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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
February 21, 2017**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on February 21, 2017 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Utas

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

Audience: Commissioner Kilbridge, R. Evans, 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:

Comm Rep Katis made a motion, seconded by Commissioner Kinnane to approve the minutes of the January 17, 2017 meeting as presented. The motion carried by voice vote.

4. Comments From the Audience:

None

5. Old Business:

None

6. New Business:

A. Surplus Ordinance O17-001/M17-022:

Executive Director Bostrom reviewed the ordinance and memo.

Comm Rep Musial made a motion, seconded by Comm Rep Chhatwani to recommend the board approve Ordinance O17-001 an "Ordinance Authorizing the Disposal, Sale or Trade-In of Surplus Property Owned by the Hoffman Estates Park District" and as outlined in M17-022. The motion carried by voice vote.

B. Conference Education Summaries/M17-023:

Deputy Director Talsma reviewed the items.

Chairman Kaplan asked about the OT rules and Deputy Director Talsma noted that the session recommendation was that everyone does something; however, the park district already made adjustments for staff. He also noted that he believed it would still come about, but was not sure when there would be an official ruling.

Chairman Kaplan asked about the Transgender session and Deputy Director Talsma noted that the district already had a policy and that this year they would be addressing training with staff; primarily to make sure they know who to contact if an item came up.

No vote required.

C. Balanced Scorecard 4Q 2016/M17-008:

Executive Director Bostrom reviewed the item noting that

- Seascape and PSSWC pools had been shut down for some of the time. He also explained that the numbers did not include Harper programming or the Social Equity Programs.
- Memberships at BPC were up
- Dog Park had seen the dog flu and memberships not increase
- Fitness memberships were down across the board
 - Comm Rep Katis asked about the GE members and it was noted that only about 35 had stayed on.
- 50+ memberships and involvement continue to increase
- Annual number of visits were up
- Saw an increase in digital marketing
- Sponsorships were up
- Distinguished Agency score was 498
- GFOA was received again this year
- PDRMA would be doing a review in 2017

Chairman Kaplan asked about the accident reports and Executive Director Bostrom noted that staff was recording all accidents, however the number of claims remained the same.

Chairman Kaplan asked about the claims over \$10,000 and Deputy Director Talsma explained that there were some due to workman's comp but not participants in the district activities.

No vote required.

D. A&F Report and 4Q 2016 goals/M17-024:

Deputy Director Talsma reviewed the item.

Comm Rep Chhatwani made a motion, seconded by Comm Rep Winner to recommend the board approve the A&F Report and 4Q2016 Goals to the Board as presented. The motion carried by voice vote.

E. Open & Paid Invoice Register: \$1,186,541.11:

Deputy Director Talsma asked for questions.

Commissioner Kinnane made a motion, seconded by Comm Rep Katis to recommend the board approve the Open and Paid Invoice register in the amount of \$1,186,541.11. The motion carried by voice vote.

F. Revenue & Expenditure Report:

Deputy Director Talsma reviewed the report noting that the first month looked good.

Comm Rep Katis asked about the number of rounds with the good weather and Deputy Director Talsma explained that they had 400 rounds from Friday through Monday.

Comm Rep Katis asked how that compared to previous years and it was noted that it was the most rounds seen in February.

Comm Rep Winner asked about the new carts and it was noted that they were operational.

Comm Rep Winner made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Revenue & Expenditure Report as presented. The motion carried by voice vote.

7. Committee Member Comments:

Commissioner Kinnane noted that he had a great time over the weekend at the parks; that they were all full of people.

Comm Rep Chhatwani said she was excited to see that the district WiFi could track participants.

Comm Rep Winner asked about the renovation and Executive Director Bostrom noted that he wanted to bring each committee on tour next month.

Comm Rep Katis noted that he was excited to see the Whiffle Ball League.

Chairman Kaplan said it was nice to get out on the golf course.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Musial to adjourn the meeting at 7:30 p.m. The motion carried by voice vote.

Respectfully submitted,

Dean R. Bostrom
Secretary

Peg Kusmierski
Recording Secretary