

**Village of Hoffman Estates
GENERAL ADMINISTRATION & PERSONNEL
COMMITTEE MEETING MINUTES**

December 9, 2024

1. ROLL CALL

Members in Attendance:

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

Members Absent:

Gary Pilafas, Trustee

**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
Kevin Kramer, Director of Econ. Dev.
Sanyo Kapur, Dir. of Bldg. & Code Enf.
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Monica Saavedra, Director of HHS
Joe Nebel, Director of Public Works
Darek Raszka, Director of IS
Patty Richter, Village Clerk
Ben Gibbs, GM, NOW Arena
Ken Koop, Risk Manager
Jennifer Horn, Dir. Planning and Trans.
Ric Signorella, Multimedia Production Mgr.**

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

2. APPROVAL OF MINUTES

Motion by Trustee Arnet, seconded by Trustee Stanton, to approve the General Administration & Personnel Committee meeting minutes of November 11, 2024. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. OLD BUSINESS

5. NEW BUSINESS

A. Discussion regarding 2025 Village Board and Standing Committees meeting schedule.

An item summary sheet from Eric Palm was presented to Committee.

Eric Palm addressed the Committee and reported that the Village Board and Standing Committee meetings schedule follows what the Village has done for the past several years, including moving meetings that fall on national holidays as well as religious holidays. The meetings will continue with a summer schedule as well.

Mayor McLeod asked that the January 6 Village Board meeting be moved to January 13, following Committees due to lame duck session in Springfield.

Motion by Trustee Mills, seconded by Trustee Arnet, to approve the 2025 Village Board and Standing Committees meeting schedule, with the January 6 Board meeting being moved to January 13. 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.

C. Legislative Operations and Outreach Monthly Report.

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

7. PRESIDENT'S REPORT

Mayor McLeod reported that he attended a NWMC meeting as well as an Economic Development meeting. He also wished Trustee Newell a very happy birthday.

8. OTHER

9. ITEMS IN REVIEW

10. ADJOURNMENT

Motion by Trustee Arnet, seconded by Trustee Mills, to adjourn the meeting at 7:08 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Assistant

Date