



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday, March 20, 2018 at 2:00 PM at the Administration Offices located at 1996 S. Kirk Road, Suite 320, Geneva, IL 60134. The meeting was opened by Chairman Mark Davoust at 2:17 PM.

Members Present:

<u>Attendee Name:</u>	<u>Status:</u>
Chairman Mark Davoust	Present
Commissioner Theresa Barreiro	Present
Commissioner Brian Dahl	Present
Commissioner Rebecca Gillam	Present
Commissioner John Hoscheit	Present
Commissioner Don Ishmael	Absent
President Michael Kenyon	Present
Commissioner Bill Lenert	Present
Secretary Philip Lewis	Absent
Commissioner John Martin	Present
Commissioner Penny Wegman	Absent

Others Present:

Monica Meyers, Executive Director, Ken J. Stanish, Director of Finance, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Laurie Metanchuk, Director of Community Affairs, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Mike Gilloffo, Police Chief, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from February 20, 2018

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Martin, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Mark Davoust, Theresa Barreiro, Brian Dahl, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin
ABSENT:	Don Ishmael, Philip Lewis, Penny Wegman

III. Public Comment (Each speaker is limited to three minutes) *None.*

IV. New or Unfinished Business

A. Presentation and Approval of the 2018 Employee Handbook Revision

The Commission approved an extensive revision to the Employee Handbook in April 2017. Unlike last year, the 2018 modifications do not include new policies and programs. This year's changes are focusing on clarification of existing policy.

1. Public Act 5ILCS 430/70-5 requires language regarding consequences of knowingly making false reports of sexual harassment and protections against retaliation.
2. The requirement that non-exempt employees must take vacation time in increments of a half day was removed.
3. Clarified that part-time police are paid for holidays, rather than banking paid time off.
4. Added *required certification* and *years of service* to the list of criteria for interdepartmental transfers.
5. Increased drug testing from a 7-panel to a 10-panel, reflecting changes in the drug testing industry and an increase in opioid use.

DISCUSSION: *Chairman Davoust asked if the increase in the drug screen panel was a higher fee. Director Smith answered that no, there would be no increase in our fees. Chairman Davoust also asked if the change to an hourly recording of vacation time would increase the work for those doing payroll. Director Stanish stated that non-exempt employee time management is already done by the hour so there would be no change.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 4/6/2018 8:30 AM
MOVER:	John Martin, Commissioner
SECONDER:	Brian Dahl, Commissioner
AYES:	Mark Davoust, Theresa Barreiro, Brian Dahl, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin
ABSENT:	Don Ishmael, Philip Lewis, Penny Wegman

B. Presentation of Campground Rates Market Analysis and Approval of Proposed Rate Modifications

Director Goreth gave a brief presentation outlining the recommendation to increase fees (\$5) for the improved sites for residents from \$15 to \$20, (\$10) from \$25 to \$30 for the improved sites non-residents. Primitive (tent) sites (\$2) from \$10 to \$12 for residents and (\$3) from \$15 to \$18 for the primitive sites non-resident. The increases would then continue annually at 20% until market average is met. Staff and Commission will continue to review the campground's revenues and expenses on an annual basis and make any further recommendations at that time. He also outlined the projected revenues based on the increase using the 2017 occupancy.

DISCUSSION: *Chairman Davoust asked when this would take effect. Director Goreth explained that this would be for the 2018 Season beginning May 1, 2018. Commissioner Martin asked if the fees included electric use. Director Goreth answered in the affirmative. President Kenyon stated that he was pleased with the information and thinks it will be an improvement. Director Goreth stated that*

he is confident the excellent rating from our annual surveys will remain. Chairman Davoust asked for staff to track and keep this committee apprised.

RESULT: MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO: FOREST PRESERVE EXECUTIVE COMMITTEE 4/6/2018 8:30 AM
MOVER: Bill Lenert, Commissioner
SECONDER: Rebecca Gillam, Commissioner
AYES: Mark Davoust, Theresa Barreiro, Brian Dahl, Rebecca Gillam, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin
ABSENT: Don Ishmael, Philip Lewis, Penny Wegman

V. Closed Session to Discuss Land Acquisition, Contracts, Litigation and Personnel *None.*

VI. Communications

A change to the meeting date was made for April, because of IAPD Legislative Conference held on same date. Moved to April 23 Monday same time 2:00 p.m.

Earth Day will be Saturday, April 21st at the Tomo Chi-Chi Knolls FP. We will plant trees and have other family friendly activities.

The ground breaking for Northwestern Medicine Cross Country Field will be held on April 3rd at 10:30 a.m.

For those of you that attended the Volunteer Appreciation Dinner, thank you for coming. It was well attended and always a good time.

President Kenyon thanked Commissioner Dahl for his service to this committee.

VII. Chairman's Comments

Apologize for the delay in getting the meeting started today, but it could not be helped.

VIII. Adjournment

RESULT: ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER: Theresa Barreiro, Commissioner
SECONDER: Brian Dahl, Commissioner
AYES: Mark Davoust, Theresa Barreiro, Brian Dahl, Rebecca Gillam, John Hoscheit, Don Ishmael, Michael Kenyon, Bill Lenert, Philip Lewis, John Martin, Penny Wegman

Mark Davoust, Chairman
Finance and Administration Committee
Forest Preserve District of Kane County

Adjournment until:

~~**Tuesday, April 24, 2018 at 2:00 pm**~~

Changed to Monday, April 23, 2018 at 2:00 p.m.

Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,

Ellen J. Maglio

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Recording Secretary