

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

October 9, 2023

I. Roll Call

Members in Attendance:

**Patrick Kinnane, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Patrick Seger, Director HRM
Alan Wenderski, Dir. Engineering
Peter Gugliotta, Director of Dev. Services
Joe Weesner, Senior Trans. Engineer
Ric Signorella, Multimedia Manager
Missy Brito, Communications Mgr.
Suzanne Ostrovsky, Asst. Village Manager**

The General Administration & Personnel Committee meeting was called to order at 6:30 p.m.

II. Approval of Minutes

Motion by Trustee Arnet, seconded by Mayor McLeod, to approve the General Administration & Personnel Committee meeting minutes of September 11, 2023. Voice vote taken. All ayes. Motion carried.

III. Public Comment

NEW BUSINESS

- 1. Request approval of an ordinance establishing a Health Reimbursement Arrangement (HRA) plan document and trust agreement for non-union employees participating in the PPO Blue Choice Options Plan.**

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

Patrick Seger addressed the Committee and reported that the Village's legacy PPO plans currently offered to non-union employees will be discontinued and a new PPO plan, Blue Choice Options (BCO) will be offered that will result in premium savings to the Village. Benefits of this new program include less PPO plans will increase ease of administration for HRM and employees will make more informed choices and decisions on how they spend their health care funds. Committee members inquired about the effects on Village employees and well as savings to the Village, prescription benefits, etc.

Motion by Trustee Pilafas, seconded by Trustee Arnet, to approve an ordinance establishing a Health Reimbursement Arrangement (HRA) Plan document and trust agreement for non-union employees participating in the PPO Blue Choice Options Plan. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to award a contract for the 2023 Training/Conference Room AV Project to Key Code Media, Schaumburg, IL, in an amount not to exceed \$79,969.37.**

An item summary sheet from Ric Signorella and Missy Brito was presented to Committee.

Missy Brito addressed the Committee and reported that the sound system and other AV equipment in the Hennessy Conference Room and Alexa Training Room was last replaced 12 years ago. The equipment needs to be upgraded to current technology. The Lam Room currently has no AV equipment.

The lowest proposal received from Key Code Media, Schaumburg, IL, is \$19,969.37 is over budget. The overage will come from the General Fund.

Motion by Trustee Arnet, seconded by Mayor McLeod, to award a contract for the 2023 Training/Conference Room AV Project to Key Code Media, Schaumburg, IL, in an amount not to exceed \$79,969.37. 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*).**

Motion by Trustee Pilafas, seconded by Mayor McLeod, to defer the Legislative Operations and Outreach Monthly Report. Voice vote taken. All ayes. Motion carried.

IV. President's Report

Mayor McLeod provided an update on his activities which included a National Walk to School Day at Whitely School, a NWMC Executive Board Meeting, a Pace/Round Lake expansion celebration, retirement lunch for Chris DeGiorgio, and an Open House at Fire Station 21. Mayor also attended the Wings fundraiser on Saturday, October 7, which raised over \$1 million. Mayor reminded everyone of the Fire Station 23 Open House on Saturday, October 14.

- V. Other**
- VI. Items in Review**
- VII. Adjournment**

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 6:54 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date