



**Board of Park Commissioners
Administration & Finance Committee
Meeting Minutes**

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, August 14, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The meeting was called to order at 5:30pm by Chair Slepicka.

Members Present – Chair Slepicka; Members Schyman and Simon

Members Absent – None

Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering; Executive Director Hamer

Staff – Directors Baron, Dalton, Loftus, Munn and Ziolkowski; Administrative Assistant King; Specialist Scharp; Manager Hall

RECOGNITION OF VISITORS— None

APPROVAL OF MINUTES— Minutes of July 18, 2017 were approved as presented.

VOUCHER REVIEW

The Committee recommended the Board approve the July 2017 vouchers in the amount of \$871,183.67.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS –

Consider Purchase of TimeClock Plus

Director Munn and Manager Hall outlined the following benefits of transitioning from the District’s current payroll system, TimePro, to TimeClock Plus:

- TimeClock Plus is more intuitive and efficient.
- The data for TimeClock Plus is stored on the cloud, instead of on the District’s network, which will decrease the frequency of system maintenance.
- TimeClock Plus will interface with Incode.
- TimeClock Plus offers GPS-based mobile options.

Manager Hall confirmed with Commissioner Schyman that TimeClock Plus will be utilized by all employees (exempt and non-exempt). She also confirmed with Commissioner Slepicka that the pricing for TimeClock Plus includes both hardware and software.

The Committee moved to approve the purchase of the Software as a Service (SaaS) product TimeClock Plus, by Data Management, Inc. in the amount of \$43,596.93 to the full Board for approval.

INFORMATIONAL ITEMS / VERBAL UPDATE – None

NORTHBROOK PARK DISTRICT

NEXT MEETING

The next Committee meeting was scheduled for Tuesday, September 12 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the meeting was adjourned at 5:58pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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