

**Lake County Forest Preserves
Finance Committee Minutes – January 12, 2023**

On Thursday, January 12, 2023, the Lake County Forest Preserve District's Finance Committee met at the District's General Offices in Libertyville, Illinois.

1.0 Call to Order –Chair Gina Roberts called the meeting to order at 1:00 p.m.

2.0 Roll Call - Committee Secretary Julie Gragnani called the roll and four committee members responded: Gina Roberts, Chair; Paul Frank, Vice Chair; Sandy Hart, and Ann Maine. Member Sara Knizhnik arrived after roll call. Absent: Michael Danforth, John Wasik.

Also Present:

Angelo Kyle, President	John Tannahill	Julie Gragnani
Alex Kovach	Nan Buckardt	Sandy Meyers
Mike Tully	Rebekah Snyder	Debbie Boness
Steve Neaman	Randy Seebach	Laurel Diver
Mary Kann	Pati Vitt	Nick Spittlemeister
John Nelson	Matt Norton, <i>Corporate Counsel</i>	Kim Mikus Croke

3.0 Pledge of Allegiance – Chair Roberts led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Hart, second by member Frank to approve the minutes of November 3 and December 13, 2022. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

6.0 Public Comment for items not on agenda – None

7.0 Executive Director Report – Executive Director Kovach reported on:

- Profiles in Excellence on February 5, 2023 at Greenbelt Cultural Center
- Retirement of Public Safety Director John Tannahill on January 24, 2023; the new Public Safety Director is Ron Davis from Metra
- Feedback requested on the layout of the meeting room for board meetings
- Construction of the new net-zero energy Ryerson Education Facility is 65% complete
- Have approved 21 "Buckthorn-Free" garden flag applications from residents
- Social media update, including the email newsletter sent out in October; the Facebook account recently reached 20,000 followers; The winter issue of Horizons is now available
- North Shore Gas pledged \$150,000 over 5 years to support the new Education Facility at Ryerson
- \$10,000 grant from ComEd to renew its support of the Science Explorers in Nature in 2023
- In the fourth quarter of 2022, the Preservation Foundation welcomed 155 new donors
- Dunn Museum attendance reached nearly 16,000 visitors in 2022
- Color and Light exhibition received more than 1,600 views during its six-week run
- The environmental educators have seen an increase in the number of programs that include a stewardship component

8.0 Unfinished Business – None

9.0 Correspondence

9.1 Letter from Adlai Stevenson Center on Democracy – Executive Director Kovach summarized the letter from Nancy Stevenson advising the Board that the Stevenson Center for Democracy is closing out its books having suspended all activities. Certain items including appliances and furnishings will be left for the District's use, and \$5,879.05 was left over and will be donated to the District for operations.

10.0 New Business

10.1 Invoices and Requisitions – Motion by member Hart, second by member Frank to approve the legal bills for the months of October and November 2022. Voice vote being had, the motion passed unanimously and the invoices were passed for signatures.

10.2 Monthly Financial Report – Finance Director Steve Neaman summarized the financial report for month ending November 2022 and responded to questions from the committee.

10.3 Recommend approval of a Resolution approving a three-year Enterprise License Agreement for the use of Geographical Information System (GIS) Enterprise software to Environmental Systems Research Institute, Inc., in the Contract Price of \$237,500.00 - Motion by member Knizhnik, second by member Frank to approve the recommendation. Planning & Land Preservation Director Randy Seebach summarized the recommendation and the switch from an annual license to a 3-year agreement. Cost savings over a 10-year period are estimated at \$313,000. The agreement will include daily customer support service and all software updates for the 3-year period. Mr. Seebach responded to questions. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

10.4 Recommend approval of an Ordinance Adding Policy 4.10 – Family Bereavement Leave to the District's Personnel Policies & Procedures; and approve amendments to the Procedures Sections of 4.8 – Leave of Absence Without Pay - Motion by member Frank, second by member Maine to approve the recommendation. Administration Director Mary Kann explained the new Family Bereavement Leave policy required by the State's Family Bereavement Leave Act, and revisions to the Leave of Absence Without Pay policy procedures to clarify that any family bereavement leave taken will be counted towards an employee's 12-week FMLA allotment. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

Commissioner Frank left the room at 1:30 p.m.

10.5 Recommend approval of an Ordinance adding Personnel Policy 11.13 – Video Surveillance to the District's Personnel Policies & Procedures - Motion by member Knizhnik, second by member Hart to approve the recommendation. Director Kann explained the need for a video surveillance policy for staff to know how they may use this technology and who will have access to the surveillance. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.

Commissioner Frank returned to the meeting at 1:40 p.m.

10.6 Recommend approval of an Ordinance 1) amending Personnel Policy 11.3 - Safety Committee and deleting Personnel Policy - 11.4; and 2) approve amendments to the Procedures Sections of Personnel Policies 11.1 – Safety Standards, 11.3 – Safety Committee, 11.5 – Modified Duty Policy, 11.8 – Hazard Communications Procedures, and 11.12 – Drone Use - Motion by member Knizhnik, second by member Maine to approve the recommendation. Director Kann explained the revisions and responded to questions. Member Maine made a motion to delay deleting Personnel Policy 11.4 Physical Fitness Test until the new Public Safety Director comes on board and can weigh in on the need to delete the policy. Member Knizhnik seconded the motion and a general discussion ensued. Director Kann noted that a recent survey of local police departments showed that the District's testing requirement is outdated. Executive Director Kovach added that a focus physical fitness program to keep officers in shape will be more effective than an annual

agility test that has often caused injuries, and other agencies have moved away from agility tests. On the motion to amend, with a voice vote being had, the motion passed unanimously. On the motion to approve – as amended – with a voice vote being had, the motion passed unanimously and an amended Resolution will be forwarded to the full Board for approval.

10.7 Recommend approval of a Resolution Awarding a three-year Contract for Microsoft Software Licensing to Dell Marketing, L.P. in an estimated annual amount of \$73,689.54 through the Illinois Department of Central Management Services Contract - Motion by member Knizhnik, second by member Frank to approve the recommendation. Administration Director Kann gave an overview of the contract and services. Information Technology Officer Debbie Boness responded to questions. Vice Chair Frank requested a list of all current software licenses and replacement cycles; Ms. Boness will provide that moving forward. Voice vote being had, the motion passed unanimously and the Resolution was forwarded to the full Board for approval.



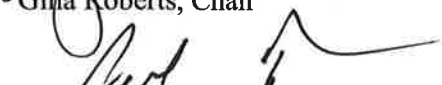
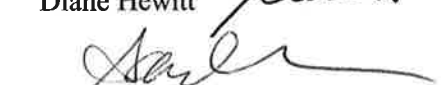

11.0 **Miscellaneous Business** – Attorney Matt Norton introduced his new partner, Betsy Gates Alford, who will be assisting in providing the District’s legal services.

12.0 **Closed Session** – None

13.0 **Potential Action Following Closed Session** – None

14.0 **Adjournment** - With no further business before the committee, Chair Roberts adjourned the meeting at 1:48 p.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
 Gina Roberts, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Diane Hewitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Sara Knizhnik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Michael Danforth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ann B. Maine	<input type="checkbox"/>	<input type="checkbox"/>
Sandy Hart	<input type="checkbox"/>	<input type="checkbox"/>			