



AGENDA
General Administration & Personnel Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

August 4, 2025

Council Chambers

**Immediately Following
Planning, Building & Zoning
Committee**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - A. General Administration & Personnel Committee 07-07-2025
- 3. PUBLIC COMMENT**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**
- 6. REPORTS**
 - A. Cable TV Monthly Report
 - B. Human Resources Management Monthly Report
 - C. Legislative Operations & Outreach Monthly Report
- 7. PRESIDENT'S REPORT**
- 8. ITEMS IN REVIEW**
- 9. OTHER**
- 10. 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**

July 7, 2025

1. ROLL CALL

Members in Attendance:

**Patrick Kinnane, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Jon Pape, Assistant Village Manager
Patrick Seger, Director of HRM
Pete Gugliotta, Dir. Dev. Services
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Audra Marks, Asst. Director of HHS
Joe Nebel, Public Works Director
Rachel Musiala, Director of Finance
Darek Raszka, Director of IS
Jana Dickson, Asst. Corporation Counsel
Patty Richter, Village Clerk
Jenny Horn, Dir. of Transportation and Eng.
Missy Brito, Communications Manager
Ric Signorella, Cable TV Coordinator**

Guests:

Mr. Kim, resident

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Newell, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of June 9, 2025. Voice vote taken. All ayes. Motion carried.

- 3. PUBLIC COMMENT**
- 4. OLD BUSINESS**
- 5. NEW BUSINESS**

6. REPORTS (INFORMATION ONLY)

A. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

B. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

C. Legislative Operations and Outreach Monthly Report

Motion by Trustee Arnet, seconded by Trustee Stanton, to defer the Legislative Operations and Outreach Monthly Report until next month. Voice vote taken. All ayes. Motion carried.

7. PRESIDENT'S REPORT

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Arnet, seconded by Trustee Stanton, to adjourn the meeting at 7:01 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date

VILLAGE OF HOFFMAN ESTATES AUGUST 2025 CATV MONTHLY REPORT

To: Eric Palm
From: Ric Signorella
Date: August 1, 2025

Citizen Segments

This month the Citizen covers Stars & Stripes Race, BellWorks West Side Building Ground Breaking, Bell Market Ribbon Cutting, Hello Hoffman Summer Hang Event and HE Parks Unplug & Play Event.

Citizen Segments and Programs in development:

Schaumburg & Hoffman Estates Branch Library Programs Airing on HETV
HHS Dept. Activities Videos
HEPD / HEFD Swearing In's
DRONE Video Update on Construction Progression: COMPASS & FS 21
In Hoffman's
First Responders Academy for Teens
HEPD: Recruiting Video
PW: Urban Forest Video
HEFD: RIT (Rapid Intervention Team) Training Simulations
HEFD: Cook County Forest Preserve Burn Down House Training
2025 Citizens Fire Academy
HHS: Celebrating Diversity in the Community
Summer Sounds on the Green
HE Chamber Car Show
Chicago Marriott NorthWest Ribbon Cutting
Shenanigans on the Green
HEPD: National Night Out
HEFD: Teen Academy for Citizen with Special Needs

4th of July Parade & DRONE Show

Now airing.

Swearing-In Ceremony of Mayor McLeod, Trustee Mills, Trustee Arnet, Trustee Kinnane and Clerk Richter

Now airing.

Youth Commission Reptile Show & CFA Graduation

Now airing.

HEFD: Camp I Am Me at Camp Duncan

Now airing.

Bon Appetit' Food Drink Festival

Now airing.

Unity Day

Now airing.

Summer Sounds on the Green

Now airing.

Complaints/Inquiries

There was new inquiry on AT&T landline. There are no outstanding inquiries.



HOFFMAN ESTATES

DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

HUMAN RESOURCES MANAGEMENT DEPARTMENT

Monthly Report

July 2025

Staffing Activity

New Starts: 2 - Facilities Superintendent
Maintenance I FAST PM Shift

Separations: 3 - Maintenance I FAST
ASO II Property Evidence
Code Enforcement Manager

Transfers: 0

Retirees: 1 - Facilities Superintendent

Promotions: 0

Reclassifications: 0

Change in Status: 0

Staffing:	Full Time Employees	350 budgeted	342 current
	Part Time Employees	36 budgeted	26 current
	Temporary Employees	0 budgeted	0 current
	Seasonal Employees	22 budgeted	11 current
	Paid Interns	9 budgeted	6 current

Month & Year-to-Date Activity:

0 Seasonals with	11 for year
0 Promotion with	7 for year
3 Separation with	14 for year
1 Retirements with	8 for year
0 Transfer with	2 for year

Recruitment Activity

Superintendent of Facilities and Arena Maintenance

The position was posted the Village website, social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, MGT, IFMA and APWA. Four candidates were selected to participate in an assessment center at Public Works on June 10th. Three candidates were able to participate in the assessment center. One candidate interviewed separately on June 30th. An offer was made to one candidate. He accepted and successfully completed pre-employment screening. He started on July 28th.

Maintenance I – Water (internal)

The position was posted internally for Public Works union members. One internal application received. The candidate was interviewed by the PW hiring team. Start date will be determined after a replacement has been trained.

Maintenance I – T-Ops

The position was posted internally for Public Works union members. Two internal applications received. Candidate interviews were held on May 5th. One internal applicant withdrew his application. The 2nd internal applicant was offered the position. He accepted and started on May 12th. The position was then posted externally. Six candidates were chosen for interview. Candidate interviews were held the week of July 21st. Awaiting word from the department regarding interview results.

Maintenance I – PM Shift

The position was posted internally for Public Works union members. No applications were received. The recruitment was then posted for external candidates. Four candidates chosen for interview. Three candidates interviewed and one was offered the position. He accepted and successfully completed the pre-employment screening process. He started on July 28th.

Fire Marshal

The position was posted the Village website, social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, MGT, and The Blueline. First review of applications took place on July 14th. Four candidates chosen for interview in August.

Spatial Technology Specialist

The position was posted the Village website, social media and broadcast email. The position was also posted on websites for LinkedIn, MGT, and IGISA. Applications are being reviewed as they are received.

Maintenance I – FAST (internal)

The position was posted internally for Public Works union members. Two internal applications received. Awaiting word from the department regarding interview dates.

ASO II – Property Evidence (internal)

The position was posted internally. One internal application was received. Interview will be scheduled the week of July 28th. Awaiting word from the department regarding interview results.

Labor/Management Relations

Contract Status:	Police (Metropolitan Alliance of Police - MAP Chapter 96) Contract (Jan. 1, 2022 - December 31, 2024). A mediation/arbitration session has been scheduled for August. Fire (International Association of Firefighters - Local 2061) Contract (January 1, 2024 – December 31, 2026). Public Works (International Brotherhood of Teamsters, Local 700) Contract (Jan. 1, 2024 – Dec. 31, 2025). Police Sergeants (Metropolitan Alliance of Police – MAP-97) Contract (Jan. 1, 2023 – December 31, 2025).
Grievances:	One grievance from MAP 96 is at Step 5. One grievance from IAFF is at Step 5.

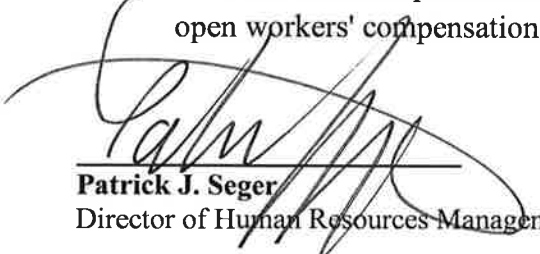
Personnel/Benefits/Employee Services

- As staff liaison to the Celtic Fest Commission, the Director of HRM attended the monthly meeting.
- The Director of HRM participated in Management Team meetings.
- HRM staff participated in the ERP Project meetings including UKG/Andrews, BS&A and NeoGov
- The Director of HRM attended the Suburban Liability Insurance Pool (SLIP) meeting.

- As a member of the board, the Director of HRM attended the Police Pension Board and Fire Pension Board meetings.
- The Director of HRM and the Assistant Director of HRM participated in an annual review meeting with the Intergovernmental Personnel Benefits Cooperative (IPBC) insurance pool.

Risk Management/Safety/Loss Control

- Continued to facilitate the proper handling of all open workers' compensation claims.
- Continued working with claims and loss control staff of the Village's workers' compensation carrier/third party claims administrator.
- Brought to conclusion a high exposure worker's compensation claim.
- Conducted a mandatory DOT random drug and alcohol test. All results were negative.
- Conducted meetings with staff related to high exposure workers' compensation claims.
- Returned to work an employee who has been recovering from a work related injury.
- Coordinated the administration of several litigated liability claims being handled by the Village's third party claims administrator.
- Monitored safety related to the Village Hall parking lot project.
- Attended the new Village Hall safety committee and provided consultation.
- Investigated and reported several worker's compensation claims to the Village's third-party claims administrator.
- Added vehicles to the Village's vehicle insurance schedule. Removed sild vehicles from the Village's vehicle schedule.
- Provided 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

JULY 2025

RECRUITMENTS

POSITION TITLE: Maintenance I – Water (internal)
DEPARTMENT: Public Works
DATE POSTED: 02/28/2025
AD DEADLINE: 03/07/2025
APPLICATIONS REC'D: 1 application received
STATUS: The position was posted internally for Public Works union members. One internal application received. The candidate was interviewed by the PW hiring team and offered the position. Start date will be determined after a replacement has been trained.

POSITION TITLE: Maintenance I – T-Ops
DEPARTMENT: Public Works
DATE POSTED: 04/23/2025
AD DEADLINE: 06/06/2025
APPLICATIONS REC'D: 24 external applications received
STATUS: Six candidates were chosen for interview. Candidate interviews were held the week of July 21st. Awaiting word from the department regarding interview results.

POSITION TITLE: Maintenance I – FAST (internal)
DEPARTMENT: Public Works
DATE POSTED: 07/03/2025
AD DEADLINE: 07/11/2025
APPLICATIONS REC'D: 2 applications received
STATUS: The position was posted internally for Public Works union members. Two internal applications were received. Awaiting word from the department regarding interview dates.

POSITION TITLE: ASO II – Property Evidence (internal)
DEPARTMENT: Police
DATE POSTED: 07/11/2025
AD DEADLINE: 07/18/2025
APPLICATIONS REC'D: 1 application received
STATUS: The position was posted internally. One internal application was received. Interview will be scheduled the week of July 28th. Awaiting word from the department regarding interview results.

POSITION TITLE: Fire Marshal
DEPARTMENT: Fire
DATE POSTED: 06/27/2025
AD DEADLINE: Until Filled
APPLICATIONS REC'D: 12 applications received to date
STATUS: The position was posted the Village website, social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, MGT, and The Blueline. First review of applications took place on July 14th. Four candidates chosen for interview in August.

POSITION TITLE: Spatial Technology Specialist
DEPARTMENT: General Government
DATE POSTED: 07/17/2025
AD DEADLINE: 08/18/2025
APPLICATIONS REC'D: 18 applications received to date
STATUS: The position was posted the Village website, social media and broadcast email. The position was also posted on websites for LinkedIn, MGT, and IGISA. Applications are being reviewed as they are received.

NEW STARTS

POSITION TITLE: Maintenance I – PM Shift FAST
DEPARTMENT: Public Works
DATE POSTED: 05/12/2025
AD DEADLINE: 05/23/2025
APPLICATIONS REC'D: 11 applications received
STATUS: The position was posted internally for Public Works union members. No applications were received. The recruitment was then posted for external candidates. Four candidates chosen for interview. Three candidates interviewed and one was offered the position. He accepted and successfully completed the pre-employment screening process. He started on July 28th.

POSITION TITLE: Superintendent of Facilities and Arena Maintenance
DEPARTMENT: Public Works
DATE POSTED: 04/25/2025
AD DEADLINE: 05/21/2025
APPLICATIONS REC'D: 23 applications received
STATUS: The position was posted the Village website, social media and broadcast email. The position was also posted on websites for Indeed, LinkedIn, MGT, IFMA and APWA. Four candidates were selected to participate in an assessment center at Public Works on June 10th. Three candidates were able to participate in the assessment center. One candidate interviewed separately on June 30th. An offer was made to one candidate. He accepted and successfully completed pre-employment screening. He started on July 28th.

SUMMARY OF EMPLOYMENT ACTIVITY JULY 2025

	<u>Total Number</u>	<u>Position</u>
New Starts	2	Facilities Superintendent
		Maintenance I FAST PM Shift
Separations	3	Maintenance I FAST
		ASO II Property Evidence
		Code Enforcement Manager
Promotions	0	
Reclassifications	0	
Downgrades	0	
Retirements	1	Facilities Superintendent
Change of Status	0	

ANTICIPATED ACTIVITY NEXT MONTH

	<u>Total Number</u>	<u>Position</u>
Starts	3	Predoctoral Intern (2)
		Maintenance I T-Ops
Separations	0	
Promotions	0	
Transfers	1	Maint. I to Maint. I FAST
Reclassifications	0	
Change in Status	1	PT HHS Clinician to FT
Retirements	0	
New Positions	0	

2025 EMPLOYEE COUNT

	<u>Budgeted</u>	<u>Actual</u>
FULL TIME EMPLOYEES	350	342
PART TIME EMPLOYEES	36	26
TEMPORARY EMPLOYEES	0	0
SEASONAL EMPLOYEES	22	11
INTERNS (PAID)	9	6
TOTAL	417	385

Total Vacancies:**Full Time****Budgeted – Posted**

Fire Marshal
Maintenance I FAST
Maintenance I T-Ops
ASO II

Budgeted – Not Posted

Revenue Collections Manager
Senior Business Systems Analyst
Firefighter/Paramedic (2)

Part Time**Budgeted – Posted****Budgeted – Not Posted**

PW Admin Staff Asst
Clinic Nurse (3)
PT Cable TV Asst (2)
Event Coordinator
Legal Admin Staff Asst
Water Customer Service Representative

RECRUITMENT ACTIVITY

	<u>Month</u>	<u>Year To Date</u>
Full Time – Response to Recruitments	33	217
Part Time – Response to Recruitments	0	8
Seasonal Applicants	0	34
TOTAL	33	259

HUMAN RESOURCES MANAGEMENT
EMPLOYMENT ACTIVITY
JULY 2025

NEW HIRES

<u>Name</u>	<u>Date of Hire</u>	<u>Position</u>	<u>Replacement for</u>
Mike Losiowski	07/28/2025	Maint. I - FAST PM Shift	Danny Gewarges
William Lynch	07/28/2025	Facilities Superintendent	Paul Petrenko

SEPARATIONS

<u>Name</u>	<u>Termination Date</u>	<u>Position</u>	<u>Reason</u>
Lisa Notarnicola	07/15/2025	ASO II Property Evidence	Resigned
Esdras Preciado	07/07/2025	Maintenance I FAST	Resigned

Kala Kутtenberg	07/29/2025	Code Enforcement Manager	Resigned
Paul Petrenko	07/31/2025	Facilities Superintendent	Retired

PROMOTIONS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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TRANSFERS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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CHANGE IN STATUS

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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RECLASSIFICATION

<u>Name</u>	<u>Effective Date</u>	<u>Current Position</u>	<u>New Position</u>
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UNPAID INTERNSHIPS/ADDITIONAL ACTIVITY

<u>Name</u>	<u>Effective Date</u>	<u>Position</u>	<u>Reason</u>
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ADDITIONAL MONTHLY REPORT INFORMATION JULY 2025

# Anniversaries	<u>4</u>
# Interviews conducted during month	<u>7</u>
# Orientations conducted during month	<u>2</u>

VILLAGE OF HOFFMAN ESTATES

Memo

TO: GAP Committee

FROM: Jennifer Djordjevic, Director of Operations/Outreach – Office of the Mayor and Board

RE: *Operations/Outreach Highlights*

PERIOD: June / July 2025

- Most of my time in June and July was wrapped up in the Hope Fore Hoffman Golf Outing which was a huge success – dollar amount raised is still being figured out with finance. The turnout was great despite the weather being extremely hot. Several companies participated and new vendors / tee sponsors joined us this year. Connections with major sponsors was bolstered (Microsoft, Compass Datacenters, Vistex, Ascension, Advocate, Edge Electrical Systems, Bell Works and Wintrust). We also garnered new support with Wilson Sporting Goods. The 2026 outing has been scheduled for July 22nd.
- Additional activities included regularly attended meetings, including Wine Wednesday on June 25th and July 16th at Red Robin and Garibaldi's, respectively. Attended Senior Commission lunches for both June and July. Attended an Alzheimer's event at Brookdale with Trustee Stanton, Trustee Newell and Mayor McLeod.
- Planned Mayor's travel to the United States Conference of Mayors in June.
- Participated in website training with Revize.
- Executed general administrative projects for the Mayor and the Village Board.

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