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OFFICE OF THE INDEPENDENT INSPECTOR GENERAL
PATRICK M. BLANCHARD
INSPECTOR GENERAL

69 W. Washington
Suite 1160
Chicago, Illinois 60602
PHONE (312) 603-0350
FAX (312) 603-9948

March 15, 2014

Honorable Toni Preckwinkle
President
Cook County Board of Commissioners
118 N. Clark Street, 5th Floor
Chicago, Illinois 60602

Patrick M. Blanchard
Inspector General
Office of the Independent Inspector General
69 W. Washington Street, Suite 1160
Chicago, Illinois 60602

Mary Robinson
Compliance Administrator
Office of the Compliance Administrator
69 W. Washington Street, Suite 840
Chicago, Illinois 60602

Re: OIIG Employment Plan Officer's March 2014 Semi-Annual Report

Dear President Preckwinkle, Inspector General Blanchard and Ms. Robinson:

This is the second Semi-Annual Report issued pursuant to the Employment Plan for the Office of the Independent Inspector General (OIIG) that was filed with the United States District Court for the Northern District of Illinois on May 8, 2013. This report details my activities as the OIIG Employment Plan Officer during the previous six months. These activities consisted primarily of posting required information on the OIIG's website, training OIIG personnel regarding the Employment Plan and related issues, investigating complaints, and taking other action required by the OIIG Employment Plan.

Postings on OIIG's Website

In addition to containing the OIIG Employment Plan and related information, the OIIG's website was updated to include Quarterly Employment Action Reports for the office for the third and fourth quarters of 2013. These reports list the total number of hires, promotions, transfers and terminations involving OIIG employees for each quarter, including: (i) the number and type of each such employment action; (ii) the dates of each employment action; (iii) the title of the position; and (iv) whether such employment action was pursuant to a posted or emergency hire.

Training

The OIIG Employment Plan requires various types of training for OIIG employees and supervisors as well as for employees who participate in the hiring process. During this reporting period, I conducted Employment Plan training for a group of employees, most of whom were relatively new to the office. In addition, I developed an online Employment Plan program to be used by new employees hired in the future and for annual refresher training.

Complaints

In the last Semi-Annual Report, I noted that I had received one complaint alleging a violation of the OIIG Employment Plan and that it was currently under investigation. During this reporting period, I concluded that investigation and found that no violation of the Employment Plan had occurred. As required by the Employment Plan, I prepared an Incident Report detailing my findings.

During this reporting period, I did not receive any new complaints alleging violations of the Employment Plan. As no violations of the Employment Plan have been found at this time, this Semi-Annual Report does not contain any recommendations for remedial or corrective action.

Recommendation Letters

Recommendation letters sent to the OIIG have been submitted to me for processing. Consistent with our protocol, recommendation letters are forwarded to our Unlawful Political Discrimination Unit for a determination as to whether the recommendations were based on personal knowledge of the applicant's work, skill, experience or other job-related qualifications (which is permitted under the Employment Plan) as opposed to political reasons or factors. The OIIG received three recommendation letters during this reporting period. All of these recommendation letters were found to be in compliance with the Employment Plan.

Policies and Procedures Manual

During this reporting period, I worked with the Inspector General to develop a Policies and Procedures Manual for the office. The Policies and Procedures Manual is created under the authority of Section 2-284(12) of the OIIG Enabling Ordinance and in accordance with Section IV.A of the OIIG Employment Plan and addresses various employment actions. The Policies and Procedures Manual was submitted to the Compliance Administrator for review and comment. Once the Policies and Procedures Manual is in final form, it will be posted on the OIIG website as required by the Employment Plan.

Other Activity

In addition to regular monitoring of activities within the office to ensure compliance with the terms of the OIIG Employment Plan, I monitored the selection process for the recent hiring

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of an Executive Administrative Assistant and have responded to questions from OIIG staff regarding Employment Plan issues.

A quarterly report listing the total number of hires, promotions, transfers and terminations involving OIIG employees during the first and second quarters of 2014 will be issued in April 2014 and July 2014 respectively. The next Semi-Annual Employment Plan Report will be issued in September 2014.

Copies of all Semi-Annual Employment Plan Reports and Quarterly Employment Action Reports are posted on the OIIG's website as required by the OIIG Employment Plan. Should you have any questions, please do not hesitate to contact me.

Very truly yours,



Steven E. Cyranoski
OIIG Employment Plan Officer

cc: Laura Lechowicz Felicione, Special Legal Counsel, Office of the President
Matthew Pryor, Counsel to the Compliance Administrator