

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 10, 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:**

**Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Director of Econ. Dev.
Mike Hankey, Director of Transportation
Alan Wenderski, Director of Engineering
Patrick Fortunato, Fire Chief
Ted Bos, Police Chief
Rachel Musiala, Finance Director
Monica Saavedra, Director of HHS
Fred Besenhoffer, Director of IS
Joe Nebel, Director of Public Works
Patti Cross, Asst. Corporation Counsel
Doug LaSota, Assoc. Corporation Counsel
Bruce Anderson, CATV Coordinator
Suzanne Ostrovsky, Asst. to Village Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:44 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of November 12, 2018. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request approval of 2019 Village Board and Standing Committees meeting schedule.**

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

Trustee Mills stated that she preferred the Committee meetings for May 27 (Memorial Day) be held prior to the Village Board meeting on June 3.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the 2019 Village Board and Standing Committees meeting schedule. Voice vote taken. All ayes. Motion carried.

2. 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 Matthew Galloway was presented to Committee.

Motion by Trustee Stanton, seconded by Trustee Gaeta, 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.

3. Request approval of a contract extension with Presstech for 2019 printing of the *Citizen* Newsletter.

An item summary sheet from Suzanne Ostrovsky was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a contract extension with Presstech for 2019 printing of the *Citizen* Newsletter. Voice vote taken. All ayes. Motion carried.

REPORTS (INFORMATION ONLY)

1. Cable TV Monthly Report

The Cable TV Monthly Report was received and filed.

2. Human Resources Management Monthly Report.

The Human Resources Management Monthly Report was received and filed.

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

The Legislative Operations and Outreach Monthly Report was deferred.

III. President's Report

Mayor McLeod reported that he participated in a webinar on small cell antennas.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Mayor McLeod, to adjourn the meeting at 7:51 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by: