



# EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

April 3, 2019

Edward M. Moody, Recorder  
Cook County Recorder of Deeds  
118 N. Clark Street – Room 120  
Chicago, Illinois 60602

Cardelle Spangler, Recorder Compliance Administrator  
Office of the Compliance Administrator  
69 W. Washington – Suite 830  
Chicago, Illinois 60602

RE: 2018 Report – June 16, 2018 through December 15, 2018

Dear Recorder Moody and Ms. Spangler:

This is the fourth report issued by the undersigned Director of Compliance (DOC) and covers the period of June 16, 2018 through December 15, 2018 pursuant to the Cook County Recorder of Deeds (CCRD) Employment Plan. This report includes the monitoring of activities during the past six months of the DOC with updates, when applicable, that extend beyond the aforementioned reporting period. This report will be posted on the Recorder of Deeds website as required by the Employment Plan.

The primary role of the Office of the Director of Compliance is to oversee and ensure compliance with the Employment Plan and the CCRD Policy and Procedures Manual. The DOC has participated in court appearances, Employment Actions, training sessions, meetings, conferences and planning sessions.

Since the last semiannual report by the DOC, the Recorder was elected to serve as the next Cook County Clerk and began in her new role on December 3, 2018. Edward M. Moody was appointed as Recorder and began his service at CCRD on December 4, 2018. The DOC looks forward to continuing her compliance efforts with the support of Recorder Moody.

### **EMPLOYMENT PLAN TRAINING:**

My prior semiannual report referenced Employment Plan training that occurred on May 21, 2018 and May 22, 2018. Since then, the DOC is pleased to report that during the period of this report five out of six remaining CCRD Employees received training on the Employment Plan on July 10, 2018. The sole Employee who had yet to receive the training, a Certified Copy Cashier in the Operations Division, was off on the date of the July training.<sup>1</sup> The training material was a

---

<sup>1</sup> This Employee and several new Employees received Employment Plan training on February 22, 2019. This training will be discussed in the DOC's next report.

**118 NORTH CLARK STREET • CHICAGO, ILLINOIS 60602-1387 • (312) 603-5050 •  
FAX (312) 603-5063**

**[WWW.COOKRECORDER.COM](http://WWW.COOKRECORDER.COM)**



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

collaborative effort of the former Chief Legal Counsel (now currently serving as the Chief Deputy Recorder), the Chief of HR, the DOC and the RCA. The Employment Plan training included presentations by former Chief Legal Counsel, the Chief of HR and the DOC. The RCA and a representative from the OIIG also presented information during the training sessions. Overall, the Employment Plan training was successful and meaningful.

As previously reported, the DOC expects that annual training as prescribed by the Employment Plan will commence on a timely basis.

### **POLICIES REVISION PROJECT:**

During the period of this report, several policies in the CCRD Policy and Procedures Manual were still in the process of being revised. The Performance Management policy was finalized, trained on and circulated to all CCRD staff. This was an integral step to begin the process of evaluating the staff who received their updated and finalized Job Descriptions.

HR in conjunction with the former Chief Deputy Recorder, the former Labor Counsel, the former Chief Legal Counsel, the DOC, outside counsel and the RCA exchanged several drafts of the Time and Attendance policy and the Discipline policy. Both policies are in the final stages and will be disseminated to staff and trained on. Although it was reported to the court by the former Chief Legal Counsel that the Time and Attendance and the Discipline policies would be finalized by November 30, 2018, CCRD did not meet this deadline.

### **JOB DESCRIPTION REVISION PROJECT:**

During the period of this report, CCRD continued to commit to completing the Job Descriptions Review Project. HR, in conjunction with the DOC and the RCA worked to finalize the pending Job Descriptions in the remaining departments including Plat and Declaration Review, Tract, Microfilm Library, Mail and Frontline Cashiering. Only a handful of Job Descriptions remain incomplete for reasons not wholly in CCRD's control. Four Employees were on authorized leaves of absence, one Employee returned to duty and his Job Description interview occurred in February 2019 and the finalization of the Job Description is pending and one Employee's Position was vacated in early December 2018.

Aside from the Position of Supervisor of Microfilm Library, whose desk audit was outstanding for over a year and is currently the subject of a union grievance, completing this project, and continuing to do it well, signifies the overall compliance efforts of CCRD.

The DOC must note that during the period of this report, near the end of the former Administration, five Shakman Exempt Positions were vacated and the discussions surrounding filling these Positions with updated Job Descriptions was extremely problematic. The five Positions sought to be filled by CCRD were: Chief Deputy Recorder, Chief Legal Counsel, Labor Counsel, Deputy Recorder of Finance and Special Assistant to the Recorder – Government Affairs. The DOC reviewed the application packet for the Position of Labor Counsel, initially

**118 NORTH CLARK STREET • CHICAGO, ILLINOIS 60602-1387 • (312) 603-5050 •  
FAX (312) 603-5063**

**[WWW.COOKRECORDER.COM](http://WWW.COOKRECORDER.COM)**



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

approved it, and soon after realized that the Job Description had not been updated as required by Section XI.1 of the Employment Plan. Upon attempting to correct the error and prevent CCRD from actively violating the Plan while filling the Position of Labor Counsel and the remaining four Exempt Positions with inaccurate Job Descriptions, the request to update and finalize the Job Descriptions was effectively ignored by the Chief of HR and former Chief Legal Counsel.

After detailing the ways in which the Special Assistant to the Recorder – Government Affairs Job Description required updating, the Chief of HR emailed the DOC that CCRD was moving forward with the Exempt hire due to the time sensitive nature of the appointments. Also, former Chief Legal Counsel emailed the DOC that if these were new Positions, CCRD would have to draft and create a new Job Description prior to filling the Exempt Positions. He continued that my position regarding waiting to review the proposed hiring packets until the Job Descriptions were accurate and up to date (which is required by the Employment Plan) was illogical, particularly harmful and extremely problematic to the operations of the office.

While I am happy to report that prior to filling these Exempt vacancies the Job Descriptions in question were updated and finalized according to the procedures outlined in the Employment Plan, *after* the DOC received support from the RCA and Plaintiff's Counsel. It is disappointing that an inordinate amount of discussion took place citing confusion and/or exigent circumstances that the DOC did not agree with and were inconsistent with the Employment Plan. The DOC requests that, going forward, the Employment Plan is adhered to in all cases regardless of the circumstances that CCRD feels may be a reason to veer off course of the provisions of the Plan. By citing the urgency of these hires, CCRD seemingly was willing to knowingly commit errors and violate the Employment Plan. Actions such as these are not indicative of an office that is committed to reaching substantial compliance. The role of the DOC is, in part, to recognize and halt Employment Actions which cause compliance issues or are violations of the Plan and/or Manual. In this instance, instead of stopping and considering the DOC's concerns, CCRD continued on the same course. Not until the RCA and Plaintiff's Counsel stepped in and shared the DOC's position, CCRD took corrective action. If the goal of CCRD is to reach substantial compliance, CCRD must be receptive to the DOC identifying issues in real time and at the very least, thoughtfully consider the DOC's concerns.

The five Shakman Exempt Positions were subsequently filled during the period of this report and the updated/finalized Job Descriptions and the list of Exempt Positions were posted on the Recorder's website. Other than the concerns noted above, the DOC monitored all steps of the Exempt Position Hiring Processes and had no compliance related concerns. While the Exempt Employees do not require 30, 60, 90 Day Performance Evaluations, the DOC hopes to be involved and/or notified of any training or performance matters regarding these Employees.

118 NORTH CLARK STREET • CHICAGO, ILLINOIS 60602-1387 • (312) 603-5050 •  
FAX (312) 603-5063

[WWW.COOKRECORDER.COM](http://WWW.COOKRECORDER.COM)



# EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

## **PERFORMANCE EVALUATIONS:**

With the increased number of finalized Job Descriptions, CCRD has embarked on the process of issuing Performance Evaluations to cover a 90 Day rating period following the Employees' receipt and signature of their respective finalized Job Description.

Additionally, during the period of this report, there was one new hire and three promotions in various stages of the 30, 60, 90 Day Performance Evaluations process. The DOC issued two Notices of Violations pertaining to these Performance Evaluations which will be discussed later in this report.

Performance Evaluations must be done in accordance with the Employment Plan and the CCRD Policy and Procedures Manual. The process of implementing these policies and completing the Performance Evaluations has been challenging. The Chief of HR, the Director of HR and the DOC are spending an extraordinary amount of time teaching and guiding Supervisory staff to ensure that they are aware of the scoring provisions outlined in the Performance Management policy. Additionally, the logistics included in the policy requiring a pre-meeting with the Supervisor and their Director/Deputy Recorder has not been consistent. While citing operational needs, the pre-meetings have commenced without all required attendees thus CCRD is not adhering to the policy as written. Instead, Supervisors have met with the Chief of HR and the DOC to review their evaluations to evaluate the scores, the basis for those scores and any other information that should be provided to the Employee. The goal of the Chief of HR and the DOC is that the implementation of the Performance Evaluation process is consistent throughout the office and wholly compliant with the Performance Management policy.

The DOC reiterates the need for Performance Evaluations to be substantive and meaningful to the Employees. Based on the observations of the Performance Evaluations during the period of this report, the DOC notes that while it is important for CCRD to maintain the schedule as proposed to the court, it is imperative that CCRD take the time needed for the process in general. The issuance meetings should not feel rushed and Employees need to feel that they have an opportunity to speak freely and ask questions. While the DOC has greater access to Employees in general due to the location of her office, the Employees do not get a regular opportunity to speak with the different levels of their management staff and HR.

Additionally, while the process has taken longer than expected for various reasons, during the period of this report, Database Management Employees' 90 Day rating periods ended in October 2018 and the Performance Evaluations were not issued until February 2019. From the Employees' standpoint, receiving a Performance Evaluation several months after the rating period lessens the effectiveness of that evaluation and waters down its utility.

As the DOC continues to monitor the Performance Evaluation processes the DOC anticipates that there may need to be changes to the Performance Management policy which would then require additional training for CCRD's management staff. The DOC plans to engage in a

**118 NORTH CLARK STREET • CHICAGO, ILLINOIS 60602-1387 • (312) 603-5050 •  
FAX (312) 603-5063**

**[WWW.COOKRECORDER.COM](http://WWW.COOKRECORDER.COM)**



# EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

conversation with HR to discuss these matters further and will report on any developments in her next report.

## **HUMAN RESOURCES DIVISION:**

The following is a summary of HR related Employment Actions:

### Recalled Employee(s):

No CCRD Employees were recalled during the period of this report.

### No Longer With CCRD:

There was one retirement (Satellite Supervisor) and seven resignations (Chief Deputy Recorder, Chief Legal Counsel, Labor Counsel, Deputy Recorder of Finance, Special Assistant to the Recorder – Government Affairs, Director of Security and Director of Public Information) during the period of this report. The DOC was present and monitored/participated in the exit interview of the Satellite Supervisor. To the DOC's knowledge, the seven additional Employees who left CCRD did not have exit interviews.

### Requests to Hire / Job Postings:

During the period this report, two separate attempts were made to fill two Satellite Cashier vacancies. As no candidate met all the Minimum Qualifications (including both internal and external applicants), the vacancies remained until March 2019.

During the period of this report, the position of Investigator II was posted, validated, interviews were conducted and the selection meeting was held. While the prevailing candidate was identified, she did not begin her employment during the period of this report. She has since begun her employment at CCRD and the DOC is monitoring her training and subsequent 30, 60 and 90 Day Performance Evaluations. The DOC will report her observations of this Employee's training and the Performance Evaluations in her next report.

The Chief of HR and the DOC continue to meet with any CCRD Employee who applied for a CCRD Position but did not receive it in order to explain why they did not prevail in the process. The conversation illustrates CCRD's commitment to transparency and allows for discussions regarding the General Hiring Process, its requirements and gives the Employee the opportunity to ask any questions.

The following is a summary of pending HR items that the DOC will continue to monitor.

### Quarterly Report:

As required by Section 4.B of the Employment Plan, HR has yet to post on the Recorder's website quarterly reports of the total number of hires, Promotions, Transfers and Terminations



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

by Division during the preceding three month period. HR has not satisfied this requirement since September of 2015.<sup>2</sup>

### HRD Personnel Training:

Per Section IV.D of the Employment Plan, HRD, in conjunction with the DOC, will provide comprehensive mandatory training programs for all personnel within HRD to ensure that they are aware of and knowledgeable about the Plan and Manual and will be able to administer relevant portions of the Plan and Manual and answer questions they may receive. During the period of this report, the Chief of HR held an HRD Personnel Training session for the HR Generalist which focused primarily on the General Hiring process. While I disagree, the Chief of HR cited distribution of the Employment Plan and the Policy and Procedures Manual to the HR Generalist with an encouragement to ask any questions as fulfilling this provision of the Plan. Although the Director of HR was present for the HR Generalist's HRD Personnel Training session, to the DOC's knowledge, the Director of HR did not receive comprehensive HRD Personnel Training. The DOC will work with the Chief of HR to ensure that this training is completed covering all areas relevant to HR, above and beyond the General Hiring process.

### Employee Inquiry:

The DOC reported in her last semi-annual report that an Employee reported that after a promotion, she has been in the wrong salary grade for several years. This issue was forwarded to HR. HR has informed the DOC that prior HR Employees did not maintain proper paperwork to reflect whether or not a grade bump is warranted. As of the date of this report, the status of this matter is unknown.

### Compensatory Time/CCT:

While HR improved in the area of collecting required authorization and paperwork for comp time accruals, there has been a meeting pending with HR, DOC and RCA for several months regarding comp time issues. The HR Generalist's efforts in improving CCRD's comp time practices by generating workable reports are greatly appreciated. Overall, the HR Generalist has been a great asset to HR as her record keeping and organization skills are excellent.<sup>3</sup>

The DOC notes that HR is continuing to work with outside entities to address a multitude of issues relating to the time and attendance system (CCT). The DOC will continue to monitor that system administrators continue to work with HR in attempt to address any outstanding issues.

### **DISCIPLINE:**

The DOC is tasked with monitoring all facets of the discipline process including Discipline Hearings and Level III Union Grievances. During the time period of this report, the DOC

---

<sup>2</sup> A Notice of Violation was filed on February 22, 2019 regarding HR's non-compliance with this Employment Plan requirement. As of the filing of this report, CCRD has yet to respond to this Notice.

<sup>3</sup> The HR Generalist referenced in this report left CCRD effective March 5, 2019.



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

attended ten Disciplinary Hearings, monitored the issuance of forty eight Incident Reports and twenty three counseling sessions.

During the period of this report, the DOC continued to work with HR, Labor Counsel and management staff to ensure that the discipline is not only being done uniformly, but to establish criteria and procedures for such. The area of Poor Work Performance has been in review for several months and still requires defining and process. Revisions to Manual addressing this subject require review of Poor Work Performance violations by Labor Counsel and the DOC. An emphasis on training will be a key component in resolving the compliance issues surrounding the matter of Poor Work Performance. Overseeing CCRD's compliance efforts regarding discipline is challenging without the finalization of discipline policy and absent required training of CCRD Employees on the policy.

During the period of this report there were eight "Discipline Track" meetings in which Incident Reports and pending disciplinary matters were discussed between former Labor Counsel, HR, the DOC and RCA. These meetings are beneficial in that they ensure that disciplinary matters are reviewed and completed timely. It is imperative that these meetings occur on a regular basis.

### **ADDITIONAL CCRD TRAINING:**

During the period of this report, CCRD accepted the DOC's recommendation to provide courtesy training to the Database Management Department as a result of DOC Investigative Report 18-004. The Director of Human Resources created and conducted the training on November 5, 2018 which the DOC thought was a success. The training was thoughtful, fresh and interactive. While there are still employee relations issues in the Database Management Department, the training may be cited by management as having provided the department with the tools to maintain a professional and courteous work environment. The Director of Human Resources did a great job.

### **REQUIRED/RECOMMENDED TRAINING:**

- **Supervisor Training** – Per Section IV.E of the Plan, HRD, in conjunction with the DOC, will provide comprehensive mandatory training for all Supervisors to ensure that they are aware of and knowledgeable about the Plan and Manual. This training has not yet occurred to the DOC's knowledge. The DOC will work the Chief of HR to ensure that this training is completed.
- **Performance Evaluations** – Based on the DOC's direct observations and participation of the Performance Evaluations pre-meetings and issuance meetings completed to date, it is evident that additional training is needed. Therefore, the DOC suggests that CCRD review the Performance Management policy taking into account the issues and challenges seen thus far and train/re-train management staff accordingly. This will allow CCRD to

118 NORTH CLARK STREET • CHICAGO, ILLINOIS 60602-1387 • (312) 603-5050 •  
FAX (312) 603-5063

[WWW.COOKRECORDER.COM](http://WWW.COOKRECORDER.COM)



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

complete the process of evaluating all CCRD Employees upon receipt of their final Job Descriptions after the 90 day period and annually thereafter.

- Time & Attendance – Overall goal that CCRD train on the newly updated policy as soon as possible and emphasize the duties and responsibilities of Supervisory staff.
- Discipline – Overall goal that CCRD train on the new updated policy as soon as possible and emphasize the duties and responsibilities of Supervisory staff.
- CCRD Policy and Procedures Manual – Overall goal that CCRD complete annual training of the Manual as the last training session occurred in 2015. CCRD committed to completing training on the Manual by March 31, 2019. As of the filing of this report, this training has not occurred.

### **DOC INVESTIGATIONS / NOTICES OF VIOLATION:**

During the period of this report, the DOC completed two investigations.

**DOC Report 18-004** involved a Database Management Employee who did not interact with other CCRD Employees in a courteous manner consistent with Section 1.b.i of the Policy and Procedures Manual. Therefore, the DOC recommended that the Employee be disciplined and that the Database Management receive training regarding workplace etiquette and maintaining a professional environment. CCRD agreed to implement both recommendations of the DOC and did so in a timely manner.

**DOC Report 18-005** involved a former Director who conducted an unsanctioned investigation in violation of Section IV.M of the Employment Plan. Additionally, the DOC found that the former Director violated the CCRD Policy and Procedures Manual, Section 6.a.v.b.xv by intimidating an Employee and threatening her with disciplinary action for not cooperating in his unsanctioned investigation. The DOC recommended that the former Director be disciplined for both infractions and that the Policy and Procedures Manual be edited to reflect language consistent with the Employment Plan. The former Director resigned prior to CCRD responding to the DOC's recommendations. Ultimately, CCRD responded that while the former Director was no longer a CCRD Employee and therefore could not be disciplined, CCRD will amend the Policy and Procedures Manual and the Discipline Policy to include language consistent with the Employment Plan. Furthermore, CCRD represented and committed to neither condone nor allow management staff from engaging in unsanctioned investigative activity.

The DOC issued four **Notices of Violation** per Section IV.M.2 of the Employment Plan.

1. Violation Notice to the former Director of Security – The DOC reported that the former Director violated Section 6.a.v.b.ix of the Policy and Procedures Manual – Poor Work Performance as he failed to ensure that his subordinate staff maintained a required certification for their Positions. CCRD rejected the DOC's recommendation that the

**118 NORTH CLARK STREET • CHICAGO, ILLINOIS 60602-1387 • (312) 603-5050 •  
FAX (312) 603-5063**

**WWW.COOKRECORDER.COM**



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

former Director be disciplined and cited that the responsibility lies with the HR Department. Following CCRD's response, despite multiple inquiries by the DOC, to date, there have been no established procedures put in place regarding enforcing the provision in the Manual regarding maintaining required licenses or certifications.

2. Violations Notice to the Director of Satellite Offices – The DOC reported that the Director of Satellite Offices violated Section 4.a.i of the Policy and Procedures Manual and failed to follow the time requirements in the Performance Management policy when she failed to issue a 90 Day Performance Evaluation in a timely manner. CCRD cited that the Performance Management policy required amendments which might have caused confusion. The DOC rejects this rationale as the changes to the policy did not impact the requirements for the evaluation to be issued timely.
3. Violation Notice to the Director of Satellite Offices – The DOC reported that the Director of Satellite Offices violated the Performance Management policy in that she provided the 90 Day Evaluation to the Employee in advance of the monitored meeting. The Director was disciplined by way of a Minor Cause Infraction – Failing to follow instructions as a result of this Notice of Violation. The DOC feels the finding by the Hearing Officer was accurate and that the progressive discipline imposed, a Verbal Reprimand, was appropriate and timely.
4. Violation Notice to the Deputy Recorder of Operations – The DOC reported that the Deputy Recorder of Operations violated Section 4.a.i of the Policy and Procedures Manual when he failed to issue a 30 Day Performance Evaluation in a timely manner. CCRD cited that the Deputy Recorder was not yet trained on the Performance Management policy at the time of the Notice. The DOC rejects this rationale as Section 4.a.i of the Manual has always required that the evaluations be accurate and timely. Issuing a 30 Day Performance Evaluation on Day 52 when a subsequent 60 Day Evaluation is to follow shortly thereafter is inarguably untimely.

The DOC referred three complaints regarding Manual violations to management staff. These referrals did not require a formal investigation. The DOC will work with HR and Labor Counsel in finalizing training material for management staff as it pertains to their ability to conduct investigations in the event that the complaint requires additional investigative steps.

The DOC currently is reviewing eight matters at various stages. Whether or not these matters result in Notices of Violation, DOC Referrals or investigations requiring DOC Investigative Reports, the status/findings of the matters will be addressed in her next report.



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

### **OBSERVATIONS / AREAS OF RISK:**

#### DOC Staffing:

The DOC, HR and the RCA have expressed that the DOC requires additional personnel in order to effectively conduct all duties assigned the DOC. The DOC submitted a request to HR in accordance with the Employment Plan on December 17, 2018.<sup>4</sup> The DOC was informed that she would be notified if there were any developments regarding that request. On March 1, 2019 the Chief Deputy Recorder relayed that Recorder Moody approved the filling of a Position for the DOC. Since then, following three separate inquiries by the DOC regarding this Position, there has been no response. This additional staffing would ensure that the DOC is able to effectively perform all of the functions of the DOC as established in the Employment Plan and the CCRD Policy and Procedures Manual. This Position must be filled without further delay.

#### CCRD Operations:

- Outreach Program / Events – HR and the DOC spent an extraordinary amount of time evaluating the duties of personnel involved in Outreach Events for the duration of the period of this report. Several outstanding questions arose regarding Outreach related duties, required training, the accuracy of Job Descriptions relating to Outreach duties and responsibilities, CCRD participation outside of Employees with direct Outreach related duties and Time and Attendance practices surrounding Outreach Events. With the vacancy of the Director of Public Information Position as of early December 2018, the DOC has not participated in any conversation regarding Outreach nor has she been made aware of any update to the Outreach program or the Employees with Outreach duties and responsibilities.
- Certified Copies – The DOC previously reported the reorganizing of an area of Operations due to a retirement which left four employees without a Supervisor. It has been a year and a half since the retirement and there has been no change in assignment of these four Employees. The Job Descriptions of the affected Employees were finalized and they continue to directly report to a Director level Employee who continues to perform union Supervisory duties. Because the Director level Employee oversees three other operational sections, these four Employees are lacking day-to-day supervision and support. The Supervisor to absorb these four Employees must receive an updated Job Description. Additional training for the Supervisor may also be required.

### **RELATIONS:**

The DOC's meetings with the former Recorder decreased during the period of this report for reasons unknown to the DOC. During the period of this report, the former Recorder requested that the DOC and the Director of Human Resources leave a meeting because she felt that the

---

<sup>4</sup>This is the third Request to Hire made by the DOC. The first Request to Hire was submitted by the DOC on December 7, 2017. The second Request to Hire was submitted by the DOC on July 20, 2018.



## EDWARD M. MOODY

RECORDER OF DEEDS / REGISTRAR OF TORRENS TITLES  
COOK COUNTY, ILLINOIS

meeting was not compliance related. The former Recorder cited the HR Director and the DOC's presence as a waste of tax-payer dollars. This was a disheartening development as the intended reasons for the HR Director and I to attend the meeting were well within our respective roles and our removal was unwarranted.

The DOC continued to work well with the RCA. Collaborative approaches and transparency are integral in CCRD's compliance efforts. The DOC continued to correspond with the OIIG during the period of this report. Maintaining a positive working relationship with the RCA and the OIIG as CCRD works towards overall compliance is important.

The DOC hopes to regularly meet with Recorder Moody to discuss compliance matters. We have had two meetings thus far which I found to be beneficial. The DOC continues to have a positive working relationship with non-exempt/union CCRD staff. The level of transparency and continued communication has allowed the DOC to be effective in her role.

### CONCLUSION:

While HR continues to be a strong driving force in completing the large tasks required for substantial compliance (Job Descriptions, Performance Evaluations, General Hiring Processes, etc.) our progress towards substantial compliance slowed during this rating period as we faced complex issues that were pending finalization and/or resolution. Policies, training, Outreach, Discipline issues, Time and Attendance anomalies and lack of assistance for the DOC were all hindrances to our progress. There is still much work to be done. Recorder Moody's expressed commitment to achieving substantial compliance is greatly appreciated and I look forward to continue working with him to reach that goal.

Sincerely,

/s/ Alexis L. Serio

Alexis L. Serio

Director of Compliance

Cook County Recorder of Deeds

Cc: Matt Pryor, Counsel to the Recorder Compliance Administrator