

**Lake County Forest Preserves
Finance Committee Minutes – February 3, 2022**

On Thursday, February 3, 2022, pursuant to Section 7(e) of the Illinois Open Meetings Act, the January 7, 2022 Gubernatorial Disaster Proclamation, and the Written Determination of the District President attached to the Agenda, the Finance Committee met via Audio and Video conference and at the Lake County Forest Preserve District's General Offices, 1899 West Winchester Road, Libertyville, Illinois.

1.0 Call to Order – Vice Chair Paul Frank called the meeting to order at 1:00 p.m.

2.0 Roll Call - Committee Secretary Gragnani called the roll and six committee members responded: Paul Frank, Vice Chair; Carissa Casbon, Michael Danforth, Sandy Hart, Kevin Hunter, Ann Maine. Member Paras Parekh joined the meeting after the roll call; member John Wasik joined the meeting at 1:05 p.m. Chair Julie Simpson was absent.

Also Present:

Angelo Kyle, President	Nan Buckardt	Dan Stearns
Alex Ty Kovach	John Nelson	Laurel Diver
Mike Tully	Rebekah Snyder	Julie Gragnani
Mary Kann	John Tannahill	Sandy Meyers
Steve Neaman	Pati Vitt	Matt Norton, <i>Corporate Counsel</i>

3.0 Pledge of Allegiance – Member Casbon led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Casbon, second by member Danforth to approve the minutes from January 6, 2022. Roll Call vote being had, the motion passed by a vote of: AYES: 7; NAYS: 0.

Member Wasik joined the meeting at 1:05 p.m.

6.0 Public Comment – None

7.0 Executive Director Report – Executive Director Kovach reported on the following and responded to questions:

- Winter sports update on sledding, ice skating, ice fishing, cross-country skiing, snowmobiling and cleared walking paths;
- Preliminary participation from the Fall 2021 Hike Lake County program;
- Summer programming for youth has been rebranded as *Summer Adventures*;
- Update on Ansel Adams exhibit at Dunn Museum;
- Update on pledges received and pending to support the endowment campaign;
- Illinois Clean Energy grant for the new educational facility at Ryerson Woods was approved;
- \$100,000 grant from National Fish and Wildlife for Greenbelt Forest Preserve;
- Update on results from the fall direct mail campaign, which exceeded projections and contributed to raising over \$210,000 for the Foundation's Annual Fund;
- Program participant surveys from education programs;
- Video engagement on the District's Facebook account was up this month; and total media exposure is up over the previous year;
- Waukegan Airport Management expects to have the draft MOA and environmental assessment for their airport project by end of February;
- Receipt of 25-year Audubon Anniversary plaque for Countryside Golf Course.

8.0 Correspondence – None

9.0 Unfinished Business – None

10.0 New Business

10.1 Monthly Financial Report – Finance Director Neaman summarized the preliminary year-end financial report for year ending December 31, 2021, including the surplus revenues in the General Fund. He responded to questions and Vice Chair Frank requested a future discussion on fund balances and reserves in advance of the next budget preparation.

10.2 Invoices and Requisitions - Motion by member Danforth, second by member Parekh to approve the November 2021 legal bill. The motion to approve passed by a roll call vote of: AYES: 8, NAY: 0.

10.3 Approve Title Reclassification - Motion by member Wasik, second by member Maine to approve the recommendation. Executive Director Kovach explained the title reclassification. The motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0.

10.4 Recommend approval of Resolution approving three-year Contract for Health and Welfare Plan Nondiscrimination Testing services and Section 125 Plan Document creation services with The Segal Company, Inc., in the Contract Price of \$48,000.00 - Motion by member Hart, second by member Casbon to approve the recommendation. Executive Director Kovach summarized the recommendation and Administration Director Kann responded to questions. The motion to approve passed by a roll call vote of: AYES: 8, NAYS: 0; and the Resolution was forwarded to the full Board for approval.

10.5 Recommend approval of Ordinance adding Personnel Policy 4.11 - Employee Volunteering Time Off to the District's Personnel Policies and Procedures; and approve the Procedures Section of Personnel Policy 4.11 - Motion by member Casbon, second by member Parekh to approve the recommendation. Executive Director Kovach summarized the recommendation and Administration Director Kann reviewed the discussion held at the Diversity and Cultural Awareness Committee earlier in the week. Mr. Kovach noted that the 8 hours per year of paid time off for volunteering will be used as a training tool for staff to engage with charities in the community. A general discussion ensued regarding the name of the new policy, and prohibited volunteering such as political and worship. Member Casbon asked for a follow-up report in a year.

At 2:00 p.m. Vice Chair Frank announced that he needed to leave the meeting and requested that member Wasik assume chairing the meeting. Counsel Norton asked if there were any objectives to naming member Wasik as Chair pro tem; no objections were made.

During discussion, there was a motion by member Maine, second by member Danforth to change the name of the policy from Volunteering Time Off to Community Engagement Program. The motion to amend passed by a roll call vote of: AYES: 8, NAYS: 0. Following discussion, the original motion to approve – as amended – passed by a roll call vote of: AYES: 8, NAYS: 0. The Resolution was forwarded to the full Board for approval.

10.6 Recommend approval of Resolution approving CompleteLink Discount Agreement for Telephone Services with AT&T Corp. Motion by member Hart, second by member Casbon to approve the recommendation. Mr. Kovach summarized the agreement. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0. The Resolution was forwarded to the full Board for approval.

10.7 Recommend approval of Ordinance approving assignment and amendment of the License Agreement with Catering by Michael's for Food and Beverage Services at Independence Grove - Motion by member Hunter, second by member Casbon to approve the recommendation. Mr. Kovach summarized the details of the assignment and amendment to the Catering by Michael's (CBM) agreement, which is necessary according to the terms of the agreement because owner Stewart Glass has negotiated a deal to sell the business to Lisa Ware, an employee of CBM. Chief Operations Officer Mike Tully added that the Board approved this assignment previously but the terms expired because CBM didn't get their legal work done in time. He added that staff is developing a new RFP for when the current agreement expires. Following questions and discussion, the motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0. The Resolution was forwarded to the full Board for approval.

11.0 **Miscellaneous Business – None**

12.0 **Closed Session – None**

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

14.0 **Adjournment** - With no further business, Chair Simpson noted that the next meeting is March 3, 2022 and declared the meeting adjourned at 2:11 p.m.

APPROVED:

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Julie Simpson, Chair			J. Kevin Hunter		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Frank, Vice Chair			Ann B. Maine		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carissa Casbon			Paras Parekh		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Danforth			John Wasik		
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Sandy Hart					

Secretary's Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, February 4, 2022 Gubernatorial Disaster Proclamation, and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met in person and via audio and video conference on Thursday, March 3, 2022. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 9 (Casbon, Danforth, Frank, Hart, Hunter, Maine, Parekh, Simpson, Wasik)
 NAYS: 0
 ABSENT: 0


 Committee Secretary