

Approved

Emergency Board Meeting

An Emergency Meeting of the Mt. Prospect Park District, Cook County, Illinois, was held on Wednesday, March 18, 2020 at Central Community Center Facility of said Park District. President Kurka called the meeting to order at 7:00 p.m. On roll call, the following officers and commissioners were present:

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

Administrative Staff

Jim Jarog, Executive Director
Brett Barcel, Director of Golf Operations
Scott Elman, Director of Parks & Planning
George Giese, Superintendent of Business & IT Services
Nick Troy, Director of Recreation
Mary Kiaupa, Human Resource & Risk Manager (by phone)
Ruth Yueill, Director of Community Relations and Marketing (by phone)

Professionals

Lee Howard, Financial Advisor GAI
Tom Hoffman, District Attorney

Visitors:

None

CHANGES OR ADDITIONS TO AGENDA

None

APPROVAL OF AGENDA

Commissioner Massie motioned to approve the agenda; seconded by Commissioner Starr and was carried by unanimous voice approval.

APPROVAL OF CONSENT AGENDA

Approval of February 12, 2020 Regular Board Meeting Minutes

Ratification of Accounts Payable February 2020

Ratification of Payroll February 2020

Approval/Authorization to Sell Liquor at Special Events in 2020 (Majewski Athletic Complex)

Approval/Authorization to Serve Liquor at Special Events in 2020 (Mt. Prospect Golf Club)

Discussion: George Giese, Superintendent of Business & IT Services explained the information in the packet with regard to authorization of alcoholic beverages dates have changed from June 22-23 to June 13-14.

MOTION

Commissioner Starr motioned to approve the consent agenda as amended; seconded by Commissioner Doherty.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Absent</u>
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

PUBLIC HEARING

President Kurka: "I will now call to order the public hearing on the 2019 tentative combined annual budget and appropriation ordinance. This ordinance has been on display and available for public inspection for the required 30 day period and notice of this public hearing was published at least 7 days prior to this evening in compliance with law.

- The total appropriations for 2019 are \$21,474,764, comprised as follows:
- Corporate Fund: \$2,749,139
- Recreation Fund: \$8,399,705
- Paving and Lighting Fund: \$139,560
- Social Security Fund: \$594,825

Approved Emergency Board Minutes 3-18-2020

- Liability Insurance Fund: \$745,559
- Handicapped Recreation Fund: \$1,811, 906
- Illinois Municipal Retirement Fund: \$883,740
- District Capital Labor: \$360,723
- Bonds and Interest Fund: \$4,782,856
- Conservatory Fund: \$ 1,006,751

Are there any comments or questions from the Commissioners?

None

Are there any comments or questions from the public?

None

If there are no further comments or questions, the 2019 annual budget and appropriation ordinance is on the agenda for adoption consideration and adoption during tonight's emergency meeting.

I will entertain a motion to adjourn the public hearing.

Commissioner Tenuta motioned to adjourn the public hearing and seconded by Commissioner Starr at 7:08 p.m.

A motion having been made to adjourn the public hearing portion of tonight's meeting having been made and seconded, will the secretary please call the roll?

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

The motion has passed and the public hearing on the 2019 annual budget and appropriation ordinance is adjourned.

PUBLIC COMMENT

None

ADOPTION ITEMS

A. Ordinance No. 780: An Ordinance making a combined Annual Budget and Appropriation of Funds for Mt. Prospect Park District, Cook County Illinois, for the Fiscal Year Beginning on the 1st Day of January, 2020 and Ending on the 31st Day of December, 2020.

Discussion: George Giese, Superintendent of Business & IT Services explained the Budget remains intact as presented at the November meeting with just a few changes: 1. Metro Risk Management Agency liability insurance increased and 2. In the Lighting and Paving construction budget carried over fund balance 2019 and recaptured them for 2020. George also explained relocation of funds.

MOTION

Commissioner Starr motion to adopt Ordinance No. 780: An Ordinance making a combined Annual Budget and Appropriation of Funds for Mt. Prospect Park District, Cook County Illinois, for the Fiscal Year Beginning on the 1st Day of January, 2020 and Ending on the 31st Day of December, 2020; seconded by Commissioner Murphy.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		

Motion passed.

NEW BUSINESS

A. COVID-19 Staff update to the Board by Mary Kiaupa, Human Resource & Risk Manager reviewed with the Board the information the District has done to keep staff and the patrons safe: The Centers of Disease Control (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in almost 90 locations internationally, including in the United States. The virus has been named "coronavirus disease 2019" (abbreviated "COVID-19"). On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern".

On January 31, 2020, Health and Human Services Secretary Alex M. Azar II declared a public health emergency (PHE) for the United States to aid the nation's healthcare community in responding to COVID-19.

Approved Emergency Board Minutes 3-18-2020

On March 3, 2020, the Park District issued a letter to all Park District Staff with our statement regarding the COVID-19. Additionally, CDC posters were distributed to staff to be posted around the Park District, to remind staff about important steps to take to avoid spreading viruses such as COVID-19 in the workplace.

On March 4, 2020, the Community Relations & Marketing Department posted a statement on our website to inform the public the steps that Park District is taking to avoid the spread of viruses such as COVID-19, as well as to remind the public what they can do to help avoid the spread of viruses.

George Giese, Superintendent of Business & IT Services gave a quick summary of the actions taken by the Business Services Division to ensure key functions continue during this unprecedented period of facility closures and disrupted services.

- Accounts Payable: AP will continue uninterrupted people will still get paid
- Payroll: Payroll operations will continue and people will get paid
- Registration and Refunds: Recreation and Business Services staff has been actively working to process refunds for class cancellations, memberships and programs as much as possible.
 - Memberships: Memberships have been frozen as of March 13th to ensure patrons do not lose days associated with their individual memberships.
 - Refunds: Program Managers have been working with the Billing Registrar to identify impacted programs.
 - WebStore requests will continue to be monitored and processed as normal.
- VPN Access & IT: IT has enabled VPN access for all FT Managers to allow for access to the Park District's essential systems
- Deposits: Business Services staff will be coordinating with facilities to ensure any deposits that occur sporadically throughout the closure will be processed accordingly.

Ruth Yueill. The Director of Community Relations and Marketing explained the messaging was very important. Staff has kept information up to date on Facebook and the district's website. We have heard from patrons positive messages through the Contact Us that the District has done the right thing by closing the facilities and programs down; they support the district; another message from a patron stated she was a tax payer and fitness member and just wants the District to treat the staff well.

Financial Advisor's Report

Lee Howard, Financial Advisor-GAI, attached the year to date departmental expenditures analysis, revenue trends and profitability of the District's key revenue facilities in the packet.

Mr. Howard also put together snap shots of financial scenarios during this COVID 19 impact. Mr. Howard and Executive Director Jarog answered questions from the Board.

APPROVAL ITEMS

C. Approval of a Lease Amendment to extend the Term of a Previously Approved Lease with GPSi

Discussion: Brett Barcel, Director of Golf Operations explained the reason for the lease amendment to extend the terms and allow the Executive Director Jarog to approve the lease when the lease comes into effect and answered Boards questions.

MOTION

Commissioner Massie moved to approve the Amendment to the GPSi Golf Cart GPS Unit Lease Agreement for the 2020 Golf Season as presented; seconded by Commissioner Tenuta.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

D. Discussion and Possible Action regarding closing of Mt. Prospect Park District operations and/or facilities and programs for a period of time in order to facilitate social-distancing due to the COVID-19 virus, and possibly making provision for continuation/expansion of employee compensation during such period.

Discussion: Mary Kiaupa, Human Resource & Risk Manager reviewed the following: As you know, the Park District closed all facilities until further notice at the end of the day on Friday, March 13, 2020.

It is my recommendation that we have emergency pay for our dedicated non-exempt full-time and part-time staff:

- On 3/16/2020, the Park District Leadership Team approved emergency pay for the Park District's non-exempt employees who were scheduled to work on 3/14/2020, and 3/15/2020, and were called off from work due to the facilities closing.
- We would like to pay our non-exempt staff for hours scheduled for beginning on Monday, March 16, 2020, through Sunday, March 29, 2020.

Approved Emergency Board Minutes 3-18-2020

- Employees must be active employees who were scheduled to work during the specified pay period.
- Employees who need to be off from work and had scheduled sick, vacation, or personal holiday time during the specified period, would be paid for those days without having to use their paid time off, as we want to encourage our staff to stay home if they are not feeling well.
- Managers would approve and enter their Non-Exempt Employees' time (scheduled) into TimePro.
- Essential staff may be asked to come in to work. Essential staff who are not able to come in to work would still get paid as we need to be flexible during this unprecedented time. Exempt employees are expected to work the necessary hours to complete required tasks for their position, unless on leave or because of other special circumstances.

The Staff, Thomas Hoffman, District Attorney and Lee Howard, GAI Financial Advisor then discussed and answered questions from the Board.

MOTION

Commissioner Doherty moved that the Park District continue to pay the dedicated nonexempt part time and full time staff to be on call from March 16, 2020 through April 5, 2020; seconded by Commissioner Starr.

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

E. Provide Authority for the Park Board President, in consultation with the Executive Director, to Act on Behalf of the Board of Park Commissioners, to Enact Emergency Measures Relating to the COVID-19 Pandemic.

Discussion: Giving Board President Kurka permission to consult with the Executive Director Jarog on behalf of the Board to make the process faster during this COVID 19 pandemic . Thomas Hoffman, Attorney explained the changes from the State.

MOTION

Commissioner Doherty moved to approve providing the authority to the Park Board President in consultation with the Executive Director to act on behalf of the Park Board Commissioners to enact emergency measures in relations to the COVID 19 pandemic; seconded by Commissioner Murphy.

Approved Emergency Board Minutes 3-18-2020

<u>Roll Call Vote</u>	Ayes	Nays	Absent
Commissioner Kurka	X		
Commissioner Tenuta	X		
Commissioner Starr	X		
Commissioner Klicka			X
Commissioner Doherty	X		
Commissioner Massie	X		
Commissioner Murphy	X		
Motion passed.			

EXECUTIVE REPORT

Executive Director Jim Jarog stated programs and events through the month of March have been cancelled. We are trying to keep our employees safe and take care of business. We are keeping on top of everything and keeping the Board updated. We appreciate the employees and do what we can for them. Commissioner Doherty suggested those who are coming in and on maintenance maybe give them breakfast/lunch and keep their morale up and the Executive Director agrees. Executive Director Jarog stated that it is such a unique situation on which employees need to come in (maintenance) and which can work from home. The Executive Director and Staff answered the Board's questions concerning the Golf Course and cleaning of the facilities and districts vehicles.

PUBLIC COMMENT

None

COMMENTS/MATTERS FROM COMMISSIONERS

None

ADJOURNMENT

Commissioner Murphy motioned to adjourn from the Emergency Meeting; seconded by Commissioner Doherty and was carried by unanimous voice approval at 8:28 p.m.

Respectfully submitted,

William J. Starr, Secretary