



## 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, September 16, 2020 in-person and via electronic meeting at the Joe Doud Administration Building at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 5:34pm by Chair Chalem.

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

Members Present via Electronic Meeting – Chair Chalem; Members Schyman and Simon (left at 6:34pm)  
Ex-Officio Members Present at the Joe Doud Administration Building – Commissioners Chambers and Curin; Executive Director Hamer  
Ex-Officio Members Present via Electronic Meeting – Commissioners Randel and Ziering; Treasurer Munn (left at 5:45pm)  
Staff Present at the Joe Doud Administration Building – Director Dalton; Executive Administrative Assistant Peterson  
Staff Present via Electronic Meeting – Directors Baron, Loftus and Scovic

RECOGNITION OF VISITORS – None

### APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of August 17, 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. Commissioner Schyman thanked Director Munn for the thorough report.

#### **Hall of Fame Committee**

The Northbrook Park District put forward a call for nominations for the 2020 Hall of Fame and Sports Hall of Fame. Nominations were due August 21, 2020. The District received four nominations from the community. Director Scovic will convene the annual Hall of Fame Committee to review the nominations and make a recommendation to the Board for consideration at the October 21, 2020 Administration and Finance Committee Meeting. Director Scovic asked for two Commissioners to join the Committee. Commissioner Chalem and Commissioner Randel volunteered.

### VOUCHER REVIEW

Chair Chalem called for questions. Hearing none, Commissioner Simon moved to recommend the Board approve the August 2020 vouchers in the amount of \$4,342,663.51. 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

# NORTHBROOK PARK DISTRICT

## UNFINISHED BUSINESS

### **Consider Intergovernmental Agreement Between Northbrook Park District and Northbrook School District 27**

Director Loftus reviewed the Intergovernmental Agreement between Northbrook Park District and Northbrook School District 27 for the 2020-2021 School Year (August 2020-June 2021). The Park District and School District 27 have formed a partnership to utilize classroom space at the Leisure Center. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Commissioner Schyman moved the Intergovernmental Agreement between the Northbrook Park District and Northbrook School District 27 to the full Board for approval.

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

*Motion Passed: 3 ayes; 0 nays*

## NEW BUSINESS – None

### MOVE INTO CLOSED SESSION TO DISCUSS EMPLOYMENT OF AN EMPLOYEE 2(C)(1)

Commissioner Schyman made a motion to move into Closed Session to Discuss Employment of an Employee 2(c)(1). Commissioner Simon seconded the motion.

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

*Motion Passed: 7 ayes; 0 nays*

Moved into Closed Session at 5:45pm

Reconvened in Open Session at 6:34pm.

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for October 21, 2020 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 6:35pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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