



THE VILLAGE OF HAWTHORN WOODS  
FINANCE COMMITTEE MEETING MINUTES  
REMOTE VIA ZOOM TELECONFERENCE  
July 20, 2020, 5:00 P.M.

The meeting was called to order at 5:03 PM by Trustee Jayne Kosik. In attendance via Zoom were Trustee Steve Riess, Trustee Kelly Corrigan, Surinderpal Kalra and Chief Financial Officer Katreina York. Also in attendance were COO Pam Newton and Finance Manager Danette Russell.

Trustee Kosik stated there was no one from the public in attendance. Email was monitored during the meeting and no comments were received from the public.

A motion was made by Trustee Kelly Corrigan to approve the minutes from the June 15, 2020 meeting. That motion was seconded by Surinderpal Kalra and on a roll call vote the motion carried unanimously.

**REPORT From Chief Financial Officer and Chief Operating Officer**

Trustee Kosik welcomed Ms. York to her first Finance Meeting as the Village's new CFO. She noted that she is working on the transition with former Interim CFO Dave Clark and Finance Manager Danette Russell. She has started work on the 2021 budget and has sent templates to department heads to start the process.

COO Newton expressed her gratitude to Ms. Russell for all her extra efforts during the transition. She also indicated that former CFO Kristin Kazenas has been very helpful with inquiries from both Mr. Clark and Ms. York. She noted that Lake County has begun accepting applications for federal COVID-19 relief. Staff will present an ordinance for approval to apply for the COVID-19 Relief Fund at the next Board meeting.

**NEW BUSINESS**

A motion was made by Trustee Corrigan to approve the May 2020 financial statements and was seconded by Trustee Kosik. On a roll call vote that motion carried unanimously.

Trustee Kosik asked CFO York to prepare an analysis of projected operations versus budget for the remainder of 2020 to assess the impact of the pandemic on operations. This analysis will be presented at the next meeting.

A discussion on available fund balances was tabled until the next meeting.

A motion was made by Trustee Riess to approve a line item transfer related to the air conditioning unit in the police department booking room and it was seconded by Trustee Corrigan and on a roll call vote that motion carried unanimously.

**Old Business**

CFO York reported that there were no changes or update on SSA #4.

There being no other business to be discussed, a motion was made to adjourn the meeting by Trustee Riess and seconded by Trustee Kosik to adjourn the meeting at 5:33 PM. The motion carried by unanimous voice acclimation.

Submitted by Jayne Kosik