

Approved

Board Retreat Meeting

A Board retreat of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, October 9, 2019, at Friendship Park Conservatory of said Park District. President Kurka called the retreat to order at 6:00 p.m. On roll call, the following officers and commissioners were present:

Steve Kurka
Lisa Tenuta
Bill Klicka
Tim Doherty
Ray Massie
Bill Starr
Mike Murphy

Administrative Staff:

Jim Jarog, Executive Director
Brett Barcel, Director of Golf Operations
Nick Troy, Director of Recreation
George Giese, Superintendent of Business Services
Ruth Yueill, Director of Community Relations & Marketing
Teri Wirkus, Executive Compliance Officer
Mary Kiaupa, Human Resource and Risk Manager

Professionals:

Lee Howard, GAI
Brad O'Sullivan, GAI
Tom Hoffman, District Attorney

Visitors:

Ray Lee, FGM Architects
Annabella Orlando, FGM Architects

Public Comment

None

Executive Director Jarog thanked everyone for coming.

Discussion Items

- Lee Howard, Financial Advisor-GAI, reviewed Fund Accounting Basics and the GL structure of the District and what is required by law. Mr. Howard also discussed available future funding opportunities for our District with the Board.
- George Giese, Superintendent of Business and IT Service, spoke on the many facets of program reporting and how the District has made great strides behind the scenes. An example includes the ability to grab registration data by GL and lets RegSys do the compiling as well as leveraging technology.
- Nick Troy, Director of Recreation presented a new Program-Budget Worksheet that he has implemented at the program level to help his staff break down data in each of their programs.
- Ruth Yueill, Director of Community Relations and Marketing, discussed the many ways her department works with all the program managers/coordinators to assist them in getting program information out to the public by Social Media/Electronic Media (Facebook, Instagram targeted emails, etc.); Print (Posters, Flyers, Banners etc.); Community (Village Newsletter, School District publicity etc.) and Press Releases in the Herald or Journal.
- Ray Lee and Annabella Orlando, FGM Architects, presented an aerial view of Lions Park's 24 acres. They surveyed the Board to garner input on future development of Lions Parks. The goal in gathering Board input is to assist FGM in the completion of a comprehensive Master Plan for the Lions Memorial Park site.
- Mary Kiaupa, Human Resource and Risk Manager reviewed a powerpoint presentation that was shown to our seasonal staff (abbreviated version from the IMRF staff). The presentation included Sexual Harassment & Run, Hide, Fight training; she also reviewed what has been discussed with all staff on sexual harassment/mandated reporting and an update on the subcommittee's progress in the development of the EAP.
- Tom Hoffman, District Attorney, discussed new legislation, guidelines and basic responsibilities of the Board. A draft of a Park District Board Manual was distributed to the Board for their review and follow up discussion at the next Board retreat.

Steve Kurka, President of the Board called a Special Board Meeting for the Board's next retreat on January 15, 2020 (Wednesday) 5 pm to 9 pm at the Friendship Park Conservatory.

ADJOURNMENT

Commissioner Massie moved to adjourn the Regular Board Meeting at 10:00 p.m.; seconded by Commissioner Doherty and carried by unanimous voice vote.

Respectfully submitted,

10-9-19
Approved Retreat Minutes

William Starr, Secretary