

BOARD MINUTES

January 11, 2021

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:01 p.m. on January 11, 2021, at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

The following commissioners were present electronically or by phone: Jerantowski, Kosnick, Zalas. The following commissioners were present: Morgan and Peterson.

Also present were Jennifer Fullerton, Executive Director, Jim Murphy, Maintenance Manager, Angel Sanchez, Recreation Manager and Tammy Muth, Business Manager.

APPROVAL OF MINUTES

Commissioner Kosnick moved, seconded by Commissioner Jerantowski, to approve minutes of December 14, 2020. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY'S REPORT

No public was present either in person, electronically or by phone.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Repairs on the vehicles were: 2013 Ford F-150 (mileage 66,328), Hawk Ford replaced the water pump on this vehicle for a cost of \$941.90, Ford F-450 diesel dump truck (mileage 42,237) replaced two batteries. All vehicles passed the State of Illinois Safety Inspection. Work was done on the grounds due to the warmer weather. New garbage can holders were installed at Martin Park. Snow fencing is up, and sledding signs installed. Public works replaced the photo eye on the security light at Petkiewicz Park. The city's lift truck was used to reach the photo eye. Zach Ingalls, Jim Heydorn & Jim Murphy will be updating their Illinois Pesticide licenses this year on-line. This license will be good for 3 years. Reliable Fire Equipment recertified the district's fire extinguishers. Digitron tested the district's fire alarms, pull stations, heat sensors, etc. The maintenance department was busy in both recreation centers last month with floor work and changing lamps and ballasts. Shelves were installed at CN and items were hung on the walls since construction is complete.

RECREATION REPORT

One-on-One instructional programming is allowed with the current guidelines and involves a staff member and participant to work individually on skills in sports such as basketball, soccer, disc golf, and t-ball. The programs are scheduled Monday – Friday in 45-minute time slots where participants call and schedule an appointment to have a one-on-one program. All classes are being taught by the Recreation Assistant Eric Schad. Angel will also teach these if there are two booked in the same time slot. We also have a program for family members who reside in the same household that are looking to utilize our gym for play. We will provide 45-minute time slots for family members to schedule an appointment to utilize our gym for basketball, volleyball, or soccer. This program is from Monday – Sunday, depending on gym availability. All participants must register in advance. No walk-in registration will be allowed for this program. Commissioner Kosnick asked if Mr. Schad has experience teaching all of these sports. Mr. Sanchez said he has taught tennis previously to working here and has taught the other sports for us in tot and youth programs.

During the two-week Holiday School break, we provided a program for 5–12-year-old children from 8:00 am – 5:30 pm. We averaged 7 participants daily for the program. We are now providing a full day program for students to work on their schoolwork at Krueger Park on scheduled Team Days for the remainder of the school year. These Team Days are once, sometimes twice, a month.

If allowed to hold events of 50 people or more, we will be planning on having two summer concerts this year. One of the concerts will be our National Night Out concert and the second concert will be held the week before. The performers from our scheduled 2020 National Night Out concert, American English, have agreed to play our event this year if we are able to have this event. American English is a Beatles tribute band. The second band will not be booked until June.

On January 11th, we will have an intern from Illinois State University who will complete 240 hours of their required recreation internship at the Hickory Hills Park District. John Markel is a student at Illinois State University who is looking to gain experience in the recreation field for his degree. John will also be completing 240 hours at Palos Hills Recreation for his internship. John will split his time with Hickory Hills and Palos Hills for a period of ten weeks. He will work a variety of programming with us to meet his recreation experience.

We will be having a popcorn fundraiser to raise money for the park district. The fundraiser will be called Love Your Park and will take place the last week of January so that someone could purchase the popcorn for a Valentine's gift. It will be done on-line, and an email blast will go out to all participants that have an email address. The commissioners asked if we could provide a paper copy. Ms. Muth said yes and it will be posted on our website, Facebook, in the lobby and on the marquees.

ADMINISTRATIVE REPORT

Our current preschool numbers are as follows:

- 9 Monday/Wednesday/Friday a.m.
- 4 Tuesday/Thursday a.m.
- 4 Monday/Wednesday/Friday p.m.
- 6 Tuesday/Thursday p.m.

We are currently doing dance virtually. The teachers and students cannot wait to go back to in-person dance. We only had one person order wreaths this year for the dance fundraiser. After talking with her we purchased one box of wreaths and a case of reindeer. We sold out of the wreaths and we have 6 reindeer sets left.

In the past, we have ordered an item of clothing for commissioners and about 10 employees. Money from the PDRMA safety award pays for a portion of the clothing item. Director Fullerton doesn't recommend purchasing the clothing item this year since the district has lost so much revenue due to COVID, laid off staff and is cutting expenses everywhere that is possible. Commissioners agree to not purchase the clothing item.

Since we were hit with a fraud check, we started positive pay back in March. Many times, Director Fullerton and I receive emails stating that we must approve a check and the check is good. However, we received our first check that was fraud. It was not an altered check; it was a completely different check and did not have the commissioners' signature on it and it was not our check stock. The bank denied the check. Director Fullerton showed a copy of the check that the bank supplied. Positive pay is at no charge for a year but may have to pay it later. Commissioner Morgan asked how positive pay works. Ms. Muth said she uploads the batch of checks to

the bank and then when a check is not identifiable, an email is sent that asks us to go on to the bank site and confirm if it is a valid check. Also, she received an email from the bank today that the fraudulent check issued to PDRMA from earlier in the year, has been resolved. We should be issued the full amount this week. We will return the funds back to PDRMA since it was an insurance claim minus the \$1,000 deductible.

TREASURER'S REPORT

Commissioner Jerantowski moved, seconded by Commissioner Zalas, to approve Claim Ordinance 786. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved. The Invoice/Memo report was included in the board packet for a further explanation of the check register. Commissioner Morgan made note of the Investment Report of December 31, 2020, which includes the US Treasury statement. Director Fullerton said \$200,000 was cashed from US Treasuries for the CN project. Commissioner Jerantowski moved, seconded by Commissioner Morgan, to approve the Operating Statements for December 31, 2020. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Kasey Meadow Park OSLAD Grant Project:

The auditor completed the attestation/audit for the project. We are waiting for the invoice from Sikich and then we have to cut the check to Sikich and send the canceled check to IDNR. Once that is complete, paperwork will be sent to IDNR to receive our final payment.

Cynthia Neal (CN) Center Renovation:

There are still a few more punch list items to complete and we will need the warranties to release the final payout so there aren't any checks to approve until next month. Also, the PARC grant that we were going to apply for the CN building is still on hold, so it is a good thing we didn't wait to renovate the building.

Commissioner Kosnick asked if we received a roof inspection for the new roof. Director Fullerton said we received the warranty which usually means it was inspected, but she will check on the inspection. It was inspected by our staff and the architect.

Election for Park District Commissioner:

The park district commissioner filing period was December 14-21 for the April 6, 2021 election. There are three, four-year terms for this election. Patrick Kosnick filed first, and Sandra Morgan filed second and then there will be the open seat listed on the election ballot.

Coronavirus:

The unemployment paperwork has been coming in for the employees that were laid off in December and more paperwork on the employees that haven't worked since April to confirm that they are still refusing to work during the pandemic. As soon as the Governor lifts the Tier 3 restrictions, we will go back to in-person sports, fitness classes, card games, bingo, and luncheons to name a few. These restrictions were in place beginning in late November and have been extended to January 15. We are waiting for an announcement to have in-person classes soon. Also, the FFCRA (Family First) ended December 31, 2020 and employers can voluntarily offer it in 2021. In the South Suburban Director's Chat Room, none of the park districts were extending it because we have not received any Payment Protection or any other type of relief from the Coronavirus and revenue is not

coming in. While on the phone today, PDRMA said that none of the park districts that are members of PDRMA are extending the FFCRA. Director Fullerton said she does not recommend it since the estimated loss of program revenue is \$200,000. In 2020, we had a one day shut down and all employees scheduled were paid and also the one employee that had COVID in August was paid for the time he had to quarantine. If FFCRA is eliminated, this means part-time employees that are out sick with COVID, or have to quarantine because of being in close contact with a person with COVID, will not be paid. Full-time employees will have to use their sick, vacation or personal time. There is no relief or credit for using FFCRA so the district has to pay for it. The concern is that if we keep offering FFCRA, will we have to resort to laying off more staff including full time. Commissioners agreed to discontinue FFCRA. Also, late Friday, we had a part-time employee test positive for COVID so another employee who lives with that person also had to quarantine. This morning, there was another employee that called in sick. All areas that were touched by these employees were cleaned and sanitized.

Memberships:

Director Fullerton reviewed the following memberships due to possible cuts especially since there have been staff layoffs.

The memberships for the year are as follows:

IAPD \$4,829.41 (Illinois Association of Park Districts)

IPRA \$528 (Illinois Park and Recreation Association)

SSPRPA \$30 (South Suburban Park Recreation Association)

HR Source \$1,040

The Hills Chamber \$90

NRPA \$175 (National Park and Recreation Association)

Director Fullerton recommended not renewing HR Source and NRPA. The membership for HR Source doesn't end until June and we have a conference call this week to go over benefits of keeping the membership. We have been a member of HR Source for 1.5 years and it was helpful before the pandemic. They have resources for COVID and other resources are also utilized. Only Director Fullerton is a member of NRPA so the membership won't be renewed, especially since we haven't attended the conference for a few years and don't plan on attending for a few more years.

Miscellaneous:

The November fitness center and walking track report was included in the board packet.

The Illinois minimum wage is going up to \$11 per hour. On July 1, 2020 it was increased to \$10. We have six employees that will be increased to \$11. They work as building supervisors, facility managers and after school personnel.

Commissioner Kosnick moved, seconded by Commissioner Morgan to adjourn to the next regular board meeting. Ayes: Jerantowski, Kosnick, Morgan, Peterson, Zalas. Motion approved.

The meeting was adjourned at 7:50p.m.

Secretary

ATTEST:

President