

Finance Subcommittee Meeting
Dupage County Historical Museum
Wednesday April 8, 2015

CALL TO ORDER –President Kelly called the meeting to order at 6:00 p.m. Commissioners Hodgkinson, Mee, Morrill, VanderSchaaf and were present.

Staff in attendance: Executive Assistant Siciliano, Director of Special Facilities Bendy, Director of Recreation Cleary, Director of Human Resource Manager Hirshberg, Director of Finance Trainor, Zoo Director Wahlgren, Superintendent of Recreation Beyer, Leisure Center Manager Dolan

Zoo Education Manager

Zoo Director Sue Wahlgren stated that she will be eliminating two part time positions for this one position.

Wahlgren stated that she has had to turn down programs because of her lack of staff. Commissioner VanderSchaaf requested the amount of revenue that was not realized due to programs that were turned away. Wahlgren is concerned because multiple people work on a rental there can be confusion; and its possible it's not the best customer service.

She stated that the zoo operates the gift shop and concessions and that revenue goes back to the foundation since they buy the product. President Kelly asked if only the money that the foundation spends on merchandise/food goes back to them or the profits as well. Wahlgren stated that the profits also go back to them. Wahlgren stated it's approximately \$90,000. President Kelly would like to see a report that breaks this down by what is the cost of goods and how much money goes back to the foundation, so that the board can see how much the zoo is actually making. He thought this could be good news for the zoo that they are actually making more than the board knew about. He would also like staff to write what is our cost to run the gift shop and the pros and cons of us buying the products. President Kelly asked that staff and Commissioner Mee talk to the Cosley Foundation board at their next meeting to see if they would have any concerns with the zoo buying their own products and keeping the money. President Kelly stated that he didn't have an issue with the foundation keeping the money but wanted to see the numbers each month so the board could have a clear picture of how the zoo is doing.

Leisure Center Administrative Assistant

President Kelly informed staff that the board is proposing two part time positions instead of one full time position. He stated that Executive Director Benard is not in favor of this full time

position. He and the board feel that for the money they will get a lot more hours if we hire another part time person. President Kelly asked Leisure Center Manager Linda Dolan what duties this position has. Dolan stated that it does all the administrative duties including cash daily's and registration. He asked how it would be helpful to Linda and her staff if they had extra help. Dolan stated that she would have more time to work more on marketing and sponsorships like she used to do. He informed staff that the board would unlikely vote for the full time position if Benard was not in favor of it. He recommended that Director Cleary meet with Benard about either changing his mind about the full time position or about hiring another part time person. Cleary stated she will talk to Benard about hiring another part time person.

Human Resources Administrative Assistant

Human Resources Manager Diane Hirshberg explained to the board that after the prior HR Director left she was never replaced and everything went to her. She considered two part time positions but is afraid of the high turnover that occurs when you have part time people who leave for full time jobs. She also believes there isn't enough room at the Prairie office to accommodate another person, and that the cost to the district to retrain someone will be high. President Kelly stated to Hirshberg that the board feels the same way about this position as the Leisure Center position. If she really feels that this position needs to be full time then she needs to meet with Executive Director Benard to convince him to change his mind.

President Kelly recommended that Benard take the Leisure Center and HR positions off of the April 15 agenda. He stated that if staff convinces Benard that these positions should be full time then they can go on the May agenda. If staff decides to go with the 2 part time positions then it doesn't need to come back before the board.

Commissioner VanderSchaaf asked Staff for a report on how much the 10 positions cost in salary and insurance. It will be a combined cost and not individual.

Meeting adjourned at 7:25 p.m.