

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

July 22, 2013

I. Roll Call

Members in Attendance:

**Gayle Vandenberg, Chairperson
Gary Stanton, Vice Chairperson
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William D. McLeod**

**Management Team Members
in Attendance:**

**Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr, Dev. Services
Peter Gugliotta, Director of Planning
Mike Hankey, Director of Transportation
Patrick Seger, Director of Human Resources
Michael Hish, Police Chief
Algean Garner, Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Bev Romanoff, Village Clerk
Nichole Collins, Emergency Mgmt Coord.
Patricia Cross, Asst. Corp. Counsel
Betty Melligan, Code Enforcement Officer
Greg Schuldt, Asst Fire Chief-Training & Safety
Bruce Anderson, Cable TV Coordinator**

The General Administration & Personnel Committee meeting was called to order at 7:00 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of June 10, 2013. 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.

Mr. O'Malley explained that nothing significant had changed since the June report, except for House Bill 183.

2. Request approval to dispose of Village records that have exceeded their State-required retention period.

An agenda item summary from Rachel Musiala was presented to Committee.

Ms. Musiala provided background on the request and the process for moving forward.

Motion by Trustee Pilafas, seconded by Mayor McLeod, to approve of the disposal of Village records that have exceeded their State-required retention period. Voice vote taken. All ayes. Motion carried.

3. Request by Sister Cities Commission for allocation of revenue generated by French Evening to support additional culinary exchanges.

An agenda item summary from Lillian Mosier was presented to Committee.

Trustee Pilafas expressed that he felt it was important to reinvest in the Commission.

Motion by Trustee Pilafas, seconded by Trustee Mills, to approve of a request by Sister Cities Commission for allocation of revenue generated by French Evening to support additional culinary exchanges. 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 Pilafas, seconded by Trustee Gaeta, 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 Mills, seconded by Trustee Pilafas to adjourn the meeting at 7: 08 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Dir. of Operations/Outreach -
Office of the Mayor & Board

Date