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**MINUTES  
ADMINISTRATION & FINANCE COMMITTEE  
May 22, 2018**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on May 22, 2018 at 7:15 p.m. at the Triphahn Center in Hoffman Estates, IL.

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

Absent: Comm Rep Winner

Also Present: Executive Director Talsma, Rec/Facilities Director Kies, Parks Director Hugen, Golf Director Bechtold

Audience: President Kaplan, Commissioners K. Evans, R. Evans, McGinn, Kinnane, Joe Veronico, Comm Rep Sernett

**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 Katis made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the April 24, 2018 meeting as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

President Kaplan addressed the Committee and audience to congratulate Comm Rep Katis for his 15 years of service as a Community Rep with the Hoffman Estates Park District. He presented Comm Rep Katis with an award for his service.

**5. Old Business:**

None

**6. New Business:**

A. Aquatic Tech/M18-056:

Executive Director Talsma reviewed the item noting that this position existed within the district but had not been filled. He explained that they would not be replacing a groundsman and that the Aquatic Tech would be responsible for PSSWC pools, FAC pool and TC whirlpool.

Comm Rep Musial asked about certification for the groundsman and Director Huguen explained that position did not require certification but the Aquatic Tech required certification but not a college degree.

Comm Rep Utas expressed concern about the driving from facility to facility and suggested the pool guards test the water quality. Director Huguen noted that there were no guards at PSSWC or TC and that the forms needed to be signed off by someone CPO certified.

Chairman Kilbridge asked if \$35,000 was enough to start and Director Huguen noted that it was the same as the Building Tech start salary. Chairman Kilbridge expressed concern that the report to foreman was not identified and Executive Director Talsma explained that they were also in the process of making changes to the foreman/supervisor positions and would address that once those changes had been made.

Chairman Kilbridge asked about the seasonal staff reporting to the Aquatic Tech and if they were life guards and it was noted that they were groundsman working weekends.

Comm Rep Katis asked about the cost of the certification and Director Huguen noted that it was \$390 and that the district had paid for it.

Comm Rep Utas asked about having the head life guards take the test to prevent so much travel and Director Huguen noted that it would be more costly and that they did not have head life guards at all facilities every day.

Comm Rep Musial asked about the hourly rate for the seasonal staff and it was noted that they would make \$12/hour.

Commissioner McGinn asked who was doing it now and Director Huguen noted that a building tech was testing water in between work orders.

Director Huguenot noted that the Aquatic Tech would not be just testing water but would also be cleaning the pools and had other responsibilities.

Chairman Kilbridge asked about the CPO signature being a state requirement and it was noted that it was.

Commissioner K. Evans asked if the water was tested every day and it was noted that it was and that the other 5 certified staff would fill in on days off and vacations.

Comm Rep Chhatwani asked if the position offered overtime and it was noted that it did.

President Kaplan asked how long it took to test the water and Director Huguenot noted that 2 pools could be tested in about 15 – 20 minutes.

Commissioner Kinnane asked if this was a result of having to drain the PSSWC pool and Director Huguenot noted that the draining was due to a water quality issue which related to the testing.

Comm Rep Utas made a motion, seconded by Comm Rep Katis to recommend the board approve replacing the open and budgeted Groundsman position with the Aquatic Tech position. The motion carried by voice vote.

B. Policy authorization for check signing/M18-057:

Executive Director Talsma noted that the present policy required 4 signers on the account; however checks were electronically signed with 2 signatures.

Comm Rep Musial asked if the person printing the checks was different from the person transmitting the file and it was noted that they were. It was also noted that the person printing the checks was different to the person that did the bank reconciliations.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve updating the first paragraph of Policy 7.03 to read, "District disbursements are electronically signed with the signatures of the Executive Director and Division Director of Finance and paid by either ACH or check with Board approval. Electronic positive pay files sent to the District's financial institution prior to check release serves as automated control against fraud" and as outlined in M18-057. The motion carried by voice vote.

C. Balanced Scorecard/M18-050:

Executive Director Talsma reviewed the item noting the addition of the foot notes.

Comm Rep Katis asked about golf and it was noted that the bad weather was impacting revenues. He asked about the difference in the percentage of operation revenue to expense from (\$113 - \$124) noting 10% was high. Staff will check.

Comm Rep Katis made a motion seconded by Comm Rep Chhatwani to have the board approve the Balanced Scorecard as presented for 1Q 2018. The motion carried by voice vote.

D. Admin & Finance Report/M18-055:

Executive Director Talsma explained that an offer had been extended to Nicole Hopkins from Glenview for the position of Director of Finance and Admin. He noted that she had 18 years of experience, was CPA and well versed in Rectrac. He also explained that she would start June 18, 2018 after Glenview completed their audit but would visit the first week of June for the Rectrac training.

Comm Rep Katis asked about the donations the district received on some accounts and Executive Director Talsma noted that the American Express made donations to the Foundation based upon card use and that the district was signed up with Amazon Smiles for additional donations.

Comm Rep Katis asked about the Marquee and the sponsor of Tito's Handmade Vodka. Executive Director Talsma explained Tito's was sponsoring a hole at the Foundation SRT and the district was not advertising alcohol.

Chairman Kilbridge asked about the Rectrac events at BPC and it was noted that if an added pass holder was signed into their BPC account, they would receive additional discounts on other district activities.

Chairman Kilbridge asked about the Hazard Hunter Program and it was noted that the safety committee had earned a reward from PDRMA showing a hazard and its remedy.

Commissioner Bickham made a motion, seconded by Comm Rep Chhatwani to send the A&F Report M18-055 to the board as presented. The motion carried by voice vote.

E. Open & Paid Invoice Register:

Commissioner Bickham asked if there was an automatic way to identify duplicate invoices and Executive Director Talsma explained that they would have to be identical inputs.

Chairman Kilbridge asked if the committee could get a summary of the teams that had been dissolved and Executive Director Talsma explained that what she was seeing were the liability accounts the district held for the hockey teams and the refunds would be the district returning their unspent funds to them as opposed to teams that were being refunded for terminating their affiliation with the district.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the Open and Pain Invoice Register in the amount of \$687,650.23. The motion carried by voice vote.

F. Revenue & Expense Report:

Executive Director Talsma reviewed the report noting it was similar to earlier months. He explained that he had been focusing on Hockey and they were looking to lower the cost of the program and begin a rebuilding phase.

Comm Rep Katis asked about the number of rounds in 2/3 Q and Director Bechtold noted that it was probably close to 25,000. It was also noted that BPC could make up the rounds in the fall months if the weather promoted golf.

Executive Director Talsma explained that coming later this year would be an explanatory page for the finance questions.

Comm Rep Utas asked if they were looking for a new GM of Ice and it was noted that interviews would begin after the holiday.

Comm Rep Katis made a motion, seconded by Comm Rep Chhatwani 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 thanked everyone for the opportunity to serve the past 15 years.

Comm Rep Utas thanked Comm Rep Katis for his service and noted that the event at Black Bear Park was great.

Comm Rep Musial reminded all of the Foundation SRT Golf Outing on June 6 and the Chamber Fishing Derby on June 2 at S.Ridge. She also thanked Comm Rep Katis for his service.

Comm Rep Chhatwani thanked Comm Rep Katis for his service and congratulated Executive Director Talsma on his new position.

Commissioner Bickham reminded everyone of the park clean-up for the Fishing Derby Wednesday and that Seascape would open this weekend. He also reminded all of the June 7 BPC music and the Summer Sounds from the Village on the same day. He thanked Comm Rep Katis and all the Comm Reps for their service.

Chairman Kilbridge thanked all the Comm Rep for their service and Comm Rep Katis in particular.

President Kaplan took the opportunity to read a thank you note from past Executive Director Bostrom thanking everyone for the golf clubs and the opportunity to work with them all.

**8. Adjournment:**

Comm Rep Katis made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:00 p.m. The motion carried by voice vote.

Cake was served.

Respectfully submitted,

Craig Talsma  
Secretary

Peg Kusmierski  
Recording Secretary