

**Lake County Forest Preserves
Finance Committee Minutes – July 1, 2021**

On Thursday, July 1, 2021, pursuant to Section 7(e) of the Illinois Open Meetings Act, the June 25, 2021 Gubernatorial Disaster Proclamation, the Governor’s Executive Order No. 2021-14, 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.

1.0 Call to Order - Chair Julie Simpson called the meeting to order at 1:00 p.m.

2.0 Roll Call - Committee Secretary Shelton called the roll and four committee members responded: Julie Simpson, Chair, Paul Frank, Vice Chair, Carissa Casbon, and John Wasik. President Angelo Kyle was present to complete a quorum. Committee member Ann Maine and Paras Parekh arrived at 1:01 p.m.; member Sandy Hart arrived at 1:33 p.m. Absent: Michael Danforth.

Also Present:

Angelo Kyle, President	Alex Eichman	Allison Frederick
Alex Ty Kovach	Dan Stearns	Ken Jones
Mike Tully	Rebekah Snyder	Anamaria Chavez Stiller
Mary Kann	Jim Siefken	Kim Mikus Croke
Steve Neaman	Debbie Boness	Maureen Shelton
Jim Anderson	Laurel Diver	Sandy Meyers
John Nelson	Sue Hawkins	Matt Norton, Corporate Counsel

3.0 Pledge of Allegiance – Vice Chair Paul Frank led the Pledge of Allegiance.

4.0 Addenda to the Agenda – None

5.0 Approval of Minutes – Motion by member Casbon, second by member Wasik to approve the minutes from the May 24 Joint Committee and May 27, 2021 Finance Committee. Roll Call vote being had, the motion passed by a vote of: AYES: 6; NAYS: 0.

6.0 Public Comment – None

7.0 Executive Director Comments – Executive Director Kovach presented his report and commented on:

- Circulated to the committee Kim Mikus Croke’s bi-monthly column titled “Every last drop”;
- *Marvelocity: The Art of Alex Ross* traveling exhibition scheduled to begin touring this fall;
- World Turtle Day Instagram account shared the District’s story on the Blanding’s Turtle Program;
- Beer garden and concert series at Independence Grove received heavy media coverage;
- Preservation Foundation grants and donations update;
- Outdoor Board meeting on July 14 at Grant Woods Forest Preserve
- Special meeting of the Legislative Committee on July 27 at Independence Grove Visitors Center;
- The District FY 2021 Budget has been awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association;
- The District has been notified by the IRS that the audit is nearly complete;
- Special Committee of the Whole will be scheduled this summer for an update from Waukegan Port District on proposed runway expansion at Waukegan National Airport;
- Using a presentation, reviewed public access projects both underway or recently completed.

8.0 Correspondence – None

9.0 Unfinished Business – None

10.0 New Business

10.1 Approve Invoices and Requisitions – Motion by member Casbon, second by Vice Chair Frank to approve the legal bills from Laner Muchin; Advitam IP, LLC; Crowell Moring; and Burke, Warren, MacKay & Serritella. Mr. Kovach reviewed and explained the invoices. The motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0.

10.2 Monthly Financial Report – Finance Director Steve Neaman summarized the financial report for month ending May 31, 2021. Mr. Neaman noted that General Fund Expenses at 32% of budget, 10% higher than last year, but, last year, shut everything down in the middle of March; revenue at 15.2% of budget, 5.6% higher than last year. Salaries and benefits tracking closely to where we should be, at 39.9%. He mentioned that last year, we didn't hire all seasonal staff, and this year, hiring again, plus there have been a couple of retirements. Commodities are 28% of budget and 4.8% higher than last year, as gasoline prices are much higher than last year. Contractuals are 26% of budget, 9% higher than last year, due to increased merchant fees. Replacement tax is up \$326,000 from last year. Permit revenues are up, except for Vendor Permits and Special Use Permits. Charges for sales and services are up, including Fox River Marina and golf. Land and building rentals are down, and the concessionaire revenues are down. The Development Levy fund is tracking well, and positive golf trends continued in May.

10.3 Recommend Approval of Temporary Residential License Agreements for Two Wildlife Monitoring Technicians Working Contractually for the District – Motion by member Maine, second by member Wasik to approve the recommendation. Mr. Kovach summarized the recommendation. The motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0.

10.4 Recommend Approval of Title Additions, Deletions, Changes, and Position Reclassifications, Effective July 1, 2021 – Motion by member Casbon, second by member Parekh to approve the recommendation. Director of Administration Mary Kann explained the changes including Accounts Receivable Specialist title changed to Accounts Receivable Clerk; add Golf Course Mechanic II; Reclassify the Public Safety Administrative Assistant position to Executive Assistant. Following discussion, the motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0.

10.5 Recommend Approval of Amendments to the Procedures Sections of Personnel Policies & Procedures 5.2 – The Pay Plan, and 6.1 – Promotions and Transfers – Motion by member Hart, second by member Casbon to approve the recommendation. Director of Administration Mary Kann explained the request to change procedure of 5.2 – the Pay Plan, regarding promoted employees. The Pay Plan caps a promotional increase at 10%. Internal candidates are limited by this percentage rather, rate within salary grade with the Executive Director's approval. The recommendation also included removing the eight-month period for a temporary increase. Member Maine commented, that she was uncomfortable with the temporary increase being open-ended, she would prefer a date to be approved by Finance Committee. A motion to amend restoring the for a period of up to, changing the eight months to nine months and adding the nine-month time may be extended by the Finance Committee was made by member Maine, second by Vice Chair Frank. Member Hart was concerned that the board would be getting into the day to day operations and oversight of the Executive Director and staff and explained that she was not in support of the amendment and was more comfortable leaving it as presented. Following discussion, the motion to approve the amendment passed by a roll call vote of: AYES: 6, NAYS: 1 (Hart).

Vice Chair Frank revisited promoted internal employees and asked if there is a percentage that would give leeway, with notification notice for the Finance Committee. Member Maine requested more information to identify these instances. Manager Human Resources & Risk, Laurel Diver explained that the policy limits compensation equity/internal pay equity for promoted employees and provided an example. Vice Chair Frank motioned an amendment that for any adjustment greater than 10%, the Finance Committee be notified. Upon further explanation and discussion, Vice Chair Frank withdrew his motion, no second was made.

The motion to approve as amended passed by a roll call vote of: AYES: 7, NAYS: 0.

10.6 Policy Direction Regarding an Addition to the Holiday Schedule in Personnel Policy 4.1 – Holidays, Recognizing Juneteenth on June 19 of Every Year – Director of Administration Mary Kann explained the Policy Direction, and responded to questions noting the differences between fixed vs. floating holiday, and mentioned that the Union will have to negotiate for Union Workers. The Committee requested to be advised on what other government bodies are doing. The consensus at this time was to table this to discuss the particulars at an upcoming Finance Committee meeting.

Vice Chair Frank left at 2:26 p.m.

10.7 Recommend Approval of an Ordinance Establishing Fees and Charges for District Permits, Programs, Services and Facilities – Motion by member Maine, second by member Hart to approve the recommendation. Steve Neaman, Director of Finance and Dan Stearns, Chief Business Development Officer reviewed the changes and responded to questions. A discussion ensued regarding the golf course fees, and a motion to amend the Brae Loch Golf fees was made by member Hart and seconded by member Wasik. Alex Eichman, Chief of Golf Operations explained in further detail the strategy staff used to determine the fees. Member Hart then withdrew her motion and Member Wasik withdrew his second. Following further discussion, the motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

Member Hart left at 2:35 p.m. and returned at 2:36 p.m.

Member Parekh left at 2:35 p.m. and returned at 2:38 p.m.

10.8 Recommend Approval of a Resolution Approving an Annual Support and License Agreement for Financial Software to Tyler Technologies, Inc., MUNIS Division, in the Contract Price of \$107,005.04 – Motion by member Hart, second by member Casbon to approve the recommendation. Mr. Kovach summarized the recommendation. Steve Neaman and Debbie Boness, Information Technology Officer responded to questions. The motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

10.9 Recommend Approval of a Resolution Awarding a Three-Year Contract for Website Hosting and Support Services for the District's Public Website to Svanaco, Inc., dba AmericanEagle.com, in the Contract Price of \$210,600.00 – Motion by member Casbon, second by member Hart, to approve the recommendation. Mr. Kovach summarized the recommendation. Ms. Boness responded to questions. Following discussion, the motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

10.10 Recommend Approval of a Resolution Approving Change Order No. 1 to the Contract for Printing and Distribution of Eight Additional Issues of Horizons Quarterly Newsletter, Increasing the Contract Amount by \$140,893.84 – Motion by member Hart, second by member Maine, to approve the recommendation. Mr. Kovach summarized the recommendation. The motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

10.11 Approve Change Order No. 3 to the Contract with Integrated Lakes Management for Woody Invasive Plant Clearing at Cahokia Flatwoods and Grant Woods Forest Preserve Project, Increasing the Contract Amount by \$34,551.05 – Motion by member Maine, second by member Parekh, to approve the recommendation. Mr. Kovach summarized the recommendation. The motion to approve passed by a roll call vote of: AYES: 6, NAYS: 0; and the recommendation was forwarded to the full Board for approval.

Vice Chair Frank returned at 2:55 p.m.

11.0 Miscellaneous Business

- Member Maine requested that staff no longer make paper committee packets for the members. The members should be using their I-pads.
- Member Maine expressed concern that the District’s Finance Committee is in violation of State of Illinois’ Disaster Declaration.
- Member Hart asked if Board members could uphold the District’s mask policy. Attorney Norton explained that the mask policy requirements are a condition of employment, Board Members are not employees.
- Member Wasik commended Dan Stearns and staff with their work on the new Beer Garden at Independence Grove.
- Chair Simpson requested option of hybrid meetings going forward.

12.0 Closed/Executive Session – None

13.0 Potential Action Following Closed Session, including Approval of Legal Invoices – None

14.0 Adjournment - With no further business, Chair Simpson declared the meeting adjourned at 3:03 p.m.

APPROVED:

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

Secretary’s Note: Pursuant to Section 7(e) of the Illinois Open Meetings Act, the July 23, 2021, Gubernatorial Disaster Proclamation, the Governor’s Executive Orders Nos. 2021-15, 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, August 5, 2021. These minutes were approved by a Roll Call vote at that meeting:

AYES: 7 (Casbon, Danforth, Frank, Hart, Parekh, Simpson, Wasik)
 NAYS: 0
 ABSENT: 2 (Maine, Hunter)

Julie Casbon 8-5-21

 Committee Secretary