



Charles M. Christensen Terrace Centre - Room 106 - 11500 S. Beloit Ave - Worth, IL

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING**

January 17, 2018

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:00 p.m. by President Matt Urban.

II. ROLL CALL

Park Commissioners Present: Matt Urban, Paula Marr, Melissa Brancato and Mike McElroy.

Park Commissioners Absent: Dan Feltz (excused).

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Kara Jelderks, Superintendent of Recreation; Steve Werner, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager/Secretary to the Board.

Visitors: None

III. ADMINISTRATION, FINANCE & LIABILITY

A. Financial Reports

The December disbursements totaled \$68,797.19 and were reviewed by the Park Commissioners. The monthly financial report reflected positive cash balances with a balance of \$533,855.19 as of January 9, 2018.

Recommended Action: That the Board of Park Commissioners approves the Financial Reports as presented as part of the Administrative Matters/Consent Agenda during the Regular Board Meeting.

B. Driver Qualification and Improvement Policy

Director of Parks and Recreation O'Shaughnessy presented an update/revision to the Park District's Travel and Use Policy (Section 6.10 in the Personnel Practices Manual). The revisions were recommended as a result of the PDRMA Loss Control Review in 2017. The policy also accompanies a Transportation Risk Management Manual with guidelines and procedures that will and/or are already implemented in the Park District operations.

The updates were noted in red with the existing policy.

Recommended Action: That the Board of Park Commissioners approves the Driver Qualification and Improvement Policy and Transportation Risk Management Manual.

C. Ergonomics Policy and Training Guide

Director of Parks and Recreation O'Shaughnessy presented a newly developed policy and training guide that was recommended as a result of the PDRMA Loss Control Review in 2017.

Recommended Action: That the Board of Park Commissioners approves the Ergonomics Policy and Training Guide.

D. Agency and Department Goals - Fiscal Year 2018-19

Director of Parks and Recreation O'Shaughnessy presented a compilation of goals devised by staff for the next fiscal year 2018-19. The Park District should have a set of comprehensive agency goals which reflect the relationship of the mission statement and providing an overall direction it should be pursuing.

In addition, the Park District should have department goals, which take into consideration and are related to the mission statement, as well as the agency goals. The department goals should be divided into long-term (2-5 years) and short-term (1 year).

Each year, as part of the budget process, the Park Board is to review the goals and offer any input to staff regarding. The goals for the present fiscal year will be evaluated at the conclusion of the fiscal year.

Recommended Action: That the Board of Park Commissioners approves the Agency and Department Goals (long-term and short-term) as part of the budget process for Fiscal Year 2018-19.

IV. FACILITY, PARKS & PLANNING

A. Capital Projects - Update

Director of Parks and Recreation O'Shaughnessy gave an update on the capital projects. A progress summary of the projects slated for this fiscal year was provided.

Recommended Action: No action recommended.

B. Intergovernmental Agreement - Sheriff's Work Alternative Program (SWAP)

The Intergovernmental Agreement for the 2018 Sheriff's Work Alternative Program (SWAP) was presented. At a reduced cost in comparison to hiring part-time personnel, this Cook County program provides labor to assist the Park District with cleanup and other projects throughout the year.

The program has changed from past years as there is now a requirement to schedule twelve (12) days of work. For 2018, the program will assist with the Worth Days Festival, the Haunted House and cleanup of Gale Moore Park in the spring and fall seasons.

The agreement is for 3 years with an annual cost of \$1,000.

Recommended Action: That the Board of Park Commissioners enters into an Intergovernmental Agreement with the Cook County Sheriff to provide labor services through the Sheriff's Work Alternative Program (SWAP).

V. *RECREATION, MUSEUM & MARKETING*

A. Museum Transition Update

The intended use of the Historical Museum room once the transition is complete was presented and discussed. The transition is ongoing with the storage of items and rehab of the room. The room is larger than a single room (101, 103 or 105) and will accommodate up to 50 people. The room will also serve as additional office space, a staff lunch/break room and document storage.

Recommended Action: No action recommended.

VI. *UNFINISHED BUSINESS*

There was no Unfinished Business.

VII. *NEW BUSINESS*

There was no New Business.

VIII. *ADJOURNMENT*

The Committee of the Whole Meeting adjourned at 6:55 p.m.

Matt Urban, President
Board of Park Commissioners

Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board