



Buffalo Grove Park District Board of Commissioners
WORKSHOP MINUTES
Alcott Center – Room 24
June 10, 2024
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland.

Attorney Adrienne Arlan arrived at 6:05 pm.

CALL TO ORDER

Roll Call

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

INTRODUCTION OF GUESTS

Recreation Supervisor Lindsay Grandt was in attendance. Carolyn Lewis a Buffalo Grove resident and employee of D102, and Maggie Kirkham, a resident of Buffalo Grove, were in attendance to support Lindsay Grandt.

APPROVAL OF THE WORKSHOP AGENDA

Commissioner Wallace moved to approve the June 10, 2024 Workshop Agenda, seconded by Commissioner Page and the motion passed with voice vote.

RECOGNITION OF PAST PARK BOARD PRESIDENT

President Cummins said that Commissioner Jacobson served the board for the past three years. He said his leadership was instrumental during a difficult time period and said the continuity of his leadership benefited the board and the District. He thanked him for his service.

Commissioner Page thanked Commissioner Jacobson for three years of service and said she appreciates him guiding the Park District out of the pandemic. She thanked him for welcoming her to the board and said she looks forward to what comes next.

Commissioner Wallace said Commissioner Jacobson has been invaluable in answering her multitude of questions. She said he has taught her how to be a better board member and is grateful for him mentoring her.

Commissioner Reiner said it has been the most tumultuous time for board members in his over thirty years of serving. He said Commissioner Jacobson guided the ship through a difficult time both personally and professionally. He said when we needed stability Commissioner Jacobson stepped up to the task.

Commissioner Jacobson said the president of the board usually is a one year term. He said he appreciates the board having confidence in him serving for three terms. He said the staff has been easy to work with and the transition of executive directors went smoothly. He said the board in place now is the best functioning board we have had in 24 years. He said the board comes to meetings prepared and is dedicated to leading the District.

PRESENTATION OF RECOGNITION RESOLUTIONS

Resolution 24-6-1 Commending Lindsay Grandt on 20 Years of Service

President Cummins said he has the pleasure of reading the following resolution:

**RESOLUTION 24-6-1
COMMENDING LINDSAY GRANDT ON
20 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, Lindsay Grandt began her career with the Buffalo Grove Park District in 2004 as the Assistant Director of Clubhouse, and transitioned to the Performing Arts Department in 2005 as a Recreation Supervisor; and

WHEREAS, Lindsay is a driving force behind Big Deal Productions, which has established itself as a distinguished brand and is recognized as a premier community theater program. Lindsay's ability to foster a welcoming and inclusive environment has made Big Deal Productions a beloved program, attracting audiences of all ages and backgrounds; and

WHEREAS, Lindsay's efforts to build a robust professional network and guide emerging artists are invaluable contributions that strengthen our community; and

WHEREAS, Lindsay's pursuit of technical proficiency and artistic growth, coupled with her willingness to explore different genres and techniques, showcases her passion for innovation and creativity; and

WHEREAS, Lindsay has built a community within the performing arts program. Lindsay's compassionate and caring nature is a key reason participants, parent volunteers, and artistic staff return year after year; and

WHEREAS, Lindsay tirelessly works to produce high-quality musical productions, including Crescendo Show Choir, BG Singers, piano recitals, children's and teen musicals, and the ever-popular summer musical. On production days, Lindsay juggles many roles, including supporting production staff, selling day-of tickets, running the concession stand, and assisting parent volunteers; and

WHEREAS, the success of the District is dependent upon employees like Lindsay who are proud to represent the Buffalo Grove Park District and live out its mission and values in everything they do.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Commissioners of the Buffalo Grove Park District, Cook and Lake Counties;

- 1) That Lindsay Grandt is commended on behalf of the citizens of Buffalo

- Grove for her distinguished career at the Buffalo Grove Park District.
- 2) That this resolution be presented to Lindsay with best wishes on her future.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 10th DAY OF JUNE, 2024.

Lindsay said it has been the privilege of her life to work here and be part of this team. She thanked Executive Director Strojinc for her leadership and friendship over the years and for her friends in attendance who believe in her.

Commissioner Jacobson said that he was on the board when Lindsay started and she made an immediate impact on the fine arts department. He said her productions are inspiring and can be attributed to her leadership.

Commissioner Wallace said that Lindsay shines during production week. She sits at her desk and she puts out fires and everyone knows the program will run like clockwork.

Superintendent of Communications and Marketing said that Lindsay has made a huge impact on the branding of the Park District.

President Cummins said he has watched the growth of the productions over the years. He said the District now has a premiere facility and people are proud to be part of the fine arts community.

Carolyn Lewis said that she joined BG Singers 20 years ago when Lindsay started. She said in addition to honing her technical skills she has created a family. She said the word "Home" on the wall at the CAC says it all. She said her daughter grew up at the CAC, is now in college, and her best friends are still her Big Deal Productions friends.

Superintendent of HR and Risk Management Scott Spitz was not in attendance but President Cummins said the following resolution will be part of the minutes and read at the next Full Time Staff meeting:

**RESOLUTION 24-6-2
COMMENDING SCOTT SPITZ ON 10 YEARS OF SERVICE
TO THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, Scott Spitz was first employed by the Buffalo Grove Park District as the first full-time Human Resources professional on May 12, 2014, and was later promoted to Human Resources and Risk Manager on July 26, 2023, and is now the Superintendent of Human Resources and Risk Management as of May 1, 2024; and

WHEREAS, Scott's professional knowledge and excellence in human resources have allowed the District to hire quality staff and provide guidance to his fellow employees; and

WHEREAS, Scott's willingness to accept new challenges by taking on the additional risk responsibilities has meshed well with his HR duties; and

WHEREAS, Scott's attitude toward the District and his fellow employees has made him a true team player and someone staff enjoy working with on a daily basis; and

WHEREAS, Scott's dedication to the profession is demonstrated by his commitment to being a member of the Society of Human Resources Management (SHRM) and has attained certification as a Professional in Human Resources (PHR) ; and

WHEREAS, Scott's many years of experience with Buffalo Grove has made him a valuable resource to all staff; and

WHEREAS, the success of the Park District is dependent upon employees like Scott who have taken pride in the Buffalo Grove Park District and its accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and the Board of Commissioners of the Buffalo Grove Park District, Cook and Lake Counties:

- 1) That Scott Spitz is commended on behalf of the citizens of Buffalo Grove for his distinguished career at the Buffalo Grove Park District.
- 2) That this resolution be presented to Scott with best wishes on his future.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 10th DAY OF JUNE 2024.

STEPS Project – Audience Engagement & Interpretation

Museum Registrar and Public Educator Marina Mayne told the board that tonight is a continuation of the Museum's self-guided assessment program for standards and excellence for history organizations. She said the Museum strives to make history accessible to all community members in Buffalo Grove and Northwest Illinois. She noted for the majority of visitors this past year, it was their first time visiting the Museum and most people plan to visit again in the next year. She said most visitors are families with young children and come from many surrounding Chicago suburbs. She said the Museum's largest audience is school groups and they, too, come from many surrounding communities. She said Museum visits have exceeded pre-COVID visits. She reviewed the Museums Key Interpretive Themes and discussed Engaging Audience and Communities in Equitable Ways.

FINANCE

June 2024 Warrant

There were no questions or comments on the June 2024 Warrant.

May Year to Date Statement

President Cummins said we are 1/12th into the new fiscal year and there is not much to assess. Director Short said that some of the monies spent have been moved back to the past fiscal year to accurately record when it was actually used.

June Refunds

Director Short said the highest number of refunds were from people switching camps which is typical at this time of year.

Board Travel and Conference Expense

Director Short said the expenses were from the Legislative Conference for commissioners Jacobson and Reiner.

Business Manual Discussion

Director Short said the positive thing with regard to the Business Manual is that all fund balances continue to get better since COVID ended. He summarized the District's financial state. He said the board approved the fund balance range of 0 to 10% coming out of COVID and PDRMA is fine with it. However, he said the board is welcome to discuss changing the floor if preferred. The board agreed to change the fund balance threshold floor to 5%, except for the Recreation and Museum funds, with the goal of continuing to strive to get to the higher end of the range.

Executive Director Strojinc said that she noticed the Business Manual does not have language on Cooperative Purchasing under the Competitive Procurement section of the Business Manual. Commissioner Reiner asked staff to add the language to the manual and bring it to the board next month.

Discussion continued and Commissioner Reiner suggested adding "these agencies include but are not limited to" to the purchasing policy. He asked about the approval process under Signature Authority on page 17: "provided by this Policy is subject to all applicable laws and regulations and any special instructions or guidelines issued by the Executive Director". Commissioner Reiner thought the board of commissioners should make the approval, not the Executive Director.

On page 22 under Request for Qualifications Procedure, items 7 and 8, he questioned the executive director deciding a tie. Commissioner Reiner asked how much the board should be informed about project specifications before going to bid, without micromanaging staff. He said he would like staff to be transparent with the board. President Cummins said that he would suggest informing the board when specifications are available and to change the language in the Business Manual to reflect it.

Executive Director Strojinc asked that moving forward she would like the board to bring their questions to the initial workshop any manual is presented. In order to efficiently get work done, she would prefer not pushing approval down the road two or more months as has happened with the Business Manual. The board agreed.

Non-Discrimination and Anti-Harassment Policy Updates

Executive Director Strojinc said staff thought this policy should be updated and changes are highlighted in the packet. Commissioner Reiner said under the Complaint Reporting Procedure, the language strongly urges the victim to report the incident. Commissioner Reiner did not think you could require a victim to report something that has not been substantiated. Attorney Arlan said using the words strongly urges the victim to report if acceptable because there is no law requiring the victim to do so. She said the impetus of the phrase is to encourage the victim to report which is what we want. Discussion was held and Attorney Arlan said she will revise the language to address and define third parties to report and will get back to Executive Director Strojinc tomorrow.

1.05 Animals Ordinance Update

Executive Director Strojinc said that this ordinance was last visited a few years ago and addressed service animals. The revisions address domesticated versus non-domesticated animals. Non-domesticated animals are not permitted on Park District Property and domesticated animals are not allowed in our facilities unless specifically permitted. Additionally, information was added on how the public should handle sick, injured, or dead wildlife found within the park system.

PRESIDENT AND COMMISSIONERS REPORTS

Commissioner Page said everything went well with her kids on their first day of camps.

Commissioner Wallace said the Crescendo Show Choir concert was wonderful and she is glad the group is re-building. She said the show *Something Rotten!* is off to a great start and she is looking forward to the performances next month.

Commissioner Jacobson said people complained on Facebook about the pool being closed due to cold weather today. He said there were also defenders of the pool and of its staff. He said he went to the Pride Picnic and said it was very well-attended. Executive Director Strojinc said liquor sales at the picnic were about the same as last year. Commissioner Jacobson said he noticed six people were fishing on the pier at Reiner Park this afternoon and loved seeing it.

Commissioner Reiner said Commissioners Page and Wallace's work on the Pride Parade was great. He said the legislators he saw at the event were very complimentary of the picnic. He said the police department was outstanding.

OLD BUSINESS

Commissioner Reiner asked where the organizational chart is located. It was discussed it is placed in the budget book, and in the audit. He said he thinks the auditors and attorneys should be added to the organizational chart. Commissioner Jacobson said he didn't think it is necessary. President Cummins agreed but said he will research it and bring it for discussion at a later date.

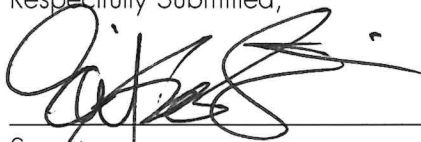
NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Commissioner Jacobson moved to adjourn the Board Workshop at 7:32 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully Submitted,



Secretary