



**Buffalo Grove Park District  
Workshop Minutes  
December 12, 2016**

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

Commissioner Absent: Larry Reiner

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Business and Human Resources John Short, Director of Parks and Risk Management Tim Howe, Public Relations and Marketing Manager Mike Terson and Executive Assistant Martha Weiss

Attorney David Bloomberg was present

**CALL TO ORDER**

**Roll Call**

President Drazner called the Workshop to order at 6:03 pm. The roll was called and Commissioners Drazner, Jacobson, Johnson and Schmerer answered present.

**APPROVAL OF WORKSHOP AGENDA**

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

**FINANCE**

**December 2016 Warrant**

There were no comments or questions and the December 2016 Warrant was referred to Committee Action Items for approval.

**November Financial Statement and November Year to Date**

There were no comments or questions and the November Financial Statement and the November Year to Date Statement were referred to Committee Action Items for approval.

**December Refunds**

There were no comments or questions and the December Refunds were accepted as presented.

**Tax Levy Ordinance 16-12-1**

There were no comments or questions and Tax Levy Ordinance 16-12-1 was referred to the Committee Action Items for approval.

## POLICY AND LEGISLATION

### **Annual Board Meeting Calendar**

The Board members said that they had no conflicts with the proposed 2017 meeting calendar.

### **Ordinance 16-12-2 Regulating Reimbursement of Travel, Meal and Lodging Expenses**

Executive Director Risinger said that this policy will take effect on March 1, 2017.

### **Background Check Policy Update**

Executive Director Risinger said that this proposed change in the background check policy eliminating the requirement that the district needs to do background checks on independent contractors is being recommended by the district's insurance pool, PDRMA. Attorney Bloomberg said that this policy puts the onus on the independent contractor to do the background check, notify the park district that the check was done, but not share the results with the park district, so that the district's responsibility is limited. After a discussion, it was decided that this item would be removed from the consent agenda so that Executive Director Risinger could clarify how an independent contractor would notify the district about a negative background check. As a separate issue, Commissioner Jacobson wanted a clarification about whether a participant in the district's programs would be aware if the instructor was an employee or independent contractor.

## PRESIDENT AND COMMISSIONERS' REPORTS

President Drazner congratulated Crew Chief Soto and Athletic Field Technician Bajno on their service anniversaries with the Park District. He also congratulated Recreation Manager Eckert for obtaining his CPRP certification and the aquatics staff for receiving the second highest rating in their recent audit. On a sad note, he noted the passing of activist and political candidate Robert Sherman. President Drazner wished happy holidays to everyone. Commissioner Jacobson reported that Vernon Township Supervisor William Peterson wrote a letter of appreciation for the food pantry donations given at Commissioner Jacobson's annual turkey bowl. Commissioner Johnson reported she had done some core development program coaching with the Skokie Park District commissioners and now some of them are becoming Master Board Members. She also thanked staff for sending out letters of congratulation for the successful candidates in the recent election and for the social media publicity on the awards that the district has received. Commissioner Schmerer reported that as a result of his encouragement, all of the Vernon Hills Park District commissioners are entered into the Master Board program. He reported that Superintendent of Recreation Cashmore did a great job giving a tour to the resident/donor that he brought to the Community Arts Center.

## OLD BUSINESS

There was no Old Business.

## NEW BUSINESS

There was no New Business.

ADJOURNMENT

Commissioner Schmerer moved to adjourn the Workshop at 6:32 pm, seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,

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Secretary