



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
DATE: August 12, 2025
RE: July 2025 Report

Human Resources:

- The District experienced no turnover in staff during the month of June. Interviews with qualified applicants for the new Accountant position resulted in an internal promotion of the District's Payroll Coordinator. The department also participated in the selection process for open Ranger Assistants for both North and South Operations, identifying and extending offers to place these positions, resulting in the full staffing of the Operations Department as of early August.
- The recruitment process for the Deputy Executive Director, Human Resources Generalist, Payroll Coordinator, and part-time Administrative Specialist with the Police Department have continued through July. Opportunities to evaluate and refine operations in the Finance and Human Resources departments are ongoing and helping to define the responsibilities and placement of open positions.
- The summer season draws to a close as quickly as it begins, demanding significant human resources staff time as the offboarding process begins for temporary staff. This process is communications heavy and also involves numerous data entry points to ensure benefits are reduced, payroll records are closed and property and technology access are locked.
- Employee performance-based compensation adjustments and new benefit plan year premiums were communicated to staff and updated in the District's HRIS system and with its IPBC carriers in the month of July. Staff step pay changes closed the District's performance evaluation process for the fiscal year.
- In July, the District began formal negotiations with the District's full-time police officers' collective bargaining unit with the Metropolitan Alliance of Police.
- Department staff participated in the GLP-1 IPBC update as well as its executive board meeting and IMRF employer access workshops.

Safety and Wellness:

There were no worker's compensation claims in June. The last employee injury was May 30, 2025. One facility claim was submitted for the clubhouse at Hughes Creek golf course due to storm damage sustained in early June; the District is awaiting the PDRMA adjuster's report. In addition, two theft claims were submitted for the trail speed sign, copper wire and a solar panel at Fox River Shores Forest Preserve.

- The Department has finalized its draft Work Capacity Test for Natural Resources staff that conduct prescribed burns. This pilot project will kick-off in August with a communication campaign, physician physical screenings and on-site training opportunities. The program is a risk management and employee wellness initiative, intended to ensure that District staff responsible for this physically demanding and dangerous work are appropriately fit for the task. The District will lead its peers with a successful implementation of this initiative.
- The Safety and Wellness Coordinator participated in the PDRMA Safety Coordinator quarterly update. The Risk Management Review was discussed with updates and a November 1st deadline for submission. The RMR is presented to the membership in a new format this year, with expanded requirements for its participating organizations. The District will be responsible for implementing several new policies to meet standards, including a program to further codify and educate on its responsibility to the safety of children that visit facilities and preserves and participate in District programs.



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- Numerous safety inspections and maintenance activities occur during the summer months. In July, staff completed semi-annual elevator maintenance at Creek Bend and Brewster Creek with DME Lifts, Inc. as well as completed the annual fire inspection at District Headquarters with Geneva Fire Department.
- An FY2025-2026 budget request provides funding for the replacement of six AED units that have reached the end of their usable life. The department is in the process of obtaining competitive quotes for this life saving equipment. The purchase will complete the third of a four-year replacement program for the District's complete set of county wide District owned AED units.

Volunteer Resources:

At the time of this report, in July, 632 volunteer hours at 64 events were given to the District!

- July was again an extremely hot month with real feel temperatures regularly over 100 degrees and several dangerous storms cancelling many outdoor events. Despite the heat and storms, volunteer groups like our friends from Awesome Life Academy joined the District at scheduled events including a visit to the Fabyan Villa and Japanese Gardens with help from Vivien with Preservation Partners.
- Staff has been hard at work putting together the 2025 Volunteer Appreciation Dinner scheduled for Wednesday, September 10th. The department has locked in the location at The Wilds and secured a bartender from the Hallowed Traveler, with a corresponding sponsorship. Décor, gifts, and award orders are taking place as the event draws closer and will ensure that the District's volunteers feel very well recognized and rewarded.
- The Volunteer Coordinator has worked to partner with the sign shop and Robert E. on his Eagle Scout Project to install new directional and mile signage on the Great Western Trail with installation planned for early August.
- Other successfully events the District hosted in July were made possible by donations for snacks and drinks through a new partnership with Fresh Thyme grocery store in Geneva. Seed harvests (which kicked off the first week of July) and clean up events have been well supplied with new buckers from the District's local quarry connection, Fister.
- A new volunteer steward has stepped up at Hannaford Woods, with their first work day having been hosted in July. Staff joined two other workdays during the month. In addition, they fulfilled a number of tool and herbicide requests, and modified tool restrictions so that stewards can now use brush saws during the Spring/Summer on herbaceous weeds like sweet clover and Canada thistle.
- The Volunteer office's summer newsletter is in the works and is expected to be distributed to District volunteers in late August and will be available to others upon request. The department is also working closely with Community Engagement to develop a calendar of volunteer events to be considered as an addition to the District's website.



Left: Awesome Life Academy had a great time helping beautify and clean up around Riverbank Estates on July 8th!
Right: Seed Harvest at CPO marsh in Aurora on July 16th had a great turnout and snacks from Fresh Thyme!