

**Village of Hoffman Estates**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

**July 25, 2011**

**I. Roll Call**

**Members in Attendance:**

**Ray Kincaid, Chairperson  
Gary Stanton, Vice Chairperson  
Karen Mills, Trustee**

**Other Corporate Authorities  
in Attendance:**

**Trustee Jacquelyn Green  
Trustee Anna Newell  
Trustee Gary Pilafas  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Mark Koplun, Asst. Vlg. Mgr.-Dev. Services  
Patrick Seger, Human Resource Mgmt. Dir.  
Robert Gorvett, Fire Chief  
Mike Hish, Police Chief  
Algean Garner, Director of HHS  
Joseph Nebel, Director of Public Works  
Michael DuCharme, Director of Finance  
Rachel Musiala, Asst. Director of Finance  
Gordon Eaken, Director of IS  
Bruce Anderson, CATV Coordinator  
Peter Gugliotta, Director of Planning  
Sarah Kuechler, Administrative Intern**

**Others in Attendance:**

**Chicago Tribune, Daily Herald**

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

**II. Approval of Minutes**

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of June 13, 2011. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request by Sister Cities Commission for allocation of revenue generated by French Evening to support additional culinary exchanges.**

An item summary from Lillian Mosier was presented to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Green, to approve request by Sister Cities Commission for allocation of revenue generated by French Evening to support additional culinary exchanges. Voice vote taken. All ayes. Motion carried.

**2. Discussion regarding changing starting times for Village Board and Village Board Committee meetings.**

An item summary from Sarah Kuechler was presented to Committee.

There was discussion regarding the reason for changing the starting times and Mayor McLeod stated that it will be easier for residents as well as not having meetings end so late.

Motion by Trustee Pilafas, seconded by Trustee Green, to approve ordinance changing starting times for Village Board and Village Board Committee meetings to 7 pm. Voice vote taken. All ayes. Motion carried.

**3. Request approval or an ordinance declaring Village property surplus and permitting the sale of personal property owned by the Village.**

An item summary from Sarah Kuechler was presented to Committee.

Motion by Trustee Pilafas, seconded by Trustee Newell, to declare Village property surplus and permit sale of personal property owned by the Village. Voice vote taken. All ayes. Motion carried.

**4. Request acceptance of Cable TV Monthly Report.**

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Mills, seconded by Trustee Pilafas, to accept the Cable TV Monthly Report. Voice vote taken. All ayes. Motion carried.

**5. Request acceptance of Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was submitted to the Committee.

Trustee Pilafas requested list and cost of arbitrations for the calendar year.

Motion by Trustee Pilafas, seconded by Trustee Green, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

**III. President's Report**

Mayor McLeod reported that on July 15, he attended the Government Relations Committee meeting at the Chamber as well as the "Largest Flag of India" event; on July 16, he attended the Coffee with the Board and block parties; on July 16, Mayor McLeod attended Joe Fabbrini's

memorial service; July 18, Pediatric Therapy Partners Grand Opening; July 19, Mayor spent the day with two “Mayors for the Day”; July 20, Jaycees meeting; July 21, 4<sup>th</sup> of July meeting; July 22, Fitness for America event and Barrington Square Block Party; July 24, Hoffman Estates Appreciation Day at Arlington Park; July 25, Chamber Board meeting.

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:11 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date