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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

September 16, 2013

Honorable Toni Preckwinkle
President
Cook County Board of Commissioners
118 N. Clark Street
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 September 2013 Semi-Annual Report

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

This is the first Semi-Annual Report issued pursuant to the Employment Plan for the Office of the Independent Inspector General (OIIG). The OIIG Employment Plan was filed with the United States District Court for the Northern District of Illinois on May 8, 2013, and I was appointed as the Employment Plan Officer shortly thereafter. This report details my activities as the OIIG Employment Plan Officer for the period from May 8, 2013 to September 15, 2013. 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

A copy of the OIIG Employment Plan was posted on the OIIG's website, and the website was updated to include amendments to the OIIG Employment Plan in June and August 2013. In addition, links to employment opportunities and information explaining the process for applying for employment with the OIIG were posted on the website along with information on how to file an Employment Plan Complaint. Information regarding Incident Reports related to Employment Plan Complaints and the process for requesting such reports is also now available on the OIIG's website.

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 developed Employment Plan training materials and additional training materials for Application Review Panel Members. In addition, I conducted Employment Plan training for all OIIG supervisors and Application Review Panel and Interview Panel Member training for OIIG employees participating in the hiring process for recently posted OIIG Investigator positions. Once the hiring process for these positions is completed, I will conduct another Employment Plan training session for the remaining OIIG employees and new Investigators.

Complaints

To date, I have received one complaint alleging a violation of the OIIG Employment Plan. That complaint was submitted on August 16, 2013 and is currently under investigation. At the conclusion of the investigation, I will prepare an Incident Report detailing my findings as required by 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 five recommendation letters during this reporting period. All of these recommendations letters were found to be in compliance with the Employment Plan.

Other Activity

In addition to posting the Complaint Hotline telephone number on the OIIG's website, the number has also been placed on OIIG bulletin boards and at other places where individuals apply for employment with the OIIG as required in the OIIG Employment Plan. I have also engaged in regular monitoring of activities within the office to ensure compliance with the terms of the OIIG Employment Plan 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 third quarter of 2013 will be issued October 2013. The next Semi-Annual Employment Plan Report will be issued in March 2014.

Copies of all Semi-Annual Employment Plan Reports and Quarterly Employment Action Reports will be posted on the OIG's website as required by the OIG Employment Plan.

Very truly yours,

A handwritten signature in black ink that reads "Steven E. Cyranoski". The signature is written in a cursive style with a large, stylized initial "S".

Steven E. Cyranoski
OIG Employment Plan Officer

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