



**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 Monday, March 13, 2023 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:32pm 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, Leiner, Loftus, Scovic and Tokar; Executive Administrative Assistant Peterson; Parks Division Manager Meyer; Specialist Scharp; Superintendent of Athletics & Facilities Shields; Parks Division Manager Meyer; Business Manager Drahos; Facilities & Fleet Manager Truhlar  
Guests – Peter Murphy and Alan Howard, Illinois Association of Park Districts (left at 7:03pm)  
Chuck Balling and Joe DeLuce, GovHR USA (arrived at 7:09pm and left at 7:42pm)

RECOGNITION OF VISITORS

Edward Chao – Northbrook resident

APPROVAL OF MEETING MINUTES

Commissioner Chambers moved to approve the Minutes of the Administration and Finance Committee Meeting of February 16, 2023. Commissioner Ziering seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES – None

**Executive Director Search Firm Presentations**

Peter Murphy and Alan Howard of Illinois Association of Park Districts (IAPD) provided a proposal for services to engage the District in an Executive Director search. Commissioners engaged in a question and answer session. Chair Schyman thanked Mr. Murphy and Mr. Howard for attending the meeting.

Chuck Balling and Joe DeLuce of GovHR USA provided a proposal for services to engage the District in an Executive Director search. Commissioners engaged in a question and answer session. Chair Schyman thanked Mr. Balling and Mr. DeLuce for attending the meeting.

VOUCHER REVIEW

Chair Schyman called for questions. Hearing none, Commissioner Chambers made a motion to recommend the Board approve the February 2023 vouchers in the amount of \$386,845.40. Commissioner Ziering seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

**Discussion of Executive Director Search Firms**

Commissioners engaged in a discussion to review the presentations provided by the Illinois Association of Park Districts and GovHR USA regarding the Executive Director search. Chair Schyman polled Commissioners and by consensus

# NORTHBROOK PARK DISTRICT

provided direction to Executive Director Hamer to request a contract from IAPD and obtain a proposal from Eppley Institute for Parks and Public Lands.

OLD BUSINESS – None

## NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for April 19, 2023, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

## ADJOURNMENT

With no further business, the Meeting was adjourned at 8:25pm.

Respectfully submitted,  
NORTHBROOK PARK DISTRICT

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