

**Lake County Forest Preserves  
Finance Committee Minutes – August 5, 2021**

On Thursday, August 5, 2021, pursuant to Section 7(e) of the Illinois Open Meetings Act, the July 23, 2021 Gubernatorial Disaster Proclamation, the Governor’s Executive Order No. 2021-15, 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 Gragnani called the roll and six committee members responded: Julie Simpson, Chair, Paul Frank, Vice Chair, Carissa Casbon, Michael Danforth, Sandy Hart and John Wasik. Committee member Paras Parekh arrived after the roll call at 1:01 p.m.; Members Ann Maine and Kevin Hunter were absent.

**Also Present:**

Angelo Kyle, President	Jim Anderson	Ken Jones
Mary Ross Cunningham	John Nelson	Kim Mikus Croke
Alex Ty Kovach	Randy Seebach	Maureen Shelton
Mike Tully	John Tannahill	Julie Gragnani
Mary Kann	Nan Buckardt	Matt Norton, Corporate Counsel
Steve Neaman	Debbie Boness	

**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 Frank to approve the minutes from July 1, 2021. Roll Call vote being had, the motion passed by a vote of: AYES: 7; NAYS: 0.

**6.0 Public Comment** – None

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

- Status on current internal budget development schedule;
- Shortages resulting from the Covid pandemic including computer chips and other supplies that have an impact on District Operations;
- Return to hybrid meetings for today and the August Board meeting due to changing guidelines;
- Waukegan Port District asked that their item be pulled from agenda pending FAA changes;
- Preserve use continues to be high this summer;
- District educators are gearing up for the start of school and field trip season; good feedback was received on the Roving Educator Series;
- Dunn Museum staff recently self-published a book: *Native American Trail Trees in Lake County, Illinois*; which uses photos taken by Bess Bower Dunn;
- Recent NACPRO awards received good media coverage; a donation was received in honor of the Propers’ volunteer award;
- Environmental Communications Specialist Brett Peto won the national 2021 Excellence in Interpretive Support Award from the National Association for Interpretation.

**8.0 Correspondence** – None

## **9.0 Unfinished Business**

9.1 Policy direction regarding addition to holiday schedule in Personnel Policy 4.1 - Holidays, recognizing Juneteenth on June 19 of each year – Director Kovach noted that at the previous meeting, the committee had requested to delay this item for a month. Committee members provided comments and questions and a general discussion ensued. Members Frank, Simpson and Hart favored a fixed holiday. Member Parekh asked how this holiday affects the schools and asked if the District could wait on a decision until there is more clarity and to see what the County does. Mr. Kovach noted that the committee could wait if they want to. Member Danforth was concerned about the overall procedure for adding holidays and felt there should be a global discussion moving forward. Several committee members were leaning toward postponing a decision. Member Frank noted that at the County a longer lead time was needed to implement a new holiday because of the various bargaining agreements. Discussion continued on the union aspect and Director Mary Kann noted that the two union contracts are both up for negotiation this year and staff would not want to negotiate a new holiday into new contracts if the holiday is not yet in place for other staff. A decision would need to be made by September if this holiday were to be included in union negotiations. This union aspect changed the minds of some committee members so Chair Simpson asked the committee for consensus to make it a fixed holiday and the direction of the majority of the committee was yes. Staff will bring a revision to Personnel Policy 4.1 back to committee for approval at the next meeting.

## **10.0 New Business**

10.1 Approve Title Additions, Deletions, and Reclassifications – Motion by member Wasik, second by member Hart to approve the recommendation. Director of Administration Mary Kann explained the requested changes in the Education Department to add two new Educator positions. She then outlined the changes in Public Affairs, including changing the department name to Community Engagement and Partnerships and adding the Director position for that new department name; and deleting the title of Director of Public Affairs and Development. Also to delete the title of Chief Development Officer and Executive Director of the Preservation Foundation, and adding the titles of Executive Director of the Preservation Foundation and Grant Specialist. Executive Director Kovach went into further detail on the new structure and the new Director and Grant Specialist positions. Mr. Kovach responded to questions including covering the anticipated financial impact and the importance of having a dedicated person to work on grants, freeing up valuable time for the Foundation’s Executive Director. Following discussion, the motion to approve as presented passed by a roll call vote of: AYES: 7, NAYS: 0.

10.2 Invoices and Requisitions – Motion by member Casbon, second by member Hart to approve the legal bill from May 2021. Attorney Norton responded to questions regarding the retainer. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0.

10.3 Recommend Approval of Temporary Residential License Agreements with Individuals Working Contractually for the District – Motion by member Casbon, second by member Frank to approve the recommendation. Mr. Kovach summarized the recommendation. The motion to approve passed by a roll call vote of: AYES: 7, NAYS: 0.

10.4 Recommend approval of a Resolution awarding a Contract for Enhanced Monitoring and Recovery Activities Services to Chicago Botanic Garden for the Rare Plant Recovery Project in the Contract Price of \$30,000.00 - Motion by member Parekh, second by member Casbon to approve the recommendation. Mr. Kovach summarized the contract for a 3-year period. Natural Resource Director Jim Anderson responded to questions, further explaining the work that will be undertaken with this project. 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.

## **11.0 Miscellaneous Business - None**

**12.0 Closed Session** - Motion by member Hart, second by member Frank to go into closed session for the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the District is a member; for probable or imminent litigation; for discussing the purchase or lease of real property; and for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Roll call vote being had, the motion passed by a vote of: AYES: 7, NAYS: 0. The committee went into closed session at 1:55 p.m. and returned to open session at 3:02 p.m.

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

**14.0 Adjournment** - With no further business, Chair Simpson noted that the next meeting was scheduled for September 2, 2021 and declared the meeting adjourned at 3:03 p.m.

**APPROVED:**

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

**Secretary’s Note:** Pursuant to Section 7(e) of the Illinois Open Meetings Act, the August 20, 2021, Gubernatorial Disaster Proclamation, and Written Determination of the Lake County Forest Preserve District President, the Finance Committee met via audio and video conference on Thursday, September 2, 2021. These Minutes were approved by a Roll Call vote at that meeting:

AYES: 8 (Casbon, Danforth, Frank, Hunter, Maine, Parekh, Simpson, Wasik)  
 NAYS: 0  
 ABSENT: 1 Hart (arrived after vote)

*Julie Blagman* 9-2-21  
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 Committee Secretary