

**HANOVER PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133  
BOARD OF COMMISSIONERS WORKSHOP MEETING  
ZOOM CONFERENCING APP  
MONDAY, JUNE 8, 2020 7:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Park Board of Commissioners Workshop Meeting of Monday, June 8, 2020 was called to order by President Morrison at 7:00 p.m. Upon the roll being called, the following answered:

**ROLL CALL**

Commissioners Present:	4	Commissioner Duesing, Elkins, Fuentez, and President Morrison
Commissioners Absent:	1	Commissioner Grima (arrived at 7:17pm)
Staff Present:	7	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks and Planning Villar, CCAC Manager Kress, Business Supervisor Santucci, CPA Howard, and Executive Assistant & HR Mislavy
Staff Absent:	0	None
Guests Present:	0	None

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve the Agenda as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes:	4	Commissioners Duesing, Elkins, Fuentez, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

**MATTERS FROM THE PUBLIC**

Executive Director O'Brien confirmed for the record that no members of the public were present during this meeting and that he received no emails with questions or concerns for discussion during this portion of the meeting.

**STAFF REPORT**

Commissioner Duesing asked staff for clarification on the renovation photos in the Staff Report, to which Superintendent Villar confirmed they were of Ahlstrand Fieldhouse. Executive Director O'Brien responded to questions from President Morrison, confirming that the Marketing Report would be included under the Administration section of the Staff Report for future meetings, since Marketing & Communications is now a stand-alone department, and that he would be continuing to film and post public service announcements to the District's social media pages. Finally, President Morrison informed Superintendent Cox that over the weekend she observed one of the cricket rentals playing on the District's cricket pitch, which is against the District's COVID-19 Phase 3 Protocols for rentals. After further discussion, Superintendent Cox assured that she would further look into this matter, taking into account Phase 3 safety restrictions and use of public space, and then address this with all outdoor rentals.

## **LEGISLATIVE UPDATE**

Executive Director O'Brien provided the Board with an overview of six (6) legislative updates from the Illinois Association of Park Districts (IAPD), which covered topics such as swimming pool guidelines and state budgeting for OSLAD grants. He confirmed that the District is still on track to apply for an OSLAD grant to renovate the amenities at Community Park.

## **REVIEW HPPD'S COVID-19 PHASE III PROTOCOLS MANUAL & COMMUNITY LETTER** – Supt. Cox, Executive Assistant & HR Mislevy, and Business Supervisor Santucci

Superintendent Cox provided the Board with an overview of the protocols and policies outlined in this manual, which includes protocols for various facilities, programs/classes operations, and staffing/HR functions. The information provided in this manual has been sourced from the guidelines and recommendations issued by the Department of Commerce and Economic Opportunity (DCEO), Illinois Department of Public Health (IDPH), Center for Disease Control (CDC), and the District's insurance company, the Park District Risk Management Agency (PDRMA). Executive Assistant & HR Mislevy informed the Board of a supporting internal documents, which provide staff and supervisors specific and detailed steps in how to handle a number of different COVID-19 related situations. Superintendent Cox then confirmed that this manual would be updated and provided to all staff through training once the state enters Phase IV.

## **FINANCE / ADMINISTRATION**

### **A. Review the Statement of Cash Receipts and Disbursements (May 1, 2020 through May 31, 2021)**

Business Supervisor Santucci corrected the agenda, stating that this report is only through May 31, 2020, not 2021. She then went on to explain that there is no information in the "budget" columns, since the Board has not approved the 2020-2021 budget yet. Once the budget is passed, those figures will be input within all future Statement of Cash Receipts and Disbursements for this fiscal year. CPA Howard provided the Board with the COVID-19 financial projection update, to which he was happy to report that there were no actual unexpected expenses that occurred in May.

### **B. Review the Tentative Operating Budget for Fiscal Year 2020-2021 and Related Reports – CPA Howard**

CPA Howard provided the Board with an analysis of the 2019-2020 fiscal year actuals. He reminded the Board that the capital project funds were separate from the operating budget. CPA Howard highlighted how each revenue fund fared in terms of following the budget plan for that year. Expenses for the 2019-2020 fiscal year also came in favorably. CPA Howard finally provided detailed information regarding how the shut down due to the COVID-19 pandemic impacted each of the revenue funds for the 19-20 fiscal year and touched on how certain funds will support others to provide for an across the Board positive year.

CPA Howard then provided the Board with an analysis of the tentative operating budget for the 2020-2021 fiscal year, which considers anticipated external and internal factors that may impact expenses and revenues, primarily those related to the COVID-19 pandemic. He explained how the budget was being presented as such to allow for all funds to operate as they needed to under those additional constraints and unknowns and that this was a workable budget for the District during these difficult times. CPA Howard then briefly introduced a fund transfer request from the General Fund and Recreation Fund into the Athletic Club Fund in order to supplement the actual revenue deficit, which will be formally presented to the Board for their consideration and action at the June Regular Board Meeting. Lastly, Business Supervisor Santucci announced that the tentative operating budget for the 2020-2021 fiscal year is available for public inspection.

### **C. Review Recommendation to Require Designated Use of Staff Vacation/Personal Time**

Executive Director O'Brien provided the Board with an overview of the recommendation to require designated use of staff vacation and personal time, which implements mid-year and year-end deadlines to use, or lose, their accrued paid leave. This amendment to the Personnel Policies Manual would be temporary (sunsetting on December 31, 2020) and the purpose would be to prevent leave bunching, which would put a strain on the District's staffing capabilities once fully operational again. CPA Howard provided the Board with more detailed information regarding how leave is currently accrued by full-time staff and how this amendment would allow staff to continue to accrue their full amount of eligible leave, just with stricter use deadlines. Business Supervisor Santucci then provided the Board with a hypothetical example of how this policy amendment would impact eligible staff. Superintendent Villar voiced his concern of implementing this policy, due to the fact that there are certain months of the year where vacation and PTO leave is not approved for Parks Department employees, he would like to make sure these employees are able to use their accrued time off before it's lost. President Morrison then expressed her concerns about requiring staff to take their accrued leave by specific dates when much of the state and country is shut down and travel opportunities are restricted. She asked for staff to provide more information regarding the reason why this policy is being recommended at this

time. After further discussion, there was consensus supporting Commissioner Elkins's recommendation to adjust the September 30, 2020 date to October 31, 2020 to allow for half of the accrued leave time to be used within the first half of the fiscal year.

**D. Discuss Changes to the Open Meetings Act**

Executive Director O'Brien provided the Board with preliminary notice of a pending executive order that would amend the Open Meetings Act and affect the District's operations for conducting board meetings moving forward. If this executive order is signed by Governor Pritzker, the District's Attorney will prepare the needed documentation and information that the District will present to the Board at their next meeting.

**E. Review 2019-2020 Board Committee Assignments/Officers and discuss 2020-2021 Assignments/Officers**

Commissioner Elkins expressed his interest in becoming Board President and pitched his goals of what he'd like to accomplish if appointed into this office. Commissioner Fuentez then expressed his interest in becoming Treasurer. The board discussed in detail both their concerns about and their reasonings behind a proposed change in Board leadership at the present time, specifically for the office of Board President. Discussion was also held regarding the role commissioners should be playing that support the operations of the District. Although not unanimous, there was a majority consensus to propose the following officer roster for final consideration and action during the June 22, 2020 Regular Board Meeting: Commissioner Elkins as President, Commissioner Duesing as Vice President, Commissioner Fuentez as Treasurer, Executive Director O'Brien as Secretary.

**RECREATION**

None.

**PARKS**

**A. Review Park Inspections**

No discussion.

**B. Code Violations Quarterly Update**

Due to technical difficulties with Superintendent Villar's access to the meeting, it was decided that the Board would come back to this agenda item later in the meeting. All other attendees on the zoom call confirmed they were able to hear all others.

**CCAC**

**A. Capital Projects Renovations Update**

Executive Director O'Brien informed that CCAC Manager Kress was excused from this meeting due to personal reasons and he provided the Board with an update on the capital projects being conducted in Centre Court, primarily being the renovations to the front desk area.

**B. Review Independent Contractor Agreement with Roger Emig**

Executive Director O'Brien informed the Board that this was being presented to them for their consideration to allow the District to enter into an independent contractor agreement with a second tennis professional to teach at Centre Court.

**C. Review Cloud Storage Service Agreement and Windows Patching and Monitoring Agreement Renewals with Ikon Software, Inc.**

Executive Director O'Brien informed the Board that these agreements were ready for renewal and that there had been no changes to the terms and conditions and pricing.

**CORRESPONDENCE**

**A. Village of Hanover Park Request for Conveyance of Property**

Executive Director O'Brien explained the Village's request to the District, which is to obtain the tennis courts at Anne Fox Park in order to repurpose that land for expanded flood remediation for the surrounding neighborhood. Further discussion and consideration on this item will occur during a future board meeting where a representation from the Village can be present to answer any questions.

**B. PDRMA Health 2019 PATH Summary**

Executive Director O'Brien reminded the Board that PATH is the wellness program provided to all full-time staff of the District through PDRMA and explained how this summary shows use and benefit stats of PATH to PDRMA's member districts. Executive Assistant & HR Mislevy provided the Board with more information on how PATH has helped Hanover Park Park District's full-time staff by providing different health and wellness activities that eligible staff can earn incentive rewards for.

**OTHER**

President Morrison highlighted the following items:

- A. Harry Potter Trivia Night – Friday, June 19, 2020 @ 7pm – HPPD Facebook
- B. Next Regular Board Meeting – June 22, 2020 @ 7pm
- C. Next Workshop Meeting – July 13, 2020 @ 7pm

**EXECUTIVE SESSION – SECTION 5 ILCS 120/2 (c) (1) – PERSONNEL**

A motion was made by Commissioner Duesing and seconded by Commissioner Miguel to adjourn the June 8, 2020 Park Board of Commissioners Workshop Meeting and enter Executive Session under Section 5 ILCS 120/2 (c) (1), Personnel, at 9:16pm.

With no further discussion and upon the roll being called, the following answered:

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to adjourn the 6/8/20 Executive Session held under Section 5 ILCS 120/2 (c) (1), Personnel, and to reconvene the 6/8/20 Workshop Meeting.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioner Duesing, Morrison, Fuentez, Grima, and President Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

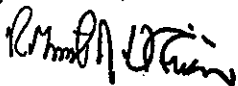
Without further discussion or action required within the public meeting, a motion was made by Commissioner Duesing and seconded by Commissioner Elkins to adjourn the 6/8/20 Workshop Meeting.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioner Duesing, Morrison, Fuentez, Grima, and President Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully submitted,



Bob O'Brien  
Board Secretary  
BO:LAM