



**Park Board of 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, July 15, 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 5:47pm by Chair Chalem.

Executive Administrative Peterson announced that the Meeting is being recorded, called roll and visually recognized each participant.

Members Present via Electronic Meeting – Chair Chalem; Member Simon

Members Absent – Member Schyman

Ex-Officio Members Present via Electronic Meeting – Commissioners Chambers, Curin, Randel and Ziering; Executive Director Hamer; Treasurer Munn

Staff Present – Director Dalton; Executive Administrative Assistant Peterson

Staff Present via Electronic Meeting – Directors Baron, Loftus and Scovic; Specialist Scharp; Senior Human Resources Manager Bozarth

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting Minutes of June 17, 2020. Chair Chalem seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Simon voted aye.

*Motion Passed: 2 ayes; 0 nays; 1 absent*

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 and financial projections for the Recreation, Golf and Parks Divisions. Commissioners engaged in a question and answer session.

**In-Person Committee and Regular Board Meeting**

To accommodate in-person meetings of up to fifty people and to provide proper physical distancing, Committee Meetings and the Regular Board Meeting would need to be relocated to a larger space. Staff recommends the Northbrook Theatre located at the Northbrook Leisure Center, 3323 Walters Avenue. Electronic meeting provisions would also be offered. The Park District follows recommendations provided in the Restore Illinois Plan, CDC Guidelines and the Open Meetings Act. Commissioners engaged in a question and answer session. Committee Meetings will be held on Monday, August 17; Wednesday, September 16; Wednesday, October 14; and Wednesday, November 18.

**Northbrook Park District and School Districts Collaboration**

Director Loftus provided a verbal update on possible assistance the Park District may provide to School Districts 27, 28, 30 and 31. Classrooms may be utilized at the Leisure Center and tents located on Park District property to provide outdoor classrooms and lunch seating. Proposed classroom usage at the Leisure Center would affect the Sunshine Preschool schedule. Commissioners engaged in a question and answer session.

# NORTHBROOK PARK DISTRICT

## VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, Commissioner Simon made a motion to recommend the Board approve the June 2020 vouchers in the amount of \$620,846.68. Chair Chalem seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Simon voted aye.

*Motion Passed: 2 ayes; 0 nays; 1 absent*

AUDIT TOPICS – None

## NEW BUSINESS

### **Health Insurance**

Director Munn and Senior Human Resources Manager Bozarth presented information on the Employee Health Insurance program for Non-Bargaining Unit employees. The District's membership within PDRMA's health program expires on December 31, 2020. Staff has met with representatives from two municipal healthcare pools and one independent broker. Comparison rates will be presented at the August 17, 2020 Administration and Finance Committee Meeting. Commissioners engaged in a question and answer session.

### **Branding Services – Techny Prairie Activity Center Logo Review**

Director Scovic thanked Commissioner Chambers and Commissioner Randel for their time and participation on the final phase of the Branding Services project. Two logo options were presented for Board review. Commissioners engaged in discussion and by consensus chose option 1.

### **Branding Services – RFP Sportsman's Country Club**

Director Scovic reviewed the Request for Proposal (RFP) for Branding Services at Sportsman's Country Club. Seven proposals have been received and the Project Team will determine an interview list. The finalist will be presented at the August 17, 2020 Administration and Finance Committee Meeting. The Project Team would like to have two Board members to participate in the process. Commissioners engaged in a question and answer session. Commissioner Ziering, Chair of the Golf Operations Committee and Commissioner Curin will join the Project Team.

UNFINISHED BUSINESS – None

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for August 17, 2020 at 5:45pm or immediately following the Golf Operations Committee Meeting at the Leisure Center Northbrook Theatre, 3323 Walters Avenue.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 7:23pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary  
Board of Commissioners/wap