



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: June 10, 2025  
RE: May 2025 Report

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

- The District had one involuntary employment separation in the month of May in the position of Ranger. First interviews were held for the open positions of Buyer and Ranger, with six qualified internal applicants being considered for the south operations Ranger promotional opportunity. The Department has initiated the recruitment process for two of the newly budgeted positions, Ranger Assistant at North Operations, and part-time Administrative Specialist with the Police Department, and is preparing for the recruitment of the Deputy Executive Director and Human Resources Generalist beginning in June. This work includes developing job descriptions, FLSA analysis, compensation grading, and designing recruitment materials for the roles entirely new to the District.
- One full-time Restoration Technician was onboarded during the month of April, as well as multiple seasonal and intern employees. The District's seasonal Ranger Technician opportunities remain open for recruitment, and the HR department continues to offer resources to hiring managers to support their selection and orientation processes.
- The annual Open Enrollment process for the benefit year beginning July 1, 2025 is most demanding during the month of May. 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 required each eligible employee to actively participate in the process. Plan information was communicated to employees and retirees, enrollment paperwork was collected and processed internally, and data entry into PlanSource with IPBC was completed. Four employees migrated from the District's HMO to PPO plan, presumably due to the more affordable cost offered by the District in the new plan year. The HR department will enter all plan rate changes into the payroll system in the month of June.
- The Department prepared materials, communicated, and continues to support the execution of the District's performance evaluation process, which takes place in the months following the conclusion of the annual review period in April. The District's process aims to assess and improve employee performance, align individual goals with organizational objectives, and identify opportunities for growth and development. Importantly, this tool is also used to inform the performance-based step increase to eligible employee's compensation.
- Human Resources prepared and presented a modification to the ordinance setting the salary ranges of all positions within the District for consideration by the Commission. This update to the job classification list and employee compensation was consistent with the recently adopted annual budget document and new compensation and classification study outcomes. Additionally, staff prepared annual compliance documents related to Public Act 97-0609 which requires public bodies participating in IMRF to disclose the total compensation package of employees earning over \$75,000 per year. The total compensation package includes salary, health insurance, housing allowances, vehicle allowances, clothing allowances, bonuses, loans, and granted vacation and sick days, only some of which are applicable to the District.
- 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 the Spring all staff meeting, an Ask IPBC webinar on employee self-service options as well as an IPBC compliance webinar on HIPPA, the IMRF annual rate presentation, HR Source online



## Human Resources Department Memorandum

training sessions on I-9 compliance and workplace safety, the Kane County Veteran's Resource Fair and the Centennial planning meeting at Johnson's Mound.

### 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. 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 is in its final design phase and will be implemented in August.
- Staff represented the District at the IDPH Ambassadors meeting where updated vaccine protocols were reviewed for the fall flu and COVID season. They also coordinated and submitted the annual PDRMA appraisal and asset valuation verification and met with the PDRMA Risk Management Consultant to initiate the Essentials of Risk Management Review for 2025. Topics to be addressed are cyber liability risk, affiliate group insurance and legal agreements, staff child abuse prevention and DCFS requirements, facility inspections, and vehicle backing procedures.
- The Safety and Wellness Coordinator led an engineering behind the scenes tour of the Fabyan Windmill to the Geneva H.S. Engineering Design students, chaired the quarterly safety and wellness team meeting, provided First Aid and CPR to ten (10) District employees, as well as presented Bloodborne Pathogens required training at the All-Staff Meeting. The District is current with CPR training and needs only one more class in 2025.
- Staff reviewed and updated the seasonal/intern employee training requirements for 2025. All seasonal/interns will complete online safety and compliance training in addition to in-person field training. This new format allows the in-person session to be reduced from 3 hours to less than an hour.

### Volunteer Resources:

**In May, 1261.50 volunteer hours at 84 events were given to the District!**

- The Volunteer Office staffed a table at the Kane County Veteran's Resource Fair, attended a Chicago Botanic Garden event at Bliss Woods, joined an Illinois Prairie Path clean up, taught CPR and First Aid, hiked LeRoy Oakes with a potential site steward, hosted GiantSteps weekly service events, and collaborated with colleagues at the District's Centennial planning meeting at Johnson's Mound.
- The Volunteer Coordinator partnered with Operations leadership and Fabyan volunteer millers to discuss numerous upcoming windmill improvements as an outcome of grant funding the District received. Work on fire suppression, drainage, concrete and a new ball bearing cap system were all discussed.
- The District approved an Eagle Project to install signage along the Great Western Trail; the efforts of this project between the Scout and Sign Shop are coordinated by staff.
- Staff fulfilled volunteer requests for equipment and supplies through the month, provided boots on the ground support for workdays hosted at forest preserve locations throughout the County, and collaborated with Friends of the Fox and DuPage River Fly Tyers (DRiFT) to do a shoreline planting along the old Carpentersville dam site.
- The Volunteer View newsletter returns with the hiring of a new Stewardship Specialist, featuring submissions from site stewards that highlight the conservation and restoration efforts of this tireless group of individuals.
- The Stewardship Specialist participated in a course on invasive species through the Morton Arboretum and will be starting another on plant ID basics as a refresher. Both are training opportunities supported financially by a Volunteer Stewards Network (VSN) scholarship.



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Left: A picture taken by and labeled *Live Guardians of Johnson's Mound with Guardians Sculpture*, by Kim Haag. Can you spot the all six Stewards in the picture? Right: Our friends at GiantSteps helping beautify Johnson's Mound before the Centennial Celebration.