

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

March 20, 2017

I. Roll Call

Members in Attendance:

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

Member Absent:

Gayle Vandenberg, Chairperson

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Village Mgr., Dev.
Peter Gugliotta, Director of Planning
Mike Hankey, Dir. Of Trans. and
Engineering
Kevin Kramer, Economic Dev. Director
Patti Cross, Asst. Corporation Counsel
Patrick Seger, Director HRM
Jeff Jorian, Fire Chief
Ted Bos, Police Chief
Monica Saavedra, Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Bruce Anderson, CATV Coordinator
Kelly Kerr, Asst. Director of Public Works
Ryan Johnson, Mgmt. Analyst
Dan Ritter, Asst. Planner
Suzanne Ostrovsky, Asst. to Village Manager
Jordan Lester, Administrative Intern**

The General Administration & Personnel Committee meeting was called to order at 7:13 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Newell, to approve the General Administration & Personnel Committee meeting minutes of February 13, 2017. Roll call vote taken. All ayes (Abstain: Mills). Motion carried.

NEW BUSINESS

1. Request acceptance of the Cable TV Monthly Report.

The Cable TV Monthly Report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Newell, to accept the Cable TV Monthly Report. Roll call vote taken. All ayes. Motion carried.

2. Request acceptance of 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. Roll call vote taken. All ayes. Motion carried.

3. Request acceptance of Legislative Operations and Outreach Monthly Report (deferral requested).

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

Motion by Trustee Mills, seconded by Mayor McLeod, to defer the Legislative Operations and Outreach Monthly Report. Roll call 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 Newell, to adjourn the meeting at 7:16 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date