

## APPROVED

THE MONTHLY MEETING OF THE RIDGEVILLE PARK DISTRICT BOARD OF COMMISSIONERS WAS HELD ON JANUARY 11, 2018 IN THE RIDGEVILLE PARK DISTRICT COMMUNITY HOUSE, LOCATED AT 908 SEWARD STREET, EVANSTON, ILLINOIS.

Commissioners Present: Debby Braun, Ann Covode (President), Dan Coyne, Pat McCourt

Commissioners Absent: Rob Bady (Vice President)

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

Citizens: Pat Schumacher, Jean Zuiker

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

### Citizen Comment Part 1:

There were no Citizen Comments at this time.

### Approval of Minutes:

**Motion #1:** Dan Coyne moved to approve the minutes from the December 14, 2017 Board meeting. 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 Summary January 11, 2018." He noted, among other expenses, ASCAP for music, holiday luncheon, electrician and permit for light installation, play circuit perimeter at Brummel Park (this will be reimbursed), and online registration fees.

**Motion #2:** Dan Coyne moved to approve payment of January 2018 bills in the amount of \$28,620.89. Pat McCourt seconded the motion. The motion passed unanimously.

### Approval of Petty Cash Expenditures:

There were no petty cash expenditures to report for the month.

### Program Update offered by Natalie Sallee, Program Director:

- Celebration Board: Yvonne Vanden Avenne was one of Ridgeville's community advocates. She coordinated the Brummel Park Neighbors, an organization made up of neighbors that work to keep the park safe. She recently passed away and we are very grateful for all she did for children and our community.
- Studio 908: Winter/spring registration is open; three demo classes are coming up (Vinyasa Power Yoga, Family Fusion Yoga, and West African Dance & Drum); Natalie

has spread the word about Studio 908 programming through two new marketing tools, Google AdWords and Facebook Event Promotion.

- Camps/Workshops: Winter camp went well; the next half-day workshop is January 17th (Stories in Action and S.T.E.A.M.); summer camp registration is open.
- Camp Fairs: Natalie will attend King Arts Camp Fair and the Main Dempster Mile Camp Fair this month.

Financial Update offered by Gerry Gibbs, Treasurer:

Gerry Gibbs distributed and discussed the following documents:

1. "Ridgeville Park District Board Meeting Treasurer's Report January 11, 2018"
2. "Ridgeville Park District Appropriations Ledger Summary FY 2017/18"
3. "RPD Outstandings From 07/01/2017 To 11/30/2017"
4. "RPD: Unapproved Entries Pending Approval and Categorization From 11/1/2017 To 11/30/2017"
5. "RPD: CA98/99- Unapproved Entries Pending Write-Off From 07/01/2017 To 06/30/2018"
6. "Ridgeville Park District Fiscal Year 2017-2018 Statement of Revenue and Appropriations"
7. "Ridgeville Park District Balance Sheet- Fiscal Year 2017-2018 as of 11/30/2017"

Gerry Gibbs recommended the following two motions:

**Motion #3:** Dan Coyne moved to recognize any remaining balance in the Recreation Fund's Accounts Payable as Farmer's Market miscellaneous income, approve the reclassification of \$18.14 from account C219R (Accounts Payable, Miscellaneous) to C101 (Miscellaneous Income). Pat McCourt seconded the motion. The motion passed unanimously.

**Motion #4:** Dan Coyne moved to approve the write-off and reclassification of \$182.80 in 'unapproved' appropriations as Office/Admin expense (Account CA6) as detailed in the distributed 'write-off' report. (Note, this excludes the \$9.91 entry on the report because the December Bills report has been approved with this item on it.) Pat McCourt seconded the motion. The motion passed unanimously.

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

- Ice rink with supervised warming hours at Kamen Fieldhouse was very nice and well used while it lasted, averaging 30 skaters/day.
- Michelle Hayes and Brummel Park Neighbors used the Community House for a holiday bazaar on December 17th which was a great success.
- Middle School after-school program is now set to begin on 1/28/18, which is the first day of the second semester; we are still working out some internet details which should be taken care of by the 28th. A "thank you" from Alderwoman Cicely Fleming was mentioned and distributed.
- Summer camp registration began on Friday, 1/5/18, and is strong for most classes. Staff hiring will begin in February.

- We have been named in the will of a Ridgeville resident and we will receive some money (amount unknown at this time) to add large trees and flowering shrubs to our parks, with Brummel Park specifically named. The Board discussed naming a garden there in the resident's memory.

Old Business:

- **Strategic Planning and Goals (Covode)**
  - Ann Covode distributed a document entitled "Goals for Ridgeville Park District-2018." She noted that the list can be changed but the aim is to have "smart goals" and a plan for the park district going forward. The list included:
    1. Provide an after school program for after school youth at Kamen Field House,
    2. Look for funding through grants or partnerships to ensure that this is a year-round program,
    3. Increase class revenues by 25%,
    4. Begin work on the art studio renovation,
    5. Increase partnerships in the community,
    6. Build relationships with schools and community organizations,
    7. Provide safe and enjoyable summer camps,
    8. Maintain existing equipment and replace old equipment,
    9. Find other avenues for funding park structures for Leider Park.
- **Security at Ridgeville Park District (Covode)**
  - Brian Rosinski updated the Board that one camera is up and running and another is not. Rubin Sierra (Park Maintenance) and Brian are researching two options including the system that Pope John School utilizes. Brian estimates \$1,200-\$1,500 for the new camera and system. There will be more research done this next month to ensure installation will go well.

New Business:

- **Approve Sexual Harassment Resolution**
  - Charles Valente distributed and discussed the following document: "Ridgeville Park District Sexual Harassment Policy."  
**Motion #5:** Dan Coyne moved to approve the document "Ridgeville Park District Sexual Harassment Policy." Pat McCourt seconded the motion. The motion passed unanimously. (A copy of this document is attached to these minutes; in addition, a separate and identical document is saved and filed at the RPD office.)
- **Annual Review Process (Covode)**
  - Ann Covode noted earlier in the meeting that the Executive Director annual review process going forward could be a collaborative conversation with the Executive Director that could also include items listed on the document, "Goals for Ridgeville Park District 2018."

Call of the Commissioners

- Bady: Absent

- Braun: Passed
- Covode: Ann said that she heard that the Chute Middle School PTA was very excited about the after school program that will be starting at Kamen House. There was some discussion amongst the Board about making a connection with the Evanston Roundtable to have increased exposure for Ridgeville.
- Coyne: Dan said that a Ridgeville neighbor donated a couch in good condition for use at Kamen House for the new after school program and the resident is willing to deliver it. There was some disagreement amongst the Board around whether or not to accept the couch and if it should be stored for later use.
- McCourt: Passed

Citizen Comment Part 2:

There were no Citizen Comments at this time.

**Motion #6:** Debby Braun moved to adjourn the meeting. Pat McCourt seconded the motion. The motion passed unanimously. The meeting was adjourned to go into Executive Session at 8:10pm.

Respectfully submitted,  
Julie Larson, Minute Taker

RIDGEVILLE PARK DISTRICT  
SEXUAL HARASSMENT POLICY

The Park District prohibits sexual harassment. Sexual Harassment encompasses a wide range of behavior and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is explicitly or implicitly made a term or condition of employment or receipt of Park District services;
- (2) submission or rejection of such conduct by an individual is used as a basis for an employment or service decision affecting an individual;
- (3) or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Harassment based on race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, and military service or discharge status is also prohibited by the Park District.

The Park District prohibits retaliation against any person who asserts his or her rights by:  
1) opposing discriminatory practices in the workplace; 2) complaining about conduct prohibited

by this Policy; 3) cooperating with or assisting the Director of Parks and Recreation (the "Director") or the Board of Commissioners of the Park District in investigating allegations of a violation of the prohibitions in this Sexual Harassment Policy.

Any person who believes that he or she has been discriminated against, or harassed on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status, or who claims to have suffered prohibited retaliation, may file a written complaint with the Director, any Park District Commissioner, or the Illinois Department of Human Rights. Any reports of sexual harassment to the Director or a Park District Commissioner shall, at the complainant's request, be treated as confidential by the Park District to the extent permitted by law. Additionally, any person who believes that he has suffered prohibited retaliation may have certain protections under the Illinois Whistleblower Act or the Illinois Human Rights Act and should consult with private counsel about those protections.

Each complaint will receive an immediate, direct, and thorough confidential investigation, and appropriate action will be taken based on that investigation.

An employee who violates the prohibition on harassment or knowingly makes a false report may be subject to appropriate disciplinary action up to and including dismissal.

This Policy is effective immediately and supersedes any prior policies adopted by the Park District on the subjects contained herein.

Adopted by the Board of Commissioners of the  
Ridgeville Park District on January 11, 2018