



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: May 1, 2024  
RE: April 2024 Report

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

- Current full-time open positions with the District include Senior Ranger, Ranger and Ranger Assistant. The department is also actively recruiting for various part-time, seasonal, and intern opportunities.
- Interviews were held for the positions of Fleet Manager, South Operations Manager, and Ranger; 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 July 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 completed its collaborative efforts with Senior Leadership on the development and presentation of a policy to codify the District's long-standing employee housing program in order to ensure equitability, consistency, and compliance. This policy was approved by the full commission in April.
- The HR Director and Generalist have reviewed and prepared revisions to the District's seasonal employee handbook. The changes ensure compliance with new state and federal employment law, better reflect current practices, and now include seasonal employee accountability to the District's entire employee handbook, as adopted by the board in February. The HR Director and Volunteer Coordinator have reviewed and revised the District's volunteer handbook in a similar way.
- 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.
- IPBC, the District's insurance cooperative, continues to evaluate the benefit plans it make available to its membership. They have recently offered access to identity theft protection for employees. The HR Department is currently evaluating this opportunity.
- 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.
- The Department hosted annual employee health screenings in April. 86 of 93 eligible employees and dependent spouses (92.5%) participated in this year's program in order to receive a reduced rate for the employee portion of insurance premiums. This level of participation earns the District a significant financial incentive from IPBC, the District's insurance cooperative.
- The Department also communicated the beginning of the annual performance evaluation process in the month of April. Historically, staff has appreciated the opportunity to participate in this process and acknowledged the



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value of feedback. While performance evaluation scores have previously correlated with merit increases, the performance evaluation 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, and when the FY24/25 budget is finalized, more information regarding pay adjustments will be communicated to all staff.

- The department's staff attended the All-Staff Meeting, PDRMA drug and alcohol reasonable suspicion training for supervisors, and the E-timesheets training facilitated by the Finance Department.

### Wellness, Training and Safety:

One employee injury (back strain) was sustained in April.  
There were no property damage claims submitted.

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

- Coordinated the annual on-site health screening for all employees and spouses on the District's healthcare plan. 61 employees and spouses participated.
- Attended the PDRMA Safety Coordinator Group quarterly meeting. Topics included lightning detection systems, 1<sup>st</sup> amendment audits and conflict resolution, service animals, bike path warning signs, and mental health first aid.
- Coordinated a pet supply employee donation drive for the Anderson Humane Shelter during the All Staff Meeting. (See photo)
- Completed Drug and Alcohol substance abuse training through PDRMA.
- Assisted with Earth Day preparations and safety coordination.
- Presented and guided a Learn From the Experts tour of the historic, preservation, and safety engineering of the Fabyan Windmill to the public with the help of Head Miller, Mark Rivecco and Docent, Shawn VanKampen. (See photo)
- Assisted with the Foundation annual plant sale setup.
- Coordinated a presentation at the All Staff Meeting from Laura Burk, registered dietician, on "Healthy Lunches to Boost Mental Health".





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### Volunteer Resources:

111 Volunteer Events took place in April with a total of 2469 volunteer hours donated.

April weather presented with many unseasonable warm days. The early heat has caused many plants and trees to begin the growing season approximately 2-3 weeks early. Volunteers and staff were flexible with their seasonal work flow and kept an eye on conditions.

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

- Participated in the District's successful Earth Day celebration at Elburn, helping to coordinate live music, people movers, and over 300 volunteers.
- Attended student work days at Oakhurst and Big Rock, removing invasive shrubs and weeds from our woodlands.
- Led the second EST meeting of 2024 with ambitious projects planned for the future that include dark skies conversations and carbon neutrality audits.
- Joined the Mounted Rangers at CBNC for their monthly meeting as they prepared to support the District at its Earth Day and Plant Sale events.
- Provided instruction to Volunteers in First Aid/CPR and Bleeding Control.
- Hosted a guided hike and clean-up at LeRoy Oakes with new partner, Ampersand Community Services from La Fox. The District is looking forward to hosting monthly events with this special needs agency as we continue to offer service opportunities for everyone in Kane County.
- Published the first edition of the Stewardship Volunteer View.
- Attended a Volunteer Services Network (VSN) information call, the Geneva Library Volunteer Fair, and the Governor's Service Award banquet at South Shore Cultural Center in Chicago in honor of award recipient Don Purn.



Ampersand at Ferson Creek with Heather and Amber.



Pat Chess addressing community volunteers at Earth Day.