

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

November 14, 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.
Peter Gugliotta, Director of Planning
Patrick Seger, Director of HRM
Patti Cross, Asst. Corporation Counsel
Ashley Monroe, Asst. to Village Manager
Jordan Lester, Administration Intern**

The General Administration & Personnel Committee meeting was called to order at 7:22 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of October 10, 2016. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of a Resolution establishing a deferred compensation plan with the Illinois Public Pension Fund Association (IPPFA).**

An item summary sheet from Patrick Seger was presented to Committee.

Mayor McLeod inquired to make sure there was no cost to the Village for establishing this deferred compensation plan. Jim Norris responded that there is no cost other than some administration costs to set up payroll deduction.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Resolution establishing a deferred compensation plan with the Illinois Public Pension Fund Association (IPPFA). Voice vote taken. All ayes. Motion carried.

- 2. Request approval of a Resolution approving the purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member.**

An item summary sheet from Patrick Seger was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Resolution approving the purchase of one (1) month Illinois Municipal Retirement Fund (IMRF) service credit for employee member. Voice vote taken. All ayes. Motion carried.

- 3. 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 Jordan Lester was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, 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.

- 4. Request acceptance of the Cable TV Monthly Report.**

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Stanton, 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 Mills, 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 7:28 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by: