



The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**MINUTES
ADMINISTRATIVE AND FINANCE COMMITTEE
January 20, 2015**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administrative and Finance Committee was held on January 20, 2015 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: Commissioner K. Evans, Comm Rep Chhatwani, Katis, Musial, Utas, Chairman Greenberg

Absent: Comm Rep Winner

Also Present: Executive Director Bostrom, Deputy Director/ A&F Director Talsma, Rec/Facilities Director Kies

Audience: Comm Rep Kinnane, Kaplan, Commissioners R. Evans, McGovern, McGinn, President Bickham

2. Agenda:

Comm Rep Utas made a motion, seconded by Comm Rep Katis to approve the agenda as presented. The motion carried by voice vote.

3. Minutes:

It was noted that in the December minutes, President Bickham should be added to the audience and Chairman Greenberg removed from the audience.

Comm Rep Utas made a motion, seconded by Comm Rep Chhatwani to approve the minutes of the December 16, 2014 meeting as amended. The motion carried by voice vote.

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. Pregnancy Discrimination Policy/M15-004:

Commissioner K. Evans asked about calling the policy the ANTI-Discrimination Policy and Deputy Director Talsma noted that it was straight from PDRMA.

Commissioner K. Evans asked what would happen if a pool guard were to become pregnant and how would the district accommodate her. Deputy Director Talsma noted that the district did not have to make all accommodations; that they could offer an alternative job. Executive Director Bostrom explained that the district did not legally have to create a new position for a person if they were unable to perform their present position due to the pregnancy. Deputy Director Talsma noted that if someone could not perform the essential functions of their job the district did not have to keep them on staff.

Comm Rep Musial asked what would happen if that same pool guard thought they could do their job but the district did not. Executive Director Bostrom explained that the district could test them to determine their ability in the position and act accordingly.

President Bickham suggested a change on the 2nd page, "If neither of these alternatives is satisfactory to you, then you can direct your questions, problems complaints, or reports to **the President of** the Board of Park Commissioners.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the change to the Personnel Policy Manual to include the Pregnancy Discrimination Policy with the correction outlined above. The motion carried by voice vote.

B. Initial Review of newly-hired employees/M15-005:

Deputy Director Talsma reviewed the memo noting that it was not required by law to have an under 30 day review, however, to benefit

the district the policy has been introduced requiring new hires to be evaluated by their supervisors at the 3-week mark of their employment.

Commissioner K. Evans asked how the unemployment worked and it was noted that if someone was hired and fired prior to the 30 day mark they could not claim unemployment from the park district. Deputy Director Talsma went on to explain that the district was self-funded and it had been a huge cost savings for them. Commissioner McGinn asked if other park districts were self-funded and it was noted that most of the districts with PDRMA were self funded.

Comm Rep Musial questioned the wording of assessing a person's performance at 3 weeks when there was a policy stating that the employment begins with a 6 month probationary period . . . for orientation, training, and if any, determining if you demonstrate the aptitude and attitude She questioned the validity of terminating someone at 3 weeks when we say they have a 6 month training period.

Deputy Director Talsma noted that training was on-going, not necessarily the entire first 6 months of employment and the new policy was more to determine an employee's aptitude and ability within a 3 week period versus waiting 6 months to make a determination.

Commissioner K. Evans noted that a supervisor could make an evaluation on an employee's performance in a single day. Chairman Greenberg noted that the changes to the 6 month policy explained that policy much better also.

It was suggested that in the Review Period the following change be made: "The purpose of this review period is to assess the performance of the employee within his/her new working environment as well as job **attitude and** aptitude."

Commissioner R. Evans asked if the immediate supervisor was the same person who hired and reviewed the employee and it was noted that they did. It was also noted that the 3 week review was a check list type of evaluation and did not require a formal meeting with the employee.

Comm Rep Kinnane asked who would be in charge of tracking this policy and Deputy Director Talsma noted that the HR Manager Leninger would be tracking that and contacting any supervisors that had not completed the 3 week eval shortly prior to that time.

Comm Rep Chhatwani noted that she like the changes from introductory to probationary.

Comm Rep Musial asked who had access to the Personnel Policy Manual and it was noted that all staff had access through the Shared Drive.

Commissioner K. Evans made a motion, seconded by Comm Rep Utas to recommend the board approve the changes to the District's Personnel Policy Manual to include the Initial Review of newly hired employees with the changes outlined above. The motion carried by voice vote.

C. A&F report and 4Q Goals/M15-007:

Deputy Director Talsma reviewed the memo. President Bickham congratulated Deputy Director Talsma on being elected to the Park District Risk Management Board of Directors. He also asked about the limited email storage and Deputy Director Talsma explained that some staff had built up large emails and that in the future IT would be placing limits on the amount of emails to be stored.

Comm Rep Kinnane asked if there were regulations regarding the storage of emails similar to those for maintaining written district records and Deputy Director Talsma noted that there were – some up to 7 years.

Chairman Greenberg asked where the off-site back up was located and Deputy Director Talsma noted that it was at BPC.

Comm Rep Chhatwani asked if there was a disclaimer on the bottom of all emails to protect from legal liability. Deputy Director Talsma explained that as a public entity, the district did not have that type of confidentiality and did not require that disclaimer at this time.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to send the A&F Report and 4Q goals/M15-007 to the board. The motion carried by voice vote.

D. Detail Reports:

Deputy Director Talsma asked for questions noting that in the future, his staff would be compiling all questions submitted prior to the meeting and distributing them and the answers to all committee members and commissioners. He noted that he had received a question on:

- Billy Casper's payment which was based on a budget amount and not actual expense. It was also noted that it covered the purchase of all the fertilizers, etc. for the coming year.

- Large payment to the Village was a tax rebate that the district paid each year for the TIF District at 59 and Higgins. He noted that the district was paid in full and then refunded 50%.
- That the payment for Walton was for the lighting (additional work) for the HEPD letters at the bottom of all sign faces.

Comm Rep Katis asked about a rental for a piano and Deputy Director Talsma explained that it was for the ice show. He also asked about the water bill for Cannon Crossings for \$700. Staff will check but it may be from October while softball was still ongoing.

Chairman Greenberg asked about the cost of the Zamboni Door at \$2,400 and it was noted that it was repair for the overhead loading dock doors. He also asked about the cost for First Impressions on the Tennis Court repair and it was noted that the invoice submitted was for their work in July.

Comm Rep Musial asked about the difference between the manual checks and invoices and Deputy Director Talsma explained that manual checks were primarily independent contractors, deposits, payroll, refunds and past due bills and were issued prior to board approval whereas the invoices were paid by check after the board's approval.

Comm Rep Utas asked about the \$2,000 refund and it was noted that it was a hockey refund for 3 family members.

Comm Rep Katis made a motion, seconded by Comm Rep Utas to recommend the board approve the manual checks in the amount of \$389,865.18 and monthly invoices in the amount of \$537,420.82. The motion carried by voice vote.

E. Financial Statements:

Deputy Director Talsma reviewed the statement noting that the district had finished the year strongly. Chairman Greenberg asked if the work on #10 was from last year's budget and Deputy Director Talsma noted that majority was with a bit remaining for this spring from 2015 budget. He also explained that the project was below the estimated budget amount.

Comm Rep Katis asked about the PSSWC membership and Deputy Director Talsma noted that they were at 3500, down 150 from 2014. He also asked about BPC non-resident green fees and Executive Director Bostrom noted that they were down about \$125,000 and that was comparable to other courses. He noted that the district did not have the rounds anticipated in March or April and had closed earlier in

November than expected. Deputy Director Talsma noted that the 2015 budget was going to be more reflective of the averages over the past years. He also noted that evaluating the revenue per round was showing that the district average was closer to \$35/round which was greater than the operating/maintenance expense per round. It was also noted that the F&B budget exceeded expectations.

Comm Rep Kaplan expressed concern that BPC not decrease their amenities and/or grooming to reflect \$35/round as many regulars were paying \$55/round and expecting the quality to remain the same. Staff assured him that the changes would not poorly impact the quality of service, especially during the weekend and peak times.

Comm Rep Utas asked if the number of rounds or fees were down and Executive Director Bostrom explained that they both were.

Comm Rep Musial made a motion, seconded by Comm Rep Katis to recommend the board approve the financial statements as presented. The motion carried by voice vote.

7. Committee Member Comments:

Comm Rep Katis wished everyone a happy new year.

Comm Rep Musial said it was nice to see more than 90% of the goals complete. She also noted that she had a group of friends that usually attended the GNO and they had called because they saw the advertisement on the new marquee signs.

Commissioner K. Evans congratulated Deputy Director Talsma on his election to PDRMA board.

Chairman Greenberg also offered his congratulations to Deputy Director Talsma and welcomed the new Comm Rep Raj Chhatwani.

8. Adjournment:

Comm Rep Katis made a motion, seconded by Comm Rep Utas to adjourn the meeting at 8:16 p.m. The motion carried by voice vote.

Respectfully submitted,
Dean R. Bostrom
Secretary

Peggy Kusmierski
Recording Secretary