

Finance Committee
Thursday, August 31, 2023
1:00 p.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/87383691928?pwd=U1E1MFpxK2dtWFhUZTNIOEp2TXI4UT09>

Meeting ID: 873 8369 1928

Passcode: 265729

Join via Phone:

One tap mobile +13126266799,,87383691928# US (Chicago)

Dial by your location +1 312 626 6799 US (Chicago)

See detailed instructions on the attachment to this Agenda.

AGENDA

- 1.0 Call to Order**
- 2.0 Roll Call**
- 3.0 Pledge of Allegiance**
- 4.0 Addenda to the Agenda**
- 5.0 Approval of Minutes:** August 3, 2023 – open and closed session
- 6.0 Public Comment**
- 7.0 Executive Director’s Report**
- 8.0 Unfinished Business**
- 9.0 Correspondence**
- 10.0 New Business**
 - 10.1 Invoices and Requisitions
 - 10.2 [Recommend approval of Resolution approving a Guaranteed Price Agreement as an Amendment to a Contract with ADP, Inc.,](#) for Outsourced Payroll Services and a Human Resource Information System, in an annual not-to-exceed amount of \$65,000.00.
 - 10.3 [Recommend approval of Resolution approving Illinois Municipal Retirement Fund Benefit Protection Leave](#)
 - 10.4 [Approve Fee Guidelines including a revised Fee Guidelines Matrix](#)
 - 10.5 [Policy direction regarding amendments to Purchasing Policy concerning “Responsible Bidders”](#)
- 11.0 Miscellaneous Business**
- 12.0 Closed Session**
- 13.0 Potential Action Following Closed Session**
- 14.0 Adjournment**

The Lake County Forest Preserve District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact ADA Coordinator, Mary Kann, at (847) 968-3214 promptly to allow the District to make reasonable accommodations for those persons.

**Instructions for attending Lake County Forest Preserve District
Board and Committee meetings via video and/or audio access**

The audio/visual platform for attending the meetings will be Zoom. Zoom allows you to attend remotely from either a computer, telephone or iPad. Please note that by joining this meeting by video or audio conference, your name or phone number may be visible (in whole or in part) to others participating in the meeting.

1. You will have three options as follows:
 - a. Attend by computer: This option will allow you to participate by video and audio. To connect this way, click on the URL address for the Zoom meeting provided in the box on the meeting agenda titled “TO CONNECT TO REMOTE MEETING”. You can also type or paste that address into your web browser. If you are a first time user of Zoom, you will need to download the Zoom Application. When you click on the URL it should take you straight to the meeting. If you are asked for the Meeting ID, it is the nine-digit number found in the box on the meeting agenda titled “TO CONNECT TO REMOTE MEETING”. If you are asked for a password, type in the password. You will get a prompt asking you if you want to turn on the Video and another prompt asking you if you want to turn on the Audio. You should turn on both.
 - b. Attend by telephone: This option will allow you to participate only by audio. To connect this way, dial the number for the Zoom meeting provided in the box on the meeting agenda titled “TO CONNECT TO REMOTE MEETING”. If you have a smartphone, you can join by dialing the “one tap mobile” number, in which case you will not need to enter the Meeting ID. If you are calling from a landline, after dialing the phone number, you must when prompted enter the nine-digit Meeting ID provided in the box on the meeting agenda titled “TO CONNECT TO REMOTE MEETING”.
 - c. Attend from iPad: Download the Zoom for Cloud app from the iTunes store. Once installed, select Join Meeting. Input the Meeting ID and Type your participant name. Click Join. Enable iPad Audio and Video. When you first begin you will show Presenter Screen (a single viewer – whomever is speaking. To change to Gallery View. Touch the screen and select Gallery View on the left side of the screen. To view the Participants list, select Participants at the top right of the screen.
2. All meeting attendees (Commissioners, Staff and Public) will be muted when the meeting is called to order, except the Committee Chair or Board President and the Staff Member staffing the Committee. If you are attending via computer, you will be able to pull up a tool bar at the bottom of your screen by dragging your cursor to the bottom. There you will see the controls. The mute button is on the far left. Please keep your computer or phone connection muted, unless you are speaking.
3. Public comment will be allowed. If you desire to speak on a matter not on the agenda, you will have an opportunity to do so near the beginning of the meeting. If you desire to speak on a matter on the agenda, you will have an opportunity to do so when that matter is discussed. When it is your turn to speak you will be unmuted by the host to speak. Here is how you will be given an opportunity to speak:
 - a. Computer attendees: If you desire to speak on an item, please raise your hand. This can be done by either physically raising your hand if you are on video or by clicking on the “raise your hand” tool provided by Zoom. To click on “raise your hand” you will need to have the participants list on the right of your screen. You can activate the participant list by pulling up your tool bar and clicking on it. Then, you will see a “raise your hand” option at the bottom of the participant list.
 - b. Phone attendees: If you desire to speak on an item, please press *9 on your phone and then the Committee Chair or Board President will see you have your hand up.

The public comment portions of Committee and Board meetings are not “question and answer” sessions and are limited in time, so that the Committees and Board can proceed with the business items on their agendas. As such, if your public comment includes a question, you might not receive an answer to your question immediately. If you would like follow-up contact from your District Commissioner or a staff member, please provide us with your contact information through our website at www.LCFPD.org/contact and the appropriate person will contact you regarding your question or other public comment topic.

4. Please plan on connecting to or calling into the meeting a few minutes early to ensure everything is working with your computer or phone.