



**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 Monday, November 14, 2022 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:11pm 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, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Business Manager Drahos; Specialist Scharp

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

Commissioner Ziering moved to approve the Minutes of the Administration and Finance Committee Meeting of October 18, 2022. Commissioner Chambers seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

IAPD Credentials Certificate and IAPD Resolutions

The Annual Business Meeting of the Illinois Association of Park Districts will be held on Saturday, January 28, 2023. The delegate representing the Northbrook Park District will be Commissioner Chambers and the 1st Alternate will be President Chalem.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the October 2022 vouchers in the amount of \$553,138.95. Commissioner Ziering seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Consider Auditing Service Engagement with Lauterbach & Amen, LLP

Director Tokar provided background information regarding the Auditing Service Agreement with Lauterbach & Amen, LLP. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Ziering moved to approve continuing the Auditing Service Agreement with Lauterbach & Amen, LLP of Naperville, Illinois to the full Board for an Action Item at the Special Board Meeting on November 16, 2022. Commissioner Chambers seconded the motion. Motion passed by voice vote.

Consider Truth in Taxation Resolution 22-R-3

Director Tokar provided background information on the Levy Resolution 22-R-3. The legal notice for the Public Hearing to be held on Wednesday, December 14, at 7pm will be published in *The Daily Herald*. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Chambers moved to approve Truth-in-Taxation Resolution 22-R-3, determining the amounts of money

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exclusive of debt service and election costs estimated to be necessary to be raised by taxation to the full Board for an Action Item at the Special Board Meeting on November 16, 2022. Commissioner Ziering seconded the motion. Motion passed by voice vote.

Consider Consulting Services for Diversity, Equity and Inclusion

Director Bozarth provided background information on the engagement of a consulting service for Diversity, Equity and Inclusion initiative. The District recognizes a need to address the importance of DEI topics and initiatives since we serve a diverse community. It is important to promote the inclusive nature of the District as indicated in our Mission Statement. Staff is recommending the Equality Institute as a partner based upon their proposal that provides the most comprehensive scope of work for addressing DEI internally with our employees and externally within the community and prospective patrons and employees. Four consulting firms were interviewed by staff. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Ziering moved to approve an amount not to exceed \$68,000 during 2023 to hire Equality Institute of Chicago, Illinois to work with the District to provide Diversity, Equity and Inclusion (DEI) consulting services to the full Board for an Action Item at the Special Board Meeting on November 16, 2022. Chair Schyman seconded the motion.

Roll Call Vote: Chair Schyman and Commissioner Ziering voted aye. Commissioner Chambers voted present.

Motion passed: 2 ayes; 0 nay; 1 present

Consider 2023 Staff and Participant Apparel, Bid #2238

Executive Administrative Assistant Peterson provided background information regarding the 2023 Staff and Participant Apparel, Bid #2238 noting this is an annual process. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Chambers moved to approve the award of the 2023 Staff and Participant Apparel, Bid#2238 Categories A, D, E and F in the amount of \$39,060.12 to Sunburst Sportswear of Glendale Heights, Illinois to the full Board for an Action Item at the Special Board Meeting on November 16, 2022. Chair Schyman seconded the motion. Motion passed by voice vote.

OLD BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting will be scheduled for January 18, 2023, 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 8:09pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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