



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, April 13, 2020 via electronic meeting in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 5:46pm by Chair Chalem.

Members Present via Electronic Meeting – Chair Chalem; Members Curin, Simon and Schyman
Ex-Officio Members via Electronic Meeting – Commissioners Chambers, Randel and Ziering; Treasurer Munn
Ex-Officio Member – Executive Director Hamer
Staff – Director Dalton; Executive Administrative Assistant Peterson
Staff via Electronic Meeting – Directors Baron, Loftus, Scovic; Senior Human Resources Manager Bozarth
Staff via Conference Call – Specialist Scharp

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of March 16, 2020 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES

Marketing and Communications Update

Director Scovic provided information on the publication of the Summer Program Guide. To reduce expenses while keeping information as up-to-date as possible during the COVID-19 health crisis, the Guide will be a digital publication only. Commissioners engaged in a question and answer session.

Recreation Program and Facility Update

Director Loftus provided an update on Recreation programming and facilities. Staff determined to remove the ice from both rinks at the Northbrook Sports Center beginning on Monday, April 6. As soon as facilities are safe to open and programming can resume, staff will begin the process of rebuilding the sheets of ice. One sheet of ice will be available in 7 days and the second by 10 days of notification. It is anticipated that Illinois Department of Public Health will place restrictions on swimming pools. Staff has determined to tentatively open only the Northbrook Sports Center Pool this season. The Northbrook Sports Center pool was selected because the new system operates more efficiently and the start-up, ongoing maintenance and closing operations require less time and supplies which will result in a reduction in expenses. 4th of July activities are under evaluation and an update will be provided at a later date. Commissioners engaged in a question and answer session.

Financial Impact of COVID-19

Director Munn provided a financial impact update since the District closed facilities and cancelled all programs effective March 14. The Senior Leadership Team is evaluating all aspects of operations and evaluating reduction of expenses. Two financial projections were presented, one reflecting reduced summer programming and the other extending the closure of facilities and cancellation of programming through August. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, the Committee recommended the Board approve the March 2020 vouchers in the amount of \$710,443.42.

NORTHBROOK PARK DISTRICT

AUDIT TOPICS – None

NEW BUSINESS – None

UNFINISHED BUSINESS – None

CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE 2(c)(1)

The Administration and Finance Committee did not convene in Closed Session.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for May 19, 2020 at 5:45pm or immediately following the Golf Operations Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 6:18pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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