



**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, June 19, 2023 in person at the Joe Doud Administration Building, 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER – The Meeting was called to order at 6:31pm by Chair Chambers.

Members Present – Chair Chambers; Members Chao and Schyman

Ex-Officio Members Present – Commissioners Chalem, Goodman, Kumar and Silverman

Staff Present – Executive Director Hamer; Directors Baron, Leiner, Loftus, Olas and Tokar; Executive Administrative Assistant Peterson; Superintendent of Grounds & Golf Maintenance Meyer; Project & Operations Supervisor Scharp

Staff Absent – Director Scovic

Guest: Brett Davis, CEO of PDRMA (left at 7:04pm)

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

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

INFORMATIONAL ITEMS/VERBAL UPDATES

PDRMA Presentation

Executive Director Hamer introduced Brett Davis, CEO of PDRMA. Mr. Davis provided a presentation about the history of PDRMA, the mission and vision, services offered and discussed Northbrook Park District’s membership. The Park District Risk Management Agency (PDRMA) provides coverage tailored to the unique needs of more than 160 Illinois park districts, forest preserve and conservation districts and special recreation associations. PDRMA partners with its members in a risk-sharing pool governed by members to promote wellness, manage risk, protect employees and patrons and control costs by offering two coverage programs. Commissioners engaged in a question and answer session. Chair Chambers thanked Mr. Davis for attending the meeting.

4th of July Update

Director Loftus provided a brief 4th of July parade update. District staff is working with staff from the Village to finalize parade details and coordinate the new route that will end at Village Hall. Commissioners participating in the parade will drive golf cars. Commissioners engaged in a question and answer session.

VOUCHER REVIEW

Director Tokar addressed questions received prior to the Meeting. Commissioners engaged in a question and answer session. Chair Chambers called for additional questions. Hearing none, Commissioner Schyman made a motion to recommend the Board approve the May 2023 vouchers in the amount of \$1,598,739.71. Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS – None

NORTHBROOK PARK DISTRICT

OLD BUSINESS

Executive Director Search Update

President Chalem provided an update on the Executive Director search. The application deadline is Friday, June 30. The search firm will forward all applications, including an assessment of each applicant, to the Board for consideration. On behalf of the Board of Commissioners, President Chalem and Commissioner Chambers will conduct phone screenings. President Chalem is working with Eppley Institute on a timeline to conduct in-person interviews.

NEXT MEETING

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

ADJOURNMENT

With no further business, the Meeting was adjourned at 7:58pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wp