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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
February 22, 2022**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on February 22, 2022 at 7:01 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Chairman Friedman (phone), Commissioner Dressler, Comm Reps Musial, Utas, Wilson, and Winner

Absent: Comm Rep Kulkarni

Also Present: Executive Director Talsma, Director of Administration and Finance Hopkins, Director of Administrative Services Cahill, Executive Assistant Flynn

Audience: President Kinnane, Commissioners Chhatwani, Evans, Kaplan, and McGinn

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the minutes of the January 25, 2022 meeting as presented. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. AMITA Partnership Agreement / M22-019

Executive Director Talsma noted the following:

- This contract is similar to last year's contract, and is in effect from August 1, 2021 through July 31, 2022. While the contract was signed late, both parties have continued to meet the requirements of the contract on a monthly basis.
- The District has a good relationship with AMITA, but completing the paperwork has been delayed. This contract is dated August 1, 2021.
- The annual sponsorship amount remains \$70,000, as it was in the 2020-2021 contract.
- AMITA receives signage in parks and along walking paths, as well as presence at special events.

Commissioner Evans asked if AMITA is happy with the partnerships and what they receive. Executive Director Talsma said that we continually offer sponsorship opportunities at our events, and they have never questioned whether we are doing enough.

Comm Rep Musial asked if AMITA is paying the increase in a lump sum, but Executive Director Talsma responded that there is no increase from 2020/2021, so the monthly payments remain the same.

Commissioner Chhatwani asked if we offer AMITA employees a discount to our facilities. Executive Director Talsma responded that he does not believe we do, but we certainly could.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend to the Board the AMITA partnership agreement for the period August 1, 2021 to July 31, 2022 in the amount of \$70,000. The motion carried by voice vote.

B. Balanced Scorecard / M22-018

Executive Director Talsma stated that the Balanced Scorecard is presented every three months. He noted that hockey and figure skating session numbers are high because it includes a large increase in private lessons.

Comm Rep Utas made a motion, seconded by Comm Rep Winner to recommend to forward to the full Board the Balanced Scorecard. The motion carried by voice vote.

C. Administrative Services Report / M22-020:

Director Cahill highlighted the following:

- With the January implementation of the Cook County vaccine mandates, the human resources department was busy making sure that our 350 active employees were either vaccinated or opting to get a COVID test on a weekly basis.
- Nine of our staff were not vaccinated; five opted to test weekly; two opted to receive the vaccination, and two opted to resign.
- The new hire packet is being moved over to PandaDoc.
- Staff is working on the new hire orientation process.
- The District held a job fair on January 5, which brought in 11 candidates. Staffing has been difficult.
- Marketing is working on a plan to push benefits that we offer, hoping to bring in new hires.

Executive Director Talsma noted that we are well aware of the staffing shortage as we head into summer. We will find a position for someone based on their interest. Director Cahill added that we have created a one-page job application to make the process simpler for applicants.

Commissioner McGinn asked if staff believes the lifting of the vaccine mandate will help. Executive Director Talsma responded that we are hopeful but not sure.

Commissioner Utas made a motion, seconded by Comm Rep Wilson to forward the Administrative Services Board Report to the full board for approval. The motion carried by voice vote.

D. Administration and Finance Report / M22-017

Director Hopkins highlighted the following:

- The business department was busy in January closing out the year-end financials for the fiscal year, and preparing for the audit.
- In addition, staff worked on getting the online booking system up and running for the Top Tracer facility. The booking system is able to interface with the BS&A software.
- Staff also explored some of RecTrac's new features, which were implemented in early February.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to forward to the full board the Administration & Finance Board Report for approval. The motion carried by voice vote.

E. Open and Paid Invoice Register: \$389,127.64:

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend to send the Open and Paid Invoice Register in the amount of \$389,127.64 to the full board for approval. The motion carried by voice vote.

D. Revenue and Expenditure Report and District-Wide Operations Statement:

Director Hopkins highlighted the following:

- Revenues are higher this month than they were this time last year, despite the vaccine mandates that went into effect in January.
- Memberships are still lagging due to the COVID restrictions; we have 150 memberships on hold, and are hoping once the mandates are lifted at the end of February, membership levels will turn around.
- Programs and Instruction are almost back to prior year levels.
- Expenses are below 2019 and 2020, but we are expecting commodities to be an issue due to inflation. Everything from pool chemicals to food are more expensive and difficult to find.
- Salaries and wages may need to be adjusted to find staff, but revenues would then be adjusted accordingly.
- We have already raised the fees on some programs, i.e., swim instruction.

Comm Rep Utas asked if this all means that fees will increase. Executive Director Talsma responded that yes, as salaries/wages go up, and supplies cost more, we will need to increase fees as well.

Comm Rep Utas made a motion, seconded by Comm Rep Wilson to recommend the Board approve the Revenue and Expenditure Report and the District-Wide Operations Statement as presented. The motion carried by voice vote.

7. **Committee Member Comments:**

Executive Director Talsma noted that in order to streamline committee times, and to have a set time for the board meeting, we will start the board meeting each month at 7:00. On regular months, we will recess for A&F at 7:05 after the Pledge of Allegiance, Approval of the Agenda, Approval of the Minutes and Comments from the Audience. During the January, April, July and October meetings, when we have recognitions, we will recess for A&F at 7:15 p.m. This comes as a result of information learned at the IAPD/IPRA conference, as well as additional research completed since returning from conference.

8. **Adjournment:**

Comm Rep Utas made a motion, seconded by Comm Rep Winner to adjourn the meeting at 7:33 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant