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COMBINED FINANCE AND ADMINISTRATION OPERATIONS COMMITTEE

Glenview Park District – Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Monday, February 12, 2018 @ 6:00 p.m.

1. Roll Call

Commissioner Dave Dillon called the meeting to order at 6:00 pm and the roll was called.

Commissioners present: Jen Roberts, Dave Tosh, Angie Katsamakis, Dave Dillon, Bob Patton

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Manager of Business Services Nicole Hopkins, Director of Brand Strategies and Community Engagement Jena Johnson, Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Auditor Selection

Deputy Executive Director Katie Skibbe stated that the District's Audit Procurement Policy requires the District to solicit proposals from prospective audit firms through a written RFP at least once every six years. The previous RFP was completed in 2014 for a 3-year contract with Lauterbach & Amen, LLP.

On January 8, 2018, a Request for Proposal for Professional Audit Services was sent to nine different auditing firms. Three firms submitted a proposal, but one firm was disqualified due to inaccuracies in their references. The remaining two firms were Lauterbach & Amen, LLP and Sikich, LLP.

Staff requested consideration to accept the proposed agreement with Lauterbach & Amen, LLP of Naperville, Illinois for auditing services in 2018, 2019, and 2020. The District has been very pleased with their services and has rotated audit partners beginning in 2014 when the Audit Procurement Policy was adopted.

The Committee asked about the disqualified firm and the low response rate to the RFP. Manager of Business Services Nicole Hopkins explained that other firms cannot compete with the prices from Lauterbach and Amen, LLC and therefore did not submit proposals. Hopkins shared positive feedback regarding both submitting firms.

Based on the history and prices presented, the committee recommended the acceptance of the proposed agreement with Lauterbach & Amen, LLP of Naperville, Illinois for auditing services in the amount of \$18,700 in fiscal year 2018/19, \$19,200 in 2019/20 and \$19,700 in 2020/2120. This item is to be moved to the consent agenda for full board approval.

b. Policy 3.60 Purchasing Policy

Deputy Executive Director Katie Skibbe presented a revised draft of Policy 3.60 Purchasing Policy. Revisions were made to align with the criteria for IAPD's Distinguished Agency accreditation as well as to stay consistent with the Local Government Prompt Act and Public Officer Prohibited Activities Act.

Commissioner Bob Patton asked about centralizing the District's purchasing and the ability to calculate total purchasing and saving per year. Executive Director Mike McCarty responded that staff has been reviewing the District's purchasing as a whole and frequently purchases are made for multiple facilities. He provided an example of the District's contract with Cintas, which provides uniforms and various supplies to multiple facilities.

The committee recommended the acceptance of Policy 3.60: Purchasing Policy. This item will be moved to the consent agenda for full board approval.

c. Policy 3.10 General Financial Practices and Ordinance No. 2018-XX An Ordinance Repealing Ordinances 2005-08 and 2017-22

Deputy Executive Director Skibbe presented the updated Policy 3.10 Financial Practices and the new Ordinance No. 2018-XX An Ordinance Repealing Ordinances 2005-08 and 2017-22.

Skibbe explained that Policy 3.10 was originally the sole policy for financial practices within the District. Since the policy was written, the District's business operations have become more complex and new policies have been created as required by law. These new policies were developed as standalone financial policies that provided more detail and are now referenced in the updated Policy 3.10. In addition, Skibbe explained that Ordinances 2005-08 and 2017-22 are no longer necessary and will be repealed by Ordinance 2018-XX.

The committee recommended the acceptance of Policy 3.10 Financial Practices and Ordinance No. 2018-XX An Ordinance Repealing Ordinances 2005-08 and 2017-22 to be moved to the consent agenda for full board approval.

d. Policy 7.80 Use of Volunteers Policy

Deputy Executive Director Skibbe presented the Policy 7.80 Use of Volunteers. This policy was established to comply with IAPD's Distinguished Agency criteria and to acknowledge the value of volunteers that support the Glenview Park District while setting general parameters for using volunteers within the District based on current practices. The new policy was also revised to outline how volunteers will complete applications in compliance with the recent legislation regarding sex offenders.

Commissioner Dave Tosh inquired about how extensive the application requirement is for volunteers to certify that they are not sex offenders. Skibbe responded that the District is only required to have volunteers answer a question and sign off on their acknowledgement as a way of self-certifying that they are not sex offenders, which means finger printing is not necessary. However, she added that several of the District's volunteers, including volunteer coaches, have to go through a criminal background check prior to volunteering. This policy is being used to broadly cover all of the volunteers that help the District. Commissioner Dave Dillon also asked about how the volunteers are

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distinguished among the staff and public visitors. Executive Director Mike McCarty explained the various ways that the facilities choose to have volunteers stand out.

Commissioner Jen Roberts inquired about the specification of all court-ordered Community Service workers as Glenview Park District residents and suggested that the resident part be removed. Staff and commissioners discussed the District's use of service workers at various facilities and agreed that the resident indication should be removed.

The committee recommended the acceptance of Policy 7.80: Use of Volunteers Policy to be moved to the consent agenda for full board approval.

e. Marketing Update

Director of Brand Strategies and Community Engagement Jena Johnson presented the marketing team's internal processes as well as future goals and continued work towards increased efficiency. In addition to receiving three awards at the IPRA Marketing Showcase, she explained the department's growth with social media, public relations and targeted promotions. Johnson also highlighted successful projects, potential partnerships, and the progress of the new sponsorship program that launched in 2017.

The committee discussed the website redesign project including the current and potential uses of the website. They also discussed payment methods and payment opportunities, such as Apple Pay and Paypal, through a mobile application of the website. In regards to the District's brochure, Commissioner Jen Roberts asked if sustainable practices are in effect during the printing process, such as using recycled paper. Director of Brand Strategies and Community Engagement Johnson responded that currently it is not cost effective, but she will include the option in the upcoming request for proposals from potential printing vendors.

f. December Financial Statement Review

Deputy Executive Director Skibbe provided the board with the December financial statements including a review of variances over \$10,000.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Angie Katsamakidis moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 7:07 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 22nd day of March 2018