

*Hazel Crest Park District Board of Commissioners
Business Meeting Minutes
2600 W. 171st. St.
Hazel Crest Il 60429
April 11, 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, Commissioner Smith and Commissioner Bacon present.
Also in attendance: Executive Director Joseph Bertrand, and Recording Secretary Denise Brady.
- III. **Motion to approve the minutes of the Hazel Crest Park District March 14, 2019 Regular Board meeting:** Moved by Commissioner Michelle Hemp-Anderson, seconded by Commissioner Cole. Roll Call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Malone yes, Commissioner Bacon abstains.
- IV. **Citizens Comments:** Citizen Sondra Vickers addresses the board and states that the Senor Luncheon was a very nice event and she really enjoyed herself. Commissioner Hemp-Anderson congratulates Mrs. Vickers on her recent win as trustee to the Grande Prairie Library Board.
- V. **Correspondence/Presentation: Mr. Otis Gilmore Benefits of Management Resources, Inc.**
Mr. Gilmore Presented a lengthy update on the 2019 Renewal Employees Benefits/Group Insurance Plan.

The District has received a letter of notification from the **Government Finance Officers Association** informing the Park that the comprehensive annual financial report (CAFR) for the fiscal year ended 2018 qualifies for GFOA's Certificate of Achievement for Excellence in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The closing statement reads "We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting. The letter is signed by Michele Mark Levine, Director of Technical Services Center.

VI. **Executive Director Joseph Bertrand Board Report March 14, 2019**

The District is under construction in the canteen area and the Kiddy room. The plumbers have replaced the pipe leading outside and installed a cutoff valve necessary to cut off the water that goes outside. They are also in the process of repairing the walls and painting. The project is scheduled for completion by May 1, 2019.

Assistant Director Simms has been out sick the past three weeks. Mr. Simms returned to work with clearance from his Doctor on April 8, 2019. While Assistant Director Simms was away, the Director took on duties of payroll for the customer service staff as well as daily responsibilities.

The Director has met with our Health Benefits Broker Otis Gilmore of Benefits Management Resources Inc. regarding the renewal for May 1, 2019. Benefits management resources submitted on behalf of the Hazel crest Park District a request for a rate relief. Unfortunately we did not get any relief this year. I have enclosed a cost analysis for the May 1, 2019 renewal. Mr. Gilmore will also be at the meeting to answer any questions

At the March Board meeting there was discussion regarding the renaming of Oak Hill West Park. The proposed name is the Dr. Robert B. Donaldson Park. As many of you know Dr. Donaldson was a full Professor of Public Administration in the College of Business at Governors State University, served as a Commissioner at the Public building Commissioner, representing the Cook County Forrest Preserves for 30 years, served as a Commissioner for the Village of Hazel Crest served as a Village Trustee and served two terms as Mayor of the Village of Hazel Crest Illinois. Dr. Donaldson's life was a true one of service to the Hazel Crest Community. A resolution has been placed on the agenda to rename the Oak Hill West Park after Dr. Robert B. Donaldson II for your action.

The Districts proposed budget was submitted to the Board at the March Board meeting. I would like to get feedback from the Board regarding the 2020 budget that was presented. The big changes in this year's budget are the \$225K bond payment from the 2014 bond issue in addition to the increase in part 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.

The Maintenance staff identified approximately 20 trees that require removal. Staff contacted three companies for proposals. Wally's, Smitty's and Reds Tree service. I am enclosing the proposals for your review. 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 and at Lake Owens.

The Director has met with Risk Management consultant Ray O'Chromowicz on April 4, 2019. Training for all staff has been scheduled for May 20-24, 2019 at the Community Center.

Assistant Director of Programs and Recreation: Lauren Lotz Administration/Marketing
Ongoing review, completion and submission of necessary documents for our DHS clients. Included are Change of Provider, SSSRA Inclusion requests, CURVE and Summer Camp rate verifications as well as additional recertification forms.

Completed the reformatting and entry of all new employee form packets as well as updated Community Service forms. This was a larger undertaking than I had first thought. Currently, there are 17 forms that a new employee must review and complete upon acceptance of their employment. Am happy to report that all forms required to be completed by employees are now available for use and distribution and are stored on the Departmental Share drive. I created several new employee packets in anticipation of our summer camp hiring.

Speaking of hiring, we have conducted phone and in-person interviews with new employees for C.U.R.V.E. coverage and summer camp as Recreation coordinators and currently will be bringing on board five new staff members. The quality of these candidates has been I feel higher than in the past with enrolled college students with impressive resumes and scholastic performance. Some of these candidates have come from our postings at GSU and Prairie State College.

The promotion and distribution of Park District marketing materials remains my ongoing responsibility in conjunction with my staff. These activities include forwarding of information for creation of materials, distribution of flyers, outside senior center, announcements at meetings, etc. Further, it is my responsibility to ensure that RecDesk for all programs is conducted, revised and updates as needed.

PROGRAMS AND RECREATION

Happy to announce my writing and submission of the 2019 PowerPlay Grant was successful. For the second year, we will receive a \$1,000 grant which will be used to implement and improve our CURVE and Summer Camp Programs. The program created for approval of this grant will be a "Travel the World" project to be implemented at Summer Camp. Participants will track their physical activity to "visit" world countries. Further, we will learn and implement games, foods and traditions of these countries. This approach provides a fun but teachable moment to expose our campers to cultures and traditions of world countries.

Our Health March Madness event had a steady stream of current members and other members of the community. The number of vendors ended up being to be about the same as last year with some committed vendors cancelling or not showing up. For next year, we plan to revamp the event with different vendor hours, more interactive activities and perhaps create a community incentive to attend.

April continues to be a busy month for promotion and purchasing of items needed for upcoming events which include the Bunny Breakfast, Egg Hunt, Senior Luncheon, Baseball, Earth Day and Spring Break.

Programming for Summer Programming is just about complete. We will be offering several new programs for seniors, Youth, early childhood sports and more. Further details will be available by the beginning of May.

As we prepare for summer camp, we have several new directives that will be implemented. Some of these changes will include and updated Camp Counselor Guide, Camp Counselor Dress Code, cell phone policy and additional staff training. Also, my staff is working on a more detailed/weekly activities calendar to provide a more structured day for campers. New this year, we are exploring the possibility of providing a continental breakfast for all campers. Funds for this would be covered by the normal expense for an afternoon snack which is provided together with lunch through our summer food service. The providing of breakfast is a frequent request we receive. It is my thought that this will deter parents who are unable to provide breakfast for their child from purchasing unhealthy foods from our vending machine. The Rec Department continues to remain very busy and staff has stepped up their recreation gam for the creation of new programs and assistance to ensure successful recreation programming; together with their normal responsibilities. I appreciate all they do!

VII. Treasurer/Investment Reports March 31, 2019

<i>Account</i>	<i>Cash Balance</i>	<i>Rates</i>
Bank Financial #1563-Security Deposit	\$3,324	n/a
Bank Financial #1548-MM Investing	17,816	0.20%
Bank Financial #2321 Operating	43,299	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	353,067	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	14,191	0.27%
ICS Program	42	0.20%
Total	730,742	

Motion to accept March 31, 2019, Treasurers/Investment report as read: Moved by Commissioner Hemp-Anderson seconded by Commissioner Malone. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Bacon yes, Commissioner Smith yes, Commissioner Malone yes.

Motion to ratify Accounts payable March 15, 2019 through April 11, 2019 totaling \$36,357.25: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Bacon yes, Commissioner Malone yes.

Motion to approve ratify one (1) payroll, March 28, 2019 totaling \$14,397.39: Moved by Hemp-Anderson, Seconded by Commissioner Smith. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Smith yes, Commissioner Cole yes, Commissioner Smith yes, Commissioner Malone yes.

VIII. Old Business:

Motion to accept and approve proposed renewal for Blue Cross and Blue Shield Insurance with a renewal date effective May 1, 2019: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. The motion passed by unanimous roll call vote.

IX. Motion to approve a resolution naming Dr. Robert B. Donaldson Park in the Hazel Crest Park District. Cook County, Illinois that Oak Hill Park West located at 171st Street and California Avenue, Hazel Crest, Illinois is hereby dedicated to Dr. Robert B. Donaldson II and shall hereafter bear his name in honor and memory of his dedicated public service: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Bacon. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Bacon yes, Commissioner Cole no, Commissioner Smith no, Commissioner Malone yes.

X. New Business:

Motion to approve agreement with Madbomber for fireworks on July 4, 2019 with a cost not to exceed \$7,000.00: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. The motion passed by unanimous roll call vote.

- XI.** *Motion to adjourn to executive session at 8:45 p.m. for the discussion of and/or consideration of collective negotiation matters, personnel, pending litigation and or actions that is probable or imminent, exempt under section 2 of the Open Meetings Act, 51ICS (c) (11). a) Update on SEIU contract:* Moved by Commissioner Bacon, seconded by Commissioner Hemp-Anderson.
- XIV.** *Motion to adjourn executive session at 9:10 p.m.* Moved by Commissioner Hemp-Anderson, seconded by Commissioner Smith.

Respectfully submitted by

Denise M. Brady
Recording Secretary to Board of Commissioners