



W E S T C H I C A G O
CITY BULLETIN

FALL 2023



ADMINISTRATOR'S MESSAGE

Our well-being is the foundation for success, both personally and professionally. To assist with your individual health goals, I encourage you to utilize the upcoming initiatives offered by the City.

In November, we are hosting a wellness event with free flu shots to help protect our staff this fall and winter. This event also includes new, free biometric screenings that offer a confidential snapshot of your overall health.

Also during November, we are rolling out a new open enrollment process. This online portal will provide an opportunity to review existing benefits and explore other options offered to our employees and their families. I highly recommend taking the time to ensure your benefits align with your specific needs and preferences.

As I emphasize our personal well-being, I'd also like to highlight the importance of providing your perspective of our organization. This is vital for building and maintaining a collaborative and supportive work environment.

For those who recently participated in an employee survey, your feedback on staff appreciation, recognition, and rewards is included in this newsletter. The input you provided is highly valued and will assist with enhancing our workplace.

In the coming weeks, you'll be receiving an additional opportunity to provide an assessment of the City's benefits and insurance offerings. This will help provide a deeper understanding of your individual needs, so I urge you to please contribute your insights.

In closing, I want to emphasize my gratitude for your continued hard work. Your dedication continues to play a pivotal role in contributing to the success of our organization, and the community we serve.

Sincerely,

Michael Guttman, City Administrator



QUARTERLY QUOTABLES

**Life starts all over
again when it gets
crisp in the fall.**

- F. Scott Fitzgerald



EMPLOYEE MILESTONES

Please extend a warm welcome or offer congratulations to the following employees who will be achieving a significant milestone with the City this season.

New Employees

- Matthew McClelland; Lateral Police Officer (04/17/2023)
- Reid Strauch; Maintenance Worker I (04/17/2023)
- Craig Lottie; Maintenance Worker I (04/17/2023)
- Brandon Taylor; Maintenance Worker I (04/17/2023)
- Eddie Ramos; Water Treatment Plant Superintendent (05/30/2023)
- Kevin Albert; Water Treatment Plant Operator in Training (06/19/2023)
- Brady Fisher; Management Fellow (06/19/2023)
- Daniel Schane; Lateral Police Officer (08/30/2023)
- Caitlin Saville; Water Treatment Plant Operator in Training (08/31/2023)
- Quinn Covey; Water Plant Operator (07/09/2018)
- Margaret Sollis; Community Service Officer (07/23/2018)
- Julia Favela; Account Clerk (04/05/2022)
- Kelley Chrisse; Economic Development Coordinator (05/09/2022)
- Paul Hausermann; Maintenance Worker I (05/10/2022)
- Sash Dumanovic; Human Resources Manager (05/16/2022)
- Emiliano Velazquez; Maintenance Worker I (06/06/2022)
- Jean-Claude Chassagne Jr.; Police Officer (06/15/2022)
- Stuart Caravello; Chief Building Official (06/29/2022)
- Dave Shah; Assistant Director of Public Works (08/15/2022)

1 Year of Service

Work Anniversaries

25 Years of Service

- Michael Levato; Police Officer (09/15/1998)

20 Years of Service

- Rick Sauseda; Police Officer (09/22/2003)

15 Years of Service

- Robert Kowalik; Police Officer (05/19/2008)
- Robert Winton; Police Officer (07/31/2008)

5 Years of Service

- Jaclyn Stern; Permit Clerk (04/16/2018)

- William Adam Chapman; Lateral Hire Police Officer (08/29/2022)

- Ryan Schiever; Lateral Hire Police Officer (08/30/2022)

- Alex MacDougall; Lateral Hire Police Officer (08/30/2022)

- Elvira Serrano; Police Officer (09/08/2022)

- Michael Noa; Facilities & Fleet Superintendent (09/12/2022)

Highlights from the Staff Appreciation, Recognition, & Rewards Survey Results

Thank you to the 74 employees who took the time to complete the staff appreciation, recognition, and rewards survey. Provided below are highlights from the survey results. If you wish to view the complete results, they are accessible on the City's Employee Shared drive, or you can request them from staff in the Human Resources Office.

Employee Preferences

77% of staff emphasized the importance of being thanked, complimented, and recognized by their immediate supervisor and their Department Head.

Recognition Programs

City Service Award Program preferences: 63% prefer a link to an online vendor, 57% prefer gift cards, and 42% favor the existing catalog-based process.

Private recognition (notes, cards, emails, small group, certificates) is overwhelmingly preferred by employees compared to public recognition (full rooms of people or City social media).

Recognition Categories

Staff prefer recognitions for retirement (79%), Department/Division/Team performance (77%), individual performance or achievement (74%), work

promotions (70%), and milestone work anniversaries (69%).

Preferred Rewards

Staff indicated that additional time off from work (78%) is the most meaningful reward, followed by gift cards (64%).

Employee Appreciation Activities

51% of staff expressed interest in an annual or biannual employee appreciation activity, such as a casual banquet or a summer picnic.

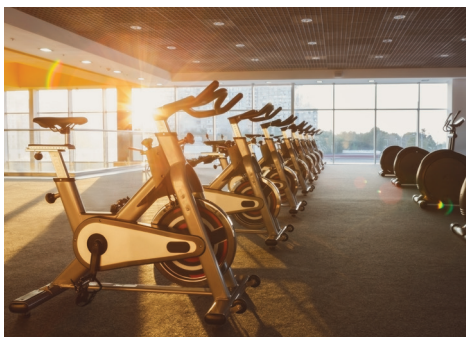
Wellness Newsletter

Only 39% of staff find value in the monthly newsletter, 'The Hope Health Letter.' Given this feedback, we will discontinue the health newsletter and explore more effective options.

Once staff finishes reviewing the survey results, they will present recommendations to the City's leadership team to guide improvements for employee services and the allocation of resources.

Please stay engaged and keep an eye out for an upcoming employee survey on City benefits and insurance, as your feedback will continue to be instrumental in our ongoing efforts of enhancing your work environment.

Reimbursement for ARC Center Memberships



We're pleased to remind all employees that the City is offering reimbursement for memberships at the ARC Center. This initiative is part of our commitment to supporting your personal fitness goals. To take advantage of this benefit, please submit your membership reimbursement requests to staff in the Human Resources Office by the end of this year.



Wellness Event Scheduled for Nov. 1 at City Hall

Mark your calendars for Wednesday, November 1, from 7:00 a.m. to 11:00 a.m., because we have an exciting event coming to the City Council Chambers. This event promises to be a comprehensive health and wellness experience for our employees. Provided below is a sneak peek of what you can expect.

Flu Shots: Protect yourself and your loved ones by getting your annual flu shot. Your body typically takes up to two weeks to develop an immune response from a vaccine, so getting vaccinated early is the safest way to be prepared for flu season.

Know-Your-Numbers Biometric Screening: Obtain valuable information about your personal health by undergoing a blood test that will provide you with results for your Total Cholesterol, HDL Cholesterol, and Glucose. To receive the most accurate results, fasting for 8 to 12 hours prior to the blood test is recommended; tests are scheduled to begin at 7:00 a.m. Additional measures taken during the screening include blood pressure, height, weight, body-mass-index and waist circumference.

Free Swag: Walk away with some free goodies to keep you motivated in maintaining a healthy lifestyle.

Please keep an eye out for more details about the event, which will be shared soon.

New Process for Open Enrollment in November

Active Open Enrollment Process will Require Action Even if Changes to Benefits Aren't Needed

In mid-November, the City will begin its open enrollment period for insurance benefits. During this time, you will have the opportunity to review and revise your insurance coverage, flexible spending accounts, dependents, beneficiaries, and more.

Previously, the City used a passive open enrollment method that did not require employees to take action unless they wished to add, remove, or modify their coverage or that of their dependents. Moving forward, under the City's new active open enrollment process, you will be required to log in and update your information using an online platform during this period, even if you intend to keep your existing benefits unchanged.

This change in the enrollment process has been prompted by the City's benefits provider, the Intergovernmental Personnel Benefit Cooperative, transitioning to a new benefits

administration platform and online self-service portal called PlanSource.

While employees will now need to take some form of action during enrollment periods, this updated procedure is designed to ensure that our staff members receive their mandatory annual disclosures, have the opportunity to decline coverage, confirm their contact and beneficiary details, and enroll in flexible spending accounts, among other tasks.

PlanSource will send a link along with instructions on accessing the online portal to employees ahead of the open enrollment period, and more comprehensive open enrollment information will be shared once it becomes available.

If you have any questions or require additional information, please contact staff in the Human Resources Office.

Community Food Drive a Success; Drive for Veterans Begins in October



The City's community food drive held in August in collaboration with the West Chicago Park District and the West Chicago Public Library District was able to collect over 175 pounds of non-perishable items. These items will be donated to the WeGo Together Community Market at Lemay Middle School, which will benefit families residing in West Chicago with children from birth to 18 years of age.

Thank you to all City staff members who contributed towards this achievement, as it will undoubtedly bring positive changes to our community.

To continue the community initiative of assisting those in need, in October, the City will be collaborating with Elementary School District 33 to organize a month-long drive aimed at assisting homeless Veterans. New collection bins will be placed at locations throughout the community, including in the City Hall vestibule, accompanied by a list of requested items. Items will then be collected and distributed ahead of Veterans' Day in November.

City staff members are invited to donate towards this additional noble cause that will assist homeless Veterans in the West Chicago community and DuPage County.

Council Approves Plan for New Community Park



During its meeting on Monday, September 5th, the City Council approved the Community Park Plan developed by Upland Design Ltd. after extensive work with City staff and community members. This Plan outlines the various phases that will span over an extended timeframe to bring to life a new park at the former Kerr-McGee site.

The initial phase will focus on establishing a natural planting area and is expected to commence in one to two years, and should be completed prior to the full remediation of the site. Once the full remediation has been completed, the balance of the property will be turned over to the City.

Subsequent phases will encompass the installation of a range of amenities, including trails, parking lots, a sensory garden, a playground, a challenge course, a pickleball and tennis court, picnic pavilions and shelters, as well as a multi-use field.

Securing Our City; Cybersecurity Awareness Month

As public servants, safeguarding personal, financial, and confidential data is paramount. Threat actors are evolving, using AI and social engineering to target our unique vulnerabilities. This October, during Cybersecurity Awareness Month, we renew our commitment to digital safety, ensuring we remain a reliable community pillar.

Empowering Through Knowledge

To bolster our defense, we've partnered with KnowBe4, a leading cybersecurity awareness trainer. One of the most significant threats we face is phishing - fraudulent attempts to obtain sensitive information. Through KnowBe4,

we provide cybersecurity training and conduct regular phishing simulations. These tests mirror real-world scenarios, helping you sharpen your email scrutiny skills.

Once you identify a threatening email, DO NOT open its attachments or click any links within it. You can protect the City of West Chicago by using your Phish Alert Button located in the upper right corner of the opened email. This will alert IT of a potential threat and allow them to search for any other incursions in our system. If you do not have a Phish Alert Button, please contact helpdesk@westchicago.org to have one added.

October's Cybersecurity Agenda

While cybersecurity requires constant vigilance, this October we will provide additional support with the following resources:

- Short, voluntary training videos to keep our skills sharp.
- A handy checklist to align habits with best practices.
- A variety of digital and printable posters to encourage prudent scrutiny.

Together let's fortify the City of West Chicago. Through knowledge, vigilance, and prudent online practices, we build resilience against cyber threats.

BE A HERO! Use the Phish Alert Button

You receive an email asking you to take an action. Sounds suspicious, right? But don't worry. You can be a hero by taking the correct action—and giving your IT department the information they need to defend your organization against the effects of malicious email attacks. It's easy. Thanks to the **Phish Alert Button**, or **PAB** for short.

How do I know what to report?

You should only report messages you suspect are malicious, like **phishing** or **spear phishing** emails. Reporting annoying messages, like **spam**, to IT will waste their time and resources.

Spam is unsolicited and unwanted email, typically sent to try to sell you something. While it is often annoying and misleading, it is rarely malicious.

Simply delete it!

Phishing messages are bulk emails, typically appearing to be from a reputable source, that ask you to take a specific action that can cause damage to you or your organization. These messages are malicious.

Report it with the PAB!

Spear phishing emails are targeted attacks on a person or organization, occurring after detailed research in order to make them seem especially real. These messages are extremely malicious and can lead to very damaging consequences.

