

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 12, 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**

Via Electronic Attendance:

Village President William McLeod

**Management Team Members
in Attendance:**

**Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Peter Gugliotta, Director of Planning
Don Plass, Director of Code Enforcement
Patrick Seger, Dir. of Human Resource Mgmt.
Bob Gorvett, Fire Chief
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Michael DuCharme, Finance Director
Mike Hankey, Director of Transportation
Gary Salavitch, Director of Engineering
Nichole Collins, Emergency Mgt. Coord.
Sarah Kuechler, Admin. Intern
Doug Schultz, Community Relations Coord.
Ken Koop, Risk Manager
Gary Skoog, Director of Econ. Dev.
Bruce Anderson, Cable TV Coordinator
Bev Romanoff, Village Clerk**

Others in Attendance:

Daily Herald

The General Administration & Personnel Committee meeting was called to order at 7:05 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of November 14, 2011.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve the Special General Administration & Personnel Committee meeting minutes of November 21, 2011.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

NEW BUSINESS

1. Discussion regarding a Food Industry Trade Show and Chef's Fest on October 24, 2012.

An item summary from Gary Skoog was presented to the Committee.

Gary Skoog addressed the Committee and reviewed the proposed event. He stated that the Trade Show portion would feature 15-30 food industry businesses and the chef's fest would expand on Angouleme's Chef Patrick's expertise and his history of working with area culinary schools. Restaurants could participate free of charge, and the public would pay for a ticket for the food tasting component. Gary Skoog indicated that the Marriott is interested in hosting the event and Tate & Lyle, local colleges and others have expressed interest.

Trustee Kincaid requested that staff look into a duty-free foreign trade zone and to bring this item back to Committee in February for further discussion and updates.

2. Request approval of 2012 Village Board and Standing Committee meeting schedule.

An item summary Jim Norris was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Newell, to approve 2012 Village Board and Standing Committee meeting schedule.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

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.

An item summary from Doug Schultz was presented to Committee.

Trustee Kincaid inquired if the Committee would consider reducing the number of monthly newsletters by 2 months and saving approximately \$5,000. Mr. O'Malley stated that staff would look at options and bring back to Committee in January.

Trustees Mills, Stanton and Green expressed support for keeping the current number of newsletters since it is important that residents get the information.

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve 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.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

4. Request acceptance of Cable TV Monthly Report.

The Cable TV Monthly Report was submitted to the Committee.

Motion by Trustee Pilafas, seconded by Trustee Mills, to accept the Cable TV Monthly Report.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

5. Request acceptance of Human Resources Management Monthly Report.

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

Motion by Trustee Mills, seconded by Trustee Pilafas, to accept the Human Resources Management Monthly Report.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

III. President's Report

IV. Other

V. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:38 p.m.

Roll call vote:

Aye: Kincaid, Stanton, Mills, Green, Newell, Pilafas

Mayor McLeod voted Aye.

Motion carried.

Minutes submitted by: