

Minutes of the Business Services Committee Meeting of the New Lenox Community Park District held on Thursday, March 28, 2019 at 9:30am at the Districts Administration Building, New Lenox, IL.

GENERAL FUNCTIONS:

Call to order Commissioner Fischer called the March 28, 2019 meeting to order at approximately 9:30am.

Attendance The following were present: Commissioner Fischer in person, Commissioner Thomson via phone.

Also in Attendance Director of Business Services Kathy Lynch.

Discussion – Review Tax Levy Process

Director of Business Services Lynch presented the Tax Levy process. From the time of filing the levy, to the time frame for changes and then the final document. Director Lynch explained that she is in the process of setting up a meeting with the Will County Clerk's Office for herself, Director Lewis and Attorney Vitiritti to get a better understanding of the Levy process from the County's perspective, in an effort to simplify the method in how we, as a District, file the tax levy.

No questions or concerns were voiced.

Discussion – Fiscal Year 2019-2020 Personnel Budget

Director of Business Services presented the proposal to change the antiquated system for calculating entry level rates and using a salary grid process for years of experience. The current procedure and the recommendation for changing were explained, which will simplify the process and bring the system to a more marketable format. This process was designed taking the data from a previous salary survey, adding the cost of living per year to make the date more current while trying make as few changes as possible to individual income, as well as keep expenses for the entire district in-line. This project was also challenged by the new minimum wage law that will have an impact for the next five years.

Commissioners' Fischer and Thompson expressed some concerns for how staff was preparing to cover the expense of the new minimum wage. Director Lynch was given the task of providing additional data that covers more areas than just personnel before a decision could be made on changing the process and presenting a draft product to the rest of the Board at a workshop.

Director Lynch will be compiling the requested information and presenting at a second meeting to be held next week – date TBD.

Adjournment

At approximately 10:30am Commissioner Fischer adjourned the March 28, 2019 Business Services Committee Meeting of the New Lenox Community Park District

Respectfully Submitted,
Kathy Lynch
Director of Business Services,
and as Recording Secretary