

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE STUDY SESSION MEETING
BOARD OF PARK COMMISSIONERS**

March 2, 2016

The Champaign Park District Board of Commissioners held a Study Session Meeting on Wednesday, March 2, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig Hays, and Commissioner Jane L. Solon.

Absent: Commissioners Alvin S. Griggs and Barbara Kuhl, Treasurer Gary Wackerlin, and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, and Tammy Hoggatt, Director of Human Resources, Information Technology, and Risk.

Call to Order

President McMahon called the meeting to order at 5:35 p.m.

Comments from the Public

None.

Discussion Items

Employment Policy and Procedures Manual

Mr. DeLuce reported that Ms. Hoggatt received written comments from Vice President Hays, Commissioner Kuhl, and Attorney Hall which have been included in the manual. He also reported that Ms. Hoggatt received written comments from Commissioner Solon which will be included in the manual before it is sent to Board in the March 9, 2016 Board packet.

Commissioner Solon suggested that in the future it would be nice to receive a "Word" document to allow for ease of tracking changes.

Mr. DeLuce asked if it was the Board's desire to include the definition of IMRF wages in the manual. Vice President Hays stated that he suggested that for clarification purposes the definition of wages utilized by the IMRF be included in the manual.

Commissioner Solon asked questions about the ability to contact a staff's physician under the HIPPA laws. Ms. Hoggatt stated that she will address the comments and share her response with the Board.

Mr. DeLuce stated that staff will include the definition of IMRF wages and other suggested changes before the manual is sent to the Board for consideration at the March 9, 2016 Board meeting. The Board requested a redlined and a final version of the manual.

Commissioner Solon inquired about the tuition reimbursement. She stated that currently there are no financial limitations on how much can be spent on tuition or whether it should be from an accredited state public university. Discussion ensued. Mr. DeLuce summarized that staff will revise the tuition reimbursement section to specify that a college be accredited, investigate adding a financial amount limit, and an ample timeframe for the employee to remain with the Park District.

Champaign Park District 3rd Quarterly Financial Update

Ms. Wallace presented a financial update for the nine (9) months ended January 31, 2016 with a comparison of budget versus actual expenditures for discussion purposes. She responded to questions from the Board. Ms. Wallace reported that Attachment A showed total revenues and expenditures at the fund level compared to budget and Attachment B detailed revenues and expenditures by fund in budget category format. She discussed all the revenues and expenditures in total for budget, where the Park District stands through the end of January, what the variance is and status as a percent of the budget for the year. Ms. Wallace reported that for the nine (9) months ending January 31st, the Park District had \$15,378,000 in revenues. Revenues of \$18,649,301 were budgeted for the entire fiscal year. Discussion ensued about capturing the balance of the revenues. Ms. Wallace stated that the Park District is slightly behind in the replacement taxes due to timing of payments. She updated the Board on the status of grant receipts. Ms. Wallace stated that the Park District should be on target in all areas.

Ms. Wallace reported that \$17,838,639 was budgeted in expenditures and that \$10,566,366 has been spent through the end of January. The Park District will have \$1,000,000 less in revenue due to loss of grant funds. Salaries and benefits are consistent with budget. Most expenditures are slightly under at 70% for the nine (9) months. Funds have been set aside for Spalding Park and other projects will rollover. Discussion ensued about revenues collected, the end fund balances, and a way to historically compare budget information. Staff will investigate providing information comparing this year's information to last year's information.

Comments from Commissioners

Ms. Solon inquired about a letter received from a gentlemen about the Olympic Tribute. Mr. DeLuce reported that funds have been set aside for improvements to the Olympic Tribute to celebrate the 25th anniversary. He stated that staff met with the gentlemen about his concerns.

Executive Session

Commissioner Solon moved as set forth below to convene into Executive Session. The motion was seconded by President Hays. The motion passed 3-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Vice President Hays – yes; and President McMahon – yes. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance; or dismissal of specific employees of the public body, or legal counsel for the public body; 120/2(c)(2) collective negotiating matters involving the public body; 120/2(c)(5) for the purchase or lease of real property for the use of the public body; 120/2(c)(6) for the setting of a price for sale or lease of property owned by the public body; and 120/2(c)(11) to address litigation that is probable or imminent.

Reconvene turn to Open Meeting

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

Adjourn

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 3-0, and the meeting was adjourned at 6:35 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary