



## Board of Park Commissioners Special Board Meeting Minutes

Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

MINUTES of the Special Board Meeting of the Northbrook Park District Board of Commissioners held Monday, December 19, 2016 in the Leisure Center Building located at 3323 Walters Avenue, Northbrook, Illinois.

### CALL TO ORDER AND ROLL CALL—SPECIAL MEETING

President Schyman called the Special Meeting to order at 6:00pm. On a roll call by the Assistant Secretary, the following members were in attendance:

Commissioners Present: President Schyman; Vice President Randel; Commissioners Chalem, Chambers, Slepicka and Ziering

Commissioners Absent: Commissioner Simon

Officers Present: Secretary Hamer, Treasurer Munn

Staff Present: Directors Dalton and Trongnetpanya; Administrative Assistants King and Silvestri

RECOGNITION OF VISITORS— None

### APPROVAL OF AGENDA

President Schyman called for any changes to the Agenda. Hearing none, Commissioner Chambers made a motion to approve the Agenda as presented. The motion was seconded by Commissioner Chalem and unanimously approved on a voice vote.

### ACTION ITEMS—

#### 4. a. Consideration and Approval of ACTIVE Net Recreation Software Contract

Director Trongnetpanya explained that the District's current registration software, Class, will no longer be supported by ACTIVE Network. He clarified with President Schyman that the new software will have a 23-week timeline, from start to implementation, and will tentatively launch in fall 2017. Director Trongnetpanya further noted that one of the biggest benefits of the new software is its online interface, which will drastically change the way people search through our programs (i.e. ability to sort programs by age, category and etc.). Director Trongnetpanya also noted that Clarity Partners will help integrate the software on the District website during Phase 2 of the website redesign project.

Commissioner Chambers moved to approve an agreement with ACTIVE Network LLC of Dallas, Texas, for an amount not to exceed \$60,000 for the implementation and deployment of ACTIVE Net Recreation Software. The motion was seconded by Commissioner Slepicka and approved on a roll call vote.

#### 4. b. Consideration and Approval of Tyler Technologies License and Services Agreement

Director Munn explained that implementing Incode financial software will help the District achieve its goal of transitioning from an April 30 fiscal year, to a calendar year. She noted that the software would "go live" on January 1, 2018. Director Munn also clarified that while Incode has the capability to be used for Human Resources/payroll, the process of digitizing employee files is laborious, so staff will investigate various options in order to find a software that best fits the District's needs.

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Commissioner Chambers moved to approve an agreement with Tyler Technologies for an amount not to exceed \$55,582 for the implementation and deployment of Incode Software. The motion was seconded by Commissioner Chalem and approved on a roll call vote.

#### 4. c. Consideration and Approval of Taylor Protocols Executive Team Profile Contract

Executive Director Hamer explained that the Core Values Index (CVI) training will be a three day training to help the staff and Board learn more about themselves and each other by identifying how everyone's innate motivators relate to the jobs we have. The training will help strengthen interdivisional communication, prioritize initiatives and ensure that work is assigned based on each individual's strengths. Director Trongnetpanya confirmed with President Schyman that the CVI will be incorporated into future hiring and training.

Commissioner Chambers moved to approve a contract with Taylor Protocols of Tukwila, Washington for an amount not to exceed \$29,000 for staff development and training services and the development of an Executive Team Profile. The motion was seconded by Commissioner Chalem and approved on a roll call vote.

#### NEXT MEETING

President Schyman announced the next meeting of the Board of Commissioners will be the Regular Board Meeting of Wednesday, January 25, 2017, 7:00pm at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

#### ADJOURN

With no further business to come before the Board, a motion was made, seconded and unanimously approved on a voice vote to adjourn the regular meeting at 6:38pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer  
Molly Hamer, Secretary  
Board of Commissioners/tek