

Cary Park District  
Board of Commissioners  
**Administration, Finance & Personnel Committee Meeting**  
September 14, 2017  
6:30 PM  
Community Center  
255 Briargate Road  
Cary, IL 60013

**Minutes**

Committee Members Present: Hauck, Frangiamore, and Stanko  
Commissioners Present: Renner

Guest Present: Matt Barren, Lauterbach and Amen.

Staff Present: Jones, V. Krueger, Rogus, Raica, Hughes, Kelly, and Lee.

Chair Stanko called the meeting to order at 6:30 PM.

The Pledge of Allegiance to the Flag was recited.

The minutes from the August 10, 2017 Administration, Finance, and Personnel Committee meeting were presented for approval.

***Frangiamore moved to approve the minutes; second by Hauck.***

Voice vote: 3-0. All voting yes. Motion carried.

Under Matters from the Public, Commissioners, Staff, Hauck reminded everyone that Cary Main Street Fest is this upcoming weekend.

Jones stated that the Kaper and Lions Parks open house is on Monday, September 18<sup>th</sup>. He explained Mr. Renner is unable to attend and asked the other three Commissioners to work out who would arrive at which time. He then stated that the open house would be in the Oak Room. Director of Communications and Marketing Katie Hughes has been sending e-blasts and posting on the website to inform the community about the open house.

Jones explained that Facilities and Program Manager Katie Tarosas set up meetings between Jones and Stakeholders to review the plans for Kaper and Lions Parks, and Frangiamore stated he would be interested in hearing the Stakeholder feedback. Jones explained that he would be happy to provide his notes to Commissioners.

Under direction items, the Comprehensive Annual Financial Report, FY ended April 30, 2017 was reviewed. V. Krueger first provided an overview of the audit process. The CAFR will again be sent to the Government Finance Officers Association (GFOA) for consideration in being

awarded the Certificate of Achievement for Excellence in Financial Reporting for fiscal year ended April 30, 2017. The Park District has received this award for the last 11 years.

V. Krueger next reviewed the management letter and the two items that Lauterbach and Amen suggested staff review. The first item deals with Post-Employment Benefits of the District GASB in regards to Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other than Pensions. Currently staff is working with PDRMA, the provider of the Park District's health insurance, to ensure compliance with Statement No. 45, if applicable.

V. Krueger stated the second item discussed in the management letter is Funds with Deficit Net Position stating that Foxford Hills Golf Course (FHGC) has a deficit net position of \$259,034 for the period ended April 30, 2017. The Park District has taken steps to control the deficit. The current year's budget reflects the deficit being reduced by \$161,590. Other measures taken include incorporating the replacement of capital equipment at FHGC in the CERF schedule. V. Krueger continued explaining that staff is exploring various options to address the deficit net position at FHGC and will bring forth their recommendation to the Board by FYE April 30, 2018.

Matt Barren was present from Lauterbach and Amen to go over the CAFR with the Commissioners. He explained program revenues had an increase of around 7% leading to an increase in funds of \$166,259 from last fiscal year. Barren then reviewed the summary data section at the end of the report, and then he asked if there were any questions from the Commissioners about the report. Hearing none, he continued.

Barren discussed the golf course and the operational costs and the deficit that is occurring at that location. Renner explained that when the debt is paid off in FY20/21, the deficit should decrease drastically. General discussion was held as Barren progressed through the audit report.

The Committee thanked Barren for his presentation and stated it was good to hear such a positive report on the finances of the Park District.

***Hauck move to recommend to the Board of Commissioners the Comprehensive Annual Financial Report for the Fiscal Year ended April 30, 2017 for acceptance. Second by Frangiamore.***

Voice vote: 3-0. All voting yes. Motion carried.

The next direction item discussed was Policy Development – Acceptable Use of Technology. Jones stated that staff has had a chance to take a broader look at the issue of technology and the Policy received from the Park District attorney. Jones explained the purpose of this Policy is to address the increasing usage and impact of social media. Things that happen on social media whether in the workplace or on personal time can come back and impact the employer. Jones stated having a policy is worth discussing, because something posted on social media could come back and have a negative impact on the Park District.

Jones walked the Commissioners through a training module provided to staff on social media.

Jones explained it would be beneficial to have something in a Policy to support the type of training provided to Park District staff. He asked if the Commissioners wanted to review the Policy in more detail, and they agreed yes. Jones stated that he and staff would work to develop an improved draft of this Policy and bring it back to the Committee for review and discussion.

Hauck stated the Policy needs to be specific and not a type of policy that says use your best judgement.

Stanko stated he feels it is important to create a cultural expectation or etiquette to go across the age differences present within the work place through a Policy.

***Frangiamore moved to adjourn the meeting. Second by Hauck.***

Voice vote: 3-0. All voting yes. Motion carried.

Meeting adjourned at 7:35 PM.