

## Hazel Crest Park District Board of Commissioners

Business Meeting Minutes

2600 W. 171<sup>st</sup>. Street

March 14, 2019

- I. Commissioner Michelle Hemp-Anderson called the Regular Business Meeting of the Hazel Crest Park District to order at 7:04 p.m. The pledge of allegiance was recited.
- II. **Roll call of Commissioners:** Commissioner Hemp-Anderson, Commissioner Malone, Commissioner Cole, and Commissioner Smith present, Commissioner Bacon absent.  
**Also in attendance:** Executive Director Joseph Bertrand, and Recording Secretary Denise Brady.
- III. **Motion to approve the minutes of the Hazel Crest Park District February 14, 2019 Regular Board meeting:** Moved by Commissioner Michelle Hemp-Anderson, seconded by Commissioner Cole. Roll Call to vote: Commissioner Hemp-Anderson abstains, Commissioner Cole yes, Commissioner Smith yes, Commissioner Malone abstains.
- IV. **Correspondence/Presentation:** Coach Eddie Smith honors the Hazel Crest Park District Wrestling Club by acknowledging each player with a hat and the Commissioners with a hooded sweat shirt. The board thanked Coach Smith and posed for a photo with the Wrestling Club members.

Mr. Otis Gilmore Benefits of Management Resources, Inc. Presented a lengthy update on the 2019 Renewal Employees Benefits/Group Insurance Plan

### Executive Director Joseph Bertrand Board Report March 14, 2019

- 1) A couple of years ago Coach Eddie Smith proposed the Hazel Crest Park start a wrestling program for our youth. Since the inception of the program it has grown and sprouted champions from his group of grapplers. The district is proud to announce that we have a 1<sup>st</sup> place 2019 champion several state qualified wrestlers and a total of 15 participants on this great team.
- 2) We want to honor them for their hard work. Enclosed in your board package is the February 28, 2019 statement of expenses and revenue. Director attaches this information for our review so that you are aware of the district financial position on a monthly basis. With 83% of budget year behind us. The district is up 20% or \$182,258 from last year in operating expenditures. Program revenues are at 109% of budget up 23% or 23,619 from FY18. Programs are positive with a surplus of \$36,827, and programs are up 18,953 from prior year. Part time salaries are already at 148% of budget, up 75% of budget, up 75% from FY18. Equipment is at 235% of budget. We need to put a freeze on all discretionary spending. Let me know if you have any questions/comments.
- 3) Enclosed in your package is the draft 2020 budget that will be presented to the Hazel Crest Board of Commissioners on March 14, 2019. The big changes in this year's budget are the \$225k bond payment from the 2014 bond issue in addition to the increase impart time pay based on this year's actual. Please review, I will continue to work with accountants on cash flow concerns. In terms of funding the additional bond payment we will need to work with Old Plank to consider our options as I do not think we want to deplete our cash position.

- 4) Director met with Mr. Otis Gilmore of Benefits Management Resources regarding the renewal of Health Insurance for the Hazel crest Park District. In our review the District was informed that the renewal would be going up by 11.49%. Mr. Gilmore is working with the carrier to try and work this percentage raise down. In the mean time I have asked that he address the board with the options that the district has for the upcoming open enrollment.
- 5) The Executive Director continues to meet with the Assistant Directors in planning sessions for the spring and summer programs. We are continuing to receive recommendations for the 'Music in the Park' program. On Thursday, February 29, 2019 at 9am the SSSR regular board meeting was held at 19910 80<sup>th</sup> Ave. Tinley Park, Illinois 60487.
- 6) The director represents the park district on the south suburban special recreation association budget committee. The committee met on Wednesday, February 20<sup>th</sup> at 10:30 am. SSSRA Board meeting was held at 19910 80<sup>th</sup> Ave. Tinley Park Illinois.
- 7) The maintenance staff identified approximately 20 trees that require removal. Staff contacted three companies for proposals. Wally's, Smitty's and Red's Tree Service. I am recommending Wally's as the lowest proposal to complete the work. This work is necessary to keep our parks safe and accessible. The trees that have been identified are in Commissioners Park, Setnes Park and at Lake Owens.
- 8) On January 28th, 29th and 30<sup>th</sup> the district along with the rest of Chicagoland experienced a polar vortex that shut down the schools we service and the district. Staff was sent home early on Tuesday evening and the district reopened on Friday morning February 1, 2019. At 6:24 am the director received a call from staff that a pipe had burst and we had water damage in the canteen room, Kiddy Curve room, and the front desk areas. The maintenance crew cut the water off to the building immediately and started the process of mitigating the water logged areas of the building. Aleck plumbing was called and came out to install a cutoff so that we could resume operations. The Director completed a park district risk management agency claim form and reported the water dame to our insurance carrier. On Monday February 4, 2019 a claim adjuster from L. J. Shaw and company contacted the district and was scheduled to inspect the damage caused by the water. The Director has contacted several contractors to get proposals to have the work completed. We are still waiting on proposals. The rooms have been closed off until we can get the work completed.
- 9) The Director met with Risk Management consultant Ray O'Chromowicz on March 5, 2019.

**Assistant Director, Programs and Recreation Lauren Lotz: Administration/Marketing**

- Completed January state billing which accounts for approximately \$2,000 per month in CURVE revenue. The ongoing recordkeeping and submission of billing paperwork is conducted each month. Further, I have assisted new and existing clients with the submission of their paperwork online and via fax to helping expediting their approvals.
- To directly address and underscore park district policy as it relates to cell phone, vehicle and scheduled start times, I created a memo for recreation staff to outline park policy. All staff will be required to sign this notice thereby acknowledging understand and receipt of park district policy. Remind of staff to these policies will provide non-compliance with policy grounds for disciplinary action if not followed.

- Updating of the website is an ongoing responsibility I conduct. On an ongoing basis, I work to create, and coordinate information shared on our website with the promotional flyers created by Adam Ray. This provides a tri-approach in marketing through the website, social media and printed flyers. Also, I coordinate the use of email blasts on at least weekly basis to highlight upcoming events and pending registration deadlines.
- All marketing materials are now shared on a regular basis with the village as well as the school districts both on line and with printed copies. I have also now arranged for copies of our seasonal flyers to be distributed at the school offices as well as at the senior center, library and village. Initially, this does show progress in the awareness and attention of our recreational events and programs which has begun to result in better registration numbers.
- The use of the electronic sign is an ongoing form of promotion that I update regularly to highlight upcoming events and registration dates. We have also promoted through the sign and flyers provided to assist the village in highlighting their events as well.
- To anticipate upcoming hiring, I updated and created a new employee packet. This project included updating and replacing all outdated and poor-quality looking forms all new employees must complete. With the new employment application updated, this provides a much more professional and organized packet provided to new employees upon being hired.
- In management meetings, discussions were held regarding Assistant Director Simms' concern based on recent current events, the need for Active Shooter policies and procedures. I provided information regarding Active Shooter training by requesting and receiving from my IAPD colleagues. Various policies and forms were provided to Assistant Director Simms for implementation of this training. Out of these discussions, the Park District's current Crisis and Risk Management Policy manual was identified, and that certain information will need to be updated. As part of the information I received, was a template for an Emergency Response/Contact Manual. I have been working with both the Executive Director and Assistant Director Simms to incorporate the information into our current crisis and risk management policy manual. I have been assigned updating this policy manual and hope to have it completed within the next few weeks. As a first step, I completed forms for reference by Assistant Director Simms.

### **Programs and Recreation**

- March is a very busy month for programming and events. I have included copies of the flyers created to assist in the promotion of these programs.
- Our Thunder Wrestling Club has enjoyed a terrific season with several wrestlers gaining new found success in regional, sectional and national tournaments. Coach Eddie Smith is a wonderful coach and is a strong leader the improvement and success of our wrestling program. Congratulations to all our amazing wrestlers and coaches. We will be honoring our wrestlers at this month's board meeting. I have attached roster lists of our Wrestling Club athletes and identifying special accomplishments.

- I created a letter and a mailing was done to attract vendors for our upcoming March Health Madness Week. We have several new and additional vendors planned to participate during the Health Week scheduled for March 18-22. Vendors will be on site on Monday, Wednesday and Friday from 9am to Noon. Scheduled activities include free use of the fitness center, fitness program demonstrations, dental health information, chair massages, healthy living products, tax consultations and more.
- New this year we asked vendors to provide donations for the healthy snack bar we offer to assist in offsetting the cost of the park district providing the snacks. We have received a good response for donations from those who will be participating. Finally, to help address the concern of low annual memberships, we will be instituting for the health week only, a 25% discount for annual memberships. I continue to research and investigate ways to improve the revenue generated by the fitness center. I have gathered information from other park district center fitness centers and will review and hope to identify updates to our membership structure if deemed financially to our advantage.
- Initial planning and activities have been completed for both spring break and summer camp. This year's spring break will now need to consist of two different weeks due to school district's 144 and 152.1/2 breaks not being at the same time. We have already provided and promoted the programs but will do a full promotion for our spring break this week which will include event flyers, email blasts and website information. We also anticipate shortly doing a full promotion plan for our summer camp as well.
- We have interviewed and identified two employment candidates for assisting us with our CURVE program as well as potential summer camp counselors. There is an upcoming employment fair at Prairie State College that I hope to attend in order to identify qualified recreation candidates. We have received some interest through our college job board posts, but I anticipate more activity once local college students are on Spring Break.

One final item worth mentioning is the improved communication and cooperation between myself and the Customer Service staff. We continue to build a teamwork approach to ensure the goals of increased programming and registrations through email blasts, up keep and display of current events and programs as well as discussions on my entering of program in RecDesk to provide an easier process. Customer Service Staff has also improved their efforts in assisting in the promotion and advising of patrons of our upcoming events and programs. This spirit of teamwork was exemplified by Crystal Cato and Gayle London working with me on creation of the unique Recreation program bulletin board outside of the fitness center. Be sure to stop by and take a look! We received many compliments on the board! I also would like to thank Sunshine Watkins for her assistance in installing parts of the board to complete our vision.

To say this past month has been extremely busy with programming and projects is an understatement. Staff and I continue to identify ways in which to better serve our community with programs and events. With additional late spring and summer programming underway, we hope to continue to identify new and improved programming for our residents to enjoy. Stay tuned for events and programs planned!

**Assistant Director of Business Administration: Darrell Sims March 2019**

- A Part Time/On Call Customer Service Staff Person has been hired and the March schedule will be adjusted to reflect the hours of 6 staff members (previously 5 staff members). Full and Part Time Staff will be scheduled during weekday hours and only Part Time Staff will be scheduled on weekends. A Customer Service Staff Meeting has been scheduled to address staff assignments, training, changes in schedules and new rental policies, in addition to general customer service issues. Email blast were sent for the following events and programs: Spring Forward (705); Thunder Basketball (712); March Madness Free Throw Contest (712); March Health Madness Week (712); March Flashlight Clover Hunt (712); March Senior Luncheon (712); and New Park District Sunday Hours.
- Provided RecDesk Username and Login for the Board Secretary. Attended Weekly Management Meetings with the Executive Director and the Assistant Director of Recreation and Programs. Reviewed a template for an Emergency Action Plan (EAP) and coordinated efforts with our management team to develop an EAP that would meet the needs of HCPD. Followed up with Sgt. Bush of the Village of Hazel Crest Police Department regarding Active Shooter Training. We anticipate having a trained officer from Police Department facilitate onsite training for HCPD by the first week in May of this year. The onsite training will be supplemented by online tutorials. Follow up contact was made with 1<sup>st</sup> Choice Specialties, to finalize specific items and cost for the Point of Sale Program (POS). Sale items have been selected and a proposed budget is currently under review and consideration. A meeting has been scheduled with a representative of RICOH to discuss details of the proposed upgrade in our current copier/printer. We have received 25 new key fobs. Three fobs programmed to disarm the alarm system and bypass the security door have been assigned to designated employees in the Recreation, Maintenance and Customer Service Departments. Due to the difficulty experienced in getting fobs programmed. I suggest that we consider a virtual keypad, which would allow us to program our fobs in-house. This would also eliminate the security of employees leaving the Park District with fobs that have not been deactivated. The virtual key board would add \$8 a month to our current contract. Initiated the process of updating accrual benefits of current fulltime employees in the Pay Clock System. Continued to process payroll during this period.
- Eighty nine Registrations were processed through Recdesk over the last 30 days with 7 of the registrations being processed online. These registrations total \$10,463.00 in receipts and primarily represent CURVE Fitness Memberships, Senior Basketball and Judo. Currently, the overdue balances have been eliminated.
- Continued to teach the Karate Classes at the Park District on Monday evenings 5 PM to 6:30 PM and Saturday mornings 10 AM to 12 PM. Five students competed in the "First Strike" (Battle on the Hill) Tournament at the Ramada Inn in Hillside, Illinois on February 10, 2019. Jason Mckinnes won 1st Place in Sparring and 2<sup>nd</sup> Place in Forms. Tyrique Cox won 1<sup>st</sup> Place in Sparring. Tournament Fees (\$220) were paid from surplus revenue received from the sale of Martial Arts Equipment. Four students attended the Professional Karate Commission (PKC) Regional Tournament at the Hilton Hotel, 95<sup>th</sup> and Cicero. Mark Lee won 1<sup>st</sup> Place in Sparring. Tournament fees were paid by parents.

**VII. Treasurer/Investment Report February 28, 2019**

<u>Account</u>	<u>Cash Balance Rates</u>	
Bank Financial #1563-Security Deposit	3,324	n/a
Bank Financial #1548-MM Investing	23,743	0.20%
Bank Financial #2321 Operating	24,816	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	14,191	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	42	0.27%
ICS Program	42	0.20%
<b>Total</b>	<b>\$85,601</b>	

**Motion to accept February 28, 2019 Treasurers/Investment report as read:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, and Commissioner Smith yes, Commissioner Malone yes.

**Motion to ratify accounts payable February 15, 2019 through March 14, 2019 totaling \$83,006.02:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, and Commissioner Smith yes and Commissioner Malone yes.

**Motion to ratify one (1) payrolls February 28, 2019, totaling \$13,573.26:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes and Commissioner Malone yes.

**V. Old Business:** No Old Business was presented.

**VI. New Business: Motion to approve proposal submitted by Wally's Tree service to remove dead and fallen tree's located in Setnes and Commissioner's Parks for a cost not exceeding \$6,725.00:** Moved by Commissioner Hemp-Anderson seconded by Commissioner Cole. The motion passed by unanimous roll call vote.

**VII. Motion to adjourn the open meeting and enter executive session for discussion and/or to consider collective negotiation matters. Personnel, pending litigation and or actions that is probable or imminent, exempt under section 2 (c) (11) of the open meetings act, 5ILCS 120/2(C) (11):** Moved by Commissioner Cole, seconded by Commissioner Smith at 9:00 pm.

**VIII. Motion to adjourn executive session at 9:45 pm:** moved by Commissioner Hemp-Anderson, seconded by Commissioner Malone.

*Respectfully submitted by:*  
**Denise M. Brady, Recording secretary to HCBOC**