

Hazel Crest Park District Board of Commissioners

Business Meeting Minutes

2600 W. 171st. Street

June 14, 2018

- I. President Michelle Hemp-Anderson called the Regular Business Meeting of the Hazel Crest Park District to order at 7:02 p.m. The pledge of allegiance was recited.
- II. **Roll call of Commissioners:** Commissioner Hemp-Anderson, Commissioner Cole, Commissioner Smith, Commissioner Malone 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 May 10, 2018 Regular Board meeting:** Moved by Commissioner Michelle Hemp-Anderson, seconded by Commissioner Cole. The motion passed by unanimous roll call vote.
- IV. **Citizens to be heard:** Citizen Sondra Vickers addresses the board and thanks them for their white party music in the park event and for the senior luncheons. Les Sanders asks if he can volunteer to teach chess lessons to park district clients a couple of days a week. The board directs the Director to follow up with Mr. Sanders regarding his request.
- V. **There was no Correspondence.**
- VI. **Joseph Bertrand Executive Directors Report: Administration:** The Director has completed summer hiring process of five maintenance employees. With the number of rain days that we have experienced this month the maintenance staff has been working hard to keep up with the growth of the grass in the parks. Two of the lawnmowers have been down due to repair needs. They have been repaired and there is one mower currently in the repair shop.

The brakes are being replaced on the 2004 f 350 truck. Calipers seized and melted brake hoses. The Cost is approximately \$1,600.00. The 2008 ford truck f350 requires a new engine. The projected replacement is 22,000.00. The Director has considered the cost of a replacement truck at \$85,000.00. The vehicle currently has 76,602 miles and is in pretty good shape. This is also the truck we have scheduled to replace the bed.

Parks maintenance staff has almost caught up with the mowing of the parks. The district rented a flail mower that is connected to the back of our tractor. Mr. Mike Eldrige started on the Big Apple, Wednesday after lunch and was able to get half of the basin completed. Thursday, June 7th, the Director followed up with residents at the flowing addresses regarding cutting of grass at Thurgood Marshall Park. 3523,3525, 3529, 3539, 3535 Marseilles Lane, 3511, 3407, 3321 Monte Marte, 18100 Charlemagne.

The Director has met with the Village of Hazel Crest. Village manager Chris Williams and Carolyn Carter regarding upcoming projects.

Enclosed in Board packages is an agreement from BHG consulting to help the district review the agreements between the Park District and AT&T. The District has used this company to negotiate the best deals for the District. The agreement is for three years and will expire on June 29, 2018.

Enclosed in the Commissioners Board packages is an agreement to update the Hazel Crest Park District phone systems. The district has reviewed a need for updating of the phone system. I have recommended that the district purchase directly from AT&T. Enclosed is the cost of updating the system at a savings to the district. I would recommend that the board approve the agreement submitted to the district by ACCESS BROKERS.

The district is in the planning stages for events this summer. We are planning to continue with "Music in the Parks program. I would like to get some direction from the board regarding the annual family festival. Last year the district partnered with the Village for Fireworks only on the Fourth of July. I did speak with Carolyn Carter at the Village and they are planning a 3-day Hazelnut Festival. The district generally has its festival on the last Saturday of the month to keep from incurring the high cost of fireworks on July 4, 2018. I have also been contacted by Kimberly Chalmers (School board member at 152.5) asking for the Hazel Crest Park District to partner with them for the back to school book gag giveaway next year. Please let me know what your thoughts are on these events.

In the May Board package, you received proposals for seal coating and restriping the parking lots at 2600 W. 171st., 2500 W. 167st., and 2701 West 170th Streets. The district is still waiting on the proposals.

The Director continues to process of update staff files.

The Director is updating PDRMA files.

The Director has received two responses from the residents along the creek now regarding the gathering of information on the creeks in the Dynasty Lakes Subdivision.

The Director has reviewed the weekly accounts payable, payroll for submittal and payment.

Assistant Director Lauren Lotz: ADMINISTRATION

Completed and implemented entire hiring process for nine new summer staff including packet completion, banking direct deposit information and drug testing.

Weekly management meetings continue for project assignments and Park District activity updates between Executive Director, AD of Business Management and myself.

Added my membership to the Park District's Sam's Club membership and created online account. This will allow for staff to place orders online saving time and then being able to pick up and pay at the Tinley Park location.

PROGRAMS AND RECREATION

Dress code guidelines and enforcement is ongoing for staff and new hires

Senior Soul Food Luncheon is scheduled for Wednesday, June 13th from 11am to 1pm. Based on current registrations and attendance by the Board, we have increased the catering total for 45 people. Lunch will be catered by a new barbeque local restaurant Mae's Que House. Summer camp T-shirts designed and ordered. Purchasing through a new vendor whose cost is lower than last year.

Updated and revised Summer Camp parent's information packet as well as Camp Staff Training Manual.

Organized and scheduled CPR/First Aid classes for new hires and existing staff which was held by PDRMA on May 23rd. This training was attended by 12 individuals. Lunch was provided to those who attended the training.

Developed Summer Camp Registration Worksheet to assist Customer Service in camp registrations for discounts which included parent meeting attendance, full payment discounts as well as multiple child discounts. Completed RecDesk entry for Summer Camp Registration scenarios.

Ongoing organization and marketing materials created and ordered for Hazel Crest Park District's Official Day of Baseball to be held June 16 at Setness Park beginning at 9am. Ceremony will include flag raising ceremony and Pledge of Allegiance by Boy Scout Troop #120, Pledge of Allegiance and Mayor Alsberry, Jr. to throw out the first pitch. This event was requested by Vice President Cole and he arranged for the mayor's involvement. We hope that Board Members will join us.

Developed and approved by Director Bertrand, a Summer Camp Payment Plan for use by patrons asking for payment options. Created the payment agreement to ensure payment in full is received. All agreement will be reviewed and approved by Director Bertrand.

Summer Program Guide is in the final stages and will be completed, printed and mailed to residents within the next two weeks. With additional events needing to be promoted and added, in front of the guide being mailed, we have heavily promoted events with other techniques. I will provide a copy of the Program Guide to all Board Members when available. We will be mailing the guide to all residents which totals over 5,000 copies at a rate of only \$.19 per home. We will also ensure that any copies that are non-deliverable will be retrieved from the Hazel Crest Post Office for office and other distribution areas.

Summer Camp Parent's Meeting was held on Wednesday, May 30th. It was very well attended with approximately 50 people in attendance. Registration was steady after the meeting with many of the patrons taking care of the Full Payment discounts. The full payment discount was extended to Friday, June 1st to accommodate many parents' payday on Friday.

The number of campers in our Summer Camp continues to grow daily. As of today, we currently have 53 campers registered. Daily phone calls continue so camp registration will continue to grow. The first week of camp went relatively smoothly with our theme of Spirit Week well received with various theme days. With the nice weather, campers have been enjoying outside activities and games as well as indoor board games and crafts.

I have been spending a considerable amount of time examining the various functions of RecDesk together with budget line items. My hope is to streamline and improve the registration process as well as have a better tool for tracking program participation. This has involved discussions with both the Accountants as well as AD Simms to have expense and revenue numbers available by individual program. When time allows, I will request a RecDesk training for myself and staff. With further detailed program registration, the need to use RecDesk at its fullest is necessary.

Met with members of "The Heart That Smiles" organization who will be providing free dental cleaning services to our camp members. Further to increase participation and to provide a community-wide event, we have planned for "Hazel Crest's Dental Day" for Wednesday, June 27th. We have reserved the Board Room which will be transformed into a "Dental Office" for the day. The only requirement for the FREE cleaning is that a waiver must be signed by the parent/guardian. This cleaning also provides the requirement for a dental exam for school registration. Waiver forms for the event are available at our camp sign in/sign out area as well as at the front desk. We will be promoting the event via print and social media to achieve a greater community outreach.

Ongoing involvement and discussions with the South Suburban Special Recreation Association to address severe behavioral issues with a participant. Several meetings/conversations with foster mother, staff, inclusion aide provider, social worker, foster care agency and Superintendent of SSSRA to explore the situation and to request aide for Summer Camp participation. The outcome was completed on Friday with a meeting between myself and Superintendent of Recreation and the foster mom. It was agreed and recommended that this participant be removed from our program for the safety of our staff and campers. SSSRA will continue to work with the foster mom and was provided with the necessary paperwork to enroll in SSSRA or other options she may have for the child's summer care.

MARKETING AND COMMUNICATIONS

Ongoing Facebook Postings for Current Events

Ongoing production of flyers and promotion of both Park District and Village events.

Finalized website "Under Construction" including new link at www.hazelcrestpark.org.

Darrell Simms, Assistant Director of Business Administration Board Report

Front desk schedules have been adjusted to cover weekend hours previously assigned to another employee. This employee has recently requested that she not be pre-scheduled for weekends but instead be scheduled on an as needed basis. The request is under review regarding scheduling this employee for future assignments. Additional staff was scheduled to provide support during the parents meeting for

summer camp registration. Except for a few data entry issues, Summer Camp Registration was a success. Spoke to Recdesk Representative regarding online registration and the need to determine residents from non-residents. Recdesk is currently configured to recognize residents via addresses within the zip code boundaries of the Village of Hazel Crest. A meeting was held with the Customer Service Staff and the focus of the agenda was pro-active customer service activity; performance goal setting and merging duplicate accounts that are found in Recdesk. Met with the Rental Supervisor regarding logistics for the Natural Hair Fest which was later canceled by the sponsor. A recommendation was made to the Director to limit credit card charges to \$10 to avoid paying fees for transactions that are processed for a few dollars.

All three phases of the Employee Evaluations have been completed, which include, self-evaluations, management evaluations and goal setting. The evaluation process used a 5-point performance scale with 1 being excellent and 5 representing unsatisfactory performance. Part time and full-time employees from every department were appraised. After a management review of performance ratings, it was confirmed that Ronald Jones received the highest rating and would be selected as the Outstanding Employee for this Quarter. Followed up with Elmer and Son Locksmiths to schedule installation of panic bars and the electronic latch to support the security upgrade. Also, after several calls, a follow up email was sent to ADT to expedite the scheduling of the security intrusion system for the Community Center. Installation was completed on Wednesday June 6, 2018 and included an intercom system; a proximity reader; strategically installed motion detectors and electronic monitors on all entry doors. We will be purchasing key fobs for Park District Commissioners and employees that will bypass the security system and facilitate entry into the building. An email was sent to patrons, signs were posted and instructions were provided to employees regarding the Com Ed upgrade that resulted in the close of the Community Center for approximately three hours on Tues. May 15 2018. Community Center Staff was transferred to the Recreation Center from 10:30 to 1:30, at which time we resumed normal operations. Investigated issues regarding charge backs for online payment and faxed document to dispute the claims. Processed payroll during this period.

Continued to monitor Recdesk activity. 232 Registrations were processed through Recdesk over the last 30 days with 8 of the registrations being processed online. These registrations total \$37,237.31 in receipts and primarily represent Summer Camp, Senior Luncheon and C.U.R.V.E. We continue to explore ways that we can use Recdesk to become more efficient in registration and recreation management, we are currently communicating with Recdesk representatives to review our progress and determine ways that we can continue to improve. A recommendation was made to the Director to consider consolidating credit card charges under Recdesk to facilitate more control in tracking transactions.

Recently followed up with the Uventex Representative, Mr. Cain, to set up the appropriate accounts for tournament registrations. Also, edited competitor divisions to be compatible with the Uventex registration process. We are in the process of scheduling training on the system for Tournament Coordinators. Flyers have been printed and are currently being distributed at local tournaments. Also, flyers are posted on the Uventex and PKC (Professional Karate Commission) Website and a promotional campaign is underway on Facebook. Continued to teach the Karate Classes on Mon. and Thurs evenings and Sat. mornings.

VII. Treasurer/Investment Report May 31, 2018

<u>Account</u>	<u>Cash Balance Rates</u>	
Bank Financial #1563-Security Deposit	\$5,161	n/a
Bank Financial #1548-MM Investing	33,906	0.20%
Bank Financial #2321 Operating	18,947	n/a
Old Plank Trail Comm. Bank #0071-MM Invest	362,877	0.27%
Old Plank Trail Comm. Bank #0098-Debt Svc	17,899	0.27%
ICS Program	42	0.20%
Total	438,832	

Motion to accept May 31, 2018 , 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, Commissioner Smith yes, Commissioner Malone yes.

Motion to ratify accounts payable May 11, 2018 through June 14, 2018 totaling \$71,257.90:

Moved by Commissioner Hemp-Anderson, seconded by Commissioner Malone. Roll call to vote: Commissioner Hemp-Anderson yes, Commissioner Malone yes, Commissioner Cole yes. Commissioner Bacon yes and Commissioner Smith yes.

Motion to ratify two (2) payrolls May 24, 2018 and June 7, 2018 totaling \$31,728.67: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Malone. **Roll call to vote:** Commissioner Hemp-Anderson yes, Commissioner Malone yes, Commissioner Bacon yes, Commissioner Cole yes and Commissioner Smith yes.

VII. **Old Business: There was no old business.**

VIII. **New Business: Motion to approve Access Brokers agreement for telephone replacement:** Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole. The motion passed by unanimous roll call vote.

Motion to approve agreement with BHG consulting: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Malone. The motion passed by unanimous roll call vote.

Motion to approve engine repair of 2008 Ford truck/F350 two door diesel at a cost not to exceed the total of \$24,000.00: Moved by Commissioner Hemp-Anderson, seconded by Commissioner Cole: The motion passed by unanimous roll call vote.

IX. **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 Hemp-Anderson, seconded by Commissioner Cole at 8:50 pm.

X. Motion to adjourn executive session at 9:05 pm: moved by Commissioner Hemp-Anderson, seconded by Commissioner Bacon.

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