



**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 Wednesday, April 20, 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 7:04pm by Chair Schyman.

Members Present – Chair Schyman; Member Goodman

Member Absent – Member Simon

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

Staff Present – Executive Director Hamer; Directors Baron, Bozarth, Leiner and Loftus; Executive Administrative Assistant Peterson; Specialist Scharp; Parks Division Manager Meyer; Business Manager Drahos

Staff Absent – Director Scovic; Interim Director of Finance Busby

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Goodman moved to approve the Minutes of the Administration and Finance Committee Meeting of March 15, 2022. Chair Schyman seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Cash Flow Analysis

Executive Director Hamer reviewed the Cash Flow Analysis report and discussed Cook County's delay in issuing the second half of property tax bills. The District is not projecting a shortage of cash through December 2022. The cash flow analysis report will be updated monthly. Commissioners engaged in a question and answer session.

Financial Update

Executive Director Hamer reviewed the Financial Report providing preliminary results for the three months ending March 31, 2022. Commissioners engaged in a question and answer session.

Committee Meeting Schedule – Spring 2022

Executive Director Hamer announced that the Recreation Committee will be meeting on Monday, May 16 at 7pm or immediately following the Administration and Finance Committee Meeting. The Policy Committee will be meeting on Tuesday, June 14 at 7pm or immediately following the Administration and Finance Committee Meeting.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Goodman made a motion to recommend the Board approve the March 2022 vouchers in the amount of \$521,327.43. Chair Schyman seconded the motion. Motion was passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

NEXT MEETING

NORTHBROOK PARK DISTRICT

The next Administration and Finance Committee Meeting will be scheduled for May 16, 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 7:19pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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