

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE SPECIAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS**

**May 25, 2016**

The Champaign Park District Board of Commissioners held a Special Board meeting on Wednesday, May 25, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahan presided over the meeting.

Present: President Timothy P. McMahan, Vice President Craig Hays, Commissioners Barbara J. Kuhl and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Absent: Commissioner Alvin S. Griggs

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, Jameel Jones, Director of Recreation, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, Steven Bentz, Director of the Virginia Theatre.

Other staff were in attendance as well as members of the public.

**Call to Order**

President McMahan called the meeting to order at 5:30 p.m.

**Comments from the Public**

Theresa Truelove, 508 S. McKinley, Champaign, addressed the Board about the need for a year-round indoor pool. The Board thanked Ms. Truelove for her comments. Additionally, Commissioner Kuhl thanked Ms. Truelove for her continuing interest.

**Discussion Items**

Virginia Theatre Ticket Fees

Mr. Bentz reported about the Virginia Theatre ticket fees that are charged for rental clients and Park District self-produced shows. He addressed the restoration fee and whether that might be increased in the future. The Board previously considered the fees based on information presented and decided not to increase restoration fees in FY16-17. However, the Board requested follow-up information on how those fees impact different types of shows, and financial impact if fees are raised. Mr. Bentz reviewed samples of rental and self-produced shows if the restoration fees were increased from \$1.00 to \$1.25 or \$2.00. Discussed ensued. The Board thanked staff for compiling the information.

Commissioner Solon arrived at the meeting at 5:32.

Staff Drug Testing Procedures and Policies

Ms. Hoggatt presented the staff report and responded to questions. Staff contacted several local agencies about drug testing procedures. Ms. Hoggatt reported that the agencies randomly test employees with a Commercial Driver's License (CDL) and conduct pre-employment testing. One of the agencies also test employees who transport participants. Currently, the Park District test employees with a CDL, pre-employment, safety sensitive positions and reasonable suspicion. She addressed the number of employees if all employees who drive Park District vehicles are randomly drug tested and the costs associated with the testing. Ms. Hoggatt discussed the pros and cons of random testing. Hiring employees is contingent upon passing a pre-employment drug test. Discussion ensued. Vice President Hays asked questions about the reasonable suspicion policy and the insurance carrier position and if it offers discounts for more random testing. Ms. Hoggatt and Mr. Hall discussed the process for testing in accordance with the reasonable suspicion policy. She reported that the Park District's insurer does not

offer discounts for conducting random drug testing. She explained how the testing procedures relate to the PDRMA Accreditation process that the Park District participates in every three years.

After discussion, the Board decided to not make changes to the current drug testing procedures and policies. Staff will present the procedures and policy to the Board for approval at the June Regular Board meeting.

#### Board Priorities for FY16-17

Mr. DeLuce reported that as part of the Illinois Accreditation process and best practices, Board priorities for FY16-17 must be approved by the Board. He presented the proposed Board priorities and responded to questions.

Commissioner Solon suggested that staff elaborate about the plan and develop phase 1 of the Heritage Park improvements strategic initiative. President McMahon inquired about the Trails Master Plan. Mr. DeLuce stated that the Trails Master Plan will include recommendations and will be presented for Board acceptance.

After discussion, Mr. DeLuce stated that staff will revise the plan and develop phase 1 of the Heritage Park improvements initiative and present the priorities to the Board for approval at the June Regular Board meeting.

#### **Consent Agenda**

President McMahon stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately. Commissioners asked that the Abused and Neglected Child Reporting Policy, Item 1. c., Behavior Management Policy, Item 1. g. and Scholarship Policy, Item 1. h be addressed separately. The items for consent were as follows:

1. Policies
  - a. State Background Investigation Policy
  - b. Comprehensive Year-Round Recreation Policy
  - d. Abused and Neglected Child Reporting Procedures
  - e. Policy on Volunteers
  - f. Community Input Policy
  - i. Comprehensive Assessment Policy
  - j. Program Statistics Policy

Commissioner Kuhl made a motion to approve Consent Agenda Items 1. a, b, d, e, f, i, and j. The motion was seconded by Vice President Hays. The motion passed 4-0.

- c. Abused and Neglected Child Reporting Policy

Commissioner Kuhl suggested revisions to the Abused and Neglected Child Reporting policy. There were no objections from the Board. Commissioner Solon made a motion to approve the Abused and Neglected Child Reporting Policy with the minor changes as suggested by Commissioner Kuhl. The motion was seconded by Commissioner Kuhl. The motion passed 4-0.

- g. Behavior Management Policy

Commissioners Kuhl noted a grammatical error and suggested clarification to the consequences of inappropriate behavior and offenses in the policy. Commissioner Solon questioned whether the policy applied to children and adults, and suggested clarification to the policy. Vice President Hays asked questions about the timeframe of suspensions.

Staff will revise the policy to address the concerns raised by the Board and will present the policy to the Board for approval at a later date.

#### h. Scholarship Policy

Commissioners Kuhl and Solon asked if scholarships were offered to participants over 18 and suggested that the policy be revised to address this issue.

Staff will revise the policy to address the concerns and present the policy to the Board for approval at a later date.

#### **Action Items**

##### Approval of Budget Line Transfers

Ms. Wallace presented the report. She indicated that this is an annual matter where line item transfers are made within funds where certain line items will exceed their original budget. This is being done to comply with the Park Code and for audit purposes. The transfers do not affect the overall budget as other line items would be decreased within the same funds. Discussed ensued. Mr. Wallace responded to questions asked by President McMahon about funds allocated for managers and supervisors in various areas.

Commissioner Kuhl made a motion to approve line item transfers of FY15-16 budget be made within funds where amounts will exceed their original budget. The motion was seconded by Commissioner Solon. The motion passed 4-0.

##### Approval of New Positions

Mr. DeLuce presented the report. He reported that a request to reclassify the two positions was presented to the Board at a previous meeting and that staff was requesting approval to move forward with the positions. Discussion ensued. Staff responded to questions asked by Vice President Hays about the reclassification of the positions.

Commissioner Kuhl made a motion to approve the Full-Time 2 Youth Theatre Program position and the reclassification of the Trash Recycling Worker position to a Full-Time 1 position. The motion was seconded by Vice President Hays. The motion passed 4-0.

##### Approval of the Strategic Plan

Mr. DeLuce presented the report and responded to questions. The strategic plan was revised based on comments received from the Board. He discussed the process used to develop the strategic plan. The plan includes the mission, vision, work culture, values, strategic goals and objectives. Staff believes that this is a good plan and provides direction and a clear understanding of the Park District's future. Discussion ensued.

Commissioner Solon inquired about the meaning of the statement regarding workplace culture. She also addressed the objectives to focus on family and first time users. She also suggested revising the objective about the recommendations of the U of I Recreation, Sports, and Tourism evaluation of programs. Discussion ensued. Staff will revise based on the comments received.

Commissioner Solon suggested that the plan include an objective that the Park District provide program scholarships for people of all ages.

Commissioner Kuhl made a motion to approve the 2016-2019 Strategic Plan with the recommended changes. The motion was seconded by Vice President Hays. The motion passed 4-0.

#### **Comments from Commissioners**

Commissioner Solon reported to the Board on the Garden Hills Ribbon Cutting Ceremony and the event at Douglass Park.

Commissioner Kuhl stated that staff did a tremendous job at the Garden Hills Path Ribbon-Cutting Ceremony.

President McMahon and Vice President Hays updated the Board on discussions with Unit 4 School District.

**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 4-0 and the meeting was adjourned at 6:30 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary