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MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
January 17, 2017

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on January 17, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner R. Kinnane, Comm Rep Chhatwani, Katis, Musial (7:08), Utas, Winer, Chairman Kaplan

Absent: None

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

Audience: Commissioner McGinn, Evans, Kilbridge, President Bickham, Mr. K. Evans

2. Approval of 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:

Commissioner Kinnane made a motion, seconded by Comm Rep Utas to approve the minutes of the December 20, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Golf Cart and GPS Fleet/M17-004:

Deputy Director Talsma reviewed the item noting that the contract had not changed, but that the bank was requiring additional paperwork, including a resolution that had to be approved by the committee.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve and execute the additional paperwork and resolution for the Golf Cart and GPS Fleet as presented in M17-004. The motion carried by voice vote.

B. Policy Manual Updates/M17-002:

Executive Director Bostrom reviewed the policy changes.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to recommend the full board approve the following:

- Revising the Personnel Policy Manual to stipulate an employee discount of 15% on food / non-alcoholic beverages purchased at the Bridges of Poplar Creek Country Club, as well as concession purchases at PSSWC, Triphahn Center, and Seascape; and,
- Revising the third paragraph of section 5.02 Sale and Real Estate Excess Property / Equipment as written above.

Motion carried by voice vote.

C. A&F Report/ M17-003:

Deputy Director Talsma reviewed the item.

Comm Rep Winner made a motion, seconded by Commissioner Kinnane to send the A&F Report to the board as presented. The motion carried by voice vote.

D. Open and Paid Invoice Register: \$700,272.47:

Deputy Director Talsma reviewed the item.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to approve the Open and Paid Invoice Register in the amount of \$700,272.47 as presented. The motion carried by voice vote.

E. Revenue & Expenditure Report:

Deputy Director Talsma reviewed the report noting a new column entitled Encumbered. He explained that if a purchase order was created for an expenditure, but the item was not yet paid for, the amount would be encumbered i.e. earmarked for expenditure but not actually paid at that time. He noted this was for goods and services.

Mr. K. Evans asked if service contracts and other contracts such as cell phones would be encumbered and Deputy Director Talsma noted that in the past a PO would be created for the entire amount for the entire year but that they were looking at creating that PO on a monthly basis for that encumbered amount.

Discussion ensued regarding specific examples for the general fund and PSSWC.

Comm Rep Winner asked about the Amended Budget column and Deputy Director Talsma explained that in this system that was a reference to both the original budget and any amended budget.

Mr. K. Evans noted that he like the encumbered column feeling that it added information to the report.

Comm Rep Katis asked about the final columns on the last page noting that the revenues were up 2.41% and the expenditures down 1.8% and did not understand the percentage of budget used to be 85.38%. It was noted that the number would be incorrect due to the negative numbers involved. Chairman Kaplan asked how the committee could approve the report with an incorrect percentage. Deputy Director Talsma noted that in this case, that percentage number was irrelevant and it only needed to be noted that the district had added encumbered amounts in the calculation of the district's finances. Staff will review the report and the types of information included as well as the need to keep the % budget used column in the future.

Comm Rep Katis made a motion, seconded by Comm Rep Winner to recommend the board approve the Revenue and Expense Report as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Katis noted that he was at PSSWC for the wheel chair event and felt it was awesome. He wished everyone a happy new year and noted that he hoped his many questions were helpful to the committee members.

Chairman Kaplan reminded everyone of the Mother Son, Daddy Daughter dance and the Foundation's Girls Night Out event on February 16, 2017.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary