

**Village of Hoffman Estates**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

**July 2, 2018**

**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  
Patti Cross, Asst. Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Ted Bos, Police Chief  
Joe Nebel, Director of Public Works  
Monica Saavedra, Director of HHS  
Rachel Musiala, Finance Director  
Fred Besenhoffer, Director of IS  
Suzanne Ostrovsky, Asst. to the Village Mgr.  
Ben Gibbs, GM Sears Centre  
Doug Lasota, Asst. Corporation Counsel**

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of June 18, 2018. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request to approval to dispose of Village records that have exceeded their State-required retention period.**

An item summary sheet from Rachel Musiala was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to dispose of Village records that have exceeded their State-required retention period. Voice vote taken. All ayes. Motion carried.

2. **Request approval of contract for Phase II of writing the History of the Village of Hoffman Estates book to Dr. Marc Reynolds in an amount not to exceed \$30,000 to be paid from funds donated specifically for this purpose.**

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to contract for Phase II of writing the History of the Village of Hoffman Estates book to Dr. Marc Reynolds in an amount not to exceed \$30,000 to be paid from funds donated specifically for this purpose. Voice vote taken. All ayes Motion carried.

**REPORTS (INFORMATION ONLY)**

1. **Cable TV Monthly Report.**

The Cable TV Monthly Report was deferred.

2. **Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was received and filed.

3. **Legislative Operations and Outreach Monthly Report.**

The Legislative Operations and Outreach Monthly Report was received and filed.

**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 7:05 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Jennifer Djordjevic, Director of Operations and  
Outreach / Office of the Mayor and Board

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Date