

**Village of Hoffman Estates
GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

March 18, 2024

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
Peter Gugliotta, Director of Dev. Services
Kathryn Cawley, Police Chief
Jennifer Horn, Dir. Planning and Trans
Alan Wenderski, Dir. Engineering
Patrick Seger, Director of HRM
Monica Saavedra, Director of HHS
Jon Pape, Asst. Village Manager
Freddy Segura, GIS Manager
Bryan Ackerlund, Asst. Dir. PW
Ric Signorella, Multimedia Production Mgr.
Darak Raszka, Director of IT
Missy Brito, Communications Manager
Bev Romanoff, Village Clerk
Joseph Weesner, Senior Trans. Engineer**

The General Administration & Personnel Committee meeting was called to order at 8:20 p.m.

II. Approval of Minutes – February 12, 2024

Motion by Trustee Arnet, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of February 12, 2024. Voice vote taken. All ayes. Motion carried.

III. Public Comment

NEW BUSINESS

- 1. Request authorization to award contract for printing services for the Citizen newsletter and the Northwest Fourth Fest mailer for 2024-2025 with a third-year extension option for 2026 to PressTech, Inc., Des Plaines, in an amount to exceed \$53,484.**

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

Trustee Pilafas inquired if the Village had or would consider a quarterly newsletter which could then cover the arts commission events in one piece as opposed to splitting over two citizen newsletters. Comments from the staff and board indicated the desire to keep the bi monthly schedule of the citizen.

Motion by Trustee Arnet, seconded by Trustee Mills, to award contract for printing services for the Citizen newsletter and the Northwest Fourth Fest mailer for 2024-2025 with a third-year extension option for 2026 to PressTech, Inc., Des Plaines, in an amount to exceed \$53,484. 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.

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

IV. President's Report

V. Other

VI. Items in Review

VII. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Arnet, to adjourn the meeting at 8:27 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date