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MINUTES
ADMINISTRATION & FINANCE COMMITTEE MEETING
March 26, 2019

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration & Finance Committee was held on March 26, 2019 at 7:10 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Chairman Kilbridge, Commissioner Bickham,
Comm Rep Winner

Absent: Comm Rep Chhatwani, Musial, Utas, Wilson

Also Present: Executive Director Talsma, Director of Finance and
Administration Hopkins, Director of Recreation Kapusinski,
Director of Golf and Facilities Bechtold

Audience: Commissioners K. Evans, R. Evans, and McGinn

2. Approval of Agenda:

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

3. Approval of the Minutes:

Commissioner Bickham made a motion, seconded by Comm Rep Winner to approve the minutes of the February 26, 2019 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. A&F Report/M19-035:

Director Hopkins reviewed the report noting that staff had been busy preparing for the auditors who had completed their field work last week. She noted all went smoothly and would expect the audit to be completed in the coming months.

She also explained that Accounting Manager Meschewski had done an excellent job setting up the Star and Kinder Star programs for online registration. She noted that the new computers had arrived and were being deployed.

Comm Rep Winner asked about the preschool lottery and Director Kapusinski noted that everyone was placed in a class, but not everyone received their first choice. Comm Rep Winner also asked about the new computers and Executive Director Talsma explained that they were replaced on a rotation basis.

Comm Rep Winner made a motion, seconded by President Kaplan to send the A&F Report M19-035 to the board. The motion carried by voice vote.

B. Open and Paid Invoice Register:

Director Hopkins reviewed the items. Chairman Kilbridge asked about the \$50 fee for Embryo Training Packets and Director Kapusinski noted that the preschool was working with chicks.

President Kaplan asked about the Chair Tech LLC charges and Executive Director Talsma explained that the district had also purchased office chairs in addition to the board room chairs.

Chairman Kilbridge asked about the American Express credit and Director Hopkins explained that there had been a fraudulent charge last month that had been credited.

Comm Rep Winner made a motion, seconded by Commissioner Bickham to recommend the board approve the Open and Paid Invoice Register in the amount of \$516,429.87. The motion carried by voice vote.

C. Revenue and Expenditure Report:

Director Hopkins reviewed the information noting that the district was \$391,000 behind in receipt of property tax but it was a matter of timing. She also noted that

timing explained the variances seen in other line items and the variance in the payroll would be addressed next month.

She also noted that the Star program and ELC were ahead of prior years and that the hockey rental was behind due to the loss of the men's hockey rental to Mount Prospect.

Commissioner Bickham made a motion, seconded by President Kaplan to recommend the board approve the Revenue and Expenditure as presented. The motion carried by voice vote.

7. Committee Member:

Commissioner Bickham noted that the fish fry was excellent and he was glad to see the district offering family bingo.

Comm Rep Winner said the fish fry was great and wished all candidates good luck in the election.

Chairman Kilbridge thanked staff for the excellent reports.

8. Adjournment:

Comm Rep Winner made a motion, seconded by President Kaplan to adjourn the meeting at 7:25 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Peg Kusmierski
Recording Secretary