

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 11, 2017

I. Roll Call

Members in Attendance:

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

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplín, Asst. Vlg. Mgr. – Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Econ. Dev. Coordinator
Mike Hankey, Director of Transportation
Alan Wenderski, Director of Engineering
Patrick Seger, Director of HRM
Patrick Fortunato, Acting Fire Chief
Ted Bos, Police Chief
Patti Cross, Asst. Corporation Counsel
Audra Marks, Asst. Director of HHS
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Joseph Nebel, Director of Public Works
Ryan Johnson, Management Analyst
Suzanne Ostrovsky, Asst. Village Mgr.
Bruce Anderson, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:47 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of November 13, 2017. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS**1. Discussion regarding 2018 Village Board and Standing Committees meeting schedule.**

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

Jim Norris addressed the Committee and noted that a decision is needed for the January 1 Board meeting and the May 28 (Memorial Day) meeting. The Committee agreed to move the January 1 Board meeting to January 8, prior to Committee meetings that evening, and to move the May 28 Committee meetings to June 4, prior to the Village Board meeting.

Motion by Trustee Mills, seconded by Trustee Gaeta, to move the January 1 Board meeting to January 8, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Stanton, to move the May 28 Committee meetings to June 4, 2018. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to approval the 2018 Village Board and Standing Committee schedule, with amendments. Voice vote taken. All ayes. Motion carried.

2. Request approval of a Resolution adopting a Policy Prohibiting Sexual Harassment for the Village of Hoffman Estates.

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

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve a Resolution adopting a Policy Prohibiting Sexual Harassment for the Village of Hoffman Estates. Voice vote taken. All ayes. Motion carried.

3. 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.

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

5. Request acceptance of Legislative Operations and Outreach Monthly Report.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Legislative Operations and 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 7:53 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date