DES PLAINES PARK DISTRICT
SPECIAL PARK BOARD MEETING MINUTES
Tuesday March 26, 2020

I. CALL TO ORDER/ROLL CALL

President Jana Haas called the Special Meeting of the Board of Commissioners of the Des Plaines Park District to order at 11:04 a.m. Commissioners answering present via electronic communication to the roll call were, Commissioner James Grady, Commissioner Donald Rosedale, Commissioner Erin Doerr, Commissioner William Yates and President Jana Haas. In attendance was Executive Director Donald Miletic.

Guests: None

II. CHANGES TO THE AGENDA: None

III. COMMENTS FROM THE COMMUNITY: None

IV.. NEW BUSINESS:

A. Agenda Item 4-A COVID-19 Information

Executive Director Miletic brought the Park Board up to speed on a few items before updating on COVID-19 information. Miletic brought the following to the Park Board mentioning the rent abatements at the Golf Center, the activity with soccer & basketball in parks along with steps taken to stop this, and having staff complete a garbage run.

Executive Director Miletic reviewed the COVID-19 information presented and costs related to full time and part time employees. Miletic informed the changes with the Shelter-in-Place and figuring out staffing needs through the end of the month until the Families First Coronavirus Response Act starts. There will be staff using some PTO and hours scheduled. Some staff can work remotely and would be paid regular time. We continue to learn facts daily, even hourly, Nicole and Barb are working very hard along with the attorney on getting the latest legal information.

Executive Director Miletic reviewed financial numbers reality to real costs of staff working remotely with the Park Board and asked to proceed to pay staff as regular time through the end of the month. An additional two days were asked for paid time, Monday the 30th and 31st of March. Miletic said we are also looking at all costs related to staffing if this goes on for a longer period.

Discussion: There was discussion by the Commissioners and they want to make sure we are doing all we can for our staff. Also that these are difficult times.

B. Agenda Item 4-B Personnel Maters

a. Executive Director Miletic reviewed the following information about suspending raises until we have a better understanding of the financial impacts that are currently going on and he presented the following recommendation to the Park Board.

President Haas read the following motion **"I ask the Park Board of Commissioners to suspend the salary increase pool of $100,097.69 and give discretion to the Executive Director to determine when it is adequate to reinstate the salary pool"**

The Motion was moved by Commissioner Grady and Seconded by Commissioner Rosedale

Discussion: Executive Director Miletic explained if later in the year it was adequate to release these funds then they would be given raises at that time. Commissioner Rosedale said let us hope this is all over by April and we do not have to worry about this.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye. Motion carried 5-0

b. Executive Director presented his Executive Director contract that was reviewed by our attorney. There was no major changes and the contract is for three years from May 1, 2020 to April 30, 2023. There were two changes, there is an auto renewal after two years and if the Executive Director leaves, he needs to give 90 days' versus 60 days.

President Haas read the following **Motion: "I move the Park Board of Commissioner approve the Executive Director contract as presented."**

The Motion was moved by Commissioner Doerr and Seconded by Commissioner Grady

Discussion: Commissioner Doerr did mention that there would be annual performance reviews, Commissioner Haas said yes; this is just to get the Executive Director back to a three-year contract. Commissioner Rosedale stated since we suspended pay the Executive Director increase would be on hold too. Executive Director Miletic indicated that he would not expect any increase for him and would be on hold as well.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye. Motion carried 5-0

c. Executive Director Miletic presented an updated policy was reviewed with our attorney. This policy will update our current policy on emergency closures to provide more specifics in cases like this.

Commissioner Haas read the following **Motion: "I move the Park Board of Commissioner approve the above policy and it be placed in the employee handbook."**

The Motion was moved by Commissioner Grady and Seconded by Commissioner Rosedale

Discussion: Commissioner Grady mentioned it is important to reference the law and to make sure staff understand the requirements that the District is held to.

Roll call: Commissioner Doerr, Aye; Grady, Aye; Rosedale, Aye; Yates, Aye; President Haas, Aye. Motion carried 5-0

C. Agenda Item 4-C Brochure Production/Mailing

Executive Director Miletic reviewed the option of not mailing the Playbook. He provided information, showing the Park District could save about $18,000 if we did not mail the Summer 2020 Playbook. This marketing piece is very important and mailing in these times of uncertainty, Miletic feels is needed. We plan to be in full operations by then and Miletic said having a sense of normalcy would be important. There is no action needed, just thoughts to proceed.

Discussion: Commissioners mentioned that we need to make sure we post on social media and emails about the plan for summer 2020.

V. COMMISSIONER COMMENTS:

Commissioner Doerr: Miss everyone; hope everyone is doing all right.

Commissioner Grady: Family is doing ok, hope everyone else is doing ok.

Commissioner Yates: No Comments

Commissioner Rosedale: Hoping everyone is ok and this is over quickly.

President Haas: Asked about the sewing of masks and any new information about the volunteer group.

VI. EXECUTIVE SESSION:

None

VII. RETURN TO OPEN SESSION:

None

VIII. ADJOURNMENT

Commissioner Rosedale made a motion to adjourn the Park Board Meeting at 12:11 p.m.

Seconded by Commissioner Grady
All in favor 5-0.
Motion carried 5-0.

APPROVED 5-0

President

Secretary