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**MINUTES
ADMINISTRATION AND FINANCE COMMITTEE MEETING
September 20, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on September 20, 2016 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kinnane, Comm Rep Chhatwani, Winner, Chairman Kaplan

Absent: Comm Rep Katis, Musial, Utas

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

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

2. Approval of Agenda:

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

3. Minutes:

Chairman Kaplan noted that Comm Rep Utas should be added to the attendance as he was at the meeting.

Commissioner Kinnane made a motion, seconded by Comm Rep Chhatwani to approve the minutes as corrected for August 16, 2016 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. 2016 Bond issue Ordinance O16-005/M16-111:

Deputy Director Talsma reviewed the item noting that it was the annual bond issue that helped fund the CAMP.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O16-005 for the 2016 district bond issue. The motion carried by voice vote.

B. Policy Manual Review/Approval of Amendments/M16-103:

Deputy Director Talsma reviewed the memo noting that many of the items were legal mandates including the Child Bereavement Leave.

Commissioner McGinn asked about the increase to \$25,000 for the Purchasing Authority and it was noted that IAPD had been involved and it was initially to bring the park districts up to the school district's levels and that the actual \$5,000 incremental increase was just typical.

Deputy Director Talsma explained the Non-Budgeted Emergency Purchase Procedure.

Chairman Kaplan asked what authority the district had to enforce the policies and Executive Director Bostrom noted that they could call the police to implement the policy for the district and/or issue a PTicket.

Mr. K. Evans asked if the district could use drones and it was noted that they could. Deputy Director Talsma also noted that the district could revisit that and any other policy to make changes if needed.

Commissioner R. Evans asked about vapor with regard to the smoke free policy and Deputy Director Talsma explained that it was already a part of the policy and they were only addressing where people could (or not) smoke.

Chairman Kaplan asked about smoking at BPC and Executive Director Bostrom noted that they were already limiting where around the club house people could smoke. Chairman Kaplan asked if there were staff that smoked and Deputy Director Talsma noted that there were very few but they would have to leave the property also.

Commissioner R. Evans asked about the military discount and if it applied to all and Deputy Director Talsma noted it was for the active military as all might be a very large number.

Deputy Director Talsma reviewed the Transgender Policy noting that it would be a step process and done on a case by case basis that would involve asking for identification, offering family rooms, asking patrons uncomfortable with a transgender participant to leave the locker room, etc. Mr. K. Evans asked if the district recognized civil unions and it was noted that they did. President Bickham asked if the district had an issue yet and it was noted that they had not. He asked if staff had been trained and Director Kies explained that this issue would go to the MOD (Manager on Duty) and there was a process to deal with any issue that came about. Executive Director Bostrom explained that there was a staff meeting coming up and training would begin at that time.

Deputy Director Talsma explained the PCI Policy was a housekeeping matter as was the Cyber Security policy.

Comm Rep Chhatwani noted that her company policy regarding personal emails was to send a copy to staff's manager.

Chairman Kaplan asked about the Fair Labor Standards and staff needing more than 40 hours to complete their jobs. Executive Director Bostrom explained that the district tried to be flexible and allow the time off. Comm Rep Winner asked about comp time and it was noted that if taken within the pay period it would be at straight time versus after the pay period at time and ½. Comm Rep Kinnane asked about staff that left the district with comp time and it was noted they would be paid if it was on the books.

It was noted that the board meeting to approve the policies would be next Tuesday.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the District's Policy Manual (including the District's Personnel Policy Manual, Section 11) changes as amended and outlined in M16-103. The motion carried by voice vote.

C. Surplus Ordinance O16-006/M16-110:

Executive Director Bostrom reviewed the item.

Commissioner Kinnane made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O16-006 and "Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property" as outlined in M16-112. The motion carried by voice vote.

D. A&F Report/M16-110:

Deputy Director Talsma reviewed the report noting that the software conversion was going very well and gave credit to Superintendent Cotshott. Mr. K. Evans asked about the business continuity of the disaster recovery and if staff knew where they could respond from. Deputy Director explained that item D, a, Step 2 of the report noted that addressed the computers for that issue and that the office space plan would be more fluid as it would depend on what activities were going on at the different facilities. It was noted that there was nothing in writing as yet, but staff was working on it. Director Kies noted that routinely staff had to arrange to move programs and had a plan for notifying participants to keep the impact to the customers to a minimum.

Comm Rep Winner made a motion, seconded by Commissioner Kinnane to send the A&F Report M16-110 to the board as presented. The motion carried by voice vote.

E. Detail Report:

Chairman Kaplan asked about Freddie's Road House and it was noted to be a staff event.

Commissioner Kinnane made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Detail Report in the amount of \$648,766.54. The motion carried by voice vote.

F. Financial Statement:

Deputy Director Talsma reviewed the report pointing out the new Encumbered and % of Budget Used columns.

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

7. **Committee Member Comments:**

Comm Rep Winner said he liked the look of the new financial reports.

Chairman Kaplan thanked everyone for attending.

8. Adjournment:

Commissioner Kinnane made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 8:15 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary