



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE MINUTES

I. Call to Order

The Forest Preserve District Finance and Administration Committee meeting was held Tuesday, January 28, 2020 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 2:00 PM.

Members Present:

Chairman Mark Davoust	Present
Commissioner Theresa Barreiro	Present
Commissioner Matt Hanson	Present
Commissioner John Hoscheit	Present
President Michael Kenyon	Present
Commissioner Bill Lenert	Present
Commissioner Anita Lewis	Absent
Commissioner John Martin	Present
Treasurer, Penny Wegman	Present

Others Present:

Commissioner Kious

Monica Meyers, Executive Director, Ken J. Stanish, Chief Financial Officer, Ken Anderson, Jr., Chief of Planning and Operations, John Goreth, Director of Operations, Tracey Smith, Director of Human Resources, Laurie Metanchuk, Director of Community Affairs, Mike Gilloffo, Director of Public Safety, Chuck Misner, Safety & Wellness Coordinator, Anna Marano, Buyer, Brittany Kovach, Community Affairs Specialist, Caitlin Rodeghero, Administrative Specialist, Pat Kinnally, Attorney, Jerry Hodge, Attorney, Ellen J. Maglio, Recording Secretary

II. Approval of Minutes from October 22, 2019

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Hoscheit, Commissioner
SECONDER:	Bill Lenert, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Anita Lewis

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

IV. Presentation

A. Presentation and Approval of the Golf Courses Quarterly Financial Report

Chief Financial Officer Ken Stanish briefly reviewed the charts and financial status of the golf courses for the fourth quarter. In summary, green fees revenue was up at Settler's Hill for 2019, and slightly lower for both Deer Valley and Hughes Creek. Total revenues were up from

the 2018 report for all three courses. Hughes Creek exceeded their contracted cap and they still owe the District an additional \$5,385.85.

DISCUSSION: *There were statements made by Commissioner Hanson that if improvements were made at Settler's Hill with regards to concessions, they would be able to have outings that would improve revenues as well. Chairman Davoust stated that he attended a seminar at the IPRA IAPD Conference that encouraged him with respect to the golf industry bouncing back from the last two wet seasons.*

RESULT: **PLACED ON FILE**

V. New or Unfinished Business

A. Presentation and Approval of Closed Session Minutes from October 2018 through December 2019

This is a statute requirement. There was no further discussion.

RESULT: **APPROVED BY VOICE VOTE [UNANIMOUS]**
MOVER: Theresa Barreiro, Commissioner
SECONDER: Penny Wegman, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Anita Lewis

B. Presentation and Approval of Revisions to the Safety Handbook

HR Director Tracey Smith presented the revisions to the Employee Safety Handbook. The Safety Handbook was last approved in 2014 and since then the Safety Committee has expanded to include wellness. The Safety and Wellness Team is an employee driven committee made up of representatives from all the departments. The proposed modifications to the Handbook include the District's well-being mission, tweaks to titles, and new training frequency requirements.

DISCUSSION: *None.*

RESULT: **MOVED FORWARD BY VOICE VOTE [UNANIMOUS]**
TO: **FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/7/2020 8:30 AM**
MOVER: John Hoscheit, Commissioner
SECONDER: Matt Hanson, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Anita Lewis

C. Presentation and Approval of Revisions to the Employee Handbook

HR Director Tracey Smith introduced the proposed revisions to the District's Employee Handbook. The last revision to the Handbook was approved in June of 2019. Per recommendations from Laner Muchin (Employment Law Firm), the revisions to Handbook were made to be compliant with an influx of new laws coming out of Springfield. Our attorney also recommended some areas for language and policy clarifications.

DISCUSSION: Commissioner Martin asked what the definition of "perceived discrimination" was. Director Smith and Attorney Kinnally agreed that there was not a definition given in the amended law. Chairman Davoust asked if there were any financial impacts to the district with regards to training and reporting of these updates. Director Smith replied that the training is already included in District's annual training program, but some of the reporting may have a minor impact. There is also the update that Personal Days will now be paid to employee upon separation which did not happen in the past, so there is some minor financial impact there as well. Commissioner Hanson questioned the cannabis and CDL regulations. The Department of Transportation (DOT) under federal law that CDL licensed drivers may not the drug for any reason. The District has a Zero Tolerance policy as does DOT regulations. Director Smith went on to say that the District is not changing the policy other than to include cannabis in the category with alcohol use. We are not changing the Reasonable Suspicion policies. Executive Director Meyers added that if there is an accident or any reasonable suspicion, because there is not a measurable test for cannabis like there is with alcohol the District as well as other agencies will be working through this right now. Pre-employment testing will still include alcohol but not THC.

RESULT: MOVED FORWARD BY VOICE VOTE [UNANIMOUS]
TO: FOREST PRESERVE DISTRICT EXECUTIVE COMMITTEE 2/7/2020 8:30 AM
MOVER: Matt Hanson, Commissioner
SECONDER: John Martin, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Anita Lewis

VI. Closed Session to Discuss Contracts, Litigation and Personnel

Entered 2:22 PM

RESULT: ROLL CALL VOTE [UNANIMOUS]
MOVER: Bill Lenert, Commissioner
SECONDER: Theresa Barreiro, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Anita Lewis

Exit 3:05 PM Motion by Wegman 2nd by Lenert

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Penny Wegman, Commissioner
SECONDER: Bill Lenert, Commissioner
AYES: Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT: Anita Lewis

VII. Communications

The Conservation Foundation Winter Membership Luncheon to be held on Wednesday, February 19 at the Arrowhead Golf Club in Wheaton. The topic is Close Encounters: Examining Urban Wildlife and Human Interaction. Please RSVP to Ellen by February 7th.

VIII. Chairman's Comments

All discussions in Closed Session are confidential, please honor that policy.

IX. Adjournment

RESULT:	ADJOURNED BY VOICE VOTE [UNANIMOUS]
MOVER:	Theresa Barreiro, Commissioner
SECONDER:	Penny Wegman, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Anita Lewis

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

Adjournment until: Tuesday, February 25, 2020 at 2:00 pm
Forest Preserve District Administration Offices
1996 S. Kirk Road, Suite 320 Geneva, Illinois

Respectfully Submitted,

Ellen J. Maglio

Ellen J. Maglio
Recording Secretary



FOREST PRESERVE DISTRICT OF KANE COUNTY

FINANCE AND ADMINISTRATION COMMITTEE CLOSED SESSION MINUTES

JANUARY 28, 2020

Closed Session to Discuss Contracts and Litigation

Enter into Closed Session to discuss land acquisition 2:22 PM.

RESULT:	ROLL CALL VOTE [UNANIMOUS] TO ENTER INTO CLOSED SESSION TO DISCUSS LAND ACQUISITION
MOVER:	Bill Lenert, Commissioner
SECONDER:	Theresa Barreiro, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Anita Lewis

Discussion

Chairman Davoust explained that there are three topics for discussion today.

[REDACTED]

IMET: Attorney Hodge explained that over the last 7 years the District has been recovering their loss through a series of checks. The last check in was received in early January 2020. To date the District has received 56% of the original loss suffered by the USDA investment fraud. The current tolling agreement in place with IMET expires January 31, 2020. The Attorneys and CFO are waiting for a summary and final report of the settlement status. Consensus of the Committee is to investigate further into the status of IMET and reports and possibly pursue judgement against IMET as well as investigate the possibility of joining with the other 9 entities with losses to move forward against IMET. The attorneys will look into it further and report back to the Committee.

[REDACTED]

[REDACTED]

RESULT:	ROLL CALL VOTE [UNANIMOUS] TO ENTER INTO CLOSED SESSION TO DISCUSS LAND ACQUISITION AT 3:05 PM
MOVER:	Penny Wegman, Treasurer
SECONDER:	Bill Lenert, Commissioner
AYES:	Theresa Barreiro, Mark Davoust, Matt Hanson, John Hoscheit, Michael Kenyon, Bill Lenert, John Martin, Penny Wegman
ABSENT:	Anita Lewis

Respectfully Submitted,

Ellen J. Maglio

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Recording Secretary