



Joe Doud Administration Building  
545 Academy Drive  
Northbrook, IL 60062  
847-291-2960  
[nbparks.org](http://nbparks.org)

## Administration and Finance Committee Meeting

April 19, 2021  
5:30pm  
Joe Doud Administration Building

The Northbrook Park District Board of Commissioners will offer a hybrid option to attend the Committee Meetings on Monday, April 19 starting at 5:30pm. If you wish to attend electronically, provisions have been made to join via Zoom. Please contact Wendy Peterson at [wpeterson@nbparks.org](mailto:wpeterson@nbparks.org) or 847-897-6106 by 4pm, Monday, April 19 to request login information. For those who wish to attend in-person, Commissioners and staff will be meeting in the Joe Doud Administration Building, 545 Academy Drive. CDC guidelines will be followed, and a face covering is required. Community members wishing to respectfully share thoughts about any matter concerning the Northbrook Park District may do so during Recognition of Visitors. The Board typically does not immediately respond to public comments or engage in open dialogue, but we are of course actively listening to your comments. If follow up communication is necessary, a Northbrook Park District staff member will contact you within two business days. Thank you for your understanding of these guidelines.

### AGENDA

- I. Call to Order – Chair Chalem; Members Schyman and Simon
- II. Recognition of Visitors
- III. Approval of Meeting Minutes  
4/19.11 Administration and Finance Committee Meeting Minutes of March 15, 2021
- IV. Informational Items/Verbal Updates
  - A. Jamie Sabbach – Cost of Service Presentation
  - B. Outlook Web Access
- V. Voucher Review  
4/19.12 March 2021
- VI. Audit Topics
- VII. Unfinished Business
  - A. Petey Sponsorship Consulting, LLC
- VIII. New Business
- IX. Old Business
- X. Next Meeting – May 17, 2021, at 5:30pm, Joe Doud Administration Building, 545 Academy Drive
- XI. Adjourn

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Daily Herald, Village of Northbrook  
Posted on Park District Website: [nbparks.org](http://nbparks.org)

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to [eloftus@nbparks.org](mailto:eloftus@nbparks.org) at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.