



**Board of Commissioners  
Administration and 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 Monday, April 19, 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 5:33pm 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; Member Schyman and 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; Directors Dalton and Loftus; Executive Administrative Assistant Peterson; Specialist Scharp; Parks Division Manager Kosbab; Trades Manager Vest; Senior Systems Administrator Smith; Senior Human Resources Manager Bozarth  
Staff Present via Electronic Meeting – Directors Baron, Munn and Scovic  
Guest via Electronic Meeting – Jamie Sabbach, 110% (left at 6:31pm)

RECOGNITION OF VISITORS

Mike Goodman, Northbrook resident  
Dave Oberhelm, *Daily Herald* (arrived at 5:41pm)

APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of March 15, 2021. 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

**Cost of Service**

Executive Director Hamer provided background information on the Cost of Service project. In June 2020, the District engaged Jamie Sabbach of 110% to assist the District in developing a cost recovery model, financial management and implementation strategies. Due to the pandemic the project was paused, however successful project completion has been achieved despite the altered timeline. Ms. Sabbach reviewed the cost recovery process and thanked the Park District team for their perseverance and commitment to the project. Commissioners engaged in a question and answer session. Chair Chalem thanked Ms. Sabbach for attending the meeting.

**Outlook Web Access Security**

Senior Systems Administrator Smith provided an update on the Microsoft Office 365 email system new mitigation security practices and reviewed device setup instructions. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

Chair Chalem called for questions. Chair Chalem called for questions hearing none, Chair Chalem made a motion to recommend the Board approve the March 2021 vouchers in the amount of \$1,392,180.38. Commissioner Simon seconded the motion.

# NORTHBROOK PARK DISTRICT

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

*Motion Passed: 3 ayes; 0 nays*

AUDIT TOPICS – None

UNFINISHED BUSINESS

**Petey Sponsorship Consulting, LLC**

Executive Director Hamer provided background information regarding the agreement for Sponsorship and Naming Rights Services with Matt Petersen of Petey Sponsorship Consulting, LLC. In March 2020, Mr. Petersen suggested a hiatus on the agreement due to the pandemic and economic climate. At that time, ten months of the twelve-month agreement had been completed. In January 2021, Petey Sponsorship Consulting, LLC and the Park District mutually agreed to end the agreement and sponsorship services relationship. Commissioners engaged in a question and answer session.

NEW BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for May 17, 2021 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 6:43pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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