

**Lake County Forest Preserves
Finance Committee Minutes – August 30, 2018**

The Lake County Forest Preserve District Finance Committee met on Thursday, August 30, 2018. The meeting was held at the District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

1.0 Call to order - With a quorum present, Chair Mike Rummel called the meeting to order at 8:30 a.m.

Committee Members Present:

Mike Rummel, Chair
Linda Pedersen, Vice Chair
Mary Ross Cunningham
Bill Durkin
Sandy Hart (at 8:37 am)

Absent:

Steve Carlson
Aaron Lawlor

Also Present:

Alex Ty Kovach
Mike Tully
Mary Kann
Steve Neaman
Randy Seebach
Nan Buckardt
John Tannahill
John Nelson
Jim Anderson

Rebekah Snyder
Laurel Diver
Deb Boness
Christine Miller
Dorothy Pleasant
Lisa Roberts
Julie Gragnani
Matt Norton, Corporate Counsel

2.0 Pledge of Allegiance – Member Durkin led the Pledge of Allegiance.

3.0 Public Comment – None

4.0 Addenda to the Agenda – None

5.0 Executive Director Comments – Executive Director Kovach distributed his report; there were no further comments.

6.0 Approval of Minutes – Motion by member Cunningham, second by member Pedersen to approve the minutes of August 9, 2018. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

7.0 Correspondence – None

8.0 Finance

8.1 Payment Approvals – None

8.2 Monthly Financial Report – Finance Director Steve Neaman explained that in order to align the 18-month budget with the financial software designed for a 12-month budget, there are 2 months per reporting period for the first 6 reporting periods. The first period will be for July and August, which will be presented to the committee at the next meeting.

9.0 Administration

9.1 Approve the reclassification of a position title – Director Mary Kann summarized a recommendation to approve the reclassification of the Stewardship Ecologist I to a Stewardship Ecologist II. Staff has reevaluated how it manages the volunteer stewardship program and wishes to strengthen and expand the size and scope of the program. This would cost an additional \$23,400 annually in salary and benefits, which would initially be covered by existing vacancies. She responded to questions, followed by a motion by member Pedersen and second by member Cunningham to approve the recommendation as presented. Voice vote being had, the motion passed unanimously.

10.0 Operations Committee

10.1 Recommend approval of an Ordinance approving an Amendment to the License Agreement with Townline Stables, LLC to operate an Equestrian Facility at Grainger Woods Conservation Preserve – Mr. Kovach summarized the amendment, noting that it will extend the license agreement to 2027 so that the licensee would have adequate time to recoup expenses for improvements she has made to the facility. Chair Rummel added that the Operations Committee discussed this at their meeting and recommended approval. Mr. Kovach noted that after the end of the extended license, the buildings would be removed. Motion by member Cunningham, second by member Durkin to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.2 Recommend approval of a Resolution authorizing Change Order No. 2 to the Contract with Blackbaud, Inc. for Donor Management Software, increasing the Contract Amount by \$7,200.00 – Mr. Kovach summarized the change order, noting that the cost of the software is based on the number of donor records allowed. The increase is needed due to continued increase in the number of donors and prospective donors to the Foundation. Motion by member Pedersen, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.3 Recommend approval of a Resolution awarding a Contract for Video Surveillance Equipment and Services to Computer Power Systems, LLC, Grayslake, Illinois, in the Contract Price of \$29,300.00 – Mr. Kovach summarized the contract, which will increase the District's video surveillance capabilities at the Operations and Greenbelt Cultural Center buildings. Director Kann added that the amount is \$180 over budget due to price increases since January. Motion by member Cunningham, second by member Hart to approve the recommendation as presented. Voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

11.0 Old Business – None

12.0 New Business

12.1 Policy direction regarding the establishment of policies for vendor disclosure of political contributions and familial relationships and for revolving door employment – In follow-up to member Hart's request to look into vendor disclosure of campaign contributions to County Board members, family relationships, and revolving door employment. Attorney Matt Norton gave his legal perspective, noting that he felt confident the District could, if it wanted to, impose these requirements, but the ultimate legality would be in the details. The Committee would need to identify the scope of these requirements--what the goals are that the Committee is trying to establish.

A general discussion ensued. Chair Rummel felt that this is a transparency issue, not to stop a vendor from bidding. Member Hart agreed, the intent is not to disqualify a vendor, but is a matter of disclosing relationships with County Board members and District staff. Further into discussion member Hart said her understanding was that the requirements would be for no-bid contracts i.e., professional services, and could set a minimum dollar amount. The onus for proper disclosure would be on the vendor. After discussion, the Committee directed Attorney Norton to confer with the County's Counsel on what they are doing; and since this is outside the retainer, to advise the Committee on what Mr. Norton's extra legal costs will be, with a scope to include vendor disclosure requirement for contracts other than competitive bid, over a certain dollar amount, for the owners of the companies; and no revolving door requirement at this time. Mr. Norton will bring this information back to the committee.

14.0 Executive Session - Motion by member Cunningham, second by member Hart to go into executive session for the purpose of reviewing approved closed session minutes for release or retention; and erasure of

verbatim recordings. Roll call vote being had, the motion passed by the following vote: AYES: 5, NAYS: 0. The committee went into executive session at 9:09 a.m. and returned to open session at 9:12 a.m.

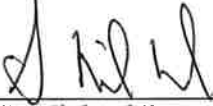
15.0 Next meeting: October 4, 2018

16.0 Adjourn – Motion by member Durkin, second by member Pedersen to adjourn. Voice vote being had, the motion passed unanimously and the committee adjourned at 9:12 a.m.

APPROVED:

Yea Nay

Yea Nay


S. Michael Rummel, Chair

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Bill Durkin

☒ ☐


Linda Pedersen, Vice Chair

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Sandy Hart

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Steve Carlson

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Aaron Lawlor

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Mary Ross Cunningham

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