# Village of Hoffman Estates

**DRAFT**

**GENERAL ADMINISTRATION & PERSONNEL**

**COMMITTEE MEETING MINUTES December 12, 2022**

**I. Roll Call**

**Members in Attendance: Karen Arnet, Chair**

**Karen Mills, Vice-Chair**

**Gary Stanton, Trustee**

**Anna Newell, Trustee**

**Gary Pilafas, Trustee**

**Michael Gaeta, Trustee**

**Mayor William D. McLeod**

**Management Team Members Eric Palm, Village Manager**

**in Attendance: Dan O’Malley, Deputy Village Manager**

 **Art Janura, Corporation Counsel**

 **Jana Dickson, Asst. Corporation Counsel**

**Peter Gugliotta, Director of Dev. Services**

**Kevin Kramer, Director of Economic Dev.**

**Al Wenderski, Director of Engineering**

**Patrick Seger, Director of HRM**

**Kasia Cawley, Police Chief**

**Alan Wax, Fire Chief**

**Darek Raszka, Director of IT**

**Rachel Musiala, Finance Director**

**Joe Nebel, Director of Public Works**

**Monica Saavedra, Director of HHS**

**Ken Koop, Risk Manager**

**Suzanne Ostrovsky, Asst. Village Mgr.**

**Ric Signorella, CATV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:07 pm.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of October 10, 2022. Voice vote taken. (Abstain: Newell) All ayes. Motion carried.

**NEW BUSINESS**

1. **Request approval of 2023 Village Board and Standing Committees meeting schedule.**

An item summary sheet from Eric Palm was presented to Committee.

Trustee Stanton indicated that the Village Board date of January 17 should be January 16.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to approve the 2023 Village Board and Standing Committees meeting schedule, as amended. Voice vote taken. All ayes. Motion carried.

1. **Request approval of a proposal from Dan Shoman, Inc., Chicago, IL, for government relations consulting services at a cost of $4,500 per month from January 1, 2023 through December 31, 2023.**

An item summary sheet from Eric Palm was presented to Committee.

Trustee Mills requested that the Board receive more frequent updates.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve a proposal from Dan Shoman, Inc., Chicago, IL, for government relations consulting services at a cost of $4,500 per month from January 1, 2023 through December 31, 2023. Voice vote taken. All ayes. Motion carried.

**REPORTS (INFORMATION ONLY)**

1. **Cable TV Monthly Report**

The Cable TV Monthly Report was received and filed.

1. **Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was received and filed.

1. **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 Stanton, to adjourn the meeting at 7:12 pm. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst. Date