



## 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, March 15, 2022 in person at the Joe Doud Administration Building at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:33pm by Commissioner Goodman.

Members Present – Members Goodman and Simon

Member Absent – Chair Schyman

Ex-Officio Members Present – Commissioners Chambers, Curin and Ziering

Ex-Officio Member Absent – Commissioner Chalem

Staff Present – Directors Baron, Bozarth, Leiner, Loftus, Munn and Scovic; Administrative Assistant Taylor; Specialist Scharp; Parks Division Manager Meyer; Trades Manager Vest; Senior Systems Administrator Smith; Systems Administrator Romanello

Staff Absent – Executive Director Hamer; Executive Administrative Assistant Peterson

RECOGNITION OF VISITORS – None

### APPROVAL OF MEETING MINUTES

Commissioner Simon moved to approve the Minutes of the Administration and Finance Committee Meeting of February 16, 2022. Commissioner Goodman seconded the motion. Motion passed by voice vote.

### INFORMATIONAL ITEMS/VERBAL UPDATES

#### **Chad Smith, Senior Systems Administrator – IT Presentation**

Senior Systems Administrator Smith presented a PowerPoint on spam mitigation in the District. He reported on what measures the District has taken to mitigate phishing scams and viruses which is a large issue crippling many large companies all over the world. A security assessment of our email system determined the District has a very high level of security. The IT Department has implemented blocking emails from foreign countries, blocking foreign languages and using ATP safe attachments for all incoming email attachments. IT has implemented the KnowBe4 Enterprise Awareness Training Program for District staff. Commissioners engaged in a question and answer session. Commissioner Goodman thanked Senior Systems Administrator Smith for his presentation.

#### **Interim Director of Finance Update**

Director Munn reported that the District has engaged the services of Lauterbach & Amen to assist with temporarily filling the Director of Finance position. In addition to audit services, Lauterbach & Amen also assists municipalities with providing short and long-term staffing solutions. Tom Busby, a former Executive Director and Finance Director, will temporarily replace Director Munn until the position is filled. Director Bozarth reported that the candidate pool for Accounting is very small. Director Bozarth has contacted GovHR to assist with recruiting efforts.

#### **Nominating Committee**

Director Munn reported that President Chambers will request volunteers for the Nomination Committee at the March 30, 2022 Regular Board Meeting.

### VOUCHER REVIEW

Commissioner Simon called for questions. Hearing none, Commissioner Simon made a motion to recommend the Board approve the February 2022 vouchers in the amount of \$331,797.82. Commissioner Goodman seconded the motion. Motion was passed by voice vote.

# NORTHBROOK PARK DISTRICT

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

## NEW BUSINESS

### **Consider 2022 Recreation Guide Printing, Bid #2221**

Director Scovic provided background information on the 2022 Recreation Guide Printing, Bid #2221. Commissioners engaged in a question and answer session. Commissioner Simon called for additional questions. Hearing none, Commissioner Goodman moved to approve the 2022 Recreation Guide Printing, Bid #2221 for \$28,314.80 from Action Printing of Fond du Lac, Wisconsin to the full Board for approval.

### **Consider Authorized IMRF Agent**

Director Munn discussed the need to update the Authorized IMRF Agent for the District upon her retirement. Director Munn recommended Director Bozarth become the new Authorized IMRF Agent. Commissioner Goodman moved to approve Resolution R-1-22, Appointment of IMRF Authorized Agent to the full Board for approval.

### **Consider Updating Authorized Signers at Northbrook Bank & Trust Company**

Director Munn discussed the need to update authorized signers on Park District accounts at the Northbrook Bank & Trust Company upon her retirement. Director Munn recommended Terah Bozarth, Director of Human Resources and Risk Management and Ellen Drahos, Business Manager become authorized signers. Commissioner Simon moved to approve Terah Bozarth, Director of Human Resources and Risk Management and Ellen Drahos, Business Manager as authorized signers on the Park District accounts at Northbrook Bank & Trust Company to the full Board for approval.

### **Consider Server Upgrade, Licensing and Offsite Back-up**

Senior Systems Administrator Smith provided information about the current servers and the need for virtual servers to update the system. Commissioner Simon moved to approve the purchase of VMware\Server upgrade services in the amount of \$16,220.00 and a one-year Microsoft Software license in the amount of \$21,926.20, for a total of \$38,146.20 from Mindset of Downers Grove, Illinois to the full Board for approval.

## NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for April 20, 2022 at 6:45pm or immediately following the previous Committee Meeting at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 8:05pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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