



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Finance and Administration Committee meeting was held Tuesday, May 23, 2017 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 2:05 PM.

Members Present:

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

Others Present:

STAFF: Monica Meyers, Executive Director, Ben Haberthur, Director of Natural Resources, Jerry Culp, Director of Planning and Development, Tracey Smith, Director of Human Resources, Mike Gilloffo, Police Chief, Caitlin Rodeghero, Administrative Assistant, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

OTHERS: Kyle Zake and Jason Grady from AXA Retirement Plan Services

II. Approval of Minutes from April 26, 2017

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

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

IV. New or Unfinished Business

A. Presentation and Approval of the Modification to the Ordinance Setting the Salary Ranges of Employee Positions of the Forest Preserve District of Kane County

Per the District's Salary Administration Policy approved by the Commission on April 11, 2006, the salary structure (ranges) will be raised at least 2% annually to stay in line with the market. The recommendation for the 2017/18 fiscal year is to modify the ranges by the minimum 2%.

The expense relative to the modification of the salary ranges has been budgeted in the current fiscal year. Merit increases approved by the Commission for the 2017/18 fiscal year are 3%. Though the range adjustments and the merit increases are separate functions, the budgeted 3% merit increase covers any expense relative to this range adjustment.

DISCUSSION: *Commissioner Barreiro asked whether staff had left because of salaries. Director Smith answered that about 50% of the turnover is due to salaries. She also stated that DuPage County Forest Preserve has an average \$4-5 higher wage than the District. Chairman Davoust added that the District is just trying to keep pace with other agencies and that this is not a rate increase but it is the range within the merit increase is gauged. Commissioner Barreiro suggested that a salary analysis be done by the District. President Kenyon stated that even if that was done and it resulted in our salaries being in range but lower, how and with what would be increase, since at the current time it is not financially feasible. Director Smith added that a salary analysis is quite costly.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 6/2/2017 8:30 AM
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	John Martin, Commissioner
AYES:	Michael Kenyon, Mark Davoust, Theresa Barreiro, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Brian Dahl, Rebecca Gillam, John Hoscheit, Don Ishmael, Philip Lewis

B. Presentation and Approval of a 457b Deferred Compensation Plan

For a number of years, the District has contracted with Nationwide (and ING) to provide a supplemental retirement plan to employees (457b Deferred Compensation Plan). The plans offered resulted in limited success due to a lack of regular support and employee education.

The District desires to partner with a proactive vendor who specializes in 457b deferred compensation, IMRF, financial wellness and personal contact. Services provided would include a certified financial planner (CFP) meeting with employees to discuss their personal financial challenges and goals and customizing a Financial Wellness Plan to meet their individual needs. In addition, the vendor would provide advisory and fiduciary services to the District and plan participants.

DISCUSSION: *Commissioner Lenert confirmed that there would be no cost to the employee. Director Smith confirmed that statement. Kyle Zake from AXA Retirement Plan Services was introduced and added that the robust program would allow for customization to the group or individual's needs.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 6/2/2017 8:30 AM
MOVER:	Bill Lenert, Commissioner
SECONDER:	John Martin, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Brian Dahl, Rebecca Gillam, John Hoscheit, Don Ishmael, Philip Lewis

C. Presentation and Approval of the KaneComm/911 Dispatch Service Agreement

The KaneComm Board has established a fee schedule for each user groups' fair share of telecommunication costs based on the agencies calls for service. KaneComm has a *Dispatch Service Agreement*, and requires that the governing boards for each agency pass a resolution authorizing a 911 *Dispatch Service Agreement* with Kane County. The original agreement was signed in 2009 and is scheduled to expire March 31, 2017.

The proposed April 17, 2017 to November 30, 2022 agreement was approved by the Kane County Board at the April meeting, on behalf of KaneComm and Kane County. The agreement includes a 5% fee increase annually. At the end of the five-year term, the agreement will continue on an annual basis, if mutually agreeable and will incorporate a 5% fee increase each subsequent year extended. The agreement has been reviewed without reservation by the District's attorney, Gerry Hodge.

DISCUSSION: *None.*

RESULT:	MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO:	FOREST PRESERVE EXECUTIVE COMMITTEE 6/2/2017 8:30 AM
MOVER:	John Martin, Commissioner
SECONDER:	Theresa Barreiro, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Brian Dahl, Rebecca Gillam, John Hoscheit, Don Ishmael, Philip Lewis

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

VI. Communications

VII. Chairman's Comments

Chairman Davoust reminded the Committee that the Forest Preserve Foundation is currently accepting nominations from the Commissioners for individuals that may want to serve on the Board of the Forest Preserve Foundation.

VIII. Adjournment

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

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

Adjournment until: Tuesday, June 27, 2017 at 2:00 p.m.
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,
Ellen J. Maglio
Recording Secretary