

Village of Hoffman Estates

GENERAL ADMINISTRATION & PERSONNEL COMMITTEE MEETING MINUTES

December 14, 2015

I. Roll Call

Members in Attendance:

**Gayle Vandenberg, Chairman
Gary Stanton, Vice Chairman
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

Management Team Members in Attendance:

**Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Economic Dev. Coord.
Mike Hankey, Director of Transportation
Patrick Seger, Director of HRM
Fred Besenhoffer, IS Director
Ashley Monroe, Asst. to Village Manager
Austin Pollack, Administration Intern
Bruce Anderson, CATV Coordinator
Clayton Black, Dev. Services Analyst**

The General Administration & Personnel Committee meeting was called to order at 7:20 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of November 9, 2015. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding 2016 Village Board and Standing Committee meeting schedule.

An item summary sheet from Jim Norris was presented to Committee.

Trustee Mills stated that she would be in favor of holding the May Public Works, Finance and Public Health & Safety Committee meeting on Tuesday, May 31 and Trustee Stanton commented that he was in favor of keeping the summer meeting schedule for July and August.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve 2016 Village Board and Standing Committee meeting schedule. Voice vote taken. All ayes. Motion carried.

2. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was submitted to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

Mayor McLeod reported that he received correspondence from a new resident thanking Audrey in the Finance Department for the wonderful customer service she provided.

IV. Other

V. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Mills, to adjourn the meeting at 7:25 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date