

**Village of Hoffman Estates**

**GENERAL ADMINISTRATION & PERSONNEL  
COMMITTEE MEETING MINUTES**

**November 11, 2024**

**1. ROLL CALL**

**Members in Attendance:**

**Patrick Kinnane, Chair  
Gary Stanton, Vice-Chair  
Karen Arnet, Trustee  
Karen Mills, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
Mayor William D. McLeod**

**Management Team Members  
in Attendance:**

**Eric Palm, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Jon Pape, Assistant Village Manager  
Patrick Seger, Director of HRM  
Alan Wenderski, Director of Engineering  
Sanyo Kapur, Dir. of Bldg. & Code Enf.  
Bryan Ackerlund, Asst. Director of PW  
Jennifer Horn, Dir. Planning and Trans.  
Craig Kuehne, NOW Arena  
Ric Signorella, Multimedia Production Mgr.**

The General Administration & Personnel Committee meeting was called to order at 7:18 p.m.

**2. APPROVAL OF MINUTES**

Motion by Trustee Arnet, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of October 14, 2024. Voice vote taken. All ayes. Motion carried.

**3. PUBLIC COMMENT**

**4. OLD BUSINESS**

**5. NEW BUSINESS**

**A. Approval of an Ordinance amending the Village of Hoffman Estates Health Reimbursement Arrangement (HRA) with Bencor/MidAmerica.**

An item summary sheet from Patrick Seger was presented to Committee.

Patrick Seger addressed the Committee and reported staff is recommending the HRA plan be amended that would add Fire Union employees to the HRA benefit program, expand the current HRA benefit for non-union employees to include vacation payout to be contributed to the HRA

upon employee separation of service, and add the sick leave incentive benefit into the HRA administered by BenCor/MidAmerica for those non-union management employees promoted out of the unions.

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve an ordinance amending the Village of Hoffman Estates Health Reimbursement Arrangement (HRA) with Bencor/MidAmerica. Voice vote taken. All ayes. Motion carried.

**6. REPORTS (INFORMATION ONLY)**

**A. Cable TV Monthly Report**

The Cable TV Monthly Report was received and filed.

**B. Human Resources Management Monthly Report.**

The Human Resources Management Monthly Report was received and filed.

Trustee Kinnane inquired why the HRM report lists 338 budget FTE employees but lists 341 as the current number. Patrick Seger will check. There was also a question about the number of CSO's.

**C. Legislative Operations and Outreach Monthly Report.**

The Legislative Operations and Outreach Monthly Report was received and filed.

- 7. PRESIDENT'S REPORT**
- 8. OTHER**
- 9. ITEMS IN REVIEW**
- 10. ADJOURNMENT**

Motion by Trustee Stanton, seconded by Trustee Arnet, to adjourn the meeting at 7:24 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date