

Village of Hoffman Estates

GENERAL ADMINISTRATION & PERSONNEL COMMITTEE MEETING MINUTES

February 8, 2016

I. Roll Call

Members in Attendance:

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

Members Absent:

**Karen Mills, Trustee
Gary Pilafas, Trustee**

Management Team Members in Attendance:

**Jim Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Mark Koplin, 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
Patti Cross, Asst. Corporation Counsel**

The General Administration & Personnel Committee meeting was called to order at 7:21 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of January 11, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a:
 - a) Resolution supporting the Northwest Municipal Conference 2016 Legislative Program; and**
 - b) Resolution opposing any attempt by the State of Illinois to reduce, withhold, or redirect municipal revenues.****

An item summary sheet from Austin Pollack was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod to approve a resolution supporting the Northwest Municipal Conference 2016 Legislative Program, and a resolution opposing any attempt by the State of Illinois to reduce, withhold, or redirect municipal revenues. Voice vote taken. All ayes. Motion carried.

2. Request approval of an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.

An item summary sheet from Fred Besenhoffer and Austin Pollack was presented to Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village. Voice vote taken. All ayes. Motion carried.

3. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

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

4. 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 Mayor McLeod, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President’s Report

IV. Other

V. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:24 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date