



**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, July 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 7:05pm by Chair Schyman

Members Present – Chair Schyman; Members Chambers and Ziering
Ex-Officio Members Present – Commissioners Chalem, Curin and Goodman
Ex-Officio Member Absent – Commissioner Simon
Staff Present – Executive Director Hamer; Directors Baron, Bozarth, Leiner, Loftus and Scovic; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Business Manager Drahos; Specialist Scharp; Intern Urow

RECOGNITION OF VISITORS – None

APPROVAL OF AGENDA

Chair Schyman called for the Approval of the Agenda. Commissioner Chambers made a motion to amend the Agenda to add Informational Items/Verbal Updates Item C. June Financials. Commissioner Ziering seconded the motion. Motion passed by voice vote.

APPROVAL OF MEETING MINUTES

Commissioner Ziering moved to approve the Minutes of the Administration and Finance Committee Meeting of June 14, 2022. Commissioner Chambers seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Cash Flow Analysis

Director Tokar presented two cash flow analysis reports comparing collection of 2022 property taxes. Commissioners engaged in a question and answer session.

Guide Printing Update

Director Scovic provided an update on the printing of the Autumn Guide. Due to supply chain issues, the printer is unable to secure the paper specified in the Bid. The paper substitution will not delay the printing schedule. The District will receive a cost adjustment on printing.

Financial Report – June 30, 2022

Director Tokar presented financial information of preliminary results for six months ending on June 30, 2022. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the June 2022 vouchers in the amount of \$1,709,408.50. Commissioner Ziering seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NORTHBROOK PARK DISTRICT

NEW BUSINESS

Consider Updating Authorized Signers at Northbrook Bank & Trust Company

Executive Director Hamer provided background information on the change of authorized signers due to the retirement of the Director of Administration & Finance. Michael Tokar joined the Park District on June 27, 2022 as the new Director of Finance & Technology. Staff recommends adding Director Tokar as an authorized signer and removing Terah Bozarth, Director of Human Resources & Risk Management. Chair Schyman called for questions. Hearing none, Commissioner Chambers moved to approve the removal of Terah Bozarth, Director of Human Resources & Risk Management as authorized signer and add Michael Tokar, Director of Finance & Technology as an authorized signer on the Park District accounts at Northbrook Bank & Trust Company to the full Board for approval. Commissioner Ziering seconded the motion. Motion passed by voice vote.

Consider Elimination of the COVID-19 Vaccination Policy

Director Bozarth reviewed the COVID-19 Vaccination Policy that was Board approved on September 29, 2021. Currently, the District has 555 active employees with 94% of the employees vaccinated and 6% providing weekly COVID-19 test results. In recent weeks, federal funding for COVID-19 tests has diminished. As a result, many local testing facilities have closed. Employees who are uninsured or testing without symptoms are being charged a testing fee. The cost is prohibitive for some employees. Beyond being an added cost for employees, the vaccination requirement can be a barrier to employment for some applicants. Several neighboring park districts have eliminated the vaccination requirement for proof of employment. The local community and our employee population have a high vaccination rate and COVID-19 trends are showing less severity of illness with new variants, therefore staff recommends that the COVID-19 Vaccination Policy be eliminated. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Commissioner Chambers moved to table the motion to the August 18, 2022 Administration & Finance Committee Meeting. Commissioner Ziering seconded the motion. Motion passed on voice vote.

OLD BUSINESS— None

NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for August 18, 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/wp