

BOARD MINUTES
October 18, 2021

The regular monthly Board Meeting of the Board of Commissioners was called to order at 7:00pm on October 18, 2021, at the Cynthia Neal Center, 8047 W. 91ST Place, Hickory Hills, Illinois.

The following commissioners were present: Kosnick, Morgan, Peterson, Zalas.

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

APPROVAL OF MINUTES

Director Fullerton said she would like to make a comment about the regular minutes for September 20. She said she would like to put a statement in the October minutes. “The comment in the September minutes from Dorothy Thurman says I pulled Sarah out of the classroom for 20 minutes and left the children unattended. The Thurmans were not there, and I did not leave the children unattended. I entered the classroom and there was one child in the class. I stayed in the classroom with my eyes on the one child while I spoke with Sarah for approximately 1-2 minutes and asked if Jenna Thurman received her check. Sarah said that Jenna was going to get her check now. When I left the room, Sarah was still in the classroom. I don’t want the customers to think I am the type of director that leaves the children unattended because I have never done that. I can’t put that statement in the September board minutes because I wasn’t given the chance to speak. I was told not to say anything. I didn’t feel right that the customer might think they don’t want to send their child to the park district because this has happened, and I don’t want them to think I left the room and so did the teacher because that did not happen. I was with the teacher, so it wasn’t just me. Neither one of us left the room.” Also, I brought the tape with me because with the mask on it is very difficult to hear anyone speaking and then typing the minutes verbatim. There is a section in the board minutes that is muffled. She asked the attorney about sending the tape to them, but he said if you can’t hear it, how will we hear it. The tape is here today if any commissioners want to hear it now or at another time. Commissioner Zalas asked if you can save that tape and use a new one today. Director Fullerton said yes, she will do that.

Commissioner Peterson said, “I would like to make a motion to approve the September Special Meeting minutes.” Commissioner Zalas said the President can’t make any motions. Director Fullerton said she will ask the attorney.

Commissioner Zalas moved, seconded by Commissioner Kosnick, to approve Special Meeting minutes of September 20, 2021. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Commissioner Morgan moved, seconded by Commissioner Zalas, to approve the minutes of Closed Session September 20, 2021, 2(C)(3). Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

SECRETARY’S REPORT

Commissioner Zalas received information in the Legal Symposium.

PUBLIC COMMENT

Nothing to report.

MAINTENANCE REPORT

Mr. Murphy presented the maintenance report, and it was placed on file. Splash pad is just about done, and irrigation will be blown out on Friday. Commissioner Peterson asked if there was something about Vortex. Mr. Murphy said Vortex is the manufacturer of the splash pad. The line that feeds the recovery tank, where the water goes, is a straight line and pressure is needed to blow it out. Also, he needs to blow out the sprinkler system and he is here for four hours. The fall schedule was presented. Regarding the lightning detection, it couldn't be rebuilt so then we asked if we could purchase the L-150 we have been using and we were able to buy it for \$1,250 so we will have the lightning detection for this building and Martin Park. Kreuger Park's system works all by itself. The KP bathroom interior locks were replaced in the bathrooms leading to the fitness room and hallway. Those locks are 10 years old. Director Fullerton said she received a complaint that went to the Hickory Hills police on Columbus Day, October 11 and it said, "The all clear lightning alert at the park has been going off for three hours. Can someone please make it stop? Kasey Meadow Park is the address." She responded back to the chief of police about it. There was very bad weather on October 11. It was bad for awhile, then better, and then lightning again. The lightning detection could be going on and off for three hours during bad weather. Jim Murphy said it has happened before. Sometimes when storms are blowing in and out, all of a sudden, the storms are coming in and the lightning detection picks it up. It goes off and blows out and goes all clear. Then an hour later you get another storm coming in. The only way to get it to stop is to shut off the system and unplug it because it is operating the way it is meant to.

RECREATION REPORT

Mr. Sanchez presented the maintenance report, and it was placed on file. He went over several programs that were included in his report. We are bringing back the Children's Christmas this year on December 1 and this event is also sponsored by the City of Hickory Hills. It will be different this year. Families will need to register for different time slots, and we will have stations with activities. A participant tested positive for COVID in the after-school program. They must quarantine for 10 days and anyone in contact must quarantine for 14 days. A parent inquired about our refund policy because they had to quarantine due to coming in close contact. Currently, it is the same policy for all programs. We don't give refunds or credits for any medical reasons. Other families asked the same kind of questions about our policy for refunds and if they must quarantine. After the discussion, it was decided to leave the policy of no refunds for medical reasons as is.

ADMINISTRATIVE REPORT

Ms. Muth presented the administrative report, and it was placed on file. We are currently interviewing for a second preschool teacher and looking at some in-house staff. One dance class was canceled due to low enrollment. She went over the fundraisers for dance and preschool. Regarding Locis, we are entering April 2021.

TREASURER'S REPORT

Commissioner Morgan moved, seconded by Commissioner Zalas, to approve Claim Ordinance 795. Ayes: 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 Peterson made note of the Investment Report of September 30, 2021, which includes the US Treasury statement. Director Fullerton said there was no transfer of funds. Commissioner Morgan moved, seconded by Commissioner Zalas, to approve the Operating Statements for September 30, 2021. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

DIRECTOR'S REPORT

Maintenance Manager Position:

The first interviews are this week with 11 candidates that are scheduled. After this week, there will be two candidates asked to come in for a second interview and this will be held at the Maintenance Facility. The first interview is in the director's office. It was posted on Indeed and the Illinois Park and Recreation job board. Two in-house employees applied, one full-time and one part-time.

Carnival:

There is a correction to the minutes. After the September meeting, Director Fullerton double checked and it was Justice and Bridgeview police that arrived on the Saturday night of the carnival, not Worth and Chicago Ridge. Also, the police chief was sent an email regarding the carnival changes and the following schedule for increasing the police force per shift:

- Thursday: 1 auxiliary, 1 regular
- Friday: 1 auxiliary, 1 regular at 5 p.m. 3 regulars at 7 p.m. 2 should stay until midnight and 2 leave at 11 p.m.
- Saturday: 1 auxiliary, 1 regular at 5 p.m. 3 regulars at 7 p.m. 2 should stay until midnight and 2 leave at 11 p.m.
- Sunday: 1 auxiliary, 1 regular at 5 p.m. 2 regulars from 7 -11 p.m.

The email was sent on September 28 and there has been no response, so we'll reach out to him close to the next carnival in August. Also, All Around Amusement in the contract pays for security/police. The invoice for approximately \$2,900 was sent 5-6 weeks ago and they did not pay it. The City sent a past due notice. This is for all the security and the contract says that AAA will pay up to \$3,000 for security and they cut the check to the City. Tammy Muth will fax it to Juanita and if no response she will call the other owner, Rob. There was a discussion of hiring the police versus 911. The police are hired to be here during the entire event and most carnivals have security.

PDRMA Medical Insurance Plan Selection:

The following are the health insurance increases for 2022.

2022: PPO 1% decrease, HMO 4.9%, Vision & Dental 1% decreases, EAP 4.5% decrease.

Some of the new changes are as follows: High Deductible Plan and a Health Saving Account will be a new option (employee only contribution), telephone/video visits for Teledoc will continue even though the State proclamation will end October 17 and spouses/partners on PDMRA Health will be able to participate in Virgin Pulse. They can earn up to \$210 from Virgin Pulse. That is withdrawn from the employee's check. There was a discussion to see if we can investigate the Health Savings Account. The district will have to change everyone to the high deductible plan, but we can investigate it. Currently, the district has an HRA which is a \$1,500 deductible, however, the district pays \$1,000 and employees pay a \$500 deductible. Typically, two employees out of nine reach the \$1,500 and the others don't so it saves the district money. Two people are on HMO and the rest on PPO. There was a discussion of whether the deductible must be a high deductible and if an employee can select the high deductible plan and they select their own health saving account without going through PDRMA. Ms. Muth said the City pays their employees for unused sick days and can turn it over to the health savings plan, for the future for when they retire. It is tax free, and they must use it for a qualifying health expense. They don't have to pay taxes on it.

Dance 2020/2021 Bottom Line Report:

The Dance Bottom Line Report shows net revenue for dance of \$25,581 this year, \$50,352, last year, and \$66,553 two years prior. Instructor salaries increased from \$17,737 to \$19,368. There was the same number of classes and teachers, however, the net is less due to the class sizes being much smaller. There are fewer children per class due to COVID. A dance recital was held at the Burbank Park District since Sandburg High School was not renting at that time. There was no recital in 2020 due to COVID. The net was \$477 for the dance recital in 2021 and \$4,823 in 2019. The parents were allowed to purchase two tickets for the dance recital. The expenses were \$16,037 in 2021, \$36,920 in 2020 and \$50,107 in 2019. The dance program had 408 enrollees in 2021, 683 in 2020 and 878 in 2019. These are registrations, not students, because some students take more than one class. The net for dance classes was \$25,581, and \$42,513 in 2020 and \$57,496 in 2019.

Zip Code Report:

The zip code reports for each program season, dance, preschool and after school were presented. The top town for all programs was Hickory Hills.

Paycheck Pick Up Policy:

Our recommendation is to pick up the check, at the building they work for, sign for it, and pick it up between 9am-5pm. Each manager will arrange for a full-time employee to hold on to the checks and manage the signature list. Employees currently have an option to select direct deposit and not receive a paper copy if they don't want to sign for it or have their check available for in-person pick up.

The following is the recommended written policy:

Park District employees are paid bi-weekly (every other) Wednesday for the two-week (14-day period) which ends at midnight the preceding Wednesday. If payday is a Park District-recognized holiday, employees can pick up their check on the next business day. Employees will pick up their check from the building they primarily work at between 9am-5pm Monday through Friday. If an employee doesn't pick up their check/stub within two weeks, then it is mailed. Employees are not permitted to sign for and receive another employee's paycheck unless the business manager, prior to check distribution, receives written permission from the employee. In the event of a lost check, the business manager must be notified in writing before a replacement check can be issued. In the absence of the business manager, the request will need to be sent to the executive director. (Stop payment fee is included in the employee manual). Commissioner Zalas moved, seconded by Commissioner Kosnick, to approve this paycheck policy. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

There was a discussion of how the employees will receive this policy change. It will be in the employee handbook, and we will also send out a memo on it now since it is a new policy. There was a discussion of getting a substitute which has been in the employee handbook. There was a discussion of getting employee checks out before a holiday, but the payroll end date would have to be moved up a day early. Then the employees will get less money because the pay period would have to be moved up a day. Ms. Muth said if we get the checks early near a holiday, we can hand them out early. Also, we have many employees that don't pick up their paycheck stubs for a long time, so we call them or mail them out. Director Fullerton said we can bring all the checks to Kreuger Park (KP) when a holiday falls on a Wednesday and the employees can pick up the check from there. KP is only closed two days. They are closed on Easter and Christmas. There is an option to

mail all the checks, but it will be approximately \$1,000 per year. Commissioners asked if anyone has complained about the paycheck pick up policy other than this recent comment. Staff said no.

Minimum Wage Increase:

This is to inform the board that the minimum wage is going up to \$12 per hour. Raises are typically May 1 at the start of the fiscal year and some staff are close to that pay. Many businesses are starting at \$14 and \$15. We will struggle with getting staff and keeping them at \$12 per hour. Discussion led to whether the district can handle a raise financially in January and Director Fullerton said yes. We typically have a net of \$75,000 to \$100,000 at the end of a fiscal year except for when we have construction projects. A suggestion is a \$1 raise on January 1 and another raise on May 1 if needed. She will prepare a spreadsheet to show increases and percentages for January 1 and if there are some for May 1. It would be for all hourly employees except for the four salaried employees.

Tax Levy:

The tax levy resolution is in the board packet, therefore, there will be a request to approve that resolution and a copy of the tax levy ordinance to be approved in November. There will be no legal advertisement and no hearing since it is under 4.99%. We are asking for a 3.64% increase and last year it was a 3.03% increase. The EAV increased from 364,531,271 to 431,121,360.

Commissioner Morgan moved, seconded by Commissioner Zalas, to approve RESOLUTION TRUTH IN TAXATION LAW RESOLUTION 2021-1 FOR THE HICKORY HILLS PARK DISTRICT as presented. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Last year, the district passed a supplemental tax levy, and it is suggested to do the same this year. In the October 2020 director report, it explained why the ordinance was needed that year and this year it is needed again. This will be the last supplemental levy for this small bond since it will be paid off in December 2022. Last year it was passed because if we did nothing, the district would be leaving \$12,000 to \$18,000 on the table and this year it would be a shortfall of \$5,000.

Commissioner Morgan moved, seconded by Commissioner Kosnick, to approve ORDINANCE 2021-350 AUTHORIZING A SUPPLEMENTAL PROPERTY TAX LEVY TO PAY THE PRINCIPAL OF AND INTEREST ON OUTSTANDING LIMITED BONDS OF THE HICKORY HILLS PARK DISTRICT, COOK COUNTY, ILLINOIS. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved.

Miscellaneous:

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

We received a FOIA request on October 4 from Katherine Smyser, NBC Universal, regarding any unclaimed property since 2016. We have had none so that was sent in the reply to them. We reissue checks if not cashed and ask them to pick it up.

Commissioner Kosnick moved, seconded by Commissioner Morgan, to convene to closed session at 8:47p.m. to discuss agenda item listed as: 2(C)(1) DISCUSSION OF APPOINTMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEE OF THE DISTRICT, INCLUDING

HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE TO DETERMINE ITS VALIDITY. Ayes: Kosnick, Morgan, Peterson, Zalas. Motion approved. The commissioners came out of closed session at 9:08pm and resumed to the regular meeting. We closed the issue presented to the board concerning an employee.

Commissioner Kosnick asked if the new contract will have the beginning and ending ticket numbers. Director Fullerton said yes, she will have that added to the new contract. She talked to several park districts, and they all have seen beginning and ending ticket numbers for their carnivals.

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

The meeting was adjourned at 9:16p.m.

Secretary

ATTEST:

President