



GLENVIEW PARK DISTRICT
EMERGENCY PARK BOARD MEETING

Park Services East Building
1100 Roosevelt Avenue
Glenview, IL 60025

Open Meeting Minutes
March 13, 2020

1. Roll Call

President Jennifer G. Roberts called the meeting to order at 2:00 p.m. and the roll was called.

Commissioners present: William M. Casey, David M. Dillon, Daniel B. Peterson, David S. Tosh, Jennifer G. Roberts

Commissioners who attended remotely: Angie G. Katsamakakis, Joseph A. Sullivan

Commissioners absent: None

Official Staff present: Executive Director/Secretary Michael McCarty and Recording Secretary Joanne Capaccio

Official Staff who attended remotely: Attorney Derke Price, 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

Official Staff absent: Treasurer William D. Moore

No Member of the Public were present

Commissioner Casey moved seconded by Commissioner Peterson to allow Commissioners Angie Katsamakakis and Joe Sullivan and all those calling in on the phone to participate in the March 13, 2020 Emergency Park Board Meeting by electronic means. On Voice Vote, all present voted Aye. Motion Carried.

2. A Moment of Silence

3. Matters from the Public

None

4. District Update: Coronavirus

Executive Director Mike McCarty reported to the Board on what has been happening in the District the last few weeks and especially the last 48 hours in regards to the COVID-19 situation. He along with staff were here to answer any questions the Board might have. Director McCarty confirmed that about 2 weeks ago a Glenview/Northbrook Task Force had been established. This Task Force includes Superintendents and Municipal/Community Leaders from both Villages' Schools, Park Districts, Townships, Libraries, and Chambers of

Commerce that have been meeting remotely. The Task Force felt it would be beneficial for all agencies to have a unified approach to safe operations for staff and the community; since one agency's decision, especially the schools, could have a ripple effect on everyone. The Task Force has also been monitoring all guidelines from the Centers for Disease Control and Prevention (CDC) and Illinois Dept of Public Health IDPH). The first trigger that prompted coordination was when Highland Park closed its Senior Center and Library and ended all public meetings and some events as of yesterday, March 12. There was anticipation that New Trier would be closing their school as well, which would put pressure on the other districts to follow suit. The Task Force decided as a collective unit they would close their schools and other agencies at the same time and would also re-group to discuss opening facilities in a similar manner when feasible; although with differences based on each individual operation.

The Task Force met again yesterday in the early evening after the Governor's Press Conference. One of the guidelines from the Governor was to cancel all group events greater than 250 people until May 1, which put a sense of urgency on what we needed to decide for our events and programs. District 225 decided to close their schools to give parents as much time as possible to plan. Our District worked on our communications to the public regarding what steps we would be taking, what would be closing, some additional operational information as well as safety guidelines; that communication went out last night. A collective Task Force communication with information on all agencies involved related to closings, election polling places, refund processes etc. will go out to the public tonight. All Park District facilities will be closing effective tonight until March 30. The Senior Center will remain closed until April 15 and all events greater than 250 people will be canceled until May 1. Director McCarty explained that all Park District staff would be going home as of end of day today; some will be able to work from home and a few staff will be coming into the facilities for essential operations.

Deputy Executive Director Katie Skibbe explained what staffing operations would be put in place. She noted all staff that could work from home will. Some maintenance staff and accounting staff may come into the building for a short time. We will track all time worked from home. We are encouraging managers to keep in touch with their staff and do weekly wellness checks.

McCarty noted that maintenance staff will be coming in to take care of trash in the parks and outdoor restrooms, which are not being closed at this time. The Parks will remain open for now; however, all field permits have been canceled so the fields will not need maintenance, just the park areas. The Glenview Park Golf Course will continue to be readied for opening when that is feasible. McCarty emphasized that there have been no known cases of anyone in any Glenview facilities, schools or other public areas contracting the virus or being in contact with someone who has the virus. The Task Force does have protocols in place if that should transpire.

Director McCarty went on to explain his plan for paying staff during this closure and asked the Board to consider this plan. He noted in order to abide by the social distancing guidelines and keep the continuity of our workforce, every full-time employee would get a bank of 11 days of emergency leave. So, if they work from home, they would still get paid for those hours but could use the emergency time to make up for any days they weren't able to work in order to give them their 40 hours per week. Those unused emergency days would carry over. Part-time employees would be paid for the regular number of hours they normally work

through March 30. If the closure extends past March 30, the District will not be able to extend these benefits.

Director McCarty believes the Board's consideration of this plan will make it very transparent, show we are all in this together and will also be reassuring to staff. The recommendation for the Board to consider is: to approve an Emergency Declaration to empower the Executive Director to provide additional leave benefits as necessary to achieve social distancing goals and preserve a robust workforce.

Commissioner Bill Casey asked for a sunset date on the Executive Director's empowerment be added to the motion.

Commissioner Dan Peterson pointed to the wording "approve an Emergency Declaration" and suggested the Board put a date range on the Declaration, which would set Director McCarty's authority on this issue.

Attorney Derke Price wrote an Emergency Declaration with an end date of April 23, 2020 (the date of the next scheduled Board meeting).

Commissioner Peterson asked how emergency leave is given to a salaried person and how emergency leave is given to a full-time hourly person since payroll works differently for those two groups.

Deputy Executive Director Katie Skibbe explained that hourly full-time staff would receive 8 hours of their hourly rate of pay for 11 days of emergency leave. If they didn't use all of the leave hours to compensate for hours they didn't work in those 11 days, they could bank them.

Commissioner Joe Sullivan summarized the plan as basically full-time hourly and salaried staff are getting 11 vacation days. If either group continues to work, they can bank those days. If they don't come to work, they get paid the same as a vacation day. Salaried employees and hourly employees use the same protocol for taking vacation days. Deputy Skibbe agreed with Commissioner Sullivan's explanation except she noted the bank of days being given to full time staff are sick days not vacation days.

Deputy Director Skibbe clarified the process further by saying salaried employees will receive their normal two-week salary; however, payroll will need to determine if they actually worked during those two weeks or are using this COVID-19 emergency leave in order to code it properly. We cannot stop paying salaried employees.

Director McCarty further explained that all salaried employees will receive the 11 days of emergency leave to be coded as COVID-19 emergency leave. If they work every day, they will not need to use any of this emergency leave and can bank those days to use as sick leave at a later date in the year. If they don't work some or all of the next 11 days that the District is closed, they will need to use the emergency leave for the days they did not work and therefore, would use up some of that bank. McCarty expressed, he does not want to police the salaried workers' hours, but would rather use a laxer process during this uncertain time. The process for hourly full-time staff will be the same. Part-time staff will not get any emergency leave but will be paid the average of their normal hours worked through March 30.

The Board asked about staff who care for the animals at The Grove and Wagner Farm if they are part-time will they need to work. It was noted that two full-time staff members will attend to the Wagner Farm animals and there is a full-time staffer that already cares for The Grove animals.

Commissioner Joe Sullivan asked if any of the banked COVID-19 Emergency days could be used as vacation days later in the year. Deputy Skibbe explained they could not be used as vacation days only as sick days. Commissioner Sullivan felt that those employees that worked during the closure and did not use this COVID-19 emergency bank will not be able to use that much sick time by the end of the year to make it worth it for them to work during this closure. Katie clarified that emergency leave time cannot be cashed out at the end of the year; however, it does roll over and can be used to buy additional IMRF credits when someone retires.

Director McCarty noted that most likely the closure will be extended past March 30 and the District will not be able to give out any more Emergency Days. So, staff will be able to use any of the COVID-19 emergency bank that have left, their vacation days and any other emergency time they have already accumulated to keep getting a paycheck.

Director McCarty said he is fine with the Board putting an end to when this emergency leave can be used, but for this next 11 days, he would like staff to know that we have their backs and that they and their families are taken care of. We want them to eventually come back but don't want them to feel like they have to find a way to come into work or work from home in order to get paid.

Commissioner Peterson wants to make sure the Board gets it right now on how this leave will be used and the parameters around it so when we have to make more decisions like this down the road, we have the right process in place.

Commissioner Casey asked about a section in the Personnel Guidelines that says emergency leave can be paid out. Director of HR, Sarah Bagley, explained that there are only four employees that are grandfathered into that policy and this proposed bank of 11 Emergency Days for COVID-19 would not pertain to that payout option.

Commissioner Dillon asked if we can tell staff they need to stay local when working remotely since we are trying to keep people from traveling and possibly being exposed to the virus. Director McCarty noted that we will encourage staff to stay local but will not be enforcing that.

Director McCarty gave the following updates and reported on some of the goals of the District in the days ahead: All facilities will be deep cleaned before opening to staff and the public. This will be done right before they open. The parks are open but all field permits have been suspended with our affiliates and we are not encouraging our in-house hockey program continuing even though it is being held at another rink. We will keep our IT area operational, as well as payroll and banking with Glenview State Bank. We are deciding when/how our Leadership Team will meet and who is together and not together and also staggering who is coming into the facilities. We have systems in place to handle mail and supply deliveries. Weekly communications will go out to the public and we will have FAQs posted on our website. If this situation continues, staff plans to post informational and fun videos online,

e.g., workout classes, gardening tips, golf lessons, etc. Some of the Strategic and Master Plans initiatives will be put on hold for now. The Ice Center project will continue; the Village has no plans to close down construction sites at this time. Village Manager Matt Formica has been a great partner during this process. We have out-of-office and staff messages set up and will encourage staff to communicate through emails. Tuesday's election is set to go at Park Center and some Fieldhouses. The fieldhouses will be deep cleaned before reopening, but all fieldhouse rentals have been canceled. There are three rentals this weekend, two at Park Center and one at Redfield, which were all less than 250 people. So far, one of the events at Park Center has canceled. Course Italian will remain open. Since it is a lease, we cannot close them. We have a signed amendment to their agreement that identifies the risk of the virus and has them paying 100% of the costs to stay open during this time.

The Board discussed whether they should cancel the March 19 Board meeting. Some Commissioners felt the agenda should be pared down to only essential items that needed approval since the Public might not be able to attend. But they also wanted to make sure that the Ice Center Project continues and if there was anything that needed their approval to keep that going, it should be on the agenda.

- 5. Approved: The Board of Park District Commissioners hereby recognizes and affirms the state of emergency concerning COVID-19 and through April 23, 2020, authorizes the Executive Director to provide additional emergency leave benefits and take such other action as may be reasonably necessary to deal with the emergency in the best interests of the District**

Note: Commissioners Angie Katsamakakis and Joe Sullivan disconnected from the call-in to the meeting at 3:03p.m. before the following Motion was voted on:

Commissioner Peterson moved seconded by Commissioner Tosh to approve that the Board of Park District Commissioners hereby recognizes and affirms the state of emergency concerning COVID-19 and through April 23, 2020, authorizes the Executive Director to provide additional emergency leave benefits and take such other action as may be reasonably necessary to deal with the emergency in the best interests of the District. Roll Call Vote: Ayes: Casey, Dillon, Peterson, Tosh, Roberts. Nays: None. Motion Carried.

Attached: Resolution Recognizing a Public Health Emergency and Empowering the Executive Director to Grant Emergency Leave Benefits.

Executive Director McCarty asked the Board if they were okay with still having the April 2, 2020 Finance Committee of the Whole Budget Meeting. Commissioner Dillon had some concerns with holding the Budget meeting but concurred with the other Commissioners to keep it scheduled.

Director McCarty noted that no other Board Committees would be scheduled for April. And all items that would have been discussed in Committees would be discussed at the April 23 Board meeting.

Director McCarty went over his plans with the Board to be out of the country from March 21-28. The Board concurred at this time they were fine with him going on his trip and expressed their confidence in Deputy Executive Director Katie Skibbe being Acting Director

in McCarty's absence. Director McCarty said he would monitor the travel situation as the time got closer.

The Board had a few more questions:

Commissioner Dillon asked if seasonal workers would be paid. Director McCarty noted that those working now will be paid. Commissioner Casey asked how many staff in total are being paid. There are 115 full-time and 300 part-time that will be paid. Commissioner Casey also asked about vandalism occurring at our closed facilities. Director McCarty noted maintenance staff would be monitoring the buildings. He also asked if PDRMA, the District's Insurance Pool, would help with any losses. Attorney Price explained that this National Emergency is excluded from insurance claims. Director McCarty explained that the District might be eligible for reimbursement from FEMA (Federal Emergency Management Agency), but that has not yet been determined. President Roberts asked about staffing issues on work crews at the Ice Center, how would that affect our timeline to open. Director McCarty noted the Ice Center is on track to hit the May 1 deadline. If there was a work slow-down due to the virus situation, Attorney Price noted the Force Majeure clause in our contract would kick in; an Act of God would cover everyone. The next Board tour of the Ice Center site is scheduled for 9:00a.m. on March 19.

6. Adjourned

Commissioner Peterson moved to adjourn the Open Session at 3:25 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

Jennifer G. Roberts, President

Michael D. McCarty, Secretary

Approved this 23rd day of April, 2020