



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: January 14, 2025  
RE: December 2024 Report

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

- Interviews were held for the positions of Restoration Technician. Employment offers and onboarding activities took place for two full-time Ranger Assistants, two full-time Restoration Technicians, one full-time and one part-time police officer, and a Stewardship Specialist.
- The District is fully staffed, positioning the department well to tackle other strategic human resources projects that have been delayed or postponed due to regular, active recruitment as well as begin preparing for possible growth in the District's staffing model.
- The Department has also begun to shift its focus to prospective benefits planning, including possible insurance opt-out options, certification pay, uniform allowances, and other opportunities that stem from compensation and classification study recommendations and the competitive employment landscape. Any fully vetted recommendations will be presented for FY25-26 budget consideration; however, it is more likely these will be more fully prepared for the following fiscal year.
- Early in the next calendar year, HR expects to present its annual review of the employee handbook to the Board for consideration. A comprehensive review has begun. Staff also continues to collaborate with Administration and legal counsel to revise the District's Organizational Ordinance to clarify language to align with current practice.
- Human Resources is in the process of converting its 457k plan with Equitable to a new platform, which is intended to better serve participants and reduce administration time and fees. Plan documents were executed in November with a TBD date for training and roll-out.
- The Department has begun to review and revise the District's performance management process and tool, and anticipates to pilot a new program in 2025.
- Human Resources prepared and completed numerous year end processes in New World, setting the District's ERP system up for accuracy and compliance in the new calendar year.
- Department staff participated in the District's employee holiday celebration as well as Annual Plan Source ACA reporting, IMRF Authorized Agent, Equitable, and New World ERP User Group training opportunities.

### **Volunteer Resources:**

- In December, **915 volunteer hours at 48 events** were given to the District!
- December was warmer than usual, but Kane County did have a snap of single digits that cancelled some workdays.
- With one snow event in December there has not been ground cover for the District's brushpile burning program.
- NRM, HR, Ops and the Naturalist team met to start planning Earth Day 2025 at Tomo Chi Chi Knolls.
- The EST wrapped up its 2024 business at its final meeting on 10<sup>th</sup>. With ambitious projects planned for the next year, the team expects to present a formal budget request to support its efforts.
- The Seed Harvest Potluck celebration was hosted at NRM on 12/11. It was a wonderful time with record attendance.
- Staff attended the Mounted Ranger meeting at HQ, in support of this not-for-profits efforts to elect a new board to continue its mission.



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- The District's volunteer coordinator assisted at Johnson's Mound installing plastic over cut stumps as an experiment to reduce herbicide usage. Herbicide training for 2025 goes live 1/1/25 via delivery timed email and the division will be off and running in to the new year!



Steward Kim and Volunteer Coordinator installing Plastics vs. Poisons at Johnson's Mound.