



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**MINUTES
ADMINISTRATIVE & FINANCE COMMITTEE
April 21, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Admin & Finance Committee was held on April 21, 2015 at 7:00 pm at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Katis, Musial, Utas, Winner, Commissioner K. Evans

Absent: Comm Rep Chhatwani, Chairman Greenberg

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

Audience: Commissioners R. Evans, Kilbridge, McGinn, Comm Reps Kinnane, Kaplan

2. Agenda:

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

3. Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the minutes of the March 17, 2015 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Program Discounts for Employee Relatives/M15-048:

Executive Director Bostrom reviewed the memo noting that it was a policy change. Comm Rep Musial asked how many people would be affected and Executive Director Bostrom and Deputy Director Talsma noted it would be very minimal.

Comm Rep Winner made a motion, seconded by Comm Rep Katis that the A&F committee recommend the board approve the following addition to the personnel policy manual under the section Use of District Services (page 35):

2a. When requested by an employee, a 20% discount on program registration or facility memberships will be offered to non-dependent members of the employee's family (by blood or marriage) who do not live within the same household, including children, parents, grandparents, grandchildren, and siblings.

The motion carried by voice vote.

B. A&F Report and 1Q 2015 Goals/M15-049:

Deputy Director Talsma noted that the phone installation was complete and that IT Manager Agudelo had done a great job. Commissioner McGinn asked about the phones in the locker rooms and Deputy Director Talsma explained that they were directly linked to the front desks in case of emergency.

Comm Rep Winner asked if the project came within budget and Deputy Director Talsma noted that it was actually a little under.

Chairman K. Evans asked if IT Agudelo left tomorrow did the district have a plan in place to address all IT? Deputy Director Talsma explained that the district had Sterling IT as additional outside support for the network who could step in to keep things running until a replacement IT manager was available. He also explained that ATI was available for phone support and finally, he explained that IT Manager Agudelo always kept him and other support staff updated on IT matters.

Comm Rep Utas made a motion, seconded by Comm Rep Katis to send the A&F Report and 1Q2015 Goals to the board as presented. The motion carried by voice vote.

C. Detail Reports:

Comm Rep Musial asked about the Com Ed charges at Pine Park being high in March and low in February and Deputy Director Talsma noted that it was a timing issue with regard to the billing.

Chairman K. Evans asked if the parks had meters and it was noted that they did, but staff did not know if they were being replaced with the smart meters.

Comm Rep Musial asked about the American Express noting that the vendors were not listed. Deputy Director Talsma explained that they were looking for new software and would want that feature to be part of the change.

Comm Rep Kaplan asked about the Betancourt payment and it was noted that it was a reimbursement for food purchased for BPC.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve the Manual Checks in the amount of \$364,001.88 and the Monthly Invoices in the amount of \$503,286.94. The motion carried by voice vote.

D. Financial Statements:

Deputy Director Talsma noted that it had been a good first quarter.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the Financial Statements as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Katis asked if IT Manager Agudelo should be Employee of the Month. Director Kies explained that he had been noted as deserving of recognition above and beyond by the Rec Department at their meeting.

He also offered congratulations to the winners of the elections and said that he hoped Commissioner K. Evans would continue to stay involved with the district.

Comm Rep Winner said he appreciated the questions and answers prior to the Finance committee meeting. He asked if that information should be in the minutes and Executive Director Bostrom noted that they maintained a record of the items, however, they should not be included in the minutes as they were not part of the meeting discussion. Comm

Rep Winner also congratulated the winners and hoped that Commissioner K. Evans would remain active with the park district.

Chairman K. Evans thanked everyone for serving on the committee.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Utas to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary