Board of Park Commissioners
Administration & Finance Committee
Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062

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MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Thursday, February 16, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER–The meeting was called to order at 7:33pm by Chair Slepicka.

Members Present– Chair Slepicka; Commissioner Ziering
Members Absent– Commissioner Simon
Ex-Officio Members– Commissioners Chalem, Chambers, Randel and Schyman; Executive Director Hamer
Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistant King

RECOGNITION OF VISITORS– None

APPROVAL OF MEETING MINUTES– Minutes of January 16, 2017 were approved as presented.

VOUCHER REVIEW
The Committee recommended the Board approve the January 2017 vouchers in the amount of $981,595.78.

AUDIT TOPICS– None

UNFINISHED BUSINESS– None

NEW BUSINESS–
Consider Travel Expense Regulation Ordinance 17-O-1
Director Munn explained that, in accordance with the Local Government Travel Expense Control Act, draft Ordinance 17-O-1 outlines the travel expense categories the District will reimburse for the Board and staff. She noted that the pricing established in the draft Ordinance is based on Chicago per diem rates, as listed on the General Services Administration website. The only exception to these rates is if the Board/staff stay at a hotel in which a conference is held.

Director Munn further explained that the Board will be required to complete and submit the Reimbursement Request Form (shown in Exhibit B of the draft Ordinance) to the full Board for approval for any District-related travel. Staff will need to complete and submit the Reimbursement Form to the full Board for approval only if the allotted amount(s) for travel is exceeded.

The consensus of the Committee was to approve Ordinance 17-O-1, regulating travel, meal and lodging expenses in accordance with the Local Government Travel Expense Control Act to the full Board for adoption.

INFORMATIONAL ITEMS / VERBAL UPDATE– None

NEXT MEETING
The next Committee Meeting was scheduled for March 14, 2017 at 6:15pm or immediately following the Parks and Properties Committee Meeting, at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT
With no further business, the meeting was adjourned at 7:45pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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