



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
DATE: November 12, 2024
RE: October 2024 Report

Employee Relations, Recruiting and Benefits:

- Current full-time open positions with the District include two Ranger Assistants opportunities on the North team and a Restoration Technician. The department also continues to actively recruit for part-time opportunities, including a concentrated effort to deepen the District's part-time police officer pool as well as a recent vacancy in the District's Stewardship Specialist role.
- Interviews were held for the positions of Ranger Assistant and Police Officer; employment offers and onboarding activities are underway for one full-time and two part-time police officers.
- The Department is considering the potential benefit of restoring and improving the District's unused intranet for employee access to information, communications and documents.
- Staff continues to collaborate with Administration and legal counsel to revise the District's Organizational Ordinance to clarify language to align with current practice.
- The Department offers two open enrollment periods each year for different benefit plans and programs offered by the District. Fall benefit plans have been communicated and are available for employee consideration through early November.
- 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 this month with a TBD date for training and roll-out. Equitable staff attended the District's fall all staff meeting offering a training session on personal budgeting and finance management.
- Inconsistent billing issues and reporting errors persist both with PlanSource (IPBC insurance benefits platform) and IMRF, as both have undergone major website and platform improvement projects. The department collaborated with the Finance team to troubleshoot and revise internal practices to improve efficiency.
- The Department has begun to review and revise the District's performance management process and tool, and anticipates to roll out a new program in 2025.
- Department staff participated in the District's fall all-staff meeting, tabled Aurora University volunteer and recruitment fairs, attended various referenda presentations, and trained at an IGFOA payroll seminar, the IPELRA annual conference, and PDRMA's HELP session as well as coordinated reasonable suspicion training for management staff.
- The HR Director and Safety and Wellness Coordinator completed burn certification and are now eligible to participate in the District's prescribed burn program.

Wellness, Training and Safety:

- There was **one injury** in the month of October, a snapping turtle bite which required first aid.
- The Safety and Wellness Coordinator attended the PDRMA legal update webinar with their lead counsel.
- Staff inspected safety signage to the Carpentersville Dam removal site and assisted with replacements as needed.
- The Safety and Wellness Coordinator completed Bleeding Control training for the training management online system.
- The team coordinated PDRMA's property appraisal process with their appraiser to reassess structures and land improvements. This is an ongoing project, and recurs every three years.



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- Finally, the department has reviewed and updated the Personal Protective Equipment program for OSHA compliance.

Volunteer Resources:

- In October, **1189.5 volunteer hours at 97 events** were given to the District!
- October featured warmer than usual weather with records set in the 80's at the end of the month, making for a very active and productive volunteer service month.
- The Volunteer Coordinator represented the District at two events hosted by Aurora University, a Volunteer Fair 10/1 and a Career Fair 10/8 (pic) and attended the Fungi Monitoring Foray at LeRoy Oakes on 10/5 (pic).
- The EST, led by the Department's Volunteer Coordinator, met for its fifth meeting of '24 with an eye towards collecting light data from District buildings and shops when the time change hits.
- A Volunteer 1st Aid class was hosted during the month, co-taught by the Volunteer and Safety and Wellness Coordinators.
- Staff is collaborating with Mounted Ranger leadership on succession issues and the 501(c)3's upcoming November election.
- Seed team continued into October and the final harvest was Wednesday 10/23 at Bliss Woods. The District had an excellent seed harvest season with significant volunteer participation and weight goals for seeds were met!
- Staff collaborated with Operations and Friends of the Fox to organize two river clean ups based out of Fox River Shores FP (pic). These clean ups focused on newly exposed shorelines and resulted in 40 tires removed from the river, over 1,000 lbs of metal and nearly 5,000 lbs of debris.



Chuck and Robb at the AU employment fair (left) and a very successful fungi foray at LeRoy Oakes (right).



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Great group of folks came out on a Thursday afternoon to help fix the Fox removing thousands of pounds of trash!