



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
RE: April 2026 Department Monthly Report

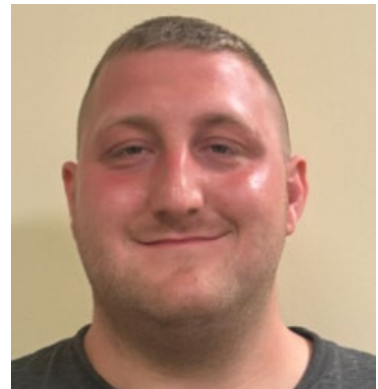
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### HUMAN RESOURCES

- The District welcomed Connor Hagelstein and Zachary Shoaff, Ranger Assistants at North Operations, on April 13, 2026, following a recent transfer and resignation. Human Resources will continue working with North Operations to schedule additional interviews for the newest vacancy, a resignation. Exit interviews indicated the resignations were due to an out of state relocation and retirement.
- The District welcomed Thomas “TJ” Weigand as a Part-time police officer to the District on April 27, 2026. Due to part-time officer resignations within the Police department, first round interviews were completed in February with five applicants. With the passage of the Sonya Massey Act, effective January 1, 2026, extensive police background checks took place. The District extended conditional offers of employment to two applicants, and both initially accepted the position. Since then, the District received a notice from one declining the position due to personal circumstances. Staffing efforts will continue to be discussed.
- The department is partnering with the Planning and Land Protection team to develop and implement a successful recruitment for its new Project Manager opportunity, and is preparing for the potential placement of new positions proposed in the FY26/27 annual budget.
- The department continues to work with managers on their seasonal hiring needs for 2026. More than 28 new temporary staff are at various stages of the hiring process, with an additional five (5) positions to hire. This nearly 35% influx 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. Process improvements implemented this season, including reducing administrative tasks for hiring managers, centralizing functions within HR for greater efficiency, and strengthening compliance, have been working very well.
- Human Resources and Finance continue to work with ADP to develop, implement, and manage new programs and processes related to the ADP payroll and HR software migration, including participating in multiple meetings focused on payroll preparation and testing. The District has been piloting the time and attendance platform with employees with different schedules, FLSA status, and departments to ensure the program is set up correctly and that District processes are met. The cross-departmental team



*Connor Hagelstein Ranger Assistant*



*Zachary Shoaff, Ranger Assistant*



*Thomas “TJ” Weigand*

continues status calls with ADP to prepare for going live in the next couple of months with a portion of ADP profiles. The District had its first employee and manager training with ADP to introduce staff to its functionality and self-service platform. Additionally, HR has been focusing on the HRIS component of the system, primarily on benefit administration at this time for its upcoming Open Enrollment in May.

- The department communicated instructions and provided materials for the District's performance evaluation process, which takes place in the months following the conclusion of the annual review period in April. This is the final year the District's current performance evaluation template and process will be used. Going forward, the District will implement performance management in ADP. Implementation setup will begin once Payroll and Time & Attendance have become active in the new technology platform.
- The Director has recently spearheaded a number policy considerations with the Leadership team for compliance and best practice purposes and communicated changes in practice to staff as decisions have been made, such as with revisions to the District's holiday policy administration, meal and break standards, and fringe benefits. Upcoming policy projects include reviewing and revising practices related to District issued uniforms and the use of artificial intelligence in the workplace.
- The HR Department invited Blue Cross Blue Shield and the District's IPBC benefits consultant to present information for Spring Open Enrollment, and the session was well received. Employees gained a clearer understanding of the HMO and PPO options available through BCBS, including coverage details, key differences, and additional programs and resources beyond basic benefits.
- The department continues to focus on educating employees so they can get the most out of the District's benefit plans, including the newly approved Medical Expense Reimbursement Plan. Staff have visited facilities to meet with employees, explain the benefit, answer questions, and review other eligible benefits to help individual employees determine whether this option is a good fit.
- Human Resources continues to work closely with the IPBC Benefits representative and with counterparts across more than 190 other municipalities to share recommendations, best practices, and cost-saving strategies. The department will present options ahead of the next plan year.
- The District continued formal negotiations with its full-time police officers' collective bargaining unit, the Metropolitan Alliance of Police (MAP). After receiving direction from the Commission, staff participated in a productive discussion this month with its members, reaching a tentative agreement. If ratified by MAP, the agreement will be presented to the Full Commission for review and approval.

## **SAFETY & WELLNESS**

### Claims Information

There were no injuries reported in April, along with no property claims being submitted to PDRMA.

- The District coordinated its Annual Wellness Screening on April 7, 2026, with 68 employees and spouses participating on-site to date. Final participation numbers, including employees and dependents who completed screenings off-site, are expected in May. This annual program continues to support employee and family well-being while also providing an insurance premium incentive for participation.
- As part of ongoing wellness initiatives, the Safety and Wellness Coordinator has proposed a six-week district-wide Goosechase challenge. This interactive, app-based scavenger hunt encourages employees to complete a series of missions at Forest Preserve properties to earn points, promoting physical activity, engagement, and team participation in a fun and manageable format.
- The Safety and Wellness Coordinator continues to collaborate with other departments in the District, ensuring archery range safety protocols are met and posted prior to the opening in June, along with supporting the design and placement of additional signage for the Bison enclosure.

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April Report

- The Department developed and distributed the 2026 employee safety training plan for the District, ensuring all staff and leadership received role-specific training requirements. Several district-wide mandatory trainings are scheduled to be completed at an all-staff training day planned for October. The Director of HR and HR Manager are currently finalizing the agenda, including scheduling and coordination of guest speakers.
- The Safety Coordinator completed the following annual tasks: CPR 1<sup>st</sup> aid certification, coordinated annual hearing screening for the OSHA hearing conservation program, and conducted annual state elevator inspections at Brewster Creek Lodge.

## VOLUNTEER RESOURCES

### Volunteer Impact

In April, 1191 volunteer hours were given to the District!

- April ranked among the wettest months on record, with persistent storms, saturated grounds, and the Fox River exceeding flood stage. Conditions significantly limited outdoor programming and required ongoing flexibility, including cancellations of scheduled workdays.
- The Volunteer Coordinator participated in a flooded agricultural habitat (“Fluddle”) session with the University of Illinois and Kane County Audubon. Insights from this training highlight Kane County Audubon volunteers as a valuable resource for bird identification within the local flooded fields (“fluddles”), with potential to contribute additional data and sightings to the District.
- The District strengthened community engagement this month through a restoration day with Hinkley-Big Rock High School at Big Rock Forest Preserve and outreach at the Geneva Public Library Volunteer Resource Fair. That momentum carried into Earth Day programming, where 250+ volunteers participated in planting approximately 500 trees and shrubs despite cold, wet conditions, reflecting strong community participation and effective cross-department coordination.
- The Environmental Sustainability Team (EST) concluded its second meeting this year, which reflected the growing membership of three employees across different departments of the District. The team is advancing new initiatives, including exploring participation in the NexTrex Recycling Challenge, strengthening district-wide recycling efforts, and introducing a Carbon Footprint project. NexTrex is a plastic film and bag recycling initiative that helps communities collect materials that typically can’t be recycled through curbside programs. Instead of ending up in landfills, items like grocery bags, bread bags, and other clean plastic film are gathered and sent through NexTrex’s system, where they are processed into composite materials used to make products such as benches, decking, and outdoor furniture.



*Tabling At Geneva Library*



*Earth Day!*



*Earth Day!*