



**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 Tuesday, October 18, 2022 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:54pm by Chair Schyman.

Members Present – Chair Schyman; Members Chambers and Ziering  
Ex-Officio Members Present – Commissioners Chalem, Curin and Goodman  
Ex-Officio Member Present via Conference Call – Commissioner Simon  
Staff Present – Executive Director Hamer; Directors Baron, Bozarth, Leiner, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Business Manager Drahos; Specialist Scharp; Facilities & Fleet Manager Truhlar; Senior Systems Administrator Smith

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Chair Schyman moved to approve the Minutes of the Administration and Finance Committee Meeting of September 12, 2022. Commissioner Ziering seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

**Financial Report – September 30, 2022**

Director Tokar presented year-to-date financial results for the nine months ending September 30, 2022. The report provided an overview by Division and a District-wide analysis. Commissioners engaged in a question and answer session.

**2023 IAPD/IPRA Soaring to New Heights Conference**

Executive Director Hamer provided information on the 2023 IAPD/IPRA Soaring to New Heights Conference that will be held at the Hyatt Regency Chicago January 26-28.

**Tax Levy Update**

Director Tokar provided information on the Tax Levy status. The Cook County Clerk's Office anticipates providing the 2021 Agency Tax Rate report in November. A Special Board Meeting will be held on November 16, 2022 at 6:30pm to approve the Truth-in-Taxation Resolution.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Ziering made a motion to recommend the Board approve the September 2022 vouchers in the amount of \$1,048,387.12. Commissioner Chambers seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

# NORTHBROOK PARK DISTRICT

## NEW BUSINESS

### **Consider Cyber Security Consultant Engagement**

Senior Systems Administrator Smith provided background information on the engagement of a cyber security consultant. The Technology Department explored several vendor options to further strengthen the District's technology. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Chair Schyman moved to approve the purchase of Rapid7 from Carahsoft of Reston, Virginia in the amount of \$55,506 to the full Board for approval. Commissioner Chambers seconded the motion. Motion passed by voice vote.

### **Consider Full-time Non-Bargaining Unit Merit and Discretionary Pools for 2023 Fiscal Year**

Directors Tokar and Bozarth provided background information on the annual recommendation for Full-time Non-Bargaining Unit Merit and Discretionary Pools for the 2023 Fiscal Year. Survey information from neighboring park districts was provided. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Chambers moved to approve a merit pool in the amount of \$170,900 and a discretionary pool in the amount of \$47,471 for Full-time Non-Bargaining Unit staff for the 2023 Fiscal Year to the full Board for approval. Commissioner Ziering seconded the motion. Motion passed on voice vote.

### **Consider Full-time Salary Market Adjustment Pools for 2023 Fiscal Year**

Director Bozarth provided background information on the proposed Full-time Salary Market Adjustment Pool for the 2023 Fiscal Year. A compensation analysis of all Full-time positions was last completed in 2013. All full-time staff positions were evaluated and graded based on a revised compensation scale. The District is partnering with HR Source to complete a full-time position Compensation Study. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Ziering moved to approve a Salary Market Adjustment Pool of \$185,427 for Full-time positions for the 2023 Fiscal Year to the full Board for approval. Commissioner Chambers seconded the motion. Motion passed on voice vote.

### **Consider Park Board of Commissioners 2023 Meeting Calendar**

Executive Administrative Assistant Peterson reviewed the proposed 2023 Park Board of Commissioner Meeting calendar. Commissioners engaged in discussion and proposed moving the January meeting from Wednesday, January 25 to Tuesday, January 24 due to the IAPD/IPRA 2023 Soaring to New Heights Conference. Chair Schyman called for additional discussion. Hearing none, Commissioner Chambers moved to approve the Park Board of Commissioners 2023 Meeting calendar to the full Board for approval. Commissioner Ziering seconded the motion. Motion passed by voice vote.

## OLD BUSINESS – None

## NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for November 14, 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 8:32pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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