



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: May 13, 2025  
RE: April 2025 Report

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### **Employee Relations, Recruiting and Benefits:**

- The District did not experience turnover during the month of April. First interviews were held for the open positions of Restoration Technician and Buyer, though offers have not been extended for either position at this time. The Department is preparing for the recruitment of new positions budgeted in the upcoming fiscal year; this work includes developing job descriptions, FLSA analysis, compensation grading, and designing recruitment materials for the roles entirely new to the District.
- No regular full or part-time employees were onboarded during the month of April. However, the District's seasonal employment opportunities remain open for recruitment, and the HR department continues to offer resources to hiring managers to support their selection and orientation processes. More than 20 new temporary staff are at various stages of the hiring process, with this figure anticipated to double as the season progresses. This nearly 35% swell in staffing taxes the Department's resources for activities such as orientation, payroll data entry, and safety training and often requires advanced assistance for performance management.
- Human Resources is well into Open Enrollment processes for the benefit year beginning July 1, 2025. The modification of employer/employee premium splits and changes to life insurance caps for all regular full-time employees included in the budget for the new fiscal year increases the administrative workload, limits the time employees have to make benefits elections and reduce the Department's window for data entry. Nonetheless, the Commission's support for these improvements to the District's benefits package is exciting and will affect the District's recruitment and retention efforts positively.
- The Department prepared materials and communicated critical instructions for the District's performance evaluation process, which takes place in the months following the conclusion of the annual review period in April, and for the District's benefits open enrollment, which takes place during the same timeframe.
- Significant projects that continue to progress in the Department include a comprehensive review of the employee handbook, a reimagining of the District's performance evaluation program, the development of a work capacity test pilot program for prescribed burning, and the evaluation of employee engagement surveys.
- Department staff participated in multiple performance evaluation software program demonstrations, an Ask IPBC webinar, the IPBC Empower Health Informational Session, the East Aurora High School Career Fair, and the District's Earth Day planting event. The Director attended the HR Source Annual All Together HR Conference. The team took to the field and visited staff working to clear and restore areas of Johnson's Mound in preparation for the District's centennial celebration.

### **Safety and Wellness:**

**There were no general liability or worker's compensation claims in April. The last employee injury was February 10, 2025.**

- The Department continues its work towards goals established in the PDRMA 2025 risk management review. PDRMA will assist with funding and coordinating an OSHA facility audit of the Trades Shop in 2025. Also, the agency continues to support the District's 2024/2025 SMART goal for an employee Work Capacity Test for Natural Resources staff that conduct prescribed burns. This pilot project will be implemented in August.



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- Staff represented the District at the quarterly IPRA risk management section meeting, the Kane County Health Department Autism Awareness meeting, and represented the Department at the annual District Hunting Committee meeting.
- The Safety and Wellness Coordinator provided vehicle accident response training to North Operations Team, assisted the District's mechanic with a trailer safety inspection and tie down training session development, and completed the bi-annual safety inspection of the Paul Wolff climbing rock, making necessary replacements and improvements. For his own development and to continue to transfer learned information and skills to staff, the Coordinator completed NWS storm spotter training presented by Kane County Emergency Management.
- Staff coordinated the District's annual employee health screening. Sixty-eight (68) employees and their spouses screened on-site. This opportunity offers employees and their dependents the chance each year to assess their individual health and take informed action. Participation is incentivized by a health insurance premium reduction totaling \$50 each month per participant. The majority of this cost is returned to the District by IPBC.

### Volunteer Resources:

**In April, 1257.25 volunteer hours at 51 events were given to the District!**

- The Vol Office participated in the Kane DuPage Soil and Water Conservation District tree planting at the Centennial Grove area of Johnson's Mound, hosted tables at the Geneva Library Volunteer Fair and the East Aurora High School Career Fair, partnered with Batavia High School Eco Club and Batavia United Way to support a seed ball project with a local kindergarten class, and attended the District's Mounted Ranger meeting at Creek Bend.
- The Volunteer Coordinator hosted the second EST meeting of 2025 discussing Artificial Intelligence and the environment, led the second volunteer 1<sup>st</sup> Aid / Bleeding Control session of the year with 11 participants, attended the Kane Recycles new Recycling Coach program roll out, and co-hosted the Earth Day shrub planting at Tomo Chi Chi Knolls.
- Staff provided boots on the ground support for workdays hosted at four forest preserve locations throughout the month, led an event at Big Rock with nearly 50 participants from Hinkley Big Rock High School, and assisted with the preparation and labeling of trees and shrubs for the foundation's annual plant sale.



*Pictured from left to right: Earth Day shrub planting at Camp Tomo, Awesome Life Academy at a Fabyan Windmill tour, and Awesome Life looking for spring ephemerals at Fabyan Forest Preserve.*