



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 Wednesday, June 17, 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 5:45pm by Chair Chalem.

Executive Administrative Assistant Peterson called attendance and visually recognized each participant.

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; Recreation Division Manager Shields; Senior Human Resources Manager Bozarth; Project Manager Wrobel

RECOGNITION OF VISITORS – Devin and Rachel Stites, residents (joined at 6:02pm)

APPROVAL OF MEETING MINUTES

Commissioner Curin moved to approve the Minutes of the Administration and Finance Committee Meeting of May 19, 2020. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Curin, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 4 ayes; 0 nays

INFORMATIONAL ITEMS/VERBAL UPDATES

Financial Impact – COVID 19

Director Munn provided a monthly financial impact report of the COVID-19 pandemic on the District. The update included a review of unemployment claims, financial projections for the Recreation, Golf and Parks and Properties Divisions and the golf course renovation project. Commissioners engaged in a question and answer session.

Voluntary Separation Program Update

Director Munn provided a verbal update on the Voluntary Separation Program that was offered to staff in May. Two applications were received and accepted for retirement. One individual has signed and returned all documents. The second is pending signature.

Village of Northbrook – Class 6B Tax Incentive, 1825 Shermer Road

Director Munn reviewed a request from the Village of Northbrook regarding a Class 6B Tax Incentive from Jinny Beauty Supply for property located at 1825 Shermer Road. Commissioners did not have any questions.

Branding Services Recommendation for the Activity Center

Director Scovic thanked Commissioners for participating in the Branding Services survey. The name chosen for the new Activity Center is Techny Prairie Activity Center. The next phase is to develop a logo. Commissioners Randel and Chambers volunteered to join the Project Team for logo development. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

NORTHBROOK PARK DISTRICT

Chair Chalem called for questions. Hearing none, Commissioner Simon recommended the Board approve the May 2020 vouchers in the amount of \$2,273,433.07. Commissioner Curin seconded the recommendation.

ROLL CALL: Chair Chalem, Commissioner Curin, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 4 ayes; 0 nays

AUDIT TOPICS

Presentation of Audit at the June 24 Regular Board Meeting

A copy of the 2019 Audit will be included in the June 24 Board packet. Matt Beran of Lauterbach and Amen will provide an audit review at the Regular Board Meeting.

NEW BUSINESS

Consider Approval of Paycom Agreement

Director Munn provided background information on the recommendation of a Human Resources Information Systems (HRIS) software package. Over the past year, a cross functional team from all Divisions investigated three HRIS software packages and narrowed down the selection to Paycom. Implementation of the system would be phased in beginning in October 2020. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Chair Chalem moved to approve the Agreement with Paycom of Oklahoma City, Oklahoma for the implementation and deployment of a Human Resources Information Systems software to the full Board for approval subject to final negotiation of the contract by legal counsel. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem, Commissioner Curin, Commissioner Schyman and Commissioner Simon voted aye.

Motion Passed: 4 ayes; 0 nays

UNFINISHED BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for July 15, 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 6:28pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wap