



MINUTES
MEETING OF THE FINANCE COMMITTEE
THE VILLAGE OF HAWTHORN WOODS
Monday, June 10TH, 2019 – 6:00 PM
MAYOR'S OFFICE
2 LAGOON DR. HAWTHORN WOODS, IL

- I. Meeting was called to order by Trustee Jayne Kosik at 6:00 PM. Present were Trustee Jayne Kosik, Trustee Kelly Corrigan, Member Surinderpal Kalra, Member Jodi McCarthy, Trustee Steve Riess and CFO Kristin Kazenas. Also present was Intern Max Gonzalez and resident Bill Zancho.
- II. Bill Zancho spoke briefly regarding the status of the village road project and inquired about status and plans moving forward.
- III. A motion was made by Trustee Corrigan to approve the May 13th Finance Committee minutes, seconded by Steve Riess, and on a roll call vote, that motion carried unanimously.
- IV. CFO Kazenas opened the discussion regarding the Popular Annual Financial Report (PAFR) and outlined its intent and purpose. The floor was given to Intern Max Gonzalez who had prepared the report and outlined details about the report's origin and purpose. Max indicated that he had prepared this report as a tool for residents to better understand village finances and had followed GFOA standards as a starting point. Max also discussed what other communities were doing and invited the Finance Committee to offer suggestions and submit to him by the end of the week. Several Scribner changes were suggested to provide clarity to residents. Max also indicated that Brian LeFevre will be invited to comment on it, and it will then be submitted to the Village Board for review and approval prior to its release to the residents.
- V. CFO Kazenas outlined her CFO report and discussed the recent visit with White Birch Lakes Homeowners Association regarding the road project and their positive feedback. Ms. Kazenas also outlined the current status of SSA 4 and her communications with Bank of Mellon. Ms. Kazenas outlined the addition of a new business in town, Edward Jones. Ms. Kazenas also outlined the status of the computer upgrades, indicating that Aquatic Center and Police Departments had been completed. Jodi McCarthy inquired about FOIA requests and Ms. Kazenas indicated that the village remained in compliance with all requests.

CFO Kazenas outlined the upcoming budget calendar, stating that July 12th will start the process and that all department heads must have their budgets submitted for review by August 12th. Draft budget should be ready by October 21st and she reminded members to make sure they

attended the Committee of the Whole meeting on October 28th. Final draft budget should be ready for submittal at the November 25th Village Board meeting for approval.

- VI. A motion was made by Trustee Riess to approve the Audit Services proposal submitted by Sikich and was seconded by Trustee Corrigan. CFO Kazenas stated that this proposal has a 3% annual increase, which she felt was very reasonable by industry standards. Ms. Kazenas also indicated that the rotation of the audit staff provided by Sikich has worked out well and ensures that fresh eyes are looking at our finances. She also stated that Brian LeFevre would remain as our partner from Sikich, unless the village was seeking to make a change there as well. Everyone on the committee expressed their confidence in Mr. LeFevre and asked that he remain on as our partner in charge. On a roll call vote, that motion carried unanimously.

A motion was made by Trustee Corrigan to approve the March 2019 financial statements as presented, and was seconded by Trustee Kosik. CFO Kazenas spoke regarding the ongoing challenges with MSI software. She also indicated that both expenses and revenues were trending as expected and that State of Illinois remained timely with their payments. On a roll call vote, that motion carried unanimously.

A motion was made by Trustee Riess for approval of the April 2019 financial statements and was seconded by Jodi McCarthy. CFO Kazenas spoke about the Police Pension fund and that it has done well in the investments for 1Q2019. On a roll call vote that motion carried unanimously.

A motion was made by Trustee Corrigan for approval of the budget transfers and was seconded by Jodi McCarthy. CFO Kazenas mentioned that these transfers were done to reconcile line item levels.

A motion was made by Trustee Riess to recommend approval to the Village Board of the PAFR, subject to Scribner changes outlined, and was seconded by Jayne Kosik. On a roll call vote, that motion carried unanimously.

- VII. CFO Kazenas discussed that recent lump sums received for SSA4 were sent to Mellon and they were ready to pay off the bond holders. Some parcels remain past due on SSA4 as much as 3 years.
- VIII. There being no further business to discuss, a motion as made by Trustee Riess to adjourn, was seconded by Trustee Corrigan, and on a voice acclimation the meeting was adjourned at 7:15 PM.

Respectfully submitted by: Steve Riess