

**Lake County Forest Preserves  
Finance Committee Minutes – February 8, 2024**

On Thursday, February 8, 2024, the Lake County Forest Preserve District’s Finance Committee met at the District’s General Offices in Libertyville, Illinois.

**1.0 Call to Order** – With a physical quorum present, Vice Chair Paul Frank called the meeting to order at 1:01 p.m., and confirmed electronic attendance for members Michael Danforth due to employment, and Gina Roberts due to County business.

**2.0 Roll Call** –Committee Secretary Gragnani called the roll and five committee members responded: Vice Chair Paul Frank, Chair Gina Roberts, Michael Danforth, Sandy Hart, Sara Knizhnik (plus President Kyle). Present in the room: Vice Chair Paul Frank, Sandy Hart, Sara Knizhnik; and President Kyle to make a quorum. Present via Zoom: Michael Danforth and Gina Roberts. Member Ann Maine arrived at 1:05 p.m. Member Diane Hewitt was absent.

**Also Present:**

Alex Ty Kovach	Alex Eichman	Kevin Kleinjan
Matt Norton, <i>Corporate Counsel</i>	Alyssa Firkus	Julie Gragnani
Steve Neaman	Ron Davis	Kim Mikus-Croke
Mary Kann	Dan Stearns	Laurel Diver
Rebekah Snyder	Pati Vitt	Maureen Shelton

**3.0 Pledge of Allegiance** – President Kyle led the Pledge of Allegiance.

**4.0 Addenda to the Agenda** – None

**5.0 Approval of Minutes** – Motion by member Knizhnik, second by member Hart to approve the minutes of December 7, 2023 open and closed sessions. Voice vote being had, the motion passed unanimously and the minutes were circulated for signatures.

**6.0 Public Comment for items not on agenda** – None

Ann Maine joined the meeting at 1:05 p.m., establishing a physical quorum without President Kyle.

**7.0 Executive Director Comments** – Executive Director Kovach reported on:

- License agreement with new Independence Grove concessionaire, Relish Catering, effective Jan. 1;
- In 2023 the donation envelope in Horizons raised over \$21,000, the highest year yet;
- As of Jan. 31, 497 donors committed \$6.7 million toward the Foundation’s endowment;
- Volunteer hours statistics;
- Annual financial report for 2022 qualifies for the GFOA Certificate of Achievement;
- Gun Violence Initiative Town Hall held Jan. 8 at Greenbelt Cultural Center; fee waiver by President Kyle;
- Fee waiver by President Kyle for annual non-resident permit for a woman to be able to visit her daughter’s memorial bench the family gifted at the Independence Grove Dog Exercise Area; she does not own a dog but would like to visit the bench this year;
- 25<sup>th</sup> Anniversary of Hike Lake County; 2023 Education program attendance summary;
- Recap of Museum’s Dinosaurs-Fossils Exposed exhibit; Managing Healthy Landscapes opens Feb. 10;
- 9<sup>th</sup> annual Lake County History Symposium held on Zoom had 144 participants;
- Communications and Design division received awards from IPRA and IAPD including First Place for the Horizons magazine in the brochure-print category.
- The 2023 incident rate is 4.24, the lowest rate ever. Staff explained how the rate is calculated and responded to questions.

Member Hart suggested sharing the Executive Director report at the monthly board meetings. Mr. Kovach will discuss this with the President.

Commissioner Kevin Hunter joined the meeting at 1:10 p.m. during the Executive Director report. Attorney David Moore connected on Zoom at 1:18 p.m.

**8.0 Unfinished Business - None**

**9.0 Correspondence - None**

**10.0 New Business**

10.1 Invoices and Requisitions – Motion by member Knizhnik, second by member Hart to approve the legal billing for the month of November 2023. Voice vote being had, the motion passed unanimously and the billing was passed for signatures.

10.2 Recommend approval of an Ordinance amending the Fiscal Year 2024 Budget due to restructuring of the Planning and Land Preservation Department - Motion by member Knizhnik, second by member Maine to approve the recommendation. Director Kovach summarized the budget amendment necessary due to the restructuring of the Planning and Land Preservation Department into two separate departments. With a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.3 Approve position title additions, deletions, and reclassifications - Motion by member Maine, second by member Hart to approve the recommendation. Deputy Director Laurel Diver explained the job title changes in detail within the Public Safety and Education Departments. Education Director Alyssa Firkus provided additional information regarding the need for the changes. With a voice vote being had, the motion passed unanimously.

10.4 Approve a position title and FTE addition for a grant-funded Natural Resource Specialist - Motion by member Knizhnik, second by member Hart to approve the recommendation. Deputy Director Diver explained that this would be a 3-year grant funded position to manage the restoration efforts of the Collaborative, which includes the District, at the Chiwaukee Prairie-Illinois Beach Lake Plain site. Ms. Diver responded to questions; and with a voice vote being had, the motion passed unanimously.

10.5 Approve amendments to the Procedures Sections of Personnel Policy 2.4 Personnel Recruitment Procedures; 2.5 Personnel Records; 4.11 Employee Community Engagement Program; and 10.1 Grievance Procedure – Motion by member Hart, second by member Knizhnik to approve the recommendation. Deputy Director Diver summarized the procedure revisions and responded to questions. With a voice vote being had, the motion passed unanimously.

10.6 Recommend approval of a Resolution approving a Two-Year CompleteLink Discount Pricing Schedule for Telephone Services with AT&T Corp. - Motion by member Knizhnik, second by member Maine to approve the recommendation. Mr. Kovach summarized the recommendation and noted that the resolution would give the Executive Director the authority to approve the pricing schedules in the future. With a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

10.7 Recommend approval of a Resolution awarding a Contract for Research Services for a Lake County Voter Survey to aQity Research & Insights, Inc., in the Contract Price of \$36,800.00 - Motion by member Knizhnik, second by member Hart to approve the recommendation. Community Engagement & Partnership Director Rebekah Snyder summarized the contract and timeline for the survey. Member

Maine asked legal counsel if this was an appropriate expenditure of District dollars. Attorney Norton explained that the survey does not advocate a vote one way or another and legal counsel will be involved in reviewing the survey questions. With a voice vote being had, the motion passed unanimously and the recommendation was forwarded to the full Board for approval.

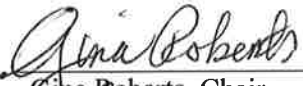

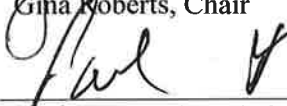
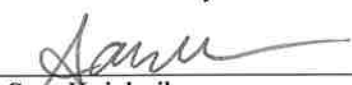
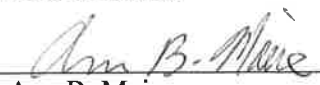
**11.0 Miscellaneous Business** – Commissioner Hunter received a request from a member of his district who is a property owner adjacent to Grant Woods Forest Preserve. The request is that the District help pay their \$5,000 deductible for damage to their property when a tree on Grant Woods property fell onto their shed; Commissioner Hunter distributed photos. The consensus of the committee was that the District is not liable when a tree falls onto adjacent property, it is the responsibility of the insurance company of the adjacent property owner.

**12.0 Closed Session** – Motion by member Knizhnik, second by member Maine to go into closed session for the purpose of discussing pending litigation. Roll call vote being had, the motion passed by a vote of AYES: 6, NAYS: 0. Members Danforth and Gina disconnected from Zoom. The committee went into closed session at 1:41 p.m. and returned to open session at 2:00 p.m.

**13.0 Potential Action Following Closed Session** – None

**14.0 Adjournment** - With no further business, Vice Chair Frank noted that the next meeting is scheduled for March 7, 2024 and adjourned the meeting at 2:00 p.m.

**APPROVED:**

	<u>Aye</u>	<u>Nay</u>		<u>Aye</u>	<u>Nay</u>
 Gina Roberts, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Diane Hewitt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Paul Frank, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 Sara Knizhnik	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Danforth	<input type="checkbox"/>	<input type="checkbox"/>	 Ann B. Maine	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sandy Hart	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>