



**Buffalo Grove Park District
Workshop Minutes
May 9, 2016**

Commissioners Present: Richard Drazner, Scott Jacobson, Adriane Johnson, Larry Reiner and Jack Schmerer

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider and Director of Parks and Risk Management Tim Howe.

Guests: Jamie Epstein, Executive Director of Stand Strong Coalition and Claudia Kasten, the Chair of Stand Strong Coalition Board

CALL TO ORDER

Roll Call

President Johnson called the Workshop to order at 6:30 pm. The roll was called and Commissioners Drazner, Jacobson, Johnson, Reiner and Schmerer answered present.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

Jamie Epstein and Claudia Kasten were welcomed.

APPROVAL OF AGENDA

Commissioner Reiner moved to approve the Workshop Agenda, seconded by Commissioner Schmerer and passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Risinger reviewed the letter from the College of Lake County thanking Museum Curator Fandrei and the staff who planned and participated in the Parks and Recreation Career Day held at the Park District; a newspaper article regarding the Park Board's amendment to the no smoking ordinance; and a newspaper article on the plans for the Village's Arts Commission to establish a community foundation.

FINANCE

Revision of the Fiscal Operating and Business Procedures Manual

Commissioner Jacobson said that minor revisions of the Fiscal Operation and Business Procedures Manual the Board are presented to the Board for approval. He commented that the manual is very well done. There were no questions or comments and the revised manual will be approved at the Regular Board Meeting.

POLICY AND LEGISLATION

Review of 2015/16 Quarter D Department Goals and Objectives

President Johnson asked about the age level of the district' new high school archery program and Director of Recreation and Facilities Heider replied it was ages 12 to 16. President Johnson commented that a local high school student who had attended a Park District meeting to request an archery program will be competing in a national competition after winning at the state level. There were no further comments or questions.

Review of 2015/16 Quarter D Administrative Work Plan Report

There were no comments or questions.

Resolution 16-5-1 Permission to Close Portion of State Highway for Stampede

Executive Director Risinger said that IDOT requires a resolution be passed by the Board in order to close a portion of Route 83 for the Stampede.

Revision of Screening & Testing Policy for Driving Vehicles

Executive Director Risinger explained that Risk Manager Beckmann requested a change in the screening and testing policy for driving vehicles on the job to clarify an ambiguity in the policy on the advice of PDRMA.

Remote Attendance Board Policy

Executive Director Risinger said that he conferred with IAPD's legal counsel regarding the Park Board's concerns about provisions of the Remote Attendance Board Policy. He advised that it was permissible for the Board to include a limit of how many meetings could be attended remotely by a Board member over a set time period; however, he advised against allowing a Board member to observe the meeting remotely as a non-voting member because it would set an undesirable precedent. There was a discussion about the maximum amount of times a commissioner can attend a meeting remotely and the consensus was six times in a calendar year.

Revision of Meeting Time for Board Policy Manual

President Johnson suggested that perhaps the start time of the Board meetings and workshops be changed to 6 pm, and the entire Board agreed, with the new meeting time to start in June.

RECREATION

Staff Report

Director of Recreation and Facilities Heider deferred to the speakers from Stand Strong Coalition.

Stand Strong Coalition

Claudia Kasten, the Chair of Stand Strong Coalition Board and Jamie Epstein, Executive Director of Stand Strong Coalition, thanked the Board for inviting them to speak and for the cooperation that they have received from the Park District. They were very appreciative of the help that Recreation Supervisor Trent gave directing and organizing a three-hour drug and alcohol awareness session and said that they will be using Lindsey's leadership building activities for future sessions. The coalition is dedicated to preventing underage drinking and illicit drug use and serves students who feed into Stevenson High School. The coalition represents all sectors of

the population and they are connected with elected officials, youth service agencies, volunteer groups, law enforcement, religious groups and many parents of the students. The coalition members developed a detailed action plan that resulted in a federal five-year drug free community grant in the amount of \$125,000 annually, with the possibility of a renewal for another five years. There is statistical evidence that drug and alcohol usage significantly declines among students in communities that have federal drug free grants. The speakers described the programs that the coalition offers to students and parents that are led by both adults and trained students and to get their message out to the community. They asked for support from the Park District to better reach out to the parents and students in Buffalo Grove. The Board thanked the speakers from attending the meeting and said that they looked forward to continued cooperation with them.

The Board members were reminded of the following upcoming events.

Preschool Luncheon – Thursday, May 26

Flag Day Ceremony – Tuesday, June 14

Park Champion Event – May 25

Rotary/Special Leisure Services Foundation Golf Outing, Wednesday, May 18

Relay for Life – June 10, Stevenson High School

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Reiner said that legislators were available for discussions during IAPD's Legislative Conference held in Springfield and it was a very worthwhile event. Several board members expressed pride in the district and how other districts notice the very strong presence of our Board at IAPD events and educational sessions and the fact that all five commissioners are Master Board Members. Commissioner Schmerer and President Johnson will be participating in IAPD's Leadership Institute. President Johnson will be speaking to the Skokie Park District about IAPD's programs, including the Master Board Members program. She attended the Environmental Action Team's Adopt-a-Highway clean-up day. She also attended the Distinguished Accreditation Agency meeting with Executive Director Risinger that the Park District hosted at the fitness center. President Johnson attended the Gurnee Park District's Park Champion event that was outstanding and very well attended by the community and village elected officials.

PARK BOARD OFFICERS COMMITTEE CHAIRS AND LIAISONS FOR FISCAL YEAR 2016-2017

The Board members discussed their interests and preferences for officer positions, committee chairs, Park Board liaison appointments and staff positions.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger reported that he and several staff will be attending a service event associated with the Lake County Directors' Meeting this week at Feed My Starving Children. He recognized staff for handling Parks Day in Springfield and reminded the Board about the Environmental Action Team's community workday at Mike Rylko Community Park on May 21. There was a discussion about honoring a part time employee and former commissioner who is retiring.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

Commissioner Schmerer moved to enter into Executive Session for the purpose of Personnel at 8:11 pm, seconded by Commissioner Jacobson and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

**MOTION TO ADJOURN EXECUTIVE SESSION
AND RECONVENE THE WORKSHOP**

Commissioner Schmerer moved to adjourn Executive Session and reconvene the Workshop at 8:25 pm, seconded by Vice President Drazner and passed with a roll call vote.

AYES: Drazner, Jacobson, Johnson, Schmerer and Reiner

NAYS: 0

ABSENT: 0

ACTION TAKEN IN EXECUTIVE SESSION

President Johnson stated that no final action was taken in Executive Session.

ADJOURNMENT

Commissioner Schmerer moved to adjourn the Workshop at 8:25 pm, seconded by Vice President Drazner and passed with a voice vote.

Respectfully submitted,

Secretary