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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
December 19, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on December 19, 2017 at 7:20 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: None

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

Audience: Commissioner McGinn, R. Evans, K. Evans, President Kaplan, Comm Rep Sernett, HR Superintendent Leninger

2. Approval of Agenda:

Comm Rep Katis 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 Utas made a motion, seconded by Comm Rep Katis to approve the minutes of the November 28, 2017 meeting as presented with Comm Rep Musial abstaining. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Resolution prohibiting sexual harassment/M17-133:

Deputy Director Talsma reviewed the item introducing HR Superintendent Leninger who had worked on the policy change.

Commissioner Kinnane asked about addressing other drugs besides cannabis and Deputy Director Talsma explained that they were addressed elsewhere in the manual. It was noted that the motion would need to identify that the resolution would be amended for typographical errors:

Changes in PDF (personnel policy manual pages used):

- will delete "in the" from page 7, paragraph 1, line 4
- will insert "and" in page 7, paragraph 2, line 4
- will change "constitution" to "constituting" in final paragraph of Page 8, line 1
- will change "termination" to "dismissal" – page 11, "Responsive Action" paragraph, final line

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board approve R17-003 adopting a policy that prohibits sexual harassment in accordance with the State Officials and Employee Ethics Act and as amended for typographical errors. The motion carried by voice vote.

B. Personnel Policy Manual Updates / M17-134:

Deputy Director Talsma reviewed the item noting that every three years legal counsel is asked to review the manual for updates.

Comm Rep Musial asked about the vacation carry over noting that it was not clear that staff could not continue to add to already carried-over vacation time from previous years. The following clarification was recommended, "A maximum of one-half (1/2) of the vacation time earned (if unused), non-cumulative, during a year may be carried forward to the following year by all employees. Compensation will not be granted for any unused days except for terminated employees, where all accrued vacation time will be paid in full."

Comm Rep Musial asked about the compensation time and Deputy Director Talsma noted that it offered hourly staff working over 40 hours an opportunity for OT or time off compensatory.

Chairman Kilbridge asked if there was a time limit on the comp time and Deputy Director Talsma noted that there was no time limit but there was a maximum accumulation of 40 comp hours.

Commissioner Bickham asked about the information on the time cards and meal breaks and Deputy Director Talsma noted that there was additional verbiage in the manual and only the changes to the section had been included in this memorandum.

Commissioner K. Evans asked about the requirement for psychological/ medical and other testing asking if anyone was being tested psychologically. It was noted that at present that test was not required. Commissioner K. Evans expressed concern that asking anyone to take that test would look like singling them out. Deputy Director Talsma noted that the requirement for the psychological test would be a part of the posting and that anyone receiving an offer of position with the district that had that requirement listed could be psychologically tested to prevent that.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend the board approve the changes to the policy manual as outlined in M17-134 and to include the clarification to the Vacation Time roll-over as outlined in these minutes.

C. Tax Levy/O17-007/M17-146:

Deputy Director Talsma reviewed the item noting that the budget was always set less than the tax levy by design to cover unexpected issues.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the District's 2017 Annual Tax Levy Ordinance O-17-007 in the amount of \$8,856,000. The motion carried by voice vote.

D. B&A Ordinance in Final Form/O17-006/M17-147:

Deputy Director Talsma reviewed this item noting that it had already been approved in its tentative form. He explained that it had been on public display for 30 days and that they had held a public meeting for input on the Ordinance.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the B&A Ordinance O17-008 in final form as outlined in M17-147. The motion carried by voice vote.

See amended vote noted after A&F Report.

E. A&F Report/M17-145:

Deputy Director Talsma reviewed the item noting that the Rectrac upgrade was still on-going.

Comm Rep Katis asked about the advertising policy for the marquees and Deputy Director Talsma noted that it varied depending on the length of time, number of sides and availability of the signs. He explained that the first year they had seen \$175,000 and the second \$100,000 and were working on a new pricing structure.

Commissioner Bickham asked about the NRPA Proragis and Deputy Director Talsma explained that it was difficult to compare our park district with other Village run park and recreation departments.

Comm Rep Winner made a motion, seconded by Comm Rep Katis to send the A&F Report M17-145 to the board as presented. The motion carried by voice vote.

Amended Vote to B&A Ordinance:

Comm Rep Katis and Utas questioned a notation of both \$350,000 and \$530,000 on the sand filters in the B&A Ordinance. Discussion ensued regarding a duplicate entry for the Seascape Sand Filters and pool pumps of both \$350,000 under Budgeted and Appropriated Expenditures/General/Administration and \$530,000 under SEA Sand Filter/Capital.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to amend the motion for the B&A Ordinance to remove the capital line item for Sand filters of \$350,000. The motion carried by voice vote.

F. Open and Paid Invoice Register:

Comm Rep Musial made a motion, seconded by Comm Rep Utas to recommend the board approve the Open and Paid Invoice Register in the amount of \$481,761.49. The motion carried by voice vote.

G. Revenue & Expense Report:

Deputy Director Talsma reviewed the report noting that it had been a good year.

Comm Rep Katis made a motion, seconded by Comm Rep Utas 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 said it looked like a good year and welcomed the new Comm Rep Sernett. He wished everyone a happy holiday.

Comm Rep Utas thanked BPC for the food at the social, noted that Winterfest had been great and wished everyone a happy holiday.

Comm Rep Musial agreed; Comm Rep Chhatwani also thanked staff for a good year and Executive Director Bostrom for his services.

Comm Rep Winner congratulated staff on the GFOA; Commissioner Bickham agreed and thanked everyone on the committee for their service.

Chairman Kilbridge thanked everyone for attending and wished all a happy holiday.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:02 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary