



## 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 Monday, January 15, 2018 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The meeting was called to order at 6:05pm by Commissioner Schyman

Members Present – Member Simon

Members Absent – Chair Slepicka

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

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Executive Administrator Hodal

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES – Minutes of the Committee-of-the-Whole Meeting of November 14, 2017 were approved as presented.

### VOUCHER REVIEW

Pre-questions from the November 2017 Voucher Report:

1. Page 1 - Del Arbour  
Designed the Synchro Competition costumes.
2. Page 3 - Winnetka Golf Club  
From the Travel League Tournament in October.

Pre-questions from the December 2017 Voucher Report:

1. Page 27 –WXLIN, LLC  
Two base units needed calibration. One at Sportsman’s Country Club and one at Village Green.

With no further questions, the Committee moved to approve the November 2017 Vouchers in the amount of \$1,211,690.51 and the December 2017 Vouchers in the amount of \$944,102.64 to the full Board for approval.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

### INFORMATIONAL ITEMS / VERBAL UPDATE –

#### **Consider Increasing Competitive Bid Requirement and Purchasing Authority for Executive Director**

This would allow the Executive Director to have signing authority for bid amounts up to \$25,000. The Committee moved to approve Increasing the Competitive Bid Requirement and Purchasing Authority for the Executive Director to the full Board for approval.

#### **Consider Bus Transportation Services Contract Renewal, Bid #2098**

This will take the District through the 2018-2019 school year resulting in the following year to align more accurately. It will also reduce costs. The Committee moved to approve the Bus Transportation Services Contract Renewal, Bid #2098 to the full Board for approval.

# NORTHBROOK PARK DISTRICT

## **Consider Ordinance 18-O-1, Ordinance Approving Northbrook Park District Amended Sexual Harassment Policy**

Legislation from November 2017 requires the District to amend its Sexual Harassment Policy. Currently the District's handbook language is even stronger than recommended by the State. Staff will be trained regarding this policy in 2018. The Committee moved to approve Ordinance 18-O-1, Ordinance Approving Northbrook Park District Amended Sexual Harassment Policy to the full Board for approval.

## **Consider 2018 Staff and Participant Apparel, Bid #2138**

Director Dalton said this is the standard yearly apparel bid. The Committee moved to approve the 2018 Staff and Participant Apparel, Bid #2138 to the full Board for approval.

## **Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2018 Fiscal Year**

The District will go through the performance appraisal process in April 2018. Merits to be effective with the first paycheck in May. Then, there will be a May 1-Dec 31 2% merit pool. A 1.25% pool is designated for rewards. Vice President Chambers asked if we used all the funds from last year. Director Munn said she would check and report back. The Committee moved to approve the Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2018 Fiscal Year to the full Board for approval.

## **Consider Rethync Studio LLC Agreement**

By accepting the consulting agreement with Rethync Studio LLC, company of former Director Trongnetpanya, it creates a seamless transition for the District's IT needs. Commissioner Ziering commented about potential issues with outsourcing. Commissioner Schyman asked about the contract's length and it was stated it extends to the end of December, and that there is an out-clause. President Randel wanted to confirm purchase of equipment will be at a direct cost. It was confirmed. The Committee moved to approve the Rethync Studio LLC Agreement to the full Board for approval.

## MOVE TO CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE, SECTION 2(C)(1)

President Randel called for a motion to move into Closed Session. Commissioner Simon made a motion to move into Closed Session at 6:38pm to discuss the Employment of an Employee, Section 2(c)(1). The motion was seconded by Vice President Chambers and unanimously approved on a roll call vote.

## RETURN TO OPEN SESSION

After discussing matters of Employment of an Employee, Section 2(C)(1), the Board arose from Closed Session at 7:15pm and reconvened to the Regular Committee Meeting.

## NEXT MEETING

The next Committee Meeting is scheduled for February 19, 2018 at 5:30pm, at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the meeting was adjourned at 7:15pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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