

**AGENDA**  
**GENERAL ADMINISTRATION & PERSONNEL COMMITTEE**  
**VILLAGE OF HOFFMAN ESTATES**  
**December 12, 2011**

*Immediately following Planning, Building & Zoning Committee*

**Members:** Ray Kincaid, Chairman  
Gary Stanton, Vice Chairman  
Karen Mills, Trustee  
Jacquelyn Green, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Mayor William McLeod

**I. Roll Call**

**II. Approval of Minutes – November 14 and November 21, 2011**

**NEW BUSINESS**

1. Discussion regarding a Food Industry Trade Show and Chef's Fest on October 24, 2012.
2. Request approval of 2012 Village Board and Standing Committee meeting schedule.
3. Request approval of a proposal for full-service professional printing to complete production of the monthly Citizen newsletter to residents and businesses for both 2012 and 2013, with an option for 2014, which will be at the discretion of the Village.
4. Request acceptance of Cable TV Monthly Report.
5. Request acceptance of Human Resources Management Monthly Report.

**III. President's Report**

**IV. Other**

**V. Adjournment**

*The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.*