

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

June 22, 2016

The Champaign Park District Board of Commissioners held a Study Session on Wednesday, June 22, 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: Vice President Craig Hays, Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon and Attorney Guy Hall.

Attendance via Electronic Means: President Timothy P. McMahan.

Absent: Treasurer Gary Wackerlin and Executive Director Joe DeLuce.

Staff Present: Jameel Jones, Director of Recreation/Acting Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Tammy Hoggatt, Director of Human Resources, Information Technology and Risk, and Steven Bentz, Director of 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 5:32 p.m.

Comments from the Public

There were no comments from the public.

Discussion Items

FY16-17 Proposed Budget

Mr. Jones reported regarding the FY16-17 proposed budget and stated that staff members are available to answer questions. Discussion ensued. A list of questions requesting additional information was forwarded to the Executive Director for follow up. There was concern expressed about the increase in salaries, wages and contractual payments while the amount of revenue remains the same. There was also discussion about possible reasons for increases including extended hours of the Leonhard Recreation Center which requires additional staff, contractual instructors, part-time staff wage increases, and the addition of an afterschool program. It was noted that the numbers may be different than expected due to the manner in which accounting is done in a governmental agency. There was discussion about the restriction on staff to add employees or increase staff salaries without Board approval, and the need to get Board approval on the majority of agreements for contractual services.

Ms. Wallace clarified how the surplus is shown in the budget. She also clarified that the Busy Bees program is actually making money. Vice President Hays requested that staff forward to the Board a written response about the surplus.

Ms. Wallace stated that the original schedule calls for the budget and appropriation ordinance and budget to be approved at the July 13th meeting. She explained the process for scheduling a public hearing and asked the Board if it desired to change the dates for the public hearing and approval of the budget. Discussion ensued.

It was the consensus of the Board that the budget be presented for discussion at the July 13th Board meeting, and that the public hearing, approval of the budget and appropriation ordinance and the budget be scheduled for a special meeting on July 27th.

Policies

- a. Drug Free Workplace Policy
- b. Communicable Disease Policy
- c. Scholarship Policy
- d. Illinois Identity Protection Act Policy and Procedures
- e. Smoke Free Illinois Policy
- f. Distinction between Board Policies and Administrative Procedures
- g. Prospective Board of Commissioners Candidate and Packet Policy
- h. Bond Rating Policy
- i. Payment of Bills Policy
- j. Economizing Purchases and Resources Policy

President McMahon asked for comments on the policies. Commissioner Solon recommended that the Scholarship Policy apply to Champaign Park District residents only and that other changes to that policy were grammatical. She also suggested changes to the Payment of Bills Policy and Distinction between Board and Administrative Policy. Commissioner Solon also offered changes to the Illinois Identity Protection Act Policy and Procedures. Discussion ensued. Staff will review and make appropriate changes to the policies as suggested.

President McMahon suggested that in the future minor changes to policies be forwarded to staff and suggested that significant changes be discussed at a Board meeting..

2016-2019 CUSR Strategic Plan

Jessica DeYoung, CUSR Manager, highlighted the 2016-2019 strategic plan for CUSR and responded to questions. She reported that the plan will include focusing on monthly newsletters, inclusion, marketing and brand identity, and adding a calendar in the brochure.

Commissioner Solon commented that it was an excellent plan. She remarked about adding dates and including the strategic initiatives.

Attorney Hall inquired about which Behavior Management Policy governs CUSR. Discussion ensued. There is a policy specifically for CUSR participants. Staff also noted that the Park District is the administrative agency and that CUSR staff follows its policies and procedures.

Commissioner Kuhl commented that she too believes that CUSR staff did a great job with the strategic plan.

Mr. Jones reported that CUSR was holding a Golf Outing on July 30th and invited the Commissioners to participate.

Comments from Commissioners

Commissioner Kuhl reported that members of Mr. Wackerlin's family visited Sholem Aquatic Center and commented on the great work of staff.

Commissioner Solon reported that out of town family attended the Streetfest and was favorably impressed with the event.

Mr. Crump reported that the health department inspected the mechanical system at Sholem Aquatic Center and rated it as one of the best in the area.

Commissioner Kuhl commented that Hessel Park playground project looks great.

Executive Session

Commissioner Griggs moved as set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Griggs – yes; Vice President Hays – yes; President McMahon – yes; and Commissioner Kuhl – yes. The Board convened into Executive Session under the Illinois Open Meeting Act, specifically 5 ILCS 120/2(c)(5) for the purchase or lease of real property for the use of the public body and (c)(6) for the setting of a price for sale or lease of property owned by the public body.

Return to Special 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 5-0 and the meeting was adjourned at 6:54 p.m.

Timothy P. McMahon, President

Cindy Harvey, Secretary