

Village of Hoffman Estates

**GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

October 13, 2014

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:**

**Jim Norris, Village Manager
Arthur Janura, Corporation Counsel
Mark Koplun, Asst. Vlg. Mgr., Dev. Services
Peter Gugliotta, Director of Planning
Kevin Kramer, Economic Development Coord.
Ted Bos, Acting Police Chief
Patrick Seger, Director of HRM
Patricia Cross, Asst. Corp. Counsel
Joe Weesner, Senior Traffic Engineer
Clayton Black, Mgmt. Analyst
Ben Gibbs, Sears Centre Arena
Bev Romanoff, Village Clerk**

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

II. Approval of Minutes

Motion by Trustee Gaeta seconded by Trustee Pilafas, to approve the General Administration & Personnel Committee meeting minutes of September 8, 2014. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

1. Discussion regarding Legislative Update.

An item summary sheet from Austin Pollack was presented to the Committee.

Mr. Norris addressed the Committee and discussed proposed SB 16 regarding school funding and if passed, the bill would drastically cut the amount of funds distributed by the state. Mayor McLeod indicated that this bill would have a devastating impact on four of the five school districts in Hoffman Estates and there must be a better way.

2. Request approval of a Resolution establishing procedures regarding closed session recordings and minutes in compliance with the Illinois Open Meetings Act 5 ILCS 120/1.

An item summary sheet from Jim Norris, Art Janura and Bev Romanoff was presented to the Committee.

Art Janura addressed the Committee and explained that this Resolution is a re-statement of the Open Meetings Act process that is already being followed and it formalizes the procedures regarding Executive Sessions and other requirements of the Act.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve a Resolution establishing procedures regarding closed session recordings and minutes in compliance with the Illinois Open Meetings Act 5 ILCS 120/1. Voice vote taken. All ayes. Motion carried.

3. Request approval of a full-service professional printing services to Trend Graphics, Inc., Huntley, IL, for complete production of the monthly *Citizen* newsletter for both 2015 and 2016, with an option for 2017.

An item summary sheet from Ashley Monroe was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to approve full-service professional printing services to Trend Graphics, Inc., Huntley, IL, for complete production of the monthly *Citizen* newsletter for both 2015 and 2016, with an option for 2017. 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 Gaeta, 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 Gaeta, seconded by Trustee Stanton, to accept the Human Resources Management Monthly Report. Voice vote taken. All ayes. Motion carried.

III. President's Report

Mayor McLeod expressed his and the Village's sympathy to the Pilafas family on the death of Michelle Pilafas' mother, Joanne Smith. Mayor McLeod reported that on Tuesday, October 7, he attended a panel discussion at the Schaumburg District Library with Bob Lyons and Mayor Rodney Craig regarding serving the community; on October 9 he attended the 4th of July Commission meeting; on October 10, Mayor participated as a model at the Chamber's Fashion Show and also attended the CAC's casino royale evening; and on October 11, he attended the Village's Hispanic Heritage Day.

IV. Other

V. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:07 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date