



Board of Commissioners Administration and Finance Committee Meeting Minutes

Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
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nbparks.org

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Monday, August 14, 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 Goodman and Silverman

Ex-Officio Members Absent – Commissioners Chalem and Kumar

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

Staff Absent – Director Baron

RECOGNITION OF VISITORS – None

APPROVAL OF AGENDA

Chair Chambers requested to amend the Agenda to include a Closed Session to discuss Employment of an Employee 5 ILCS 120/2(c)(1) after item VIII. New Business. Commissioner Schyman made a motion to amend the Agenda to include a Closed Session to discuss Employment of an Employee 5 ILCS 120/2(c)(1). Commissioner Chao seconded the motion. Motion passed by voice vote.

APPROVAL OF MEETING MINUTES

Commissioner Schyman moved to approve the Minutes of the Administration and Finance Committee Meeting of July 19, 2023. Commissioner Chao seconded the motion. Motion passed by voice vote.

INFORMATIONAL ITEMS/VERBAL UPDATES

Financial Sustainability Update

Director Tokar provided background information on financial sustainability. In 2020, the District enlisted Jamie Sabbach from 110%, Inc. to aid in creating a cost recovery model, formulating financial management strategies and devising implementation plans. The project encountered delays due to the pandemic. In April 2021, the Financial Sustainability Strategy inclusive of target subsidy percentages and pricing strategies was presented to the Board of Commissioners. In the second quarter of 2023, planning meetings were held with key staff members and a meeting with Amelia, a subcontractor of 110%, Inc., to discuss changes in data collection and application processes. For the preparation of the 2024 budget, the 2021 Financial Sustainability Strategy and pricing strategies will be incorporated into trainings as a guideline. The District will revise strategies and identify gaps and opportunities in 2024. The internal team will be engaged in the review process to lay a foundation for future years. 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 July 2023 vouchers in the amount of \$1,981,382.28. Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

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UNFINISHED BUSINESS – None

NEW BUSINESS

Consider Renewal of Recreation Guide Printing, Bid #2229

Director Scovic provided background information on the renewal of the Recreation Guide Printing, Bid #2229. Chair Chambers called for questions. Hearing none, Commissioner Schyman moved to approve the renewal for Year 2 of the Recreation Guide Printing, Bid #2229 in the amount of \$36,740.97 from Action Printing of Fond du Lac, Wisconsin, with the option to renew for an additional third separate one-year team to the full Board for approval. Commissioner Chao seconded the motion. Motion passed by voice vote.

CLOSED SESSION

Chair Chambers called for a motion to move into Closed Session. Commissioner Schyman made a motion to move into Closed Session to discuss Employment of an Employee. 5 ILCS 120/2(c)(1). Commissioner Chao seconded the motion.

Roll Call: Chair Chambers, Commissioner Chao and Commissioner Schyman voted aye.

Motion Passed: 3 ayes; 0 nays

Moved into Closed Session at 6:55pm

Reconvened in Open Session at 7:07pm

OLD BUSINESS

Executive Director Search Update

In President Chalem's absence, Vice President Goodman provided a report on the Executive Director search. Over the past several months an extensive, thorough and exhaustive search for a new Executive Director has been conducted to find the best candidate with a vision to take the District to the next level. The Board is grateful for the exceptional candidates that applied for the position. On behalf of the Board, Vice President Goodman expressed their gratitude to Executive Director Hamer for her years of excellence. After careful consideration, the Board is pleased to announce that Chris Leiner will serve as the next Executive Director of the Northbrook Park District effective September 1, 2023.

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for September 18, 2023, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 7:10pm.

Respectfully submitted,

NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary

Board of Commissioners/wp