



## Human Resources Department Memorandum

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TO: Benjamin Haberthur, Executive Director  
FROM: Jennifer Clough, Director of Human Resources  
DATE: October 8, 2024  
RE: September 2024 Report

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

- Current full-time open positions with the District include two Ranger Assistants opportunities on the North team, and one Police Officer. 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; six employment offers and onboarding activities (some pending) were completed as a result. Offboarding activities continue for the District's approximately 30 seasonal employees.
- 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 insurance benefit plan structure, which may include a high deductible option, premium structure modifications, and an insurance waiver program.
- In September, the commission adopted a revised holiday schedule for the District, adding four annual closures in 2025 for market competitiveness and consistency with the County calendar. This decision represents the District's commitment to being an employer that prioritizes work/life balance and that offers competitive benefit packages to support our recruitment and retention efforts.
- The Department offers two open enrollment periods each year for different benefit plans and programs offered by the District. HR is currently preparing materials for fall open enrollment which will commence in October.
- Human Resources is beginning the process for converting its 457k plan with Equitable to a new platform, which is intended to better serve participants and reduce administration time and fees.
- 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. Managing discrepancies in order to ensure accurate reporting and invoicing continues to demand significant effort and time of the department. A formal meeting with IPBC partners has been requested to ensure the most successful and timely resolution is reached.
- 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 an IPRA HR Symposium, traveled as a team to see a POC identified at Bliss Woods, and attended the Carpentersville Dam Ribbon Tying, the Foundation golf outing, an IPBC supplemental benefits webinar and its monthly board meeting. Staff also hosted the annual Volunteer Appreciation event and attended the referendum public meeting and open house at the Prisco Center.

### **Wellness, Training and Safety:**

- There was **one injury** in the month of September, an allergic reaction to a wasp sting.
- The Safety and Wellness Coordinator attended the regional Safety Coordinator Group quarterly meeting. AED training was presented by School Safety for new model AEDS.
- Staff assisted with completion of the annual fire system inspections with ADS at Creek Bend and Brewster Creek and looks to transition these responsibilities as appropriate to the facilities team in the future.



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- The department taught CPR/1<sup>st</sup> Aid to District employees. Year to date, 32 employees have been trained and recertified with the Red Cross.
- The Safety and Wellness Coordinator completed a field visit with PDRMA's Risk Management Consultant and Supervisor of the new bison enclosure. PDRMA made suggestions for signage and risk management for staff. These items will be included in the bison management plan.
- Staff inspected the Carpentersville Dam removal project for signage and discussed risk management with PDRMA during the demolition.
- The Safety and Wellness Coordinator renewed their license with the Stop The Bleed Coalition for bleeding control trainer certification and resources. Bleeding Control training is provided to all employees that perform high risk tasks, such chain sawing.

### Volunteer Resources:

- In September, **894.5 volunteer hours at 32 events** were given to the District!
- September featured expected weather with a hot start and a cool finish as we kicked off fall.
- This month featured a steady flow of the District's adults with disability groups with Awesome Life and Ampersand both being hosted at LeRoy and GiantSteps volunteers on two Fridays of the month.
- Seed team continued with three regular Wednesday harvests which have all been well attended.
- The District Staff, Commissioners and Foundation volunteers celebrated with the annual Volunteer Appreciation Dinner on Sept 18<sup>th</sup> attended by approx. 135 volunteers of the District.
- Big events kept on coming as department staff hosted and supported three It's Our Fox River Day (IOFRD) events at Tek, Fabyan and Glenwood.
- Finally, not to be outdone, staff hosted approximately 50 volunteers from Toyota today at Fabyan F.P. for National Public Lands Day to plant shrubs, harvest seed and help in the Japanese Garden.
- The month concluded at the District's Harvest of the Acorn Moon at Oakhurst, with volunteers and Mounted Rangers helping host the fun.
- The District's Stewardship Specialist attended multiple workdays, outfitted stewards with needed supplies, first aid kits and tools as well as prepared visuals for the NRM retreat related to a Steward Annual Management Plan.







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The future of restoration showed up to our Johnson's Mound workday and the pictures are amazing!



Dr. Herakovich presents at the Volunteer Appreciation Dinner on September 18<sup>th</sup>, 2024 at The Wilds. (left) A few of our favorite people showed up to help Fix The Fox on Saturday, September 21<sup>st</sup>, 2024 at Glenwood Park. (right)