



CRYSTAL LAKE PARK DISTRICT
 An IAPD/IPRA Distinguished Agency
 Finance Committee Meeting
 February 12, 2014 – 9:30 AM

Commissioner Larry Wheeler called the meeting to order at 9:30 am.

Present: Commissioners Larry Wheeler and Deborah Gallagher

Absent: Commissioner Thomas Aquilina

Staff Present: Jason Herbster, Executive Director, Debra Oldham, Superintendent of Business Services, Erik Jakubowski, Superintendent of Park Services, Jack Sebesta, Superintendent of Facility Services, Anne Sandor, Admin. Asst. /Office Manager

Budget Process and Time Line:

Director Herbster noted that the Park Board had requested more time to review the budget at last year’s Board budget workshop. Herbster and Oldham created the following time line for the upcoming budget process.

- February 7: Budget Worksheets due to the Superintendent of Business Services
- March 3-14: Staff Budget Meetings
- March 17-21: Budget to Board of Commissioners
- April 7-10: Budget Meeting with Board of Commissioners
- April 11: Budget and Appropriation Ordinance, in tentative form, on file for public inspection (at least 30 days prior to final action)
- May 2: Publish notice of public hearing on the budget and appropriation ordinance (must be done at least one week prior to hearing)
- May 15: Hold hearing/enact ordinance

Commissioner Wheeler explained the Budget and Appropriation process that is used at the Hanover Park Park District. Herbster stated that the current process is working well and staff will certainly look into this option if need be. Oldham agreed with Herbster and explained that a new process would need to be done manually because the current accounting software is limited. Oldham added that she is researching other software options.

Health Insurance/Affordable Care Act:

Director Herbster reported that last year, the Park Board approved not to make changes to the Employee Health Care Plan until the Affordable Health Care Act was put into place. As of January 2014, the Annual Fee on Health Insurance (Health Insurer Fee) and the Transitional Reinsurance Program Contribution Fee (Reinsurance Fee) were added to the Park District’s monthly insurance premium. The increase for the Park District is 3.36%.

The Committee discussed the current policy and the possibility of increasing the out-of-pocket expenses with the renewal and with the possibility of the Park District self-funding a portion of the deductible. The Committee reviewed the 5-year Health Insurance history report. The Committee agreed to make a recommendation to follow the current Park Policy with employees covering 20% and the Park District covering 80% of health and dental insurance premiums and the new fees.

	EMPLOYER	EMPLOYEE	TOTAL
2013/2014	\$550,149.74	\$136,358.69	\$686,508.43
2012/2013	\$691,686.21	\$168,249.40	\$859,935.61
2011/2012	\$702,134.79	\$166,299.18	\$868,433.97
2010/2011	\$738,897.63	\$179,627.50	\$918,525.13
2009/2010	\$734,238.47	\$166,883.50	\$901,121.97

Merit Raise Process:

The Park Board asked staff for an explanation of determining the merit raise process. Director Herbster reported that staff has researched 41 park districts and found the average increase to be 3%. It was found that many districts compare increases to other districts, some base the percentages at least in part on CPI rates. Please see attached responses. Herbster included news articles projecting 2014 pay raises to be an average of 3%.

The committee agreed to make a recommendation to approve a 3% merit pool increase for the 2014-2015. Director Herbster clarified that merit increases are not given across the board; they are given based on the evaluation score.

Herbster added that he, Debra Oldham and Anna Olas will be attending a meeting with representatives from Organizational Research Forum, Inc. to discuss the compensation study for the district. Herbster will ask for a method for staff to use as a tool to determine a percentage for future pay raises.

The meeting adjourned at 10:10am.