



## Administration & Finance Committee Meeting Minutes

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MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, August 17, 2020 in-person and via electronic meeting in the Northbrook Theatre located in the Leisure Center at 3323 Walters Avenue, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 5:41pm by Chair Chalem.

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

Member Present at the Northbrook Theatre – Chair Chalem

Members Present via Electronic Meeting – Members Schyman and Simon

Ex-Officio Members Present at the Northbrook Theatre – Commissioners Chambers and Curin; Executive Director Hamer; Treasurer Munn

Ex-Officio Members Present via Electronic Meeting – Commissioners Randel and Ziering

Staff Present at the Northbrook Theatre – Directors Dalton and Loftus; Executive Administrative Assistant Peterson; Senior Systems Administrator Smith; Recreation Supervisor Ottinger

Staff Present via Electronic Meeting – Directors Baron and Scovic; Specialist Scharp; Activity Center Manager Shea; Activity Center Supervisor Tandy; Senior Human Resources Manager Bozarth; Head Golf Professional Billiter; Recreation Division Manager Shields; Marketing & Communications Manager Stuart

### RECOGNITION OF VISITORS

Michael Rosen, resident, joined via Electronic Meeting (6:02pm)

### APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of July 15, 2020. Commissioner Schyman seconded the motion.

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

*Motion Passed: 3 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.

#### **Techny Prairie Activity Center Membership**

Director Loftus provided information on membership sales for the Techny Prairie Activity Center. Sales will be advertised online in the Fall Guide and sales begin September 8. Membership sales locations include Anetsberger Golf Shop and the Northbrook Sports Center. Applications will also be available online. Commissioners engaged in a question and answer session.

#### **Affiliate Group Agreements**

Director Loftus and Recreation Division Manager Shields provided background information on Affiliate Agreements pertaining to management of operations and the possibility of increased oversight. The Park District Affiliates were formed in 2006-2007. Director Loftus reviewed the requirements and standards of Affiliates, primary criteria and conditions, residency and rental fees. Commissioners engaged in a question and answer session. Commissioner Curin thanked staff for providing the in-depth review.

# NORTHBROOK PARK DISTRICT

## VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, Commissioner Simon moved to recommend the Board approve the July 2020 vouchers in the amount of \$3,671,474.24. Commissioner Schyman seconded the motion.

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

*Motion Passed: 3 ayes; 0 nays*

## AUDIT TOPICS— None

## NEW BUSINESS

### **Branding Services Agreement**

Director Scovic provided background information on the Branding Services Agreement for Sportsman's Country Club. Seven Request for Proposals (RFP's) were received in July and five firms were interviewed in August by a cross functional Project Team including staff and two Commissioners. a5 Branding & Digital was unanimously selected by the Project Team. Director Scovic reviewed the scope of work and cost proposal. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Commissioner Simon moved to approve an Agreement with a5 Branding & Digital of Chicago, Illinois in an amount not to exceed \$44,375 for the development of Branding Services for Sportsman's Country Club to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 3 ayes; 0 nays*

### **Compensatory Time Policy Amendment**

Director Munn provided background information regarding amending the Employee Handbook under Section 3.1 Holiday to eliminate compensatory time for exempt staff members. Proposed changes, benefits and considerations were discussed. The proposed revision was reviewed by Park District legal counsel. Chair Chalem called for questions. Hearing none, Commissioner Simon moved to accept the proposed amendment to the Employee Handbook under Section 3.1 Holiday to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 3 ayes; 0 nays*

### **Letter of Understanding – Northbrook Park District and School District 27**

Director Loftus reviewed the Letter of Understanding between the Northbrook Park District and School District 27 for classroom space at the Leisure Center during the 2020-2021 school year. The Letter of Understanding was developed to bridge the first day of school attendance on August 20 until the execution of an Intergovernmental Agreement (IGA) is finalized. The relationship between the Park District and School District 27 has been positive and will benefit the community. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Chair Chalem moved to enter into the Letter of Understanding between the Northbrook Park District and School District 27 for the 2020-2021 School Year. Commissioner Simon seconded the motion.

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

*Motion Passed: 3 ayes; 0 nays*

## UNFINISHED BUSINESS

**Resolution 20-R-1, Termination of Contract with Park District Risk Management Association (PDRMA) Health Program and Resolution 20-R-2, Accepting Membership into Northwest Health Insurance Pool (NWHIP) a Member of the Intergovernmental Personnel Benefits Cooperative (IPBC)**

# NORTHBROOK PARK DISTRICT

Director Munn provided background information on the Park District health insurance benefit plan. The District's membership within the Park District Risk Management Association (PDRMA) Health Program expires on December 31, 2020. After consideration of multiple factors, staff is recommending the District move from PDRMA Health to Intergovernmental Personnel Benefit Cooperative (IPBC) for health coverage. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Commissioner Simon moved to approve Resolution 20-R-1, Termination Contract with Park District Risk Management Association (PDRMA) Health Program effective December 31, 2020 to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 3 ayes; 0 nays*

Commissioner Simon moved to approve Resolution 20-R-2, Accepting Membership into the Northwest Health Insurance Pool (NWHIP), a Member of the Intergovernmental Personnel Benefit Cooperative (IPBC) beginning January 1, 2021 to the full Board for approval. Commissioner Schyman seconded the motion.

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

*Motion Passed: 3 ayes; 0 nays*

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for September 16, 2020 at 6pm or immediately following the Parks and Properties Committee Meeting at the Leisure Center Northbrook Theatre, 3323 Walters Avenue.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 7:14pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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