

**MINUTES**  
**ADMINISTRATION & FINANCE COMMITTEE**  
**October 22, 2024**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on October 22, 2024, at 7:14 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman McGinn, Commissioner Kaplan, President Chhatwani, Comm Rep Winner, Student Rep Patel

Absent: Community Reps Harner, Musial, Pilafas, and Wilson

Also Present: Executive Director Talsma, Director of Finance & IT Hopkins, Deputy Director Bechtold, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: Commissioners Friedman, Evans and MacGregor, Comm Rep Dowling, Superintendent Barton, School Age Program Manager Calvey

**2. Approval of Agenda:**

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

**3. Approval of the Minutes:**

President Chhatwani made a motion, seconded by Commissioner Kaplan to approve the minutes of the September 24, 2024, meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

**5. Old Business:**

None

**6. New Business:**

A. Administration & Finance Board Report and 3Q2024 Goals / M24-091

Comm Rep Winner made a motion, seconded by President Chhatwani to recommend the October Administration & Finance Report and 3Q2024 Goals be included in the October Executive Director's Report.

Director Hopkins noted the new marquee signs were up and running and look great. We are still working on the signage to keep the HEParks logo or District name there.

Comm Rep Dowling asked if we sell memorial items. Executive Director Talsma responded that we do sell memorial plaques near trees and on benches.

The motion carried by voice vote.

B. Open and Paid Invoice Register: \$899,094.64:

Comm Rep Winner made a motion, seconded by Commissioner Kaplan to recommend the Board approve the Open and Paid Invoice Register as presented.

The motion carried by voice vote.

C. District Wide Operations Statement, Revenue and Expenditure Report, and Financial Statement Analysis

Commissioner Kaplan made a motion, seconded by President Chhatwani to recommend the Board approve the District Wide Operations Statement, Revenue and Expenditure Report, and Financial Statement Analysis as presented.

The motion carried by voice vote.

**7. Committee Member Comments:**

Comm Rep Winner said he noticed the playground going in at Seascapes, and it is looking good.

Commissioner McGinn said he is looking forward to the IAPD Awards Gala coming up this Friday.

**8. Adjournment:**

President Chhatwani made a motion, seconded by Commissioner Kaplan to adjourn the meeting at 7:23 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Cindy Flynn  
Executive Assistant

The following questions were asked and answered via email prior to the meeting:

We received the following questions regarding information in the A&F packet for tonight's meeting:

- 1) Please explain why Jenna Pearson would be paid for six employees NRPA per diem.  
Per diems are distributed in cash to employees. Jenna has replaced Mary Wolff and does the daily deposits to the bank. The checks are made out to her, and she cashes it during one of her trips to the bank. Then, she distributes it to the employees actually attending. We have been looking at changing this process to ACH for the individuals that are going.
- 2) Division Report - Additional Security Camera at Range Building at BPC.....is the requested new installment for any particular issue(s) or is it more preventative in nature?  
This completes the installation process to ensure full coverage of the parking lot.
- 3) 3rd quarter goals: District Goal #4 Operational Excellence - "How to Guide" - Which Staff left the district that was spearheading this project?  
Kim Kaeseberg, a business department employee, took a higher-level position at Bartlett Park District. She was proficient at training manuals and had already produced a detailed manual for the cashiers at the outdoor pools.
- 4) Regarding the goal for reviewing manual processes to create automated processes, is this moving forward?  
Yes, with some staffing changes as well as new software upgrades, this has not been focused on, but staff is looking into some of this as we get into the fourth quarter.