



1685 West Higgins Road, Hoffman Estates, Illinois 60169
heparks.org t (847) 885-7500 f (847) 885-7523



**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
November 24, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on November 24, 2020 at 7:10 p.m. remotely via ZOOM.

Present: Chairman McGinn, Commissioner Kinnane; Comm Rep Wilson, Comm Rep Winner

Absent: Comm Reps Kulkarni, Musial, Utas

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Recreation Kapusinski, Director of Parks, Planning, and Maintenance Hugen, Director of Golf & Facilities Bechtold, Executive Assistant Logan

Audience: President Kaplan; Commissioners K. Evans, R. Evans, Chhatwani; Comm Rep Macdonald (7:13)

2. Approval of Agenda:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to approve the agenda as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

3. Approval of the Minutes:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to approve the minutes of the October 27, 2020 meeting as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. **Time & Attendance Software / M20-121:**

Director Hopkins explained the District's current time and attendance software is being discontinued by the manufacturer. Staff has researched replacement time and attendance software with hopes of finding a product that would integrate scheduling and capability for staff to swap shifts, track time and attendance for leave requests, and be approved by a supervisor. New software will include geofencing which allows a supervisor to track where an employee clocks in and out from to make sure they are on-site when they do so. In addition, staff is looking for a software that will integrate both backwards and forwards; the system will need to import employees from payroll software as well export time entry information back into the payroll software. After reviewing four applications, NOVAtime, by Ascentis, met the needs of the staff at the lowest cost.

Chairman McGinn asked if the \$13,224.81 total one-time fees are before or after the applicable discount. Director Hopkins confirmed that is after the discount and if the District were to wait to act on this, it would be over \$26,000 for total one-time fees.

Comm Rep Winner asked whether the implementation fee would be waived if we were to renew in three years and Director Hopkins confirmed that it would be.

Commissioner K. Evans asked if there are additional adaptation fees to allow for compatibility with the District's other software. Director Hopkins explained this is included in the implementation fee.

Comm Rep Wilson made a motion, seconded by Commissioner Kinnane to recommend the Board approve the District contract with Ascentis for the District's time and attendance software.

On a Roll Call: Carried 4-0-3
Ayes: 4 Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

B. Comcast Network Infrastructure Renewal & Upgrade II / M20-131:

Director Hopkins explained for Comcast, it is about a 45 to 60 day waiting period to get on to the schedule; this item is budgeted for 2021, but the additional costs are being approved in December 2020, so the District may schedule the installation with Comcast for early 2021.

Staff would like for fiber to be run to The Club. In order for Comcast to do this, it will require another facility be added to our contract. The Vogeley House is going to serve as the site for e-sports, which require significant download bandwidth, but they also require a significant upload bandwidth. In order to do so, it would be require a substantially increased internet connection at that location. The fiber would provide the necessary bandwidth required.

Director Hopkins noted adding Vogeley House to the Comcast agreement was part of the bargain to get fiber run to The Club. This is something Comcast has been pushing for years, but the District never needed it until the decision was made to host the e-sports program at the Vogeley House.

Comm Rep Macdonald asked about the driving need to have fiber run to The Club. Director Hopkins explained The Club provides free internet access/Wi-Fi to all of its patrons and at peak usage times this can cause bandwidth limitations.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve entering into a three year contract with Comcast to provide the District the outlined network infrastructure renewal and upgrade for a base monthly cost of \$7,667 plus taxes and surcharges as presented in M20-131.

On a Roll Call: Carried 4-0-3
Ayes: 4 Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

C. Administration & Finance Report / M20-129:

Director Hopkins announced new hire Jennifer Myszka has replaced Sally Whelan as the District's Disbursement Associate.

Director Hopkins noted staff focused primarily on the budget in November. She added Open Enrollment preparations were made for the District's first virtual meeting which was a virtual presentation offered in both English and Spanish thanks to our new Human Resources Manager.

Chairman McGinn asked about the 27 new volunteers. Director Kapusinski confirmed these were all for the Trunk or Treat event.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to send the A&F Report M20-129 to the Board as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Wilson, Winner, Kinnane, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

D. Open and Paid Invoice Register:

Chairman McGinn asked about the charge for Canon Crossing. Executive Director Talsma explained this charge is partly for the renovation of the soccer fields at that location, but also that Canon Crossing has just recently started to submit billing.

Chairman McGinn asked about the \$15,000 to replace a light pole. Director Huguen explained that at Fabbrini, a pole needed repairs due to wind damage. This is covered under insurance, so the District will be receiving the money back minus our out-of-pocket.

Commissioner K. Evans asked about the deductible amount for claims of this nature (light pole at Fabbrini). Executive Director Talsma noted it is \$1,000.

Commissioner Kinnane made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Open and Paid Invoice Register in the amount of \$508,592.51 as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Kinnane, Wilson, Winner, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

E. Revenue and Expenditure Report and COVID-19 Impact Statement:

Director Hopkins noted that the District's cost control measures were able to limit the District's variance to just \$600,000, despite losing \$5 million in revenue. There is a positive operating net of \$2.2 million; this is due to the District's quick reaction to controlling costs at the beginning of the pandemic.

Comm Rep Winner asked about the Year to Date versus the Projected on the COVID-19 Impact Statement, there is significant expense and revenue expected over the last two months and whether or not this is expected. Executive Director Talsma explained this is expected due to a decrease in summer activities (i.e. golf, summer recreational programming, etc.).

Chairman McGinn asked about the grants expected to be received before the end of 2020. Director Hopkins explained this is an OSLAD grant, and while we may not receive it in December, as soon as we finish the project and have spent the money, we have earned it. So it will be accrued either late this year or early next.

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report and the COVID-19 Impact Statement as presented.

On a Roll Call: Carried 4-0-3
Ayes: 4 Kinnane, Wilson, Winner, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

7. Committee Member Comments:

Comm Rep Winner commended staff on a job well done.

Commissioner Kinnane and Chairman McGinn thanked staff for the work they have done during the pandemic to keep the District's financial status where it is. It was added to have a safe, healthy, happy Thanksgiving.

8. Adjournment:

Commissioner Kinnane made a motion, seconded by Comm Rep Wilson to adjourn the meeting at 7:34 p.m.

On a Roll Call: Carried 4-0-3
Ayes: 4 Kinnane, Wilson, Winner, McGinn
Nays: 0
Absent: 3 Kulkarni, Musial, Utas

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant