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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
March 23, 2021**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on March 23, 2021 at 7:10 p.m. remotely via ZOOM.

Present: Chairman McGinn, Commissioner Friedman, Comm Reps Musial, Utas, Wilson, Winner

Absent: Comm Rep Kulkarni

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Golf & Facilities Bechtold, Executive Assistant Logan

Audience: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kinnane

2. Approval of Agenda:

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the agenda.

On a Roll Call: Carried 6-0-1
Ayes: 6 Musial, Utas, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 1 Kulkarni

3. Approval of the Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the minutes of the February 23, 2021 meeting as presented.

On a Roll Call: Carried 5-0-1-1
Ayes: 5 Musial, Utas, Winner, Friedman, McGinn
Nays: 0
Absent: 1 Kulkarni
Abstained: 1 Wilson

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Vogelei House Lease to NWSRA / M21-030:

Executive Director Talsma explained NWSRA has selected the HEParks' Vogelei House to for its sixth location for PURSUIT, an adult day program, as well as additional NWSRA programming. A renovation of the Vogelei House is needed to meet NWSRA's needs and the cost of the project (\$360,000) will be covered by NWSRA and the NWSRA Foundation (SLSF).

Executive Director Talsma noted the District would like to enter into a five year agreement with NWSRA for the lease of the Vogelei House. This will include an annual \$30,000 rental fee (\$2,500/month).

It was noted the renovation will be covered upfront by the District and the District will be reimbursed by NWSRA. If there are change orders or any additional costs with the project, there will not be any exposure for the District, as NWSRA will be covering these.

It was noted PDRMA insures both entities and, should there be any claims, those should be easily worked out as PDRMA will be covering the costs (despite whomever the responsible party is).

Comm Rep Utas noted his family utilizes NWSRA's services and this is great resource being added for the Hoffman Estates community. He added he is happy it is coming to the District.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Vogelei Park house lease agreement with NWSRA.

On a Roll Call: Carried 6-0-1
Ayes: 6 Musial, Utas, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 1 Kulkarni

B. Parental Leave Policy / M21-035:

Director Hopkins explained with the District’s current workforce trending younger and our current policies taking a while for leave to build up, especially within the first few years of employment, a Parental Leave Policy is being proposed. The Parental Leave Policy is important for the District in order to remain competitive seeing as 52% of U.S. employers offer some type of paid leave for both parents. By offering this, it will allow the District to be competitive amongst our peers, as well as attracting the best quality candidates, as well as improving our work culture and work/life balance.

Director Hopkins explained the proposal for two weeks of paid leave in the case of a child entering a household and this will be offered for both the father and the mother. The policy created is based off of surveys from park districts, forest preserves, and local businesses. In addition, the Society of Human Resources Management was reviewed for their recommendations for a policy of this nature.

Comm Rep Winner asked about those eligible for entering into a foster parent arrangement and Director Hopkins noted this criteria was included in error and will be removed from the policy.

Commissioner K. Evans asked for clarification on FMLA coverage. Director Hopkins explained FMLA grants up to 12 weeks of leave from employment, guaranteeing job security and maintaining benefits, but this is supporting with paid time off. The Parental Leave Policy will allow for staff to be given two weeks of paid time and it will run concurrent to the FMLA coverage.

It was noted that under FMLA coverage, staff may take unpaid leave, but this is not preferred by the employer or employee.

It was noted that adoptions are included to cover periods of travel or other accommodations that must be made in order to adopt an unrelated child.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the Board approve of the Parental Leave Policy effective March 24, 2021 as modified with the removal of “for entering into a foster parent arrangement”.

On a Roll Call: Carried 6-0-1
Ayes: 6 Musial, Utas, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 1 Kulkarni

C. Administration & Finance Report / M21-031:

Director Hopkins highlighted the following:

- The District received notification that the 2019 comprehensive annual financial report met the requirements and was awarded the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting.
- The Time & Attendance system is set to go live for payroll in May.
- The District will be hiring a Superintendent of Human Resources.
- The e-Sports gaming lounge has required a great deal of work from the IT Department and it is set to be opened April 1.

It was noted that the readers at Freedom Run Dog Park have been exposed to too much moisture causing the readers to short out. The IT Department and the Maintenance Department worked together to completely replace the electrical and network cabling as well as the access control ID card reader, so that systems are now operating as expected.

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

On a Roll Call: Carried 6-0-1
Ayes: 6 Musial, Utas, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 1 Kulkarni

D. Open and Paid Invoice Register:

Comm Rep Musial asked about the one park that is still on the ComEd bill. Director Hopkins explained the District has one park that has not been moved to MC Squared Energy Services because of the amount of electricity required at the site. All of the rest of the parks in the district were able to be incorporated into the contract with MC Squared Energy Services.

Chairman McGinn asked about the sliding doors installed at TC. Director Hopkins explained these touchless sliding doors were installed for the preschool and the funds came from the grant that ELC received from the State of Illinois to help with costs related to COVID-19.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Open and Paid Invoice Register in the amount of \$353,021.52 as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Musial, Utas, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 1 Kulkarni

***Comm Rep Utas left the meeting at 7:38 p.m.

E. Revenue and Expenditure Report and District Wide Operations Statement:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report and the District Wide Operations Statement as presented.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Utas

7. Committee Member Comments:

Comm Rep Winner noted South Ridge Park looks great and commended staff on the job well done. He congratulated Director Hopkins and her staff for the Certificate of Achievement for Excellence in Financial Reporting. He added a congratulations to all candidates running for the Consolidated Election.

Comm Rep Musial congratulated the Business Department for being awarded the Certificate of Achievement for Excellence in Financial Reporting.

Comm Rep Wilson asked if The Club zero depth pool has been opened yet. Executive Director Talsma explained both pools are open at The Club, but use is based on a reservation system due to COVID-19 guidelines.

Chairman McGinn congratulated Director Hopkins and her staff for the Certificate of Achievement for Excellence in Financial Reporting. He added a thank you to all Community Representatives.

8. Adjournment:

Comm Rep Wilson made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:45 p.m.

On a Roll Call: Carried 5-0-2
Ayes: 5 Musial, Wilson, Winner, Friedman, McGinn
Nays: 0
Absent: 2 Kulkarni, Utas

Respectfully submitted,
Craig Talsma
Secretary

Monica Logan
Executive Assistant