

MINUTES
ADMINISTRATION & FINANCE COMMITTEE
May 27, 2025

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on May 27, 2025, at 7:05 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner Kaplan, Comm Reps Harner, Pilafas, and Winner

Absent: Chairman McGinn, Comm Rep Musial and Wilson

Also Present: Executive Director Talsma, Deputy Director Bechtold, Director of Administrative Services Rivas, Director of Recreation Sweeney, Executive Assistant Flynn, Superintendent of IT Agudelo

Audience: President Chhatwani, Commissioners Friedman, Evans, Dressler, and MacGregor; Comm Rep Dowling, Olu Adelaja

2. Approval of Agenda:

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

3. Approval of the Minutes:

Comm Rep Winner made a motion, seconded by Comm Rep Harner to approve the minutes of the April 22, 2025 meeting as amended. The motion carried by voice vote.

4. Comments from the Audience:

None

5. Old Business:

None

6. New Business:

A. Longevity Recognition of Community Representatives

Commissioner Kaplan recognized the following Community Representatives for their years of service: Lon Harner (2 years); Jonathan Pilafas (2 years); Steve Winner (14 years).

B. Policy Revisions / M25-057

Comm Rep Harner made a motion, seconded by Comm Rep Pilafas to recommend to the full board the approval of the updated Policy Manual and Personnel Policy Manual revisions as proposed.

Executive Director Talsma said that with our new Director of Administrative Services reviewing our manual, and with some upcoming legislation, staff wanted to make some updates. He added that we are trying to reference the legal authority so that we are in compliance with our policy as the laws change. For instance, we anticipate the new bid limit to be \$60,000.

Commissioner Evans asked if the board could make maximum spend without board authority less than the legal limit. Executive Director Talsma said yes, but added that everything is budgeted and most of our large spending comes from our capital projects which are planned out and approved ahead of time. He also added that this policy changes staff authority levels, reducing cumbersome approval processes.

Executive Director Talsma said that another policy change was regarding vacation time, which we are trying to simplify. Previously we gave senior management an extra week of vacation; we are now putting a cap on this and establishing years of service as they are hired. He said that staff is also proposing to change the 20-year level, which used to be one additional day per year in years 20-24, but will now receive an extra week at year 20.

Other updates included some definitions for different part-time employees; and we removed the six-day leave act because we are not required to do this, but we updated the Family Bereavement Leave policy to reflect the law regarding a child who dies by suicide.

Commissioner Evans suggested removing the first part of the sentence in 11.2 Equal Employment Opportunity. However, Director Rivas said the attorney had written that policy, so the consensus was to leave it as written.

The motion carried by voice vote.

C. Balanced Scorecard / M25-048

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend to the full board the approval of the Balanced Scorecard for the first quarter of 2025.

The motion carried by voice vote.

D. Administration, Finance & IT Report / M25-056

Comm Rep Harner made a motion, seconded by Comm Rep Pilafas to recommend to the full board to include the May Administration, Finance & IT Report in the May Executive Director's Report.

Executive Director Talsma noted that next month staff will propose a new time management system for the district, which will eliminate some smaller software programs.

The motion carried by voice vote.

E. Open and Paid Invoice Register: \$907,866.35:

Comm Rep Harner made a motion, seconded by Comm Rep Winner to recommend the Board approve the Open and Paid Invoice Register as presented.

Comm Rep Winner asked about the \$16,000 expense for the dog park. Executive Director Talsma said this was for new dog park equipment at both parks (not the gate that was being repaired at Bo's Run).

The motion carried by voice vote.

F. District Wide Operations Statement and Revenue and Expenditure Report

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

The motion carried by voice vote.

7. **Committee Member Comments:**

Comm Rep Winner said he drove by the new playground and it was packed; it was awesome.

Commissioner Kaplan thanked the committee for letting him chair a meeting.

8. **Adjournment:**

Comm Rep Harner made a motion, seconded by Comm Rep Pilafas to adjourn the meeting at 7:34 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Cindy Flynn
Executive Assistant