



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 Tuesday, May 19, 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 5:48pm 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; Executive Director Hamer; Treasurer Munn
Staff – Director Dalton; Executive Administrative Assistant Peterson
Staff via Electronic Meeting – Directors Baron, Loftus and Scovic; Specialist Scharp; Activity Center Manager Shea; Marketing & Communications Manager Stuart
Guest – James Kinnard, Useful Group

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Minutes of the Administration and Finance Committee Meeting of April 13, 2020 were approved as presented.

INFORMATIONAL ITEMS/VERBAL UPDATES

Branding Services Recommendation for Activity Center

Executive Director Hamer reviewed the process of developing a name, logo and tagline for the new Activity Center. James Kinnard, CEO of the Useful Group led the Commissioners through a question and answer exercise. A survey will be sent to Commissioners to collect additional opinions and feedback. Chair Chalem thanked Mr. Kinnard for his presentation.

Financial Impact – COVID-19

Director Munn provided a monthly financial impact report of the COVID-19 pandemic on the District. The update included the impact of the pool closure, revamped and reduced summer camp programming, staff furloughs and a projection of fall program revenue.

Community Inquiries During Closure

Director Scovic provided information on inquiries received from the community during the COVID-19 pandemic. Communication has been received via phone calls, emails and through the District's website inquiry form. Topics included refunds, in-person programming, senior services, reopening of services and general parks questions.

VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, the Committee recommended the Board approve the April 2020 vouchers in the amount of \$1,593,228.44.

AUDIT TOPICS – None

NEW BUSINESS

Voluntary Separation Agreements

Director Munn provided background information on the Voluntary Separation Program offered to all IMRF full-time employees due to the COVID-19 pandemic. This is a one-time offering to allow employees the opportunity to voluntarily separate employment when business needs would benefit from a reduction in expenses. Commissioners engaged in a

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question and answer session. Chair Chalem called for additional questions. Hearing none, the Committee moved to approve a one-time Voluntary Separation Program and to authorize the Executive Director to enter into a Separation Agreement with each employee selected that includes a payment set forth in the Voluntary Separation Program not to exceed \$16,000 for individual agreements to the full Board for approval.

UNFINISHED BUSINESS

Review Board Committee Assignments and Nominating Committee Slate

Vice President Chambers has received Committee assignment requests from all Commissioners. The Nominating Committee announced that Commissioner Chambers and Commissioner Chalem have been slated for president and vice president respectively. The Board Officer election will be held at the Regular Board Meeting on May 27.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for June 17, 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 7:09pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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