

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

October 10, 2016

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:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Village Mgr., Dev. Services
Mike Hankey, Director of Transportation
Kevin Kramer, Director of Economic Dev.
Jeff Jorian, Fire Chief
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Patrick Seger, Director of HRM
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Ashley Monroe, Asst. to Village Manager
Joe Nebel, Director of Public Works
Jordan Lester, Administration Intern
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 8:26 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of September 12, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of full-service professional printing services to PressTech, Des Plaines, IL, for complete production of the monthly *Citizen* newsletter for both 2017 and 2018, with an option for 2019.**

An item summary sheet from Ashley Monroe was presented to Committee.

Ashley Monroe responded to questions from the Committee regarding the RFPs and stated that staff was recommending PressTech due to being the lowest cost overall, but Paulson Press was almost equal in price and either one would do a good job, considering references for both.

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve a full-service professional printing services to PressTech, Des Plaines, IL, for complete production of the monthly *Citizen* newsletter for both 2017 and 2018, with an option for 2019. Voice vote taken. All ayes. Motion carried.

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.

5. 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 Pilafas, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

6. 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 Pilafas, to accept the Legislative Operations & Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 8:34 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date