
	Paid Interns	6 budgeted	1 current

Month & Year-to-Date Activity:

0 Seasonal with	14 for year
0 Promotions with	14 for year
16 Separations with	35 for year
0 Retirements with	8 for year
0 Transfer with	0 for year

Recruitment Activity

Crossing Guard – Police Dept. (5)

The positions are posted on the Village website, social media, and Village broadcast email. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Applications are forwarded to the Police Sergeant for review as they are received. Six interviews were conducted in August. Five offers were made and four were accepted. Three candidates started in August and one is expected to start in September. We continue to recruit for the open crossings.

Weekend Administrative 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. Seven candidates were chosen for skills testing. Six candidates advanced to interviews July 19 - 26. Offers were made to two candidates. They both accepted and successfully completed pre-employment screening. One started 08/30/2019 and the other is expected to start on 09/04/2019.

PT Staff Assistant – Police

The position was posted on the Village website, social media, and Village broadcast email on July 25th. Applications were forwarded to the interview team for review as they were received. Five were recommended for skills testing. Four candidates advanced to interviews on August 28th and 30th. Awaiting the hiring decision from the interview team.

Maintenance I – Public Works

The position was posted internally from August 20 – August 27. No internal applications were received. The position was then posted externally on the Village website and social media, broadcast email and Village electronic boards. Applications are forwarded to the interview team for review as they are received until the 09/10/2019 deadline.

Associate Planner – Development Services Department

The position was posted on the Village website, social media, Indeed job board and Village broadcast email. Applications were forwarded to the interview team for review as they were received. Awaiting information from the interview team regarding interviews.

Labor/Management Relations

Contract Status:

Police (Metropolitan Alliance of Police - MAP Chapter 96) – Contract (Jan. 1, 2016 - December 31, 2018). Proposals exchanged as negotiations continue.

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). Meeting in September to receive union proposals on successor agreement.

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

Grievances N/A

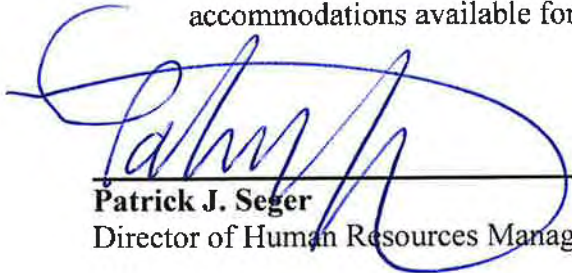
Personnel/Benefits/Employee Services

- As staff liaison to the Celtic Fest, the Director of HRM attended the monthly meeting.
- As staff liaison to the Cultural Awareness Commission, the Director of HRM attended the monthly meeting
- As a member of the Board, the Director of HRM attended the Fire Pension Board meeting.
- The Director of HRM participated in Management Team meetings.
- The Director of HRM attended the Suburban Liability Insurance Pool (SLIP) meeting.
- The Assistant to the HRM Director participated in the Wellness Committee meeting.
- The Assistant to the HRM Director attended the annual Crossing Guard meeting.
- HRM staff continued work on the onboarding program.

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.

- 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 written updates to appropriate management staff related to the status of several open workers' compensation claims.
- Participated in an ADA discussion with staff to determine if there are reasonable accommodations available for a disabled employee.



Patrick J. Seger
Director of Human Resources Management

HUMAN RESOURCES MANAGEMENT MONTHLY STAFFING REPORT AUGUST 2019

RECRUITMENTS

POSITION TITLE: Crossing Guard (5 openings)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 25 applications received to date
STATUS: The positions were posted on the Village website and broadcast email, social media, and ground level signs were posted at open crossings. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Applications are forwarded to the Police Sergeant for review as they are received. Six interviews were conducted in August. Five offers were made and four were accepted. Three candidates started in August and one is expected to start in September. We continue to recruit for the open crossings.

POSITION TITLE: PT Staff Assistant
DEPARTMENT: Police Dept.
DATE POSTED: 07/25/2019
AD DEADLINE: 08/09/2019
APPLICATIONS REC'D: 87 applications received to date
STATUS: The position was posted on the Village website, social media, and Village broadcast email on July 25th. Applications were forwarded to the interview team for review as they were received. Five were recommended for skills testing. Four candidates advanced to interviews on August 28th and 30th. Awaiting the hiring decision from the interview team.

POSITION TITLE: Maintenance I
DEPARTMENT: Public Works
DATE POSTED: 08/27/2019
AD DEADLINE: 09/10/2019
APPLICATIONS REC'D: 147 application received to date
STATUS: The position was posted internally from August 20 – August 27. No internal applications were received. The position was then posted externally on the Village website and social media, broadcast email and Village electronic boards, Applications are forwarded to the interview team for review as they are received.

POSITION TITLE: Associate Planner
DEPARTMENT: Development Services
DATE POSTED: 08/13/2019
AD DEADLINE: 08/30/2019
APPLICATIONS REC'D: 34 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.
Awaiting interview recommendations from the team.

NEW STARTS

POSITION TITLE: Crossing Guard (3 openings filled)
DEPARTMENT: Police Dept.
DATE POSTED: 01/21/2019
AD DEADLINE: until filled
APPLICATIONS REC'D: 25 applications received to date
STATUS: The positions were posted on the Village website and broadcast email, social media, and ground level signs were posted at open crossings. The Traffic Sergeant has contacted the District Superintendent to advertise the openings with the schools. Applications are forwarded to the Police Sergeant for review as they are received. Six interviews were conducted in August. Five offers were made and four were accepted. Three candidates started in August and one is expected to start in September.

POSITION TITLE: PT Cable TV Assistant
DEPARTMENT: General Government
DATE POSTED: NA
AD DEADLINE: NA
APPLICATIONS REC'D: NA
STATUS: Upon the promotion of Steve Eisen to Production Assistant. A candidate from the previous recruitment for Cable TV Assistant was contacted and offered the new open position for Cable TV Assistant. She accepted and successfully completed pre-employment screening. Her start date was 08/07/2019.

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 were forwarded to the interview team for review as they are received. Seven candidates were chosen for skills testing. Six candidates advanced to interviews July 19 - 26. Offers were made to two candidates. They both accepted and successfully completed pre-employment screening. One started 08/30/2019 and the other is expected to start on 09/04/2019.

SUMMARY OF EMPLOYMENT ACTIVITY AUGUST 2019

	<u>Total Number</u>	<u>Position</u>
New Starts	5	Cable TV Assistant Weekend ASO I
Separations	16	Crossing Guard (3) Associate Planner PW Seasonal (10) Engineering Intern (3) HHS Pre-Doc Intern (2)
Promotions	0	
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	4	Weekend ASO PT Staff Assistant Crossing Guard (2)
Separations	1	Alt. Crossing Guard
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	334
PART TIME EMPLOYEES	68	65
TEMPORARY EMPLOYEES	0	3
SEASONAL EMPLOYEES	21	0
INTERNS (PAID)	6	1
TOTAL	433	403

Total Vacancies:**Full Time****Budgeted – Posted****Associate Planner****Maintenance I****Budgeted - Not Posted****Police Officer (4)****Part Time****Budgeted – Posted****Crossing Guard (5)****Staff Assistant - PD****Budgeted-Not Posted****Tech Support Specialist****RECRUITMENT ACTIVITY**

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	85	1,158
Part Time – Response to Recruitments	80	420
Seasonal Applicants	1	65
Unsolicited Applications/Walk-In	0	0
TOTAL	166	1,643

**HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
AUGUST 2019**

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Amy Senior	08/07/2019	Cable TV Assistant	Steve Eisen
Tamori Cooper	08/16/2019	Crossing Guard	Angie Hosp
Christine Bourseau	08/29/2019	Crossing Guard	Ann Murphy
Oliver Mayapis	08/30/2019	Alt. Crossing Guard	NA
Rita Lazar	08/30/2019	Weekend ASO I	Omar Velasquez
Rufino Aguilan	08/30/2019	Crossing Guard	Bridgette Drum

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Elizabeth Porterfield	08/02/2019	Engineering Intern	Return to School
Joe Gatz	08/02/2019	PW Seasonal	Return to School
Michael Baureis	08/09/2019	PW Seasonal	Return to School
Austin Kasper	08/09/2019	PW Seasonal	Return to School
Austin Penrod	08/08/2019	PW Seasonal	Return to School
Amanda LoCascio	08/09/2019	Engineering Intern	Return to School
Dawn Plizga	08/13/2019	Alternate Crossing Guard	Resigned
Shivam Boghra	08/13/2019	PW Seasonal	Return to School
Brandon Pokorny	08/14/2019	PW Seasonal	Return to School
Mo Khan	08/16/2019	Associate Planner	Resigned
Zach Czesak	08/16/2019	PW Seasonal	Return to School

Hunter Penrod	08/16/2019	PW Seasonal	Return to School
Jacob Bookman	08/16/2019	PW Seasonal	Return to School
Gillian Tibbetts	08/16/2019	Pre-Doc Intern	End of Internship
Becca Parry	08/16/2019	Pre-Doc Intern	End of Internship
Derek Greiner	08/23/2019	Engineering Intern	End of Internship
Brandon Stork	08/23/2019	PW Seasonal	Return to School

PROMOTIONS

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

TRANSFERS

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

CHANGE IN STATUS

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

RECLASSIFICATION

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

UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
Ryan Mather	08/13/2019	HHS Practicum Student	End of Internship
Carly Payne	08/13/2019	HHS Practicum Student	End of Internship
Vaschele Williams	08/13/2019	HHS Practicum Student	End of Internship
Carly Wallace	08/13/2019	HHS Practicum Student	End of Internship
Lee Needling	08/13/2019	HHS Practicum Student	End of Internship
Tiffany Root	08/13/2019	HHS Practicum Student	End of Internship

**ADDITIONAL MONTHLY REPORT INFORMATION
AUGUST 2019**

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>10</u>
# Orientations conducted during month	<u>8</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: August 4 – September 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:

- Celtic Fest and Platzkonzert volunteer coordination.
- Celtic Fest general event coordination.
- Attended the 50+ Club Open House at the Park District Triphahn Center on 8/28 with Lillian Clinton to promote the upcoming Census activities.

Community Organizations:

- Started mentoring (Jason) at John Muir. First day 9/3.
- Met with Mayor McLeod and the organization of Stepping Stones Foundation to discuss a Sister Cities opportunity with a village in Uganda 9/3 (in-progress)
- Organized a 3rd Grade presentation for Mayor to attend – Thomas Jefferson School 9/5

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.
- Created a Top 10 list for us by the Commission. The list will be handed out during community events.

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. Several donations have been received so far. (on-going)

Wine Wednesday

Wine Wednesday was very well attended in August at the Saddle Room on 8/28. Kyoto to host in September.

Receptions, Events and Meetings (scheduled and/or attended)

Celtic Fest Commission Meeting – 8/6
Back to School Bash / Seascape – 8/9
Disability Services Summer Celebration – 8/10
Employee Wellness Committee – 8/14
Special Olympics Truck Convoy – 8/17
Document Destruction Event – 8/17
Beth Tikvah Picnic – 8/18
Kids Hope Meeting – 8/19
Alden Poplar Creek Advisory – 8/19
HEC Meeting – 8/19
Committee Meetings / VBM – 8/19
Trustee Stanton Birthday Dinner – 8/19
Mgt. Team Meeting – 8/20
Ricky Rockets Liquor License meeting – 8/21
Siemens Veterans Event – 8/22
Whiteley School Picnic – 8/23
Comm. Kevin Morrison Town Hall – 8/27
50+ Club Open House – 8/28
Wine Wednesday Saddle Room – 8/28
Inaugural Women in scouting event – 8/28
Fire Academy First night – 8/28
Legislative Budget review meeting – 9/4

Written Materials and Proclamations:

- Board and Commission profiles for October Citizen
- October Citizen Mayor's column

National Book Lover's Day	August 9, 2018	8/5/19
National Night Out	August 6, 2019	8/5/19
National Senior Citizens Day	August 21, 2019	8/19/19
National Payroll Week	September 2-6	8/19/19
National Suicide Prevention Awareness Month	September	9/3/19
National Grandparent's Day	September 8, 2019	9/3/19

50+ Club Event / Census Table – 8/28



Thomas Jefferson Elementary School Visit – 9/5



Coordinated several calendar items across departments as needed.

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