

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

June 11, 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
Mark Koplin, Asst. Vlg. Mgr.-Dev. Services
Joe Weesner, Senior Transportation Eng.
Patrick Seger, Dir. of Human Resource Mgmt.
Don Plass, Director of Code Enforcement
Pete Gugliotta, Director of Planning
Mike Hish, Police Chief
Rachel Musiala, Asst. Director of Finance
Tia Messino, Administrative Intern
Bev Romanoff, Village Clerk
Ben Gibbs, General Mgr., Sears Centre
Nichole Collins, Emergency Mgmt. Coordinator
Patricia Cross, Assistant Corporation Counsel**

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 Pilafas, seconded by Trustee Mills, to approve the General Administration & Personnel Committee meeting minutes of May 14, 2012. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding legislative update.

An item summary from Tia Messino was presented to the Committee.

Jim Norris introduced Tia Messino, the Village's new Administrative Intern. He reported that the best news from the Legislative Update is that the Village's fund sources remained intact for the 2013 budget. The state did not interfere with LGDF funds.

2. 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 Stanton, to approve allocation of revenue generated by French Evening to support additional culinary exchanges. Voice vote taken. All ayes. Motion carried.

3. 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.

4. Request acceptance of Human Resources Management Monthly Report.

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

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

IV. Other

V. Adjournment

Motion by Trustee Pilafas, seconded by Trustee Stanton, to adjourn the meeting at 7:13 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date