

1. **Call the Meeting to Order** – The meeting was called to order at 6:30 pm by President Lange.

2. **Roll Call**

Board Members Present (roll call):

Dorothy Lange – President
Georgia Schroeder – Vice President
Denice Sbertoli – Secretary
Greg Stimpson – Commissioner
Rick Pokorny – Treasurer

Staff:

Matthew Ellmann – Executive Director
Katie Iraci – Director of Finance & Administration
Arturo Segura – Deputy Director of Recreation Services
Nancy Aldrich – Human Resources Specialist

Also Present:

Carolyn Mondlock – Recording Secretary

Visitors: (in alphabetical order)

Pam Arrigoni, Resident
Christine Bendng, Resident
Anna Kirby, Resident
Stacey & Riley McNamara, Residents
Carolyn Niehoff, Resident

3. **Pledge of Allegiance**

4. **Additions to Agenda**

There were no additions to the agenda.

5. **Public Communication**

There was no public communication to be reported.

6. **New Business**

A. Acceptance and approval of a merger of the Wood Dale Water Rats Swim Team and the Addison Frogs Swim Team, including the adoption of a Memorandum of Understanding (MOU) between the Parent Boards of each team and the Wood Dale Park District, as well as the approval of an Intergovernmental Agreement (IGA) between the Addison Park District and the Wood Dale Park District, outlining the terms for the acceptance and distribution of registration revenue. – Deputy Director of Recreation Services Arturo Segura presented information about the proposed merger of the Addison Frogs Swim Team and the Wood Dale Rats Swim Team for the 2020 Swim Season. The new name for the proposed new swim team would be *The Sharks*.

Discussion has ensued regarding this possible merger for a few months. This concept came about because Addison Park District no longer has an outdoor aquatic facility.

He discussed the proposed Memorandum of Understanding (MOU) that outlined the timing and the terms of the merger. This document will be acknowledged and signed by representatives from each parent board, the Wood Dale Park District and the Addison Swim Team.

Segura also presented an Intergovernmental Agreement (IGA) to the board that will confirm the details of the arrangement between Addison and Wood Dale Park Districts regarding registration for the program and revenue distribution of the team fees.

Deputy Director Segura clarified questions posed by Commissioners Schroeder and Pokorny about reimbursement of fees. Should a Wood Dale resident register for the swim team at the Addison Park District, Does Wood Dale Park District would receive the full fee? Yes, however, the Addison Park District will receive 12% of the registration fee for their residents registering at

their Park District, and the Wood Dale Park District will receive the other 88% of those registrations.

Addressing a question from Commissioner Sbertoli, Segura said the staff estimates that the total number of swimmers after the merger to be approximately 100, which is nearly double of what the team experienced in 2019.

Representative of the DuPage Swim and Dive Conference, Stacey McNamara explained that, with the merger, there will be twelve teams in the conference with two divisions. This means teams will host conferences less frequently, which is an advantage to the teams because the Conference Meet usually requires the loss of some public swim time.

It was moved by Commissioner Sbertoli, seconded by Commissioner Schroeder, to approve the merger between Wood Dale Rats Swim Team and Addison Frogs Swim Team; and the Memorandum of Understanding (MOU) between the current Wood Dale Rats Swim Team Parent Board, the current Addison Frogs Swim Team Parent Board and the Wood Dale Park District, outlining the terms and timing of the merger; and the Intergovernmental Agreement (IGA) between the Wood Dale Park District and the Addison Park District, outlining the terms for the acceptance and revenue sharing of program registration for the newly merged swim team at the Addison Park District. *ROLL CALL VOTE, ALL IN FAVOR, MOTION CARRIED.*

- B. Presentation and discussion of Employee Personnel Policy Manual changes – Human Resources Specialist Nancy Aldrich reviewed Personnel Policy Manual updates with the Board. Using the guidelines set by PDRMA, Aldrich explained each section that changed and why. The sections she discussed are as follows:

1. Anti-Harassment/Non-Discrimination Policy
2. Alcohol and Drug Abuse
3. Payroll, Pay Periods, Pay Days and Paychecks
4. Recording of Hours Worked
5. Victim's Economic Security and Safety Act
6. Vacation Time
7. Sick Time
8. Personal Time
9. Conferences, Schools, Workshops and Travel
10. Employee Reimbursements
11. Drug and Alcohol Policy (updates include recreational marijuana and testing procedures)

Discussion ensued with each section, covering ethical and moral scenarios. Aldrich said she will report back to the Board with a revised copy of the Drug and Alcohol statement. It will be updated to address employees in off-hours with a clause that states "except off-hours at the following locations."

Executive Director Matthew Ellmann and the Board of Commissioners discussed the new Board meeting format and how to present information, such as the Personnel Policy Manual information from today that is to be updated and re-presented at the next meeting. It was agreed to present the updated information under agenda item "Old Business", with the possibility of moving some items to the Consent Agenda.

- C. Presentation and discussion of Ordinance O-20-03 – an Ordinance establishing an updated sexual harassment policy for the Wood Dale Park District to comply with public act 100-0554 – Human Resources Specialist Nancy Aldrich explained the Ordinance being presented and indicated that it has been updated to bring the Park District into compliance. It was agreed to have it presented for approval at the next meeting.

- D. Discussion on the renewal of Membership with the Illinois Association of Park Districts (IAPD) – Executive Director Matthew Ellmann included a copy of the IAPD’s invoice for annual membership, their cover letter and their annual report in the Board Packet. He reminded the Board that the IAPD advocates for park districts and municipal parks and recreation departments throughout the state and that they were instrumental in getting the Open Space Land Acquisition and Development (OSLAD) grant funding reinstated. Their research provides education, advocacy and networking opportunities for administrators and elected officials. The Board gave consensus to renew the membership.
- E. Discussion of Wood Dale Charity Gala Agency attendance – Executive Director Matthew Ellmann advised the Board that the Wood Dale Charity Gala, scheduled for March 7, 2020, is at a new location which is Empress Banquets at 200 E. Lake Street in Addison. The deadline to RSVP is February 21. He asked the Board who would like to attend. Commissioner Sbertoli and President Lange expressed interest. Ellmann will wait for confirmation from the other Board members. Proceeds from the Charity Gala have supported various groups in the community in past years.

7. Unfinished Business

There was no unfinished business.

8. Commissioner Comments & Future Agenda Items for Consideration

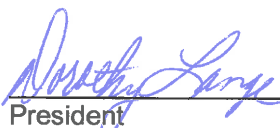
Executive Director Matthew Ellmann advised the Board that the Master Calendar is complete and has been distributed. Staff is gearing up for the calendar year and are also preparing for the upcoming fiscal year through the development of the budget.

A team has been deployed to screen and interview potential candidates for the Director of Golf Operations position. Filling this position is a priority and the goal is to find a candidate with a solid background in golf and facility management. President Lange requested a financial report of the recent event (Ladies Night) event at Salt Creek. Director Ellmann will provide the report to the Board in the next Board packet.


9. Adjournment

It was moved by Commissioner Schroeder, seconded by Commissioner Pokorny, to adjourn the Regular meeting at 7:29pm. *VOICE VOTE, ALL IN FAVOR, MOTION CARRIED.*

Board Member Signatures:



President



Secretary