

**Minutes of the Committee of the Whole Meeting, Board of Park Commissioners of the Rolling Meadows Park District, Park Central Administration Building, 3000 Central Road, January 9, 2018.**

The meeting was called to order by President Bisesi at 6:00 pm. The roll was taken.

**COMMISSIONERS PRESENT**

Donna Bisesi, President  
Kevin O'Brien, Vice President  
David Andrejek, Commissioner  
Liz Bolash, Commissioner  
Kimberley Meehan, Commissioner  
Christine Savino, Commissioner

**STAFF PRESENT**

Amy Charlesworth, Executive Director

**ABSENT**

Bill Cooley, Treasurer

**GUESTS**

Robin Gruenfeld  
Tammy Roberts

**2018-2022 Strategic Plan**

Director Charlesworth introduced Barbara Heller, of Heller and Heller Consultants. Ms. Heller shared information regarding the process of the Balanced Scorecard approach to Strategic Planning. She reviewed the results of the focus group meetings and noted strengths, weaknesses, opportunities, and threats. The Board discussed the Strategic Initiatives related to Customer, Finance, Internal Business Operations and Employee Learning and Growth. Ms. Heller advised that there are meetings tomorrow with the full time staff to develop the Strategic Objectives and all of the information will be compiled into a final report.

**ADJOURNMENT**

There being no further business Comm. Meehan moved to adjourn, Comm. Bolash seconded the motion, which was unanimously approved at 7:15pm.

**Minutes of a Regular Meeting, Board of Park Commissioners of the Rolling Meadows Park District, Park Central Administration Building, 3000 Central Road, January 9, 2018.**

The meeting was called to order by President Bisesi at 7:30 pm. After the pledge of allegiance the roll was taken.

**COMMISSIONERS PRESENT**

Donna Bisesi, President  
Kevin O'Brien, Vice President  
David Andrejek, Commissioner  
Liz Bolash, Commissioner

**STAFF PRESENT**

Amy Charlesworth, Executive Director  
Tim Klier, Superintendent of Finance  
Conor Cahill, Supt. of Recreation  
Brian McKenna, Supt. of Parks

Kimberley Meehan, Commissioner  
Christine Savino, Commissioner

Bob Veller, Supt. of Ice Arena  
Connie Kubik, Recording Secretary

**ABSENT**

Bill Cooley, Treasurer

**VISITORS**

Shannon Kelly, 3010 Thrush

**SPECIAL BOARD ACTION**

None

**CONSENT AGENDA**

Comm. O'Brien moved and Comm. Bolash seconded a motion to approve the previously distributed consent agenda of December 12, 2017. The motion passed unanimously.

**FINANCE**

The financial summary of the Park District is as follows: zero in the payroll account, \$25,000.00 in the administrative account, \$257,381.22 in the general fund. The Park District investment summary is as follows: \$351,407 in the BMO Harris Bank prime money market plus account, \$2,087,628 in the Evergreen Bank Group Cornerstone money market account and \$1,808,610 in the Illinois Park District Liquid Asset Fund.

Comm. Andrejek read and moved to approve the following resolution:

**A RESOLUTION PERTAINING TO THE APPROVAL OF BILLS  
CHARGED TO THE GENERAL CORPORATE FUND**

BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE ROLLING MEADOWS PARK DISTRICT, COOK COUNTY, ILLINOIS, that the following disbursements to the General Corporate Fund be approved for payment:

CHECK #	PAYEE	ACCOUNT	AMOUNT
12594	AcculightUSA Solutions LLC	15-00-6530	9,956.00
12595	City of Rolling Meadows	02-04-6614	3,493.32
		01-02-6214	393.93
		02-01-6312	3,542.55
		02-05-6514	2,790.36
12596	Eaton Corporation	02-05-6522	5,135.00
12597	G&I Electric Company	02-01-6322	660.00
		02-05-6522	570.00
		01-02-6230	950.00
		15-00-6530	3,650.00

12598	Groot Industries Inc.	01-02-1210	468.10
		02-01-6322	578.91
		02-05-6522	895.66
12599	Hockey Officials Scheduling	02-05-6520	21,204.00
12600	Jerry's Pro Shop	02-05-6541	15,944.00
12601	Just Tires	01-02-6212	1,646.88
12602	Katco Development Inc.	01-02-6230	4,400.00
12603	KD Iron Works Company	02-5-6522	1,145.00
12604	Lowe's Business Account	01-02-6222	535.65
		02-01-6321	80.87
		01-02-6223	457.58
		02-016324	343.85
		01-02-6240	134.89
		01-02-6230	189.68
12605	Ozinga Ready Mix Concrete Inc.	01-02-6230	1,187.13
12606	Park Ridge Park District	02-05-6519	2,990.00
12607	Pitney Bowes	02-05-6540	135.73
		02-01-6311	138.49
		01-01-6011	825.78
12608	Prospect Heights Park District	02-02-6409	1,653.52
12609	RMC Inc.	02-05-6522	1,833.00
12610	Sam's Club Direct	02-02-6480	1,657.12
		02-05-6540	151.94
		02-05-6544	474.30
12611	SportsKids Inc.	02-02-6443	1,473.50
12612	Verizon Wireless	01-02-6214	809.55
		02-01-6312	360.99
		02-05-6512	283.08
12613	Warehouse Direct Workplace	02-01-6324	3,362.95
		02-01-6321	2,056.61

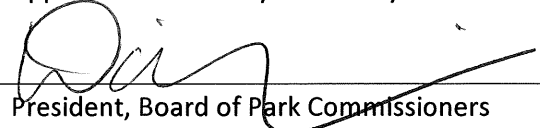
Total General Fund Checks for January 9, 2018

\$ 98,559.92

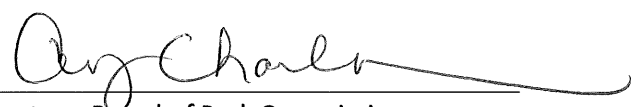
Presented the 9th day of January, 2018

AYES:  
NAYS:  
ABSENT:

Approved the 9th day of January 2018

  
\_\_\_\_\_  
President, Board of Park Commissioners

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Park Commissioners

After Board discussion Comm. Meehan seconded the motion which passed unanimously.

Supt. Klier reviewed the previously distributed 2018-2019 Budget Development Calendar. Dir. Charlesworth discussed budget protocol to acquaint the four new Commissioners.

### **COMMITTEE/STAFF REPORTS**

#### **Building and Grounds:**

Supt. McKenna discussed the previously distributed bid process and bid opening for the Nelson Sports Complex Tot Pool Improvement Project # 050. After Board discussion Comm. Andrejek motioned to award the Nelson Sports Complex Tot Pool Improvement Project # 050 to Chicagoland Construction in the amount of \$71,898.00. Comm. Savino seconded the motion which was unanimously approved upon a roll call vote.

Supt. McKenna reviewed the previously distributed construction schedule timeline from Hitchcock Design Group for the Plum Grove Park improvements. There was topic discussion. He updated the Board regarding the demolition phase of the project and discussed the Com Ed lighting improvements throughout the Parks buildings.

#### **Recreation:**

Dir. Charlesworth reviewed the current Arlington Heights and Salt Creek Gymnastics reciprocal agreements. There was topic discussion. The Board discussed Ms. Burger's email and Dir. Charlesworth advised that she would respond to her directly. Dir. Charlesworth advised that all reciprocal agreements will be reviewed over the next few months.

Supt. Conor reported on the Recreation Department. The Board suggested adding bi-lingual capabilities to the Park District program catalog and website. Staff advised they would check the cost to implement these options.

#### **Ice Arenas:**

Supt. Veller reported on the Olympic sled team and Frost Fest at the Ice Arenas. There was Board discussion.

#### **Policy:**

Comm. Meehan read and moved to approve the following resolution:

### **A RESOLUTION ESTABLISHING A POLICY PROHIBITING SEXUAL HARASSMENT**

**WHEREAS**, the Illinois General Assembly has recently enacted Public Act 100-0554, an Act concerning government, which became effective immediately, dated November 16, 2017;

**WHEREAS**, pursuant to the Act, each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment;

**WHEREAS**, all prior existing sexual harassment policies of Rolling Meadows Park District shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Resolution; and

**WHEREAS**, should any section or provision of this Resolution or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Resolution or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

**NOW, THEREFORE**, be it ordained by the Park Board of Commissioners of the Rolling Meadows Park District the following:

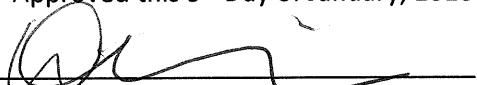
Section 1. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Ordinance, is hereby adopted.

Section 2. This resolution shall be in full force and effect on January 9, 2018.

Presented this 9<sup>th</sup> Day of January, 2018

YAYS:  
NAYS:  
ABSENT:

Approved this 9<sup>th</sup> Day of January, 2018

  
\_\_\_\_\_  
President, Board of Park Commissioners

ATTEST:   
\_\_\_\_\_  
Secretary, Board of Park Commissioners

There was topic discussion. Dir. Charlesworth noted that this resolution was an update to existing policy to comply with Public Act 100-0554 and was reviewed by Attorney Tabis. Comm. O'Brien seconded the motion which was unanimously approved.

Dir. Charlesworth advised that the updated Sexual Harassment Policy will be referenced within the Personnel Policy and Administrative Policy Manuals.

Comm. Meehan moved to approve the Personnel Policy Manual with the updated Sexual Harassment Policy revision. The motion was seconded by Comm. Bolash and unanimously approved.

Comm. Meehan moved to approve the Administrative Policy Manual with the updated Sexual Harassment Policy revision. The motion was seconded by Comm. Savino and unanimously approved.

Comm. Meehan reported on the 60<sup>th</sup> anniversary committee meeting. She presented a synopsis of the ideas discussed for events and programming. There was topic discussion.

**REPORT OF OFFICERS**

President – Comm. Bisesi suggested a team building exercise for the Board called Arrow Tag. Staff advised we should revisit in this idea in March or April.

Vice President – No report

Treasurer – No report

Secretary/Director – Dir. Charlesworth advised that the PARC grant reimbursement check is at the Comptroller's according to the Grant Administrator.

Attorney– No report

**MATTERS FROM COMMISSIONERS**

Comm. O'Brien requested that JEM adjust their pool training dates to accommodate student's activities for prom, graduation and Memorial Day; he requested closer locations for training and inquired about the validity of life guard's licenses across state lines. He asked where guards can get a copy of their license. Staff advised we can forward the scheduling conflict and location request to JEM. JEMS guard license certifications are valid in other states with or without additional certifications dependent upon the state. It's best to check the state you are going to for any additional hour requirements and guards can get a copy of their license from the JEM website.

**RECOGNITION OF VISITORS**

The Board welcomed resident Shannon Kelly to the meeting. She advised that she did not have any specific business but just wanted to attend a meeting. She discussed her neighborhood block party and advised that she supports the cell tower installation in Kimball Hill Park.

**NEW BUSINESS**

Dir. Charlesworth requested a consensus for the Executive Director review date. After Board discussion the Board agreed a personnel committee will meet on February 13<sup>th</sup> at 6:30 pm.

**EXECUTIVE SESSION**

None

**EXECUTIVE SESSION ACTION**

None

**SCHEDULE OF MEETINGS**

Board Meeting	January 23, 2018	7:30 PM
Executive Director Review	February 13, 2018	6:30 PM
Board Meeting	February 13, 2018	7:30 PM


**ADJOURNMENT**

There being no further business Comm. Savino moved to adjourn. Comm. O'Brien seconded the motion which was unanimously approved at 8:55 pm.

Presented this 23<sup>th</sup> day of January, 2018

AYES:  
NAYS:  
ABSEN

Approved this 23<sup>th</sup> day of January, 2017

  
\_\_\_\_\_  
President, Board of Park Commissioners

ATTEST:

  
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Secretary, Board of Park Commissioners