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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
October 18, 2016**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on October 18, 2016 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Comm Rep Musial, Utas, Winner, Commissioner Kinnane

Absent: Comm Rep Chhatwani, Katis; Commissioner Kaplan

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

Audience: Commissioners R. Evans, Kilbridge, McGinn, President Bickham; Comm Reps Friedman, Snyder, Mr. K. Evans

2. Approval of Agenda:

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

3. Minutes:

Comm Rep Winner made a motion, seconded by Comm Rep Utas to approve the minutes of the September 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. Financial Workshop / M16-123:

Executive Director Bostrom distributed an overview of the laws impacting park districts explaining some of the history as well as the Park District Code. He also reviewed Commissioner elections and conducting the business of the park district. Executive Director Bostrom reviewed the FOIA requirements, conflicts of interest and the liability issues with PDRMA.

Deputy Director Talsma presented a financial workshop for the benefit of the Comm Reps reviewing such aspects as the EAV, bond issue, budgets, etc. It was noted that the district collect \$8.1 million in tax and the budget was over \$20 million.

B. Admin & Finance report and 3Q goals/M16-119:

Deputy Director Talsma explained that the BSA software changeover had gone very well and they were looking to use this tool for the budget reviews in November.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to send the Admin & Finance report and 3 Q goals to the board as presented. The motion carried by voice vote.

C. Detail Report:

Comm Rep Musial asked about the Girls Soccer issue and Executive Director Bostrom explained that the district had received a complaint from a parent about the money handling of a particular coach for soccer. The district had investigated and determined that there was no issue, however, this coach had several teams and was co-mingling the funds that created the confusion. Each team has a budget that they adhere to.

Comm Rep Musial also asked about the two electric bills and Deputy Director Talsma explained that the district had to pay for both electricity from Energy.me and Com Ed to deliver it.

Comm Rep Musial noted that the committees/board would no longer see American Express, but rather Amex would be a type of payment and Deputy Director Talsma noted that was correct.

Commissioner Kilbridge noted that the format was much easier to read.

Comm Rep Musial made a motion, seconded by Comm Rep Winner to recommend the board approve the Detail Report in the amount of \$461,470.28 as presented. The motion carried by voice vote.

D. Financial Statements:

Deputy Director Talsma explained that the reports would have more detail for the budget process and that staff was still tweaking reports.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to recommend the board approve the financial statements as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Utas noted that his children loved hockey but the locker rooms smelled bad.

8. **Adjournment:**

Comm Rep Winner made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:45 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary