

APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON DECEMBER 14, 2017 IN THE RIDGEVILLE PARK DISTRICT COMMUNITY HOUSE, LOCATED AT 908 SEWARD STREET, EVANSTON, ILLINOIS.

Commissioners Present: Rob Bady (Vice President), Ann Covode (President), Dan Coyne, Pat McCourt

Commissioners Absent: Debby Braun

Also Present: Gerald Gibbs (Treasurer), Julie Larson (Minute Taker), Brian Rosinski (Director of Parks and Recreation), Natalie Sallee (Program Director), Charles Valente (Attorney)

Citizens: Lawrence Hemingway (City of Evanston Director of Parks, Recreation, and Community Services), Jim McHolland (Principal, Chute Middle School), Cicely Fleming (Evanston 9th Ward Alderwoman)

President Ann Covode called the meeting to order at 7:30pm.

Citizen Comment Part 1:

- Jim McHolland introduced himself as the Principal of Chute Middle School and expressed a desire to talk about collaborating with Ridgeville and the City of Evanston to provide after-school programs for his 6th-8th grade students. Y.O.U. currently runs an on-site after-school program that supports 60 kids, and they must turn away 40 kids every year due to program capacity. Chute has a significant population of immigrants who are especially in need of somewhere to be and something to do, especially between the hours of 3:30-6:30pm. There are currently 22 kids in that program and it is growing. McHolland is looking for a safe and supervised place for his students to be, that is not necessarily academic. He estimates that at least 20-25 kids would want to participate, and those students may be predominantly African American boys. Commissioner Coyne thanked McHolland for his dedication to his students and good leadership.
- Lawrence Hemingway introduced himself as the Director of Parks, Recreation, and Community Services for the City of Evanston. He expressed that he is looking forward to collaborating and has also been in communication with 9th Ward Alderwoman, Cicely Fleming about these ideas. Hemingway submitted a draft agreement from the City to Brian Rosinski earlier today; it will be distributed. As outlined in the agreement, the City will provide the staff for the proposed after-school program, bring in furniture and TVs to Kamen House as needed, and provide snacks through district 202. If approved, the City will begin posting for the two staff positions and will advertise the after-school program in schools. Programming will be able to go from indoors to outdoors at the weather breaks in the spring. Ann Covode asked about ensuring student attendance. Hemingway responded that the program staff will communicate with parents to ensure regular

attendance and appropriate behavior. Brian Rosinski noted that he cleared \$6,000 from the RPD budget to support this program, as was discussed at previous meetings. The hope is to get the program in place by the 2nd semester. Hemingway also noted that early dismissal days from school will be staffed accordingly. Natalie Sallee has anticipated this and has already moved the location of the RPD half day workshops to accommodate the program.

Old Business:

- **Middle School Program/City of Evanston Partnership**

Motion #1: Pat McCourt moved to approve the use of the Ridgeville Park District Kamen Field House for the proposed after-school program in conjunction with the City of Evanston from January 2018 through end of the 2017/2018 school year with a \$6,000 contribution from Ridgeville Park District for support of this program. Dan Coyne seconded the motion. The motion passed unanimously.

Approval of Minutes:

Motion #2: Gerry Gibbs offered a correction to the November 9, 2017 minutes: on the top of page 3, 5 lines down, the sentence should read “the only option we have right now is to spend *unappropriated* (rather than *unbudgeted*) money.” Julie Larson agreed to revise the minutes. Rob Bady moved to approve the minutes from the November 9, 2017 Board meeting with the above mentioned revision. Pat McCourt seconded the motion. The motion passed unanimously.

Approval of Bills:

Brian Rosinski distributed and discussed the document entitled “Ridgeville Park District CORPORATE- Monthly Bills (Detail) December 14, 2017.” He noted that this month’s bills were high since about \$30,000 will be reimbursed from the CBDG grant in the coming weeks. He noted, among other expenses, the Brummel Park renovations, light pole, Workers’ Comp, audit expenses, and the brochure printing costs.

Motion #3: Dan Coyne moved to approve payment of December 2017 bills in the amount of \$71,149.97. Pat McCourt seconded the motion. The motion passed unanimously.

Approval of Petty Cash Expenditures:

Brian Rosinski distributed and discussed the document entitled “Ridgeville Park District PETTY CASH-Monthly Bills (Detail) December 13, 2017.” He noted a combination of bills and reimbursed funds.

Motion #4: Dan Coyne moved to approve payment of December 2017 petty cash expenditures in the amount of \$250 credit. Rob Bady seconded the motion. The motion passed unanimously.

Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: This month, RPD is celebrating the work of animal rescue organizations, specifically the Evanston Animal Shelter.

- Cradle to Career/Oakton PTA: Natalie met with Cradle to Career and the Oakton PTA in November to report on upcoming Ridgeville camp offerings and to discuss future partnership opportunities.
- Feldenkrais Demo: This recent demo class was very successful. As an outcome of the demo, the instructor found a new day/time to accommodate attendees and increase registration. This was part of Natalie's effort to rejuvenate interest in longer-standing as well as new classes.
- Half-Day Workshops: December 6th was our most recent half-day workshop with 6 attendees. The next half-day workshops are scheduled for January 17th, February 7th, March 7th, and May 2nd.
- 2018 Spring/Summer Brochure: The new brochure has arrived with the new Studio 908 logo. Natalie has updated the website, winter/spring class registration is online, and a recent orientation was held for new instructors.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs distributed and discussed the following documents...

1. "Ridgeville Park District Statement of Receipts & Disbursements: July 1, 2016 to June 30, 2017."
2. "Ridgeville Park District Treasurer's Report: December 14, 2017 Board Meeting."

Gerry noted that through the process of creating the annual report, there were three areas which received attention:

- 1) Discrepancy between the funds transfers by the auditors as compared with the District's books. This was simple to remedy.
- 2) There were discrepancies of roughly \$1,200 in the IMRF figures.
- 3) There are a number of corrections to the accounts payable figures affecting the cash accounts arising from how the District has been handling transactions which are 'Cleared, but Not Approved.' Debit card transactions, especially, triggered concern with the auditors. Unapproved expenditures that go for several months were also a concern. We will implement a new procedure for 'Cleared, but Not Approved' expenditures in order to recognize them immediately. Going forward, the process of approving bills will be more complicated as the Board will need to approve supplemental amounts in addition to the regular petty cash and other expenditures at each month's meeting.

Monthly Update offered by Brian Rosinski, Director of Parks and Recreation:

- Brummel Park Community Block Grant is 90% complete; we are waiting for inspection results and documentation from Parkreation before the play circuit can be officially opened. We will complete the border of the play area in the next couple weeks.
- Ice rink perimeter boards are up and we will install the liner and layer it with water once the weather drops below freezing.
- Winter camp begins December 26th and ends January 5th. Registration is strong.
- The Kamen East light repair is complete. Light fixtures will be changed in the spring.
- Annual staff lunch is tentatively scheduled for Thursday, December 21st.

- Charles Valente has been contracted to help produce an updated sexual harassment policy. An updated policy/resolution needs to be adopted by the January 11th Board meeting. The policy/resolution is required by SB 402/Public Act 100-0554 signed into law by the Governor on November 16th, 2017.
- Dan Coyne wondered about naming the new Brummel Park play circuit after Yvonne Van Den Avenue, which was discussed at last month's meeting. It was also mentioned that Yvonne worked closely with another woman named Anna Boekstegen in the formation of the Brummel Park Neighbors; she could likewise be honored. Brian suggested that Michelle Hays (Brummel Park Neighbors Chairperson) can be consulted on this matter. Natalie Sallee is going to feature Yvonne on the RPD website in January.

Old Business continued:

- **Strategic Planning and Goals (Covode)**
 - Ann Covode reported that she talked with Laura Dell (strategic planning consultant) and Laura would not want to work with just 3 of the 5 commissioners on a strategic plan. Therefore, our next step could be to work through strategic planning goals at regular monthly meetings. Dan Coyne suggested that we maintain the relationship with Laura in hopes that the Board would choose to utilize her services in the future.
- **Security at Ridgeville Park District (Covode)**
 - Brian Rosinski reported that he will change the door combination in January. We currently have two video monitors working with one in the main office and another in Natalie Sallee's office, but there isn't a system in place where a button can be pressed to let someone in the locked door. Brian is pricing that system, around \$1,000, and will look into various options this next month.

New Business:

- **Adopt Levy Ordinance 2017-2018**
 - Charles Valente distributed the document entitled, "Ordinance: Levying Taxes in the Ridgeville Park District, County of Cook, State of Illinois, for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018."
Motion #5: The Board made a motion to accept the Ordinance by individual votes. Commissioner Bady voted Yes; Commissioner Braun was absent; Commissioner Covode voted Yes; Commissioner Coyne voted Yes; Commissioner McCourt voted Yes. The motion passed by majority vote. President Ann Covode signed the document; Anna Christina Nelson (Corporate Secretary/Office Manager) will also sign and submit it to Charles Valente who will submit it to the County Clerk.
- **Annual Audit Report 7/1/16-6/30/17**
 - Gerry Gibbs distributed the document from the auditor entitled, "Ridgeville Park District Annual Financial Report For The Year Ended June 30, 2017" along with a clean letter from the auditor.

Motion #6: The Board made a motion to accept the Annual Financial Report by individual votes. Commissioner Bady voted Yes; Commissioner Braun was absent; Commissioner Covode voted Yes; Commissioner Coyne voted Yes; Commissioner McCourt voted Yes. The motion passed by majority vote. Kanutte & Associates will file the annual financial report.

● **Annual Review Process (Covode)**

- Ann Covode distributed a document entitled “Executive Director Review, Ridgeville Park District, December 14, 2017.” Ann expressed that she would like to see the Board engage in yearly discussions with the Executive Director (ED) at the beginning of each calendar year in order to plot out District goals and steps needed to follow through. In addition, she offered examples from other districts of different formats of conducting ED reviews.

● **Approve Annual Board Meeting Calendar**

- Ann Covode distributed a worksheet outlining the 2018 calendar of Ridgeville Board meetings as follows: RPD’s Board of Commissioners will meet every 2nd Thursday of the month at 7:30pm in the Ridgeville Community House at 908 Seward Street/ Evanston, IL 60202. January 11th, February 8th, March 8th, April 12th, May 10th, June 14th, July 12th, August 9th, September 13th, October 11th, November 8th, and December 13th, 2018.

Motion #7: Dan Coyne moved to accept the outlined calendar of RPD Board of Commissioners meetings for 2018. Pat McCourt seconded motion. The motion passed unanimously.

● **Approve Holiday Stipends**

- Brian Rosinski offered that the tradition has been to offer full-time employees a \$500 holiday stipend.

Motion #8: Dan Coyne moved to accept the plan to offer full-time employees a \$500 holiday stipend. Pat McCourt seconded the motion. The motion passed unanimously.

Call of the Commissioners:

- Bady: Passed
- Braun: Absent
- Covode: Ann said she and Natalie Sallee recently met with the CEO of Presence Healthcare, and she wonders if they may want to help RPD fund the after-school program since it has to do with healthy kids. The Board agreed that it would be good to approach them about a portion that they could sponsor.
- Coyne: Dan said that the Lincoln Elementary School after-Mother’s-Day picnic at Elks Park was approved and will be paid for by the Lincoln School PTA.
- McCourt: Passed

Citizen Comment Part 2:

There were no comments at this time.

Motion #9: Pat McCourt moved to adjourn the meeting. Rob Bady seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:40pm.

Respectfully submitted,
Julie Larson, Minute Taker