



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, July 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 6:30pm by Chair Chambers.

Members Present – Chair Chambers; Members Chao and Schyman

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

Ex-Officio Member Absent – Commissioner Goodman

Staff Present – Executive Director Hamer; Directors Baron, Leiner, Loftus, Olas, Scovic and Tokar; Executive Administrative Assistant Peterson; Superintendent of Grounds & Golf Maintenance Meyer; Project & Operations Supervisor Scharp; Business Manager Drahos; Superintendent of Arts & Recreation Sweet; Superintendent of Athletics & Facilities Shields; Recreation Intern Taffel

Guest: Bernadette Smith, Equality Institute

Superintendent of Athletics & Facilities Shields introduced Recreation Intern Jonah Taffel. Intern Taffel is a rising senior at the University of Illinois studying Recreation Sport and Tourism. A native of Northbrook, he has a passion for athletics and has been located at the Techny Prairie Activity Center. Recreation Taffel supported the Cup-In-Hand Kickball Tournament and Grapes on the Green. His last day is July 20.

RECOGNITION OF VISITORS – None

APPROVAL OF MEETING MINUTES

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

INFORMATIONAL ITEMS/VERBAL UPDATES

Diversity, Equity and Inclusion Presentation

Superintendent of Arts & Recreation Sweet introduced Bernadette Smith of Equality Institute. Equality Institute began a diversity, equity and inclusion assessment and analysis of the Park District in January 2023. Data was collected utilizing a community survey; employee, commissioner and community interviews and focus groups; a review of social media, website and publications; cross-functional assessment to review existing policies and documentation, and a review of the Mission, Vision, Guiding Principles and planning documents. The Community Survey results indicated an overall favorable perception that the Park District welcomes diversity, treats patrons fairly and will take appropriate action in response to incidents of discrimination and/or bias. Staff appear to take pride in their work and are committed to doing the right thing to promote diversity and inclusion. Staff and Board members expressed a need for training on appropriate language to be inclusive. Findings worth celebrating were noted. Functional areas of strengths were highlighted and functional areas of opportunities discussed. Recommended next steps were broken down into Quick Win, Medium Term and Functional. Commissioners engaged in a question-and-answer session. Chair Chambers thanked Bernadette Smith for presenting the findings. If a Commissioner would like a copy of the report, contact Executive Director Hamer.

Quarterly Financial Update

Director Tokar provided preliminary financial information for the six months ending June 30, 2023. The report provided an overview by Division and a District-wide analysis. Commissioners engaged in a question-and-answer session.

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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 \$1,495,347.70 Commissioner Chao seconded the motion. Motion passed by voice vote.

AUDIT TOPICS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

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

Commissioner Chambers will be attending the Park District Conservation Day at the Illinois State Fair as part of her responsibilities as an Illinois Association of Park Districts Board member. Commissioner Schyman moved to approve travel expenses for Commissioner Chambers to attend the Park District Conservation Day at the Illinois State Fair, August 18-20, 2023, as part of her responsibilities as an Illinois Association of Park Districts Board member to the full Board for approval. Commissioner Chao seconded the motion. Motion passed by voice vote.

OLD BUSINESS – None

NEXT MEETING

The next Administration and Finance Committee Meeting was scheduled for August 14, 2023, at 6:30pm at the Joe Doud Administration Building, 545 Academy Drive.

ADJOURNMENT

With no further business, the Meeting was adjourned at 7:29pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer

Molly Hamer, Secretary
Board of Commissioners/wp