

**Village of Hoffman Estates**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

**January 9, 2012**

**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:**

**Jim Norris, Village Manager  
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  
Joe Nebel, Director of Public Works  
Rachel Musiala, Asst. Finance Director  
Monica Saavedra, Asst. Dir. of HHS  
Mike Hankey, Director of Transportation  
Nichole Collins, Emergency Mgt. Coord.  
Sarah Kuechler, Admin. Intern  
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 7:00 p.m.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of December 12, 2011. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

**1. Discussion regarding number of issues of the *Citizen* Newsletter.**

An item summary from Doug Schultz was presented to the Committee.

Trustee Kincaid stated that this item was discussed at the last meeting and no action is necessary.

**2. Request approval of Commission for Disabled Citizens' annual calendar of events.**

An item summary from Michelle Pilafas and Algean Garner was presented to Committee.

Motion by Trustee Mills, seconded by Trustee Pilafas, to approve Commission for Disabled Citizens' annual calendar of events. Voice vote taken. All ayes. Motion carried.

**3. Request approval to disband Tartan Day Commission and create the Celtic Fest Commission.**

An item summary from Patrick Seger was presented to Committee.

Trustee Stanton inquired about combining the Celtic Fest with either the Cultural Awareness or Celebrations Commission. Mayor McLeod stated that this is more of a specialized Commission and did not want to have people work on an event they may not want to and would be better to create a specific commission.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to disband the Tartan Day Commission and create the Celtic Fest Commission. 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.

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

**III. President's Report**

**IV. Other**

**V. Adjournment**

Motion by Trustee Pilafas, seconded by Trustee Mills, to adjourn the meeting at 7:05 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

---

Debbie Schoop, Executive Assistant

---

Date