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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
November 27, 2018**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on November 27, 2018 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Kilbridge, Commissioner Bickham, Comm Reps Chhatwani, Winner, and Wilson

Absent: Comm Reps Musial, Utas

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning and Maintenance Hugen

Audience: President Kaplan, Commissioners Kinnane, McGinn, K. Evans, and R. 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. Approval of the Minutes:

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the October 23, 20158 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. **Old Business:**

None

6. **New Business:**

A. **C&M job descriptions/M18-121:**

Director Kapusinski reviewed the new job descriptions and responsibilities for the C&M Department noting that the Marketing Manager would be the voice of the district while the Graphics Manager would design the campaign and the Communications Manager would oversee the social media to present the programs /events to the community and that the Sponsorship and Advertising Manager would now be a part of the C&M Team.

Comm Rep Winner said he felt it was a great idea. Commissioner Bickham asked about the salary range and it was noted to be between \$50,000 and \$60,000 to start and that the funding for the new C&M Manager positions would come from the former Superintendent of C&M and the PT Media Person salaries budgeted in 2019.

Comm Rep Wilson asked how those salaries compared in the marketplace and Executive Director Talsma noted they were in keeping with staff having 3-5 years' experience.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the board approve the Marketing Manager and Communications Manager job descriptions as presented and outlined in M18-121. The motion carried by voice vote.

B. **Personnel Policy Manual updates/M18-120:**

Executive Director Talsma reviewed the items noting that they were housecleaning issues and some addressed the PPT position benefits.

Commissioner Kilbridge asked if there was someone in mind as PPT. Executive Director Talsma explained that the current PT2 Athletic Supervisor is budgeted to be PPT in 2019.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Personnel Policy Manual updates as presented and outlined in M18-120. The motion carried by voice vote.

C. Balanced Scorecard/M18-113:

Executive Director Talsma reviewed the item noting that it was a snapshot of the district for the third quarter.

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Balanced Scorecard for the 3rd Quarter 2018 as outlined in M18-113. The motion carried by voice vote.

D. A&F Report/M18-118:

Director Hopkins reviewed the report noting that the GO Limited Park Bonds would be issued for \$2,646,000 with an interest rate of 2.75% and a semi-annual interest payment of \$72,360. She also noted that they were reviewing the responsibilities of the Accounting Staff that had been at BPC to address the needs of that facility.

Executive Director Talsma also noted that Director Hopkins had been working on an auto-type of household charge at PSSWC. Commissioner K. Evans questioned the security and it was noted that members would have to present their ID cards to ‘charge’, that the card numbers were held with the service company and that the items purchased were primarily services that would require the member to return making the system more secure.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to send the A&F Report M18-118 to the board as presented. The motion carried by voice vote.

E. Open and Paid Invoice Register:

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to recommend the board approve the Open and Paid Invoice register in the amount of \$512,365.66. The motion carried by voice vote.

F. Review and Expenditure Report/Financial Analysis:

Director Hopkins reviewed the report. She also noted that:

- General fund would be \$235,000 above budget primarily due to the reduction of payroll,
- Rec Fund would be \$275,000 under budget primarily due to GM of Ice Dubicki,
- PSSWC would be \$30,000 under budget
- BPC \$95,000 under budget primarily due to weather.

Commissioner K. Evans asked about spraying the greens prior to the snow and Director Huguen explained that they had been completed and most of the tees. Any tees not sprayed could be addressed with the coming melt.

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

7. **Committee Member Comments:**

Commissioner Bickham noted that the place to be this winter was BPC and encouraged all not to miss Winterfest or Breakfast with Santa.

Executive Director Talsma noted that staff was trying to get synthetic ice for the event.

8. **Adjournment:**

Comm Rep Wilson made a motion, seconded by Comm Rep Chhatwani to adjourn the meeting at 7:40 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary