



BUFFALO
GROVE
PARK
DISTRICT

Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
April 13, 2020

Please note: Due to the situation with the COVID-19 virus, and the Governor's executive order requiring all Illinoisans to stay at home beginning Saturday, March 21 at 5 pm, the Monday, April 13 Board Workshop was accessible to the public online.

Commissioners Present: Tracy Bragg, Steve Cummins, Scott Jacobson, Adriane Johnson and Larry Reiner

Staff Present: Executive Director Ryan Risinger, Director of Recreation and Facilities Bill Heider, Director of Parks and Risk Management Tim Howe, Director of Business Services and Human Resources John Short, Public Relations and Marketing Manager Mike Terson, Superintendents of Recreation Chris Eckert, Greg Ney and Erika Strojinc, Recreation Manager Diana Clayson, Recreation Supervisors Amanda Busch, Terri Ebner, Jessi Hersman, Allison Oberst, Brian O'Malley and Maddie Plewacki, and Executive Assistant Beth Wanland

CALL TO ORDER

Roll Call

President Johnson called the Workshop to order at 6 pm. The roll was called and Commissioners Bragg, Cummins, Jacobson, Johnson and Reiner answered present.

PLEDGE OF ALLEGIANCE

Director Heider held up an American flag and everyone recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests to introduce.

APPROVAL OF AGENDA

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

TOPICS FROM THE FLOOR

There were no Topics From the Floor.

POLICY AND LEGISLATION

2020/21 Fiscal Year Meeting Calendar

Vice President Reiner asked the Board if they saw any 2020/21 Board Meeting calendar conflicts with their personal calendar. After hearing none, he said the 2020/21 Fiscal Year Meeting Calendar will be moved to the Board meeting for approval.

Volunteer Policy

Vice President Reiner said that the Illinois Park District Code now requires all volunteers who report to, and are under the direct supervision of, a park district's administrative staff to complete an application certifying they have not been convicted of a sex offense. This is required if the volunteer provides personal services to a park district recreational program that is offered to children. Executive Director Risinger thanked Human Resources Manager Scott Spitz and Risk Manager Dani Hoefle for putting this policy together.

District 102 Memorandum of Understanding

Executive Director Risinger explained the Memorandum of Understanding with School District 102 details usage priority, applicable times to be charged, maintenance, fees, and details of major programming for properties that both the school and the Park District own and utilize. He worked with District 102's facility staff to develop the MOU and they are currently proposing the same document to their Board for approval. He said it is similar to the MOU the Park District has with District 96 and he wanted to get this on the books so that we are all on the same page regarding our relationship. Commissioner Cummins suggested clarifying some language regarding youth sports and general programming on days when school is in session.

FINANCE

Budget and Appropriation Ordinance 20-4-1 for Fiscal Year 2020/21

Executive Director Risinger said he and Director Short have determined it will be best for the District to go ahead with the budget as is. Director Short said the bottom line is that the budget appropriation is the guideline and the appropriation is the authority to spend. We can amend the budget up to a year from now when we know better where we are and what our revenues are. Commissioner Cummins asked why some line items have additional appropriation figures and others don't. Director Short said we have it in salaries and benefits which we are giving our best guestimate of insurance benefits and the capital fund. The purpose is that there is initiative money out there which would give us the ability to do more projects. Vice President Reiner complimented Director Short on the work he and Executive Director Risinger did in putting the budget together and said he knows how difficult it is.

Administrative Schedule

Executive Director Risinger said that we brought the Administrative Schedule to the Board last month. Although salaries are frozen on May 1 we will be able to put it on the agenda and revisit salary increases later in the year.

2020/21 Proposed Organizational Chart

Executive Director Risinger said he sent out an updated Organizational Chart this morning because there were a few title changes that were missed in updating the chart in the packet. Commissioner Cummins asked about the salary freeze impact on the TBD position on the Organizational Chart. Executive Director Risinger said that the plan all along has been to hire that position in the fall so it will not be impacted by the salary freeze.

CORRESPONDENCE

Executive Director Risinger said that the only correspondence he has is what he sent to the Board this morning showing what the staff is doing with virtual programming and the status is of upcoming events

this summer. President Johnson thanked staff for being so creative and finding ways to keep residents engaged.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Risinger said that the NWSRA Golf Outing has been moved to September. He said Chicagoland Paving cashed the check we mailed them. He also told the Board that Athletico is looking for rent relief at the Fitness Center. It was decided they will pay 25% of their base rent for April/May/June and they will make the 75% up over the course of eight months. He thanked the Board for allowing staff to continue to work and received word from PDRMA that they did not want staff to use ½ days of Personal Time Off. Exempt staff is taking one PTO day per week during the stay-at-home order. This was well-received by the staff.

Director Heider complimented staff for being so creative in virtual programming. Director Short said IMRF Preliminary Rate Notice for Employer Contributions for 2021 will go down slightly from 14.17% to 13.97%. Marketing Manager Terson said his staff is doing some great social media promotions engaging the community. The police, Village, and Park District produced video informing residents of what they can and cannot do in our parks. He said postcards have been sent to residents informing them they are not receiving the summer brochure by mail and letting them know it will be available online only.

PRESIDENT AND COMMISSIONERS' REPORTS

Commissioner Cummins said he and IAPD have been spending a lot of time together doing online webinars. He asked President Johnson to express gratitude to IAPD for their responsiveness in helping us make informed decisions. He appreciated receiving the virtual programming update from staff and gave kudos to the behind the scenes people who make this programming possible. He received the postcard Marketing Manger Terson referred to and felt that the information presented was concise and fiscally responsible.

Vice President Reiner also attended several webinars and has reached out to the state and national level legislators asking them to provide assistance for lost revenues to park districts. He has received no definitive answers yet but will continue to pursue and will not give up.

Commissioner Bragg said she is fully immersed in the healthcare world and has taken notice of the staff virtual programming and social media efforts. She thanked staff and said their creativity is much appreciated.

Commissioner Jacobson said the times are unprecedented. He gave kudos to staff for trying to figure out programming in a new and creative way. He said he is hopeful that everyone will stay safe and healthy and is confident we will get through this as a team.

President Johnson echoed other commissioners about staff stepping up during these unsettling times. She is proud of the staff putting together innovative, virtual programming to keep residents engaged. She said IAPD continues to advocate on behalf of Park Districts, Forest Preserves, Conservation and Special Recreation and is pursuing funding in the following three areas:

- 1) To ensure that park districts are eligible for assistance from the federal government; and
- 2) To ensure that future economic recovery funding covers losses in revenues and user fees for park districts; and

- 3) To ensure that park districts receive money that is targeted for nonprofit organizations that run summer and after school programs.

President Johnson is taking a webinar on Thursday on working productively and maintaining positivity. She said that State Representative Brad Schneider is introducing legislation tomorrow advocating for Congress to provide additional funding for park districts for paycheck protection. She said the Board values the social committee for the video they are producing and said we will all come out of this stronger than ever. #bgparkdistrictstrong.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

Executive Director Risinger thanked Commissioner Bragg who is working on the front lines at the hospital and hopes that she stays safe. Recreation Supervisor Jessi Hersman thanked the Board for continuing to support staff and said we know that other Park Districts may not be as lucky to have a Board who is always looking out for us.

EXECUTIVE SESSION

Vice President Reiner moved to enter into Executive Session for the purpose of Personnel at 6:41 pm, seconded by Commissioner Bragg and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson and Reiner
NAYS: 0
ABSENT: 0

MOTION TO RECONVENE THE BOARD WORKSHOP

Commissioner Cummins moved to return to the Workshop at 7:36 pm, seconded by Vice President Reiner and passed with a roll call vote.

AYES: Bragg, Cummins, Jacobson, Johnson 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 Bragg moved to adjourn the Board Workshop at 7:37 pm, seconded by Commissioner Jacobson and passed with a voice vote.

Respectfully submitted,

Secretary