



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

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

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Wednesday, March 16, 2016 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The meeting was called to order at 6:31 by Chair Zima

Members Present – Chair Zima, Members Simon and Ziering

Members Absent – None

Ex-Officio Members – Commissioners Chambers, Randel, Schyman and Slepicka; Executive Director Hanetho

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistant Silvestri

RECOGNITION OF VISITORS— None

APPROVAL OF MINUTES— Minutes of January 12, 2016 were approved as presented.

VOUCHER REVIEW

Chair Zima called for any pre-questions on the February 2016 Voucher Reports. Director Trongnetpanya confirmed with Commissioner Randel that there are multiple specialty services for technology so that there is not a single point of failure. Multiple vendors ensure that we do not lose everything at once. Commissioner Randel also requested a breakdown of fees associated with the No Further Remediation Letter associated with the 180 Anets Property when the project is complete. The Committee recommended the Board approve the vouchers in the amount of \$764,679.84.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2016/2017 Fiscal Year**

Director Munn gave a brief overview of the recommended merit and discretionary pools for 2016/2017 including a 3% merit and 1.25% discretionary pool. She noted that the 2015/16 merit was at 2.75% and discretionary pool at 1.5%. She also noted that in total, the percentages between years are the same. She explained that the Human Resources Department utilized a survey of surrounding Park Districts to provide a level of comparison. Local Park Districts including Highland Park, Glenview and Wheeling all provided a 3% merit increase. Director Trongnetpanya confirmed with Commissioner Simon that the merit increase is not a flat rate across the board and is dependent on exceptional work. He confirmed with Commissioner Slepicka that the 3% allows for a larger range. He also noted that not all money allocated for the merit increase is typically utilized as there are promotion/position changes and turnover throughout the year. Director Trongnetpanya also explained to Commissioner Randel that the Discretionary pool is not only used during Performance Appraisals, but could also be used to provide a bonus to staff who go above and beyond on a specific project throughout the year. The Committee moved to approve a merit pool in the amount of \$100,031 and a discretionary pool in the amount of \$41,679 for full-time non-bargaining unit staff for fiscal year 2016/17 to the full Board for approval.

# NORTHBROOK PARK DISTRICT

INFORMATIONAL ITEMS / VERBAL UPDATE– None.

## NEXT MEETING

The next Committee meeting was scheduled for April 20, 2016 at 6:45pm or immediately following the Parks and Properties Committee Meeting.

## ADJOURNMENT

With no further business, the meeting was adjourned at 6:56pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Richard A. Hanetho  
Richard A. Hanetho, Secretary  
Board of Commissioners/aps