

**LAKE BLUFF PARK DISTRICT
BOARD OF COMMISSIONERS
MINUTES OF SPECIAL ADMINISTRATION AND FINANCE COMMITTEE MEETING
JULY 12, 2010**

The Special Administration and Finance Committee Meeting of the Board of Commissioners of the Lake Bluff Park District, Lake County, Illinois, was held at the Recreation Center, 355 W. Washington Avenue, Lake Bluff, Illinois.

Present: Commissioners: Considine Nickels

Absent: None

Visitors: Ron Salski (Executive Director), Dave Peterson (Director of Facilities & Recreation Services)

1. CALL TO ORDER:

Chair Nickels called the meeting to order at 9:30 a.m.

2. ROLL CALL:

The following Commissioners were present when the roll was called:

Commissioners Considine, Nickels

3. APPROVAL OF AGENDA:

A motion was made by Commissioner Considine and seconded by Commissioner Nickels to approve the agenda of July 12, 2010 as presented.

Ayes: Commissioners Considine, Nickels

Nays: None

Abstain: None

Absent: None

4. STATEMENT OF VISITORS:

None

5. APPROVAL OF MINUTES OF AUGUST 17, 2009 SPECIAL COMMITTEE MEETING

A motion was made by Commissioner Nickels and seconded by Commissioner Considine to approve the August 17, 2009 minutes as presented.

On the roll call, the vote was as follows:

Ayes: Nickels, Considine

Nays: None

Abstain: None

Absent: None

6. APPROVAL OF MINUTES OF MAY 27, 2010 SPECIAL COMMITTEE MEETING

A motion was made by Commissioner Nickels and seconded by Commissioner Considine to approve the May, 2010 minutes as presented.

On the roll call, the vote was as follows:

Ayes: Nickels, Considine

Nays: None

Abstain: None

Absent: None

7. 2009 AUDIT

Executive Director Salski provided the following update:

On July 7, staff met with Milburn Cain & Co. discussing the Recreation Software (Class) pg. 2 internal control. A Conference Call was held with Active Network, Software Company, and the meeting was productive.

Staff has been adjusting full the Trial Balances and will send to the Auditor monthly for their review.

Staff is contacting other Park Districts determining their process for fulfilling the Internal Control Section.

8. 2010 AUDIT

Executive Director mentioned the relationship with the Auditor has been long standing but recommends sending out an RFP for Audit Services in August of 2011. Commissioners agreed. In addition, Executive Director Salski recommended Milburn Cain be retained for a one year agreement. Commissioners agreed to recommend to the full board.

9. 2011 BUDGET

Staff discussed the budget process and received feedback about 2011 pricing.

10. VERBAL COMMUNICATIONS

None

11. WRITTEN COMMUNICATIONS

None

12. EXECUTIVE SESSION

A motion was made by Commissioner Considine, and seconded by Commissioner Nickels to move into Executive Session for the following reasons:

- A. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member as mandated by Section 2.06 per 5 ILCS 120/2(c)(12).

On the roll call, the vote was as follows:

Ayes: Considine, Nickels

Nays: None

Abstain: None

Absent: None

Executive Session began at 10:00 a.m.

A motion was made by Commissioner Hart and seconded by Commissioner Considine to move out of Executive Session.

On the roll call, the vote was as follows:

Ayes: Considine, Nickels

Nays: None

Abstain: None

Absent: None

Executive Session ended at 10:30 a.m.

13. ADJOURNMENT

There being no further business, a motion was made by Commissioner Nickels and seconded by Commissioner Considine to adjourn the meeting at 10:30 a.m. The motion carried by unanimous vote.

Approved this 24th day of January 2011
Board of Commissioners
Lake Bluff Park District