



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, July 10, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President  
John Cozza, Vice President  
Terry Ruff, Treasurer  
Jennifer Rogers

Commissioner Absent

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director  
Keith Williams, Supt. of Recreation  
Steve Nagle, Supt of Facilities  
Elliott Becker, Supt. of Finance  
Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance  
Jim Holder, Asst. Supt. of Parks & Planning  
Pete Cahill, Asst. Supt. of District Services & Projects (HR)  
Michael Noens, Digital Marketing Coordinator  
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Cathi Fabjance; CCSD15 C.A.R.E. Coordinator

Tim Matthew, PMA Financial

Approval of Agenda

Commissioner Ruff moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of July 10, 2018 was approved as presented.

AYE: Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Cozza seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of June 26, 2018; Approval of Resolution #18-06 for Appointment of new Authorized Signers for Principal Financial Group, Inc.; and, Approval of Warrant #13 – including Expenses for Travel Expenses. Regarding Corporate Resolution #18-06, Supt. Becker along with the Park Board gave compliments to Asst. Supt. Becke with investigating the procedure for selling stocks directly with Principal Financial Group earning the District an additional \$2,200, bringing the estimated proceeds to \$12,900. The result of the roll call vote follows:

AYE: Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

### Comments from the Audience

No comments at this time.

### Presentation

Regarding the discussion of the Palatine Park District Cash Flow Assessment, the Park Board welcomed Mr. Tim Matthew, PMA Financial to the meeting. Finance staff previously distributed various materials regarding the District's cash flow analysis; cash flow schedule which displays revenue, expenditures, maturities and investment dates; proposed investment summary; and, total portfolio report. Mr. Matthew mentioned his prior visit before the Park Board 18 months ago with the onset of the cash flow plan; continuing, Mr. Matthew reported on the progress to date with Asst. Supt. Becke managing the investments with PMA Financial. Mr. Matthew reviewed the assessment documents with the Park Board and gave thanks to Park District staff, Supt. Becker, Asst. Supt. Becke and Payable Specialist Drahos for their assistance with collecting data history and working with PMA Financial Group on this development. The Park District has a steady increase of short term investment revenues. Discussion ensued regarding protocol of investment choices; consideration of investment amounts; and, the competitive bidding process. Straightforwardly, Commissioner Cozza stressed his skepticism to invest with some agencies especially since the unfortunate fraudulent incident with IMET; the Park Board takes it very seriously when investing tax payers' monies. Commissioner Cozza emphasized being safe and keeping the investments plain and simple. Regarding Commissioner Cozza's concerns and knowledge, President Gould suggested a special meeting for further discussion and input; staff will coordinate the cooperative meeting with Commissioner Cozza, Mr. Matthew, Director Clark, Supt. Becker and Asst. Supt. Becke. After this meeting staff may be making revisions to the investment policy. It was mentioned that PMA Financial did not charge to create the District's cash flow plan; PMA's interest is to be part of bid process. In response to Commissioner Cozza's earlier comment, staff will make corrections and changes with projections; Supt. Becker will send revised worksheets to the Park Board. The Park Board thanked Mr. Matthew for his report.

Supt. Williams introduced C.A.R.E Coordinator Ms. Cathi Fabjance to the meeting. Supt. Williams wanted to give special acknowledgements to C.A.R.E Coordinator Ms. Cathi Fabjance and Assistant C.A.R.E. Coordinator Ms. Heidi Linehan, together they work to organize and manage the before and after school care program. Williams was pleased to announce the onset of the new full-time position for the C.A.R.E. Secretary; Pamela Gibson has joined the team, this should help give the Coordinators more time to be onsite and work on the program's development. There was special acknowledgment to Park District's C.A.R.E. Associate, Donna Orr; Williams said that Ms. Orr handles all the registration needs for the Palatine based District 15 C.A.R.E. Program sites; Ms. Orr also handles the participants' switches and manages the program payment process. Regarding the annual report, Ms. Fabjance provided a summary of the child care program, which serves District 15 students. This was another good year and Ms. Fabjance said that the demand for a before and after school care program continues to grow. The highest number of students within the program during the year was at 797 participants; unfortunately, at end of year, there were still 160 students on the wait list. Supt. Williams said that this is a unique Intergovernmental Agreement, Ms. Fabjance, Ms. Linehan and Ms. Gibson are employees of School District 15, who oversees our Palatine Park District staff of childcare providers within the C.A.R.E. Program; and, then we have Ms. Orr as our Park District employee, together they make this huge undertaking successful. Ms. Fabjance mentioned the challenges of maintaining childcare provider staff with the demanding program; and, the ever-growing waitlist of children to enter the program. President Gould has concerns of childcare staffing numbers being down with opening up additional spots for kids to be in the program and thought that we need to stop accepting kids for safety reasons. Ms. Fabjance reviewed the program's structure, 1 childcare staff to 10 students is the ratio; although, more staff is on hand, if needed, due to unexpected circumstances. More staff members are hired to pad the program for those unforeseen situations; unfortunately, there is turnover and it is difficult to find staff to work the various hours. Regarding Commissioner Cozza's question, Ms. Fabjance said that many childcare staff are hired from word-of-mouth; staff incentive program (staff

recommending new hires); job advertisement via Palatine Park District website; Harper College website; various job fairs; email notice to parents; etc. Responding to President Gould's inquiry of Palatine Park District offering incentives to potential new hires, Supt. Williams and Ms. Fabjance said that we have started brainstorming ideas with many great ideas to implement. Ms. Fabjance mentioned some of top goals for the program, having more staff and more training; eventually including CPR training as a requirement of all staff. President Gould shared hearing comments of relief with single moms who needed the childcare program for their children. Supt. Williams said that the program is financially strong and no significant fee changes; Ms. Fabjance added that in comparisons to other providers, we are at the low end of the market. President Gould said that she would like to see monies go towards C.A.R.E. staff; Ms. Fabjance added that we gave staff increases with CPR training certificates. Various highlights of the program which were mentioned included providing more healthy food for children; good projects to work on; apparel for staff; safety lock down procedures to mirror District 15 in process; and, new procedure of providing various trainings. Ms. Fabjance gave thanks to Supt. Williams for his support throughout the year. The Park Board and staff thanked Ms. Fabjance for attending tonight's meeting and providing an update of the C.A.R.E. program.

#### New Business

The Board reviewed a previously distributed board summary for the Approval of Administrative Policy Manual Sections 2.11.12 - 2.11.28. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Sections 2.11.12 through 2.11.28 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

AYE: Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

#### Departmental Reports

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams informed the Park Board that Harper's save the date notices have been sent and the grand opening invitations will follow; mark your calendars for Monday, September 10 for Building M's dedication. Regarding Harper's Building M's cooperative undertaking, Supt. Williams gave appreciation for everyone involved including all program coordinators; staff from Communications and Marketing; Finance; and IT. Currently, staff is preparing for move-in day; the operations/procedure manual is ready; and, now staff continues working out details. Commissioner Ruff inquired about Centers' management; Director Clark complimented Supt. Williams, saying that he has done a great a job working with Centers' fitness manager. Clark has kept in touch with Dr. Ender throughout the process, especially when clarification was essential. Again, Director Clark gave accolades towards Supt. Williams. Williams has done a phenomenal job with the partnership; working together with Harper College staff and Centers staff. Commissioner Ruff has concerns with the long term relationship when Dr. Ender leaves; presently, Park District staff is working well with the many divisions of Harper College involved with the collaboration; and has developed good relationships. Continuing, staff said that the pioneering is behind us; currently, the age stipulation is the big obstacle in which staff is working on. Harper College has significant concern with kids being in areas outside their dedicated space; staff is addressing this situation. The partnership vision is a worry for Commissioner Ruff; Director Clark understands and will foster relations with the new president of Harper and the 25 year IGA. Regarding the fall catalog, Commissioner Cozza provided a functional suggestion to combine both Palatine Park District and Harper's fitness programs on one grid and display all fitness classes within one section. Staff understands and responded that keeping them separate since this is a new process which is different

with a separate registration process; although, the concern for patrons looking at two places within the catalog for fitness information was noted. President Gould is excited about number of swim lessons offered. Commissioner Cozza gave a suggestion to add Harper College on the map in the back section of the catalog. Commissioner Cozza said the catalog looks great, what a roaring start of programming! Continuing with the Recreation Report, Supt. Williams highlighted a few other items including the busy pools that are in full swing with the warm temperatures; one of the biggest summer concert shows had to be rescheduled due to weather; a successful Swim Team meet; and, the new math camp is doing well.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the Department Report.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark wanted to thank the Park Commissioners for participating in the 4<sup>th</sup> of July parade; special thanks to Asst. Supt. Holder and Supt. E. Tynczuk for setting up the fan and mister station, which worked out very well. Regarding Dove Park's playground, the structure is completed, mulch process and inspection is underway, staff is planning for Dove Park to be open by Saturday. Hawthorne Park is also ongoing; although, staff is waiting on receiving replacement hardware for tire swing. Clark complimented staff with many adjustments implemented for everyone's wellbeing during the heat wave. Regarding the 2 recent fraudulent payroll checks, Director Clark gave thanks to Supt. Becker and the finance group; fortunately, no money was exchanged; the new system of Positive Pay Program through the bank stopped the mobile banking deposits.

#### Commissioners' Comments

Commissioners Ruff mentioned kudos to Asst. Supt. Holder and Supt. E. Tynczuk with the enhanced 4<sup>th</sup> of July trailer; and, for the addition of fans and water mister to help keep everyone cool during the very extreme temperature; the parade was successful with a lighter turnout from past years.

Commissioner Cozza commented that he was glad he watched the 4<sup>th</sup> of July fireworks from Cutting Hall area; great view and a good time. Regarding the Sounds of Summer, Commissioner Cozza commented that they are great concerts and encouraged fellow Park Board Commissioners to join him at the summer concerts; he gave special acknowledgment to the Band called Catch, which is a very good band. Commissioner Cozza mentioned his recent bike ride adventure including his visit to Three Oaks Recreation area in Crystal Lake; the converted quarry area was very impressive, this was the Village of Crystal Lake's project.

President Gould agreed that the 4<sup>th</sup> of July parade was very nice and thanked staff for the golf cart.

Regarding future agenda matters, no items were mentioned.

#### Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, including hearing testimony on a complaint lodged against an employee to determine its validity; Commissioner Rogers supported the motion. The result of which follows:

AYE: Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 8:29 p.m.

Return to Open Session

Commissioner Rogers moved to come out of closed session and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a voice vote as follows:

AYE: Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 9:42 p.m.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of personnel, President Gould said that there is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote.

AYE: Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 9:42 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Susan Gould  
President

Next scheduled Park Board meetings:

July 24, 2018  
August 14, 2018  
August 28, 2018

September 11, 2018  
October 9, 2018  
October 23, 2018  
November 13, 2018  
November 27, 2018  
December 11, 2018