



**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, May 17, 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 Simon

Member Absent – Member Schyman

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; Specialist Scharp

Staff Present via Electronic Meeting – Director Baron and Loftus; Business Manager Dettman; Parks Division Manager Kosbab; Senior Human Resources Manager Bozarth; Business Manager Dettman

Staff Absent – Directors Munn and Scovic

RECOGNITION OF VISITORS

Mike Goodman, Northbrook resident

APPROVAL OF MEETING MINUTES

Chair Chalem moved to approve the Minutes of the Administration and Finance Committee Meeting of April 19, 2021. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Simon voted aye.

*Motion Passed: 2 ayes; 1 nay*

INFORMATIONAL ITEMS/VERBAL UPDATES

**Financial Update**

Executive Director Hamer reviewed year-to-date financial information for three months ending March 31, 2021. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

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 \$1,237,398.08. Commissioner Simon seconded the motion.

ROLL CALL: Chair Chalem and Commissioner Simon voted aye.

*Motion Passed: 2 ayes; 1 nay*

AUDIT TOPICS

**Presentation of Audit at the Regular Board Meeting, May 26, 2021**

Jamie Wilkey of Lauterbach & Amen will attend the Regular Board Meeting to present the 2020 Audit review.

UNFINISHED BUSINESS – None

# NORTHBROOK PARK DISTRICT

NEW BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for June 16, 2021 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 5:43pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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