



**Board of Commissioners
Administration and 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 Monday, February 15, 2021 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 5:31pm 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; Member Schyman
Member Absent – Member Simon

Ex-Officio Member Present at the Joe Doud Administration Building – Commissioner Chambers

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

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

Staff Present via Electronic Meeting – Directors Baron, Loftus, Munn and Scovic; Specialist Scharp; Parks Division Manager Kosbab; Head Golf Professional Billiter

RECOGNITION OF VISITORS – Michael Goodman, Northbrook Resident

APPROVAL OF MEETING MINUTES

Commissioner Chalem moved to approve the Minutes of the Administration and Finance Committee Meeting of January 18, 2021. Commissioner Schyman seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Schyman voted aye.

Motion Passed: 2 ayes; 0 nays; 1 absent

INFORMATIONAL ITEMS/VERBAL UPDATES

Financial Impact – COVID-19

Director Munn provided preliminary financial information for the twelve months ending December 31, 2020. The Finance Department is in the process of finalizing audit entries. A Public Hearing on the 2021 Budget will be held on March 31 prior to the Regular Board Meeting. Commissioners engaged in a question and answer session.

VOUCHER REVIEW - JANUARY

Chair Chalem called for questions. Hearing none, Chair Chalem made a motion to recommend the Board approve the January 2021 vouchers in the amount of \$2,411,466.34. Commissioner Schyman seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Schyman voted aye.

Motion Passed: 2 ayes; 0 nays; 1 absent

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Semi Annual Review of Closed Session Minutes, Section 2(c)(21)

NORTHBROOK PARK DISTRICT

Executive Director Hamer reviewed the recommendation by legal counsel of Closed Session Minutes not yet released and not included in prior reviews to not release the Minutes at this time. Chair Chalem called for questions. Hearing none, Chair Chalem moved to approve the recommendation of legal counsel to not release Closed Session Minutes as presented. Commissioner Schyman seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Schyman voted aye.

Motion Passed: 2 ayes; 0 nays; 1 absent

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for March 15, 2021 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 5:44pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wap