



**Buffalo Grove Park District
Workshop Minutes
November 13, 2017
Alcott Center, 530 Bernard Drive, Buffalo Grove**

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

Commissioner Absent: Adriane Johnson

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

CALL TO ORDER

Roll Call

President Schmerer called the Workshop to order at 6:00 pm. The roll was called and Commissioners Drazner, Jacobson, Reiner and Schmerer answered present.

PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests present.

APPROVAL OF AGENDA

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

TOPICS FROM THE FLOOR

There were no Topics from the Floor.

CORRESPONDENCE

Executive Director Risinger reviewed the correspondence, including: a newspaper article about the Halloween Pooch Parade; an invitation to the Special Leisure Services Foundation holiday luncheon; an invitation to the district's senior holiday party; and information on the candidates for IMRF Executive Trustee.

FINANCE

Revisions of the Business Procedure Manual

Director of Business and Human Resources Short mentioned that there is a correction on page 10 in the revenue policy section, it should read that the non-resident fee is 25%, not 50%; and on page 12-13 under guidelines for fee assistance, the fee assistance limit should be \$450 for preschool in addition to day camp. The most significant change is to the Fund Balance Policy to clear up discrepancies raised by our auditors in that policy.

Revisions of the Investment Policy

This policy was not revised except for the change in title for Director Short.

POLICY AND LEGISLATION

Second Quarter Status Report on Administrative Work Plans and Second Quarter Status Report on Department Goals

Executive Director Risinger commended the staff on another excellent job on their Goals and Objectives and on completing things on time.

Review of Full Time Staff Personnel Policy Manual

Vice President Reiner asked about the rentals section. He suggested that the first bullet should read, "Employees can only reserve a facility *at no charge* within 30 days prior to rental date request." Commissioner Drazner mentioned that there is a new law in Illinois and staff should review the district's sexual harassment policy in accordance with the law. Commissioner Drazner related that there was a session on cyber attacks during IAPD's Legal Symposium and suggested that the staff should be educated about avoiding them. Executive Director Risinger replied that our IT consultants advise the staff about this issue very frequently.

Security Camera Procedures Policy

Executive Director Risinger commented that the changes that were made in the policy were approved by PDRMA.

RECREATION

Theater Chair Purchase

Director of Parks and Risk Management Howe reported that the district is purchasing the theater chairs through a cooperative at a discounted rate and the price included the installation.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Jacobson asked about the protocol at the Veterans Day celebration regarding introduction of elected officials and candidates for office and Executive Director Risinger explained how it was handled. Commissioner Drazner attended IAPD's Legal Symposium and reported IAPD's advocacy that has influenced legislation. Vice President Reiner congratulated Recreation Supervisor Ebner on a very nice Veterans Day event and said President Schmerer did

a great job as the Master of Ceremonies. He also said that the district policy of only allowing candidates to solicit signatures in the hallways, and not in the rooms where the events were located, was a good policy. President Schmerer said that that he and his wife enjoyed the Oklahoma production that was very well done.

EXECUTIVE DIRECTOR'S REPORT

Director Howe said that Superintendent of Facilities Missing is retiring and he invited the Board to attend the lunch for Superintendent Missing. Director Howe announced that Risk Manager Beckmann has been named as the Superintendent of Facilities and the risk position will need to be filled. The Board was polled about their attendance at state conference. Executive Director Risinger and Director Short are looking into the renewal of the lease with Athletico for space at the fitness center.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Commissioner Drazner moved to adjourn the Workshop at 6:52 pm, seconded by Vice President Reiner and passed with a voice vote.

Respectfully submitted,

Secretary