

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

June 13, 2016

I. Roll Call

Members in Attendance:

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

Member Absent:

Gayle Vandenberg, Chairman

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplun, Asst. Vlg. Mgr. – Dev. Services
Mike Hankey, Director of Transportation
Kevin Kramer, Director of Economic Dev.
Peter Gugliotta Director of Planning
Patricia Cross, Asst. Corporation Counsel
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:01 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of May 9, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

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

Jim Norris reported that little has changed in Springfield.

2. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

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

3. Request acceptance of the Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was presented to Committee.

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

4. Request acceptance of Legislative Operations & Outreach Monthly Report.

The Legislative Operations & Outreach Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Mills, to accept the Legislative Operations & Outreach Monthly Report.

III. President's Report

Mayor McLeod displayed the Vietnam War 50th Anniversary Commemoration Flag that he was presented with at the Memorial Day ceremony at St. Peter's Church. He read a brief description of the flag's symbolization and stated that it will be prominently displayed somewhere in the Village.

On Wednesday, June 8, Mayor McLeod attended the wake of Sue Lessen's brother-in-law, Kevin Lessen. On Thursday, June 9, he attended the Metro Managers Caucus meeting, as well as a wake for Streamwood Trustee Guy Patterson, and a 4th of July Commission meeting. On Friday, June 10, Mayor attended a Flag Day picnic at St. Peter's Church, and the Rotary Club lunch. Mayor McLeod attended a celebration of life of Jean Hehn, mother of former firefighter Steve Hehn and on Sunday, he attended the 40th anniversary celebration of Garibaldi's and the Daily Herald Prep Sports awards ceremony at the Sears Centre.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:12 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date