



Park Board of Commissioners 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, October 21, 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 5:33pm by Chair Chalem.

Executive Administrative Assistant 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

Ex-Officio Members Present at the Joe Doud Administration Building – Commissioner Chambers; Executive Director Hamer

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

Staff Present at the Joe Doud Administration Building – Director Dalton; Executive Administrative Assistant Peterson

Staff Present via Electronic Meeting – Directors Baron, Loftus and Scovic; Specialist Scharp

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of September 16, 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 effects of COVID-19 pandemic on the District.

Storage of Closed Session Recordings

President Chambers discussed storage of Closed Session Meeting Minutes and verbatim recordings at a location other than the Park District's office and a procedure to do so. To store the meeting minutes and verbatim recordings at a location other than the Park District, the Board must vote to do so. Commissioners engaged in a question and answer session. President Chambers will contact legal counsel to discuss additional questions.

Full-time Non-Bargaining Unit Merit Pool for 2021 Fiscal Year

Executive Director Hamer and Director Munn provided background information on the annual recommendation for Full-time Non-Bargaining Unit Merit and Discretionary Pools for the 2021 Fiscal Year. Survey information from nearby park districts was provided. This year has been unique as many staff members have been required to assume different roles and cover varied positions as needed. Director Munn would like direction from the Board for preparation of the 2021 budget. Commissioners engaged in a question and answer session.

IAPD Credentials Certificate

Executive Administrative Assistant Peterson provided information on the virtual IAPD/IPRA 2021 Soaring to New Heights Conference. The Park Board of Commissioners needs to designate a Delegate and Alternate to attend the

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virtual Annual Business Meeting to be held on Saturday, January 20, 2021. President Chambers will be the Delegate and Vice President Chambers will be the Alternate.

VOUCHER REVIEW

Director Munn received two questions prior to the meeting and provided an explanation. Chair Chalem called for additional questions. Hearing none, Commissioner Simon moved to recommend the Board approve the September 2020 vouchers in the amount of \$2,127,992.75. 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

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider Truth-in-Taxation Resolution 20-R-3

Director Munn provided background information on the Truth-in-Taxation Resolution 20-R-3. The Levy Ordinance will be presented to the Board for adoption following a Public Hearing tentatively scheduled for December 16, 2020. The legal notice will be published in the *Daily Herald*. Chair Chalem called for questions. Hearing none, Chair Chalem moved to approve the Truth-in-Taxation Resolution 20-R-3, determining the amounts of money exclusive of debt service and election costs estimated to be necessary to be raised by taxation 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

Consider Hall of Fame Nominations

The Hall of Fame Committee reviewed four nominations for induction into the 2020 Hall of Fame and recommends induction of two nominees. Commissioners engaged in a question and answer session. Chair Chalem called for additional questions. Hearing none, Chair Chalem moved to approve the induction of JT Compher and Brian Hansen into the 2020 Sports Hall of Fame 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

Consider Addendum to the Northbrook Park District Board Policy Manual

Director Loftus reviewed the proposed addendum to the Northbrook Park District Board Policy Manual to include the Techny Prairie Activity Center (TPAC). Chair Chalem called for questions. Hearing none, Chair Chalem moved to approve the Addendum to the Northbrook Park District Board Policy Manual 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

Consider Park District Board of Commissioners 2021 Meeting Calendar

Executive Administrative Assistant Peterson presented the draft Park Board of Commissioners 2021 Meeting Schedule. Commissioners provided consensus to move the March 24, 2021 Regular Board Meeting to Wednesday, March 31 to coordinate with the school districts' spring break schedule.

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

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Commissioner Chalem made a motion to move into Closed Session to Discuss Employment of an Employee 2(c)(1).
Commissioner Curin 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 6:20pm.

Reconvened in Open Session at 7:08pm.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for November 18, 2020 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 7:10pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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