

**Village of Hoffman Estates**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

**February 20, 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  
Gary Skoog, Director of Economic Dev.  
Patrick Seger, Dir. of Human Resource Mgmt.  
Jeff Jorian, Deputy Fire Chief  
Michael Hish, Police Chief  
Rachel Musiala, Asst. Director of Finance  
Joe Nebel, Director of Public Works  
Algean Garner, Dir. of HHS  
Mike Hankey, Director of Transportation  
Doug Schultz, Community Relations Coord.  
Ben Gibbs, GM, Sears Centre Arena  
Patty Cross, Asst. Corporation Counsel  
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 7:42 p.m.

**II. Approval of Minutes**

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of January 9, 2012. Voice vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request approval of a resolution supporting the Northwest Municipal Conference 2012 Legislative Program.**

An item summary from Sarah Kuechler was presented to the Committee.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve a resolution supporting the Northwest Municipal Conference 2012 Legislative Program. Voice vote taken. All ayes. Motion carried.

**2. Request approval of the Celtic Fest Commission Business Solicitation Plan.**

An item summary from Patrick Seger was presented to Committee.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve the Celtic Fest Commission Business Solicitation Plan. Voice vote taken. All ayes. Motion carried.

**3. Request approval of the 2012-2013 Village Board Goals.**

An item summary from Jim Norris, Emily Kerous and Sarah Kuechler was presented to Committee.

Trustee Kincaid requested that the goals reflect working with the Forest Preserve to use areas.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve the 2012-2013 Village Board goals. 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 Pilafas, seconded by Trustee Stanton, 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 Stanton, to adjourn the meeting at 7:48 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by: