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**MINUTES
ADMINISTRATION AND FINANCE COMMITTEE
November 28, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 28, 2017 at 7:30 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Bickham, Comm Rep Chhatwani, Katis, Utas, Winner, Chairman Kilbridge

Absent: Comm Rep Musial

Also Present: Executive Director Bostrom, Deputy Director/A&F Director Talsma, Rec/Facilities Director Kies, P&D Director Buczkowski

Audience: Commissioners McGinn, K. Evans, R. Evans, President Kaplan

2. Approval of Agenda:

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to approve the agenda as presented. The motion carried by voice vote.

3. Approval of the Minutes:

Comm Rep Chhatwani made a motion, seconded by Commissioner Bickham to approve the minutes of the October 24, 2017 meeting as presented. The motion carried by voice vote with Comm Rep Katis abstaining.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Conference Education Session Summaries / M17-132:

Deputy Director Talsma reviewed the item for information only.

B. Balance Scorecard /M17-127

Executive Director Bostrom reviewed the item noting that it was a snapshot of the district. Deputy Director Talsma explained that the safety committee would meet to determine the best recording practice for the Accident Reports so that the recording of the items will be uniformed.

Comm Rep Utas asked about the mobile app and incorporating ice schedules. Deputy Director Talsma explained that with the web site becoming more mobile friendly, they were seeing less use of the mobile app. Director Kies noted that staff would check on functionality of the web site to accommodate the ice schedules.

Comm Rep Chhatwani said it was good to see so many 50+ members. Executive Director Bostrom noted that the 200+ members were more actively engaged than many of the previous members but they were still looking to grow the membership.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the Balance Scorecard as outlined in M17-127. Motion carried by voice vote

C. A&F Report/M17-131

Deputy Director Talsma reviewed the item noting that the Rectrac Upgrade was going well. He also noted that the district had passed the PDRMA Accreditation with a 99+% thanks to Superintendent Leninger.

Comm Rep Utas asked about the security cameras at SFAC and if they were still monitoring. Deputy Director Talsma will check and review the need to continue recording while the facility is shut down.

Commissioner Bickham asked about the sled hill monitoring and staff will check both.

Comm Rep Winner asked how long they kept the records and it was noted 30 days would be the limit.

Comm Rep Utas made a motion, seconded by Comm Rep Katis to recommend the Board approve the A&F Report M17-131 as presented. The motion carried by voice vote.

D. Open & Paid Invoice Register:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the Open/Paid Invoice Register in the amount of \$553,699.76 as presented. The motion carried by voice vote

E. Revenue & Expense Report

Deputy Director Talsma reviewed the report noting that the district was in good financial condition. Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Revenue & Expense Report as presented. The motion carried by voice vote.

7. Committee Member:

Commissioner Bickham encouraged everyone to attend the December events.

Comm Rep Chhatwani wished everyone a good holiday.

Comm Rep Utas asked about the ice issue over the weekend and Director Kies explained that they started losing cooling and had to bring a vendor in to determine that build up on a valve was causing the problem.

Comm Rep Katis said it was nice to be back; that the new hire at PSSWC was great; and that the district should not spend the dollars on the steam room controls in his opinion. He also noted that Hoffman Estates and Fabbrini Park was well known in the Florida area for our pickle ball and congratulated the district on such a popular program.

8. Adjournment:

Commissioner made a motion, seconded by Commissioner to adjourn the meeting at p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary