



Human Resources Department Memorandum

TO: Benjamin Haberthur, Executive Director
FROM: Jennifer Clough, Director of Human Resources
DATE: December 9, 2025
RE: November 2025 Report

Human Resources:

- In November, the District invited candidates to interview for its available Horticulturalist position; 2nd interviews with top applicants for this skilled position are planned for early December. In addition, the District interviewed six internal candidates for the open Crew Lead position at South Operations. Once the Crew Lead position is filled, it will leave a vacancy at the Ranger level which will need to be backfilled.
- The department onboarded its new Human Resources Manager. The position will oversee day to day operations, including in risk management and volunteer programming, lead the District's benefits management, and be pivotal in the ADP software migration and its related projects.
- The Finance and HR teams officially kicked off their collaboration in the development, implementation and ongoing management of new programs and processes related to the ADP payroll and HR software migration. Several department initiatives have been slowed to create bandwidth for this important work and in order to ensure the processes and policies can be adapted to the new technology solutions. Staff expects portions of the ADP suite of technology to go live throughout 2026.
- Early in the next calendar year, HR expects to present its review of the employee handbook to the Commission for consideration. Staff also continues to collaborate with Administration and legal counsel to revise the District's Organizational Ordinance to clarify language to align with current practice. This item will be presented in December.
- At its November meeting, the Commission approved the revised Section 125 Cafeteria Plan, initiating the Fall Open Enrollment period. This plan allows District employees to contribute to pre-tax healthcare and dependent care savings accounts or elect voluntary life insurance coverage. The Open Enrollment window ran from November 12, 2025, through November 21, 2025, with the Department having until early December to enter enrollment changes into its systems.
- The District has chosen to discontinue the Commuter Benefit option through IPBC because it does not meet the required eligibility criteria and, after offering the benefit, had zero employee enrollments. A review of the eligibility requirements, which include having at least 50 full-time employees, maintaining an office within one mile of an RTA fixed-route transit service in a designated area, and employing staff who work an average of 35 or more hours per week, confirmed that the Forest Preserve District of Kane County does not meet these criteria.
- Plan modifications related specifically to GLP-1 prescriptions drugs for weight loss have resulted in a 1% reduction to the District's premiums effective January 1, 2026. Staff is working to ensure its systems reflect the new employer and employee rates prior to the new year.
- The District continues its formal negotiations with the District's full-time police officers' collective bargaining unit with the Metropolitan Alliance of Police, having participated in a productive discussion in November. Its third bargaining session is planned for December 11, with future dates calendared into January, as needed.
- The membership of the District's insurance cooperative, IPBC, elected to establish four additional and separate benefit plan options for Retirees over the age of 55, which required department staff to communicate one on one with affected retirees in order to support their selection and enrollment processes. In addition, the department has had to modify its billing reconciliation steps and IMRF retiree insurance deductions. The enrollment period, which extends through December 1st, has resulted in one participant to date.



Human Resources Department Memorandum

- In November, department staff attended the following; Form I9 Training, PDRMA safety trainings including its annual Risk Management Institute (RMI), Drug and Alcohol Training for Supervisors and a potential new site tour.

Safety and Wellness:

There was one employee injury reported in the month of November, for an injury sustained at the end of October. A police officer was walking during an investigation and felt pain in their foot, with pain extending into the knee several days later. The officer is off duty while completing medical treatment until 12/15/25.

- Work is nearing completion on the open weather-damage claim at Hughes Creek Golf Course, related to the June 8, 2025 storm. The new roof has been installed, and once all invoices are received, they will be forwarded to PDRMA for claim closure.
- The Safety and Wellness Coordinator participated in the joint safety committee meeting with the McHenry County Conservation District and the Lake County Forest Preserve District. The group exchanged safety program best practices, conducted a facility inspection, and collaborated on strategies to further enhance employee safety.
- Staff attended the planning meeting for the new Nature Playspace at LeRoy Oakes FP at the meeting, responsibilities included reviewing signage and surface requirements for safety in anticipation of a groundbreaking scheduled for spring of 2026.
- The Department facilitated Red Cross CPR and First Aid training for staff, completing the 2025 training cycle. A total of 47 employees were re-certified this year. In addition, the team updated the OSHA-required injury logs for 2025 and prepared the records for the annual posting at year-end.
- The Safety and Wellness Coordinator completed the documentation for the 2025 PDRMA SMART Goal related to the Work Capacity Test Pilot Program with the Natural Resources team and drafted a follow-up proposal for implementing the test for the 2026 prescribed burn season. A planning session is scheduled for January to determine next steps.

Volunteer Resources:

In November, 542 volunteer hours at 20 events were given to the District!

- November was unseasonably warm and dry; which contributed to successful volunteer events and work days. The longest seed team ever wrapped up at Bliss Woods on Nov 5th with the District's 17th harvest of the season!
- The Volunteer Coordinator led a tour at Duerr during the Preservation Partners Volunteer Appreciation event on November 9, utilizing the trolley from the Fox Valley Trolley Museum.
- The department developed a draft Volunteer Satisfaction Survey to help identify opportunities for process improvements and potential program enhancements. The information gathered through this process is intended to inform some of staff's key areas of focus in the new year.
- Staff attended the Giant Steps Thanksgiving event at St. Katherine Drexel Church in Sugar Grove on November 20.
- The Volunteer Coordinator facilitated the Morton Arboretum's online Volunteer Leadership class.
- The Stewardship Specialist attended five work days in the month of November, a site walkthrough at Glenwood Park, Tekakwitha, Blackberry Maples, Johnson's Mound, and Bliss locations.
- Following a productive internal strategy meeting, the Volunteer Office is now working more closely with the Community Engagement team to strengthen volunteer outreach and recruitment efforts. Upcoming social media content, project outreach, and volunteer feedback were all discussed.

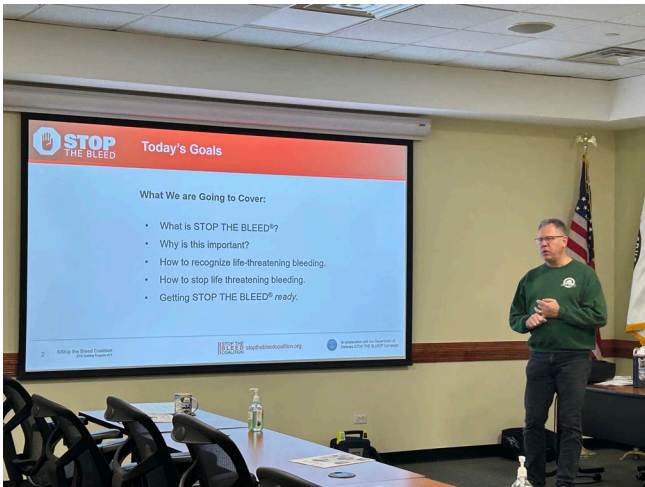


Human Resources Department Memorandum



Left: Plant Ecologist Monika K. hosts the final seed harvest of the season at Bliss Woods 11-5.

Right: Special guests from Headquarters and Creek Bend joined the final harvest 11-5.



Left: Safety and Wellness Coordinator Chuck M. goes over our Bleeding Control course for staff on 11-13.

Right: GiantSteps Thanksgiving in Sugar Grove on 11-20.