

**MCHENRY COUNTY CONSERVATION DISTRICT  
BOARD OF TRUSTEES  
FINANCE & ADMINISTRATIVE COMMITTEE  
MINUTES OF MARCH 23, 2017**

**1.0 CALL TO ORDER**

The Meeting of the Finance & Administrative Committee of the Board of Trustees of the McHenry County Conservation District was called to order by Treasurer Thomas on March 23, 2017 at 5:05 p.m. at the Brookdale Administrative Offices, 18410 US Highway 14, Woodstock, Illinois.

**2.0 ROLL CALL**

Finance Committee Present:     Brandon Thomas, Treasurer  
  Stephen Barrett, Vice President  
  Pete Merkel, Trustee

Staff Present:                     Elizabeth S. Kessler, Executive Director  
  Andy Dylak, Director of Administration & Finance  
  Ed Collins, Director of Land Preservation & Natural  
  Resources

**3.0 PUBLIC COMMENTS**

There were no comments from the public.

**4.0 REVIEW MONTH OF FEBRUARY 2017 FINANCIAL STATEMENTS**

**4.1 Submission of Bills Payable**

Director of Administration & Finance Dylak led the discussion and presented the following invoices that were requested to be reviewed at the February 16, 2017 Finance & Administrative Committee: RCJ Enterprises, LTD \$9,762.07, Frontier \$1,292.30, Wendy Kummerer \$226.62, Delano's Home Decorating \$96.10 and Prairieland Disposal, Inc. \$1,043.57. He stated that all the invoices were properly authorized and payments were made within accordance to the District's purchasing policy. He then asked the Committee if there were any questions on the Submittal of Bills Payable. Treasurer Thomas requested that the following bills be pulled and reviewed at the next meeting to ensure that the invoices were properly authorized and paid in accordance with the District's purchasing policies: IPLEA, \$275.00, Euclid Managers \$6,346.36, Baxter Woodman, Inc., \$29,422.95.

*The consensus of the Finance & Administrative Committee members was to move the Bills Payable forward to the full board and recommend approval through the Regular Agenda.*

**4.2 Treasurer's Report**

Director of Administration and Finance Dylak noted that staff had been successful at reducing liquid operating cash to its lowest level in many years; maximizing the amount of investments and interest revenue. He also noted that there was a \$790,135 favorable operating budget variance and that he was anticipating FY

2017 would end with a \$600,000 operating surplus. There were no further discussions or questions related to the financial reports.

*The consensus of the Finance & Administrative Committee members was to move the Treasurer's Report forward to the full board and recommend acceptance through the Consent Agenda.*

## **5.0 APPROVAL OF MINUTES**

### **5.1 Minutes of February 16, 2017**

*A motion was made by Vice President Barrett, seconded by Trustee Merkel, to approve the Finance & Administrative Committee Minutes of February 16, 2017 as presented.*

A verbal vote resulted in all ayes.

Motion passed unanimously.

## **6.0 FY 2018 TENTATIVE BUDGET & APPROPRIATION ORDINANCE UPDATE**

Director of Finance & Administration Dylak stated that there were no changes to the Tentative FY 2018 Budget and that the public hearing would be held this evening. Executive Director Kessler added that she had several calls from the McHenry County Administrator Pete Austin. He called at the direction of the County Board Chairman Jack D. Franks, who was looking for further budget reductions from the Board of Trustees approved FY 2018 Tentative Budget. Executive Director Kessler noted that she had made several requests for she and President Heinsohn to meet with County Board Chairman Franks in person to review the FY 2018 Tentative Budget and outline the significant reductions and efficiencies that the District had implemented over the last several years. To date, she and President Heinsohn had not heard back from County Board Chairman Franks and therefore had planned to continue with the FY 2018 Budget timeline as previously scheduled with County Administrator Austin; with the first presentation scheduled for Tuesday, April 4, 2017, to the County's Planning, Environmental and Development Committee.

*There was no action, the item was for discussion purposes only.*

## **7.0 PERSONNEL**

### **7.1 Renewal of Month-to-Month Residence License Agreements**

Executive Director Kessler explained that the rental values are calculated based on several factors and that each residence is appraised every three years by a third party appraiser who specializes in the rental market. The appraisals were conducted in March of 2016 and license agreements with the new rates were implemented in July of 2016.

*The consensus of the Finance & Administrative Committee members was to move the item forward to the full board and recommend acceptance through the Consent Agenda.*

### **7.2 FY 2018 Salary Schedules**

Director of Administration & Finance Dylak explained that the proposed salary schedules were the same schedules that had been presented to the Board of Trustees in December of 2016, as part of the FY 2018 Budget and Financial planning meeting. The proposed schedules were generated to better align positions to the market as determined by the Leading Edge' Compensation Market Study that was conducted in June of 2016. He reminded Board members that the study showed the majority of the higher compensated positions were at or slightly above market and the positions that fell in the lower half of the salary schedules had a much greater disparity from market.

As such, it is generally those lower paid positions that will receive the greatest benefit from the new FY 2018 salary schedules. Executive Director Kessler stated that the District was a service agency and relied solely on the talents and dedication of its staff for success. As such, it continued to be one of her top priorities to ensure the District's compensation structure remained at least somewhat competitive with other local/regional public sector employers.

*The consensus of the Finance & Administrative Committee members was to move the item forward to the full board and recommend acceptance through the Consent Agenda.*

#### 8.0 ADJOURNMENT

There being no further business to come before the Finance & Administrative Committee.

*A motion was made Vice President Barrett and seconded by Trustee Merkel, that the meeting be adjourned.*

*Motion passed unanimously.*

Meeting adjourned at 5:45 p.m. on Thursday, March 23, 2017.

Respectfully submitted,

\_\_\_\_\_  
Brandon Thomas, Treasurer

\_\_\_\_\_  
Date

*Stu Barrett*  
STEPHEN BARRETT

*4/20/17*