



**GLENVIEW PARK DISTRICT
SPECIAL PARK BOARD MEETING**

Host Site: Park & Facility Services East Building
1100 Roosevelt Avenue
Glenview, IL 60025

**Open Meeting Minutes
March 27, 2020**

Virtual Meeting Through Zoom Video Conferencing

Call-In Number: +1 312 626 6799

Meeting ID: 816646521

1. Roll Call

President Jennifer G. Roberts called the meeting to order at 6:00 p.m. and the roll was called.

All Commissioners attended remotely: William M. Casey, David M. Dillon, Angie G. Katsamakidis, Daniel B. Peterson, Joseph A. Sullivan, David S. Tosh, Jennifer G. Roberts

Commissioners absent: None

Official Staff present at the Host Site to assist any members of the public who wanted to attend: Attorney Derke Price and Executive Director/Secretary Michael D. McCarty.

No Members of the Public were present at the Host Site; however, members of the public were able to call into the meeting.

Official Staff who attended remotely: Treasurer William D. Moore, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Superintendent of Leisure Services Todd Price, Director of Human Resources Sarah Bagley, Director of Brand Strategies Jena Johnson, IT Director Sean King and Executive Assistant and Recording Secretary Joanne Capaccio.

Commissioner Casey moved seconded by Commissioner Peterson to allow Commissioners William Casey, Dave Dillon, Angie Katsamakidis, Daniel Peterson, Joe Sullivan, Dave Tosh, and Jen Roberts to participate in the March 27, 2020 Special Park Board Meeting by electronic means. Roll Call Vote: Ayes: Casey, Dillon, Katsamakidis, Peterson, Sullivan, Tosh, Roberts. Nays: None. Motion Carried.

2. A Moment of Silence was held

3. Matters from the Public

The Public had the opportunity to address the Board at the meeting by way of a call-in number; submit a Public Comment prior to the meeting by emailing: boardcomments@glenviewparks.org; or submit a written comment card at the meeting's host site. No oral or written comments were received and no members of the public attended the meeting at the host site.

4. **@To Approve the following policy for operations after consideration of COVID-19 Executive Order No. 8**

No Action was taken to override existing policy.

Executive Director Michael McCarty thanked the Board for coming together to have this Special Board meeting tonight. He noted the COVID-19 situation has prompted many challenges for the District to address. He reported that with the Governor's order to shelter in place until April 7, the District has been paying staff for the last several days. The deadline for ending these payroll payments is March 30, 2020. Director McCarty introduced Deputy Executive Director Katie Skibbe to outline a recommendation for a temporary approach affecting part-time staff after March 30.

Deputy Executive Director Katie Skibbe referred to the memo that was sent out to the Board prior to this meeting with financial information on this proposed recommendation. She reported that the first payroll has been completed since the shutdown which paid all full-time staff working remotely and part-time staff their average hourly pay. She noted the memo explains the financial impacts of closing the Park District and continuing to pay staff past March 30. And, we have already seen the impact of facilities being closed and no fees or revenue coming in from programs. Katie also noted that when we do open, people may be hesitant to come back into public buildings, which will also affect our revenues. Therefore, staff is recommending laying off all part-time employees i.e., PT1, PT2, PT3 and PT4, as of March 30, 2020. Additionally, staff recommends reimbursing COBRA costs for PT4 employees in the amount of \$14,058.06. Katie pointed out that this is the first step in addressing the impacts of COVID-19.

Executive Director McCarty noted this recommendation did not come easy; we value all of our employees. But, it is something we had to address quickly. At this time there is just no work for part-time staff. McCarty expressed his hope that this is a just a short-term approach.

Commissioner Angie Katsamakakis asked if we could furlough instead of laying off part-time staff. Attorney Derke Priced explained that the two terms have different meanings. A furlough includes an expected date for the employee to return to work and they are still considered employed so there is a lot of ambiguity. This can cause issues in controlling costs as well as vesting issues; layoff is a better way to proceed. Director McCarty also noted that because staff will be laid-off instead of furloughed, we will be able to pay out their vacation pay.

Deputy Skibbe clarified that the PT4 Staff would have their COBRA costs reimbursed only through the month of April at this time.

President Roberts asked if we could keep the 20 some PT4s we employ since they are close to the hours worked and have similar workloads of our full-time staff. Director McCarty explained that there just isn't enough work for the PT4s; we hope to shift any work that needs to be done to full-time staff. President Roberts also asked if delaying some capital projects would allow us to keep paying the part-time staff for the next few weeks. Director McCarty noted theoretically we could do that, but we have already placed capital projects on hold; only those essential or already in progress are being completed. McCarty also explained that capital replacement funds are one-time monies for the capital projects. If we use those

funds, trying to replace them down the road could prove difficult and other projects may be affected.

Commissioner Bill Casey noted that the Board and the Executive Director have different roles and responsibilities, and some they do collaboratively, as outlined in the Board Governance document. He pointed to line item 13 as being designated a responsibility of the Executive Director to: Grant Employee Promotions, Demotions, Terminations, Performance Bonuses and Realignment. Handles Employee Disciplinary Matters. Therefore, Commissioner Casey feels it's important for Executive Director Mike McCarty, as our leader, to maintain that responsibility since Mike knows his staff structure best. Commissioner Casey also feels that he would not be comfortable telling Director McCarty how to run his organization. Especially at this critical time, Commissioner Casey does not feel the Board should deviated from this structure that's been in place for quite a while.

Commissioner Casey noted if Director McCarty is recommending this layoff for part-time staff than he will defer to his decision. However, he is open to hearing Mike's plans for protecting his staff and keeping the District an employer of choice.

Commissioner Joe Sullivan referred back to the discussion on laid-off versus furloughed status for part-time staff. Sullivan feels a furloughed employee would not be able to claim any rights under the FFCRA (Families First Coronavirus Response Act) after a furlough. He thought by doing a furlough and not paying out vacation, we could keep part-time staff on and continue to pay their benefits. This may actually be a cost savings. Also, when they do come back, they would still have their vacation time to use in the second half of the year. Attorney Price noted the guidance that came out is vague, but a furlough could cut off FMLA benefits. He also fears we could open the District up for retaliation for denying benefits staff feel they were entitled to.

Commissioner Dan Peterson feels the PT I, 2, and 3's would probably financially be better off with collecting unemployment since the Cares Act that Congress just passed gives everyone on unemployment an additional \$600.00 per week for 4 months. This would be more than what the District has been paying them for their average hours. Commissioner Peterson is also concerned that we don't do anything that might jeopardize our staff from collecting unemployment. He feels a layoff makes it clearer that they have been terminated and therefore eligible for unemployment.

Deputy Executive Director Katie Skibbe noted that laid-off staff would not lose their service credits if/when hired back. But, would have no more vacation time for the year since it would have been paid out. Staff being laid-off would not have an option for choosing to be paid or not paid out on their vacation time.

Commissioner Dave Tosh agreed with the layoff recommendation as to not jeopardize any staff to apply for unemployment. He also would like the Board and staff to be proactive and revisit these issues on a consistent basis within the next few months to stay on top of our game plan.

Executive Director noted other districts have done a variety of options regarding their workforce. Some have not paid any of their employees. Others have paid both full-time and part-time through March 30. Some have decided to continue paying their full and part-time

staff for another two weeks with one district deciding to pay both their full and par-time staff through April 24.

Attorney Derke Price said most of the districts he covers are doing the same things and asking the same questions as this Board and staff. They are also deferring to the Executive Director to figure out the best options and roll-out for their districts.

HR Director Sarah Bagley commented on a tracking poll done by local HR Directors that shows 90% of the districts are stopping pay to part-time staff either now or by the first/second week of April.

Commissioner Casey asked about the recent IAPD webinar on COVID-19 and if there was anything that came out of that webinar that would affect unemployment benefits. Director McCarty noted the key item was the Cares Act, which had not been passed by Congress at the time. Being proposed in the Act was that there would not be a delay for those who lost their jobs to apply for unemployment benefits and those on unemployment would be receiving an additional \$600.00 per week for 4 months on top of their regular unemployment benefit. Mike noted the Cares Act has now passed and has been signed by The President. Districts are still trying to unpack everything that was included. He noted that PDRMA also had a webinar today that touched on the same items and confirmed the \$600.00 additional unemployment benefit.

Attorney Derke Price noted the Cares Act includes an incentive for companies that don't lay off employees and keep them on their payroll. Those companies may be eligible for SBA (Small Business Administration) loans. However, local government agencies are excluded from those loans. Derke emphasized that as of now, we have not seen the Act or its regulations so it is hard to determine what is available. Glenview Park District staff are documenting COVID-19 expenses for submission to FEMA (Federal Emergency Management Agency). However, it is expected that the amount of money the State of Illinois will receive through FEMA will not be enough to go around to all local districts.

Commissioner Dan Peterson clarified his comments regarding part-time staff and unemployment being a better option for some staff since it would be more than their regular rate of pay. He feels the additional \$600.00 being paid weekly for 4 months though the Cares Act is a much better option for PT1, PT2 and PT3 staff. For PT4 staff, it might be a wash from what they make and what they would receive on unemployment even with the Cares Act unemployment enhancements. And with the District picking up the cost of PT4's COBRA, their pay/benefits are almost the same as if they were still employed at the GPD. For those reasons, Commissioner Peterson supports Director McCarty's decision to layoff the PT4 staff as well so as not to jeopardize any further layoffs of staff.

Commissioner Bill Casey asked how much the Park District pays for Unemployment Insurance. Director Skibbe explained that the District is direct billed for someone who goes on unemployment. She noted the maximum the State would bill us is \$667.00 and the Federal government would pay the additional \$600.00.

Commissioner Bill Casey asked if a lifeguard would be eligible for unemployment. HR Director Sarah Bagley reported that a State Law requires an employee to be employed for at least 30 days to be eligible for unemployment. Full time students are not eligible for

unemployment. So yes, lifeguards would be eligible, but if they are going to school, they would not be eligible. The State has not decided yet if a 16-year-old who is out of school due to COVID-19 is eligible. Some college students who are night and weekend students are eligible.

President Roberts thanked the Leadership staff for all their hard work; she acknowledged that these decisions and choices are not easy and were not made hastily. She reiterated that the Board values the Park District staff and their contributions are what makes the Park District so special. She commented that she hopes the closures from COVID- 19 ends soon and that the Board wants to bring all staff back so residents can benefit from their exceptional work ethic and creativity.

5. **@To Authorize the Executive Director to take such actions (including but not limited to changes in staffing, employment status, and payment of benefits) as are necessary and appropriate to achieve Board policy directives**

No Action was taken.

President Roberts asked if any Commissioner wanted to override the following Staff Recommendation:

Staff recommends laying off part-time employees as of March 30, 2020. Additionally, staff recommends reimbursing COBRA costs for PT4 employees for the month of April in the amount of \$14,058.06. Staff will continue to review staffing levels of full-time employees and the District's financial security as this situation progresses.

There were no comments from any Commissioner to override the staff recommendation.

Commissioner Angie Katsamakidis wanted to commend the Fitness Center Staff for all their efforts in producing the online fitness videos and keeping everyone motivated.

Commissioner Bill Casey thanked the Park Services Staff for all their work keeping Galley Park and Lake Glenview clean.

Executive Director McCarty acknowledged what a tough conversation this was for each Commissioner and knows how much they all feel for our employees. He noted that he and the Leadership team did not come to this decision lightly and that they will figure out how to get through this the best way possible and hopefully get staff back soon. McCarty also thanked the Board for how quickly they became informed and knowledgeable on this matter and knows that they had the best interest of the community and district at heart.

President Roberts thanked the Leadership Team and expressed how much it helps the Board to know that each of them are on top of this situation.

Commissioner Dave Dillon asked when the Board would need to revisit this again to address full-time staffing.

Executive Director Mike McCarty noted next steps would be determined by the Governor's next directive. Hopefully, that will not happen for a few weeks. But we do have contingencies being put in place. Staff is looking at capital expenditures which will be discussed at next t week's Budget meeting. He also noted that all staff would get this

communication tomorrow so they have time to digest it and the Leadership team would be available to answer any questions they may have. McCarty assured that when we are able to bring staff back, the rehire process will be made as seamless as possible.

6. Adjourned

Commissioner Casey moved seconded by Commissioner Katsamakis to adjourn the Open Session at 6:46 p.m. On Voice Vote, all Commissioners virtually present voted Aye. Motion Carried.

ATTEST:

Jennifer G. Roberts, President

Michael D. McCarty, Secretary

Approved this 23rd day of April, 2020

Note: Click here for a link to the audio of the March 27, 2020 Virtual Special Board meeting:
<https://www.glenviewparks.org/tmp/2020.03.27-EmergencyBoard-meeting.m4a>