



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, January 18, 2023 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 7:24pm by Chair Schyman.

Members Present – Chair Schyman; Members Chambers and Ziering

Ex-Officio Members Present – Commissioners Chalem and Goodman

Ex-Officio Member via Conference Call – Commissioner Simon

Ex-Officio Member Absent – Commissioner Curin

Staff Present – Executive Director Hamer; Directors Baron, Leiner, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Specialist Scharp; Facilities & Fleet Manager Truhlar; Superintendent of Athletics & Facilities Shields; Superintendent of Arts & Recreation Sweet; Recreation Supervisor Kambach; Sports Center Manager Sanchez; Youth Program Manager Eschker; Theatre Technical Specialist Gyondla; Recreation Intern Bidstrup

RECOGNITION OF VISITORS

Beverly Furtado, Northbrook resident

Edward Chao, Northbrook resident

APPROVAL OF MEETING MINUTES

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

INFORMATIONAL ITEMS/VERBAL UPDATES

Diversity, Equity and Inclusion Discussion

Executive Director provided an updated on the Diversity, Equity and Inclusion initiative. The District has engaged a consultant and a kick-off meeting with the Senior Leadership Team and Managers was held on January 11. All full-time staff will participate in a DEI training titled Voices Carry on January 19. The next step will be an audit of the District. Focus groups consisting of internal staff and community members and one-on-one interviews will be scheduled. Commissioners engaged in a question and answer session. President Chalem and Vice President Goodman will participate in a focus group.

VOUCHER REVIEW

Chair Schyman called for questions. Commissioners engaged in a question and answer session. Chair Schyman called for additional questions. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the December 2022 vouchers in the amount of \$3,284,797.25 Commissioner Ziering seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NORTHBROOK PARK DISTRICT

NEW BUSINESS

Consider Appointment of IMRF Authorized Agent

Executive Director Hamer provided background information on the Appointment of the IMRF Authorized Agent. The District needs to designate a new Authorized Agent upon Director Bozarth's resignation. Director Tokar meets all qualifications for the Authorized Agent as defined by IMRF. Commissioner Ziering moved to approve Resolution 23-R-1, Appointment of IMRF Authorized Agent to the full Board for approval. Commissioner Chambers seconded the motion. Motion passed by voice vote.

Consider Approval of Expenses – Board of Commissioner per Ordinance 17-O-1 Travel Expense Control Act

Executive Director Hamer provided background information on Ordinance 17-O-1, Travel Expense Control Act. Commissioner Chambers moved to approve travel expenses for President Chalem, Vice President Goodman, Commissioner Chambers, Commissioner Simon and Commissioner Ziering to attend the IAPD/IPRA Soaring to New Heights Conference on January 26-29, 2023 as part of their Park Board of Commissioner responsibilities 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 February 16, 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 7:44pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

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