



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
DATE: June 11, 2024
RE: May 2024 Report

Employee Relations, Recruiting and Benefits:

- Current full-time open positions with the District include Ranger Assistants. The department is also actively recruiting for various part-time, seasonal, and intern opportunities.
- Interviews were held for the positions of Senior Ranger, Ranger and Ranger Assistant; employment offers and onboarding activities were completed for these same roles.
- Human Resources, in partnership with McGrath Consulting, continues work on its comprehensive compensation and classification study. The District's consultant firm had an onsite visit in April; the purpose of their trip was to meet employees across the District's workforce and to collaborate directly with Senior Leadership on the early design of the District's new compensation plan. The department anticipates that McGrath will be prepared to present its findings by August of this year. These will include philosophy, strategy, and policy and procedure recommendations on how the District should compensate and benefit its employees to be competitive in recruitment and retention.
- Human Resources is currently reviewing its year to date budget activity and ensuring that it has appropriately spent resources on the projects and programs planned in FY23/24. Additionally, the department is beginning to plan for activity in FY24/25 based on the District's draft budget. HR has submitted requests for resources to increase training and development opportunities, improve connections with peers in the field, further develop the District's performance management program and enhance its recognition of volunteers. Preparation for the addition of an intern to the department's staff is underway.
- The Department is using preliminary data from the McGrath study related to benefits to prepare an analysis and recommendation that the District consider modern and competitive modifications to the District's benefit plan structure, which may include a high deductive option, premium structure modifications, and an insurance waiver program.
- In May, the HR Director and Safety and Wellness Coordinator participated in a demonstration of enhanced wellness programming IPBC offers through their partner Empower Health. Staff is currently considering the potential ROI of the programming options.
- Human Resources communicated annual fringe benefits to staff. Opportunities to participate in programming and take advantage of the District's facilities are valuable components of the District's benefit package and demonstrate its commitment to being an employer of choice.
- The Department hosted annual employee health screenings in April. The level of employee participation earned the District a financial incentive in May totaling \$40,000 from IPBC, the District's insurance cooperative. Additionally, the department received an informative aggregate data report. Staff is evaluating its content to develop strategies for wellness programming specifically in the areas of active lifestyles, healthy eating, and mental wellness.
- Open enrollment for employee and retiree benefit plans took place during May. Employee change elections have been entered into PlanSource and submitted to IMRF for qualified retirees.
- The Department is well into leading the annual performance evaluation process. Historically, staff has appreciated the opportunity to participate in this process and acknowledged the value of feedback. While performance evaluation scores have previously correlated with merit increases, the performance evaluation



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process is independent of the Compensation and Classification Study. The outcomes of the study may produce recommendations and a need to review and revise the District's performance management program and tool in the future. Additionally, it is possible the implementation recommendation for the compensation and classification study outcomes affect the District's merit process as soon as the FY24/25 fiscal year. As the work of the District's consultant progresses, more information regarding pay adjustments will be communicated to all staff.

- Department staff participated in first aid/CPR training, local fire district training at LeRoy Oakes, PDRMA membership assembly, and first amendment auditor training.

Wellness, Training and Safety:

One employee injury (ankle sprain) was sustained in May.
There were no property damage claims submitted.

During the month of May, the District's Safety and Wellness Coordinator:

- Lead an engineering-based tour of the Fabyan Windmill for the Geneva High School PLTW engineering students. (see photo).
- Completed CPR and Bleeding Control training for 10 employees.
- Coordinated and observed Fox River and Countryside Fire District training at LeRoy Oakes Forest Preserve. The training was completed over 2 days. The firemen simulated rescues with a UTV, placing a training manikin in a stokes basket from the Mid-County Trail to the main parking lot. (see photo).
- Chaired the quarterly Safety and Wellness Team Meeting.
- Coordinated the annual Fabyan Windmill volunteer cleanup and safety inspection.
- Trained staff at Creek Bend Nature Center and Headquarters on 1st Amendment Auditor visits.
- Conducted seasonal and intern employee safety training at Natural Resources Shop.



Volunteer Resources:

68 Volunteer Events took place in April with a total of 1082.50 volunteer hours donated.

May's weather was typical, and the area has continued to experience conditions that will lead to seasonal activities occurring earlier than usual. Some workdays were cancelled due to rain.

During the month of May, the District's Volunteer Coordinator and Stewardship Liaison:

- Published the second edition of the Stewardship Volunteer View.



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- Hosted the Plants of Concern through the Chicago Botanic Gardens at Bliss Woods for a foray to monitor a rare plant.
- Participated in the annual Kane County Certified Natural (KCCN) field trip to Johnson's Mound.
- Welcomed the District's newest special needs volunteer group Awesome Life Academy for a service learning event at Fabyan Windmill.
- Celebrated Don Purn and his Governors Volunteer Service Award at the Committee of the Whole.
- Joined friends from Ampersand Community group at Fayban windmill.
- Completed the Fabyan Windmill clean up to prepare for the beginning of the season.
- Kicked off this year's annual service season with GiantSteps /Canopy kicked at Dick Young.
- Partnered with the Fox River Helpers, led by a local student to kick off the river clean up season underway at Jon J Duerr.



Awesome Life Academy at the Windmill.



Giant Steps tour the Japanese Gardens.