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FINANCE, ADMINISTRATIVE OPERATIONS AND MARKETING COMMITTEE

Glenview Park District – Lakeview Room, Park Center

2400 Chestnut Avenue, Glenview, IL 60026

Regular Meeting Minutes

Tuesday, July 14, 2020 @ 8:30 a.m.

1. Roll Call

Committee Chair Jen Roberts called the meeting to order at 8:36 am and the roll was called.

Commissioners present: Committee Chair: Jen Roberts; Committee Members: Dan Peterson; Bill Casey, Dave Tosh, Joe Sullivan (via phone)

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Treasurer Bill Moore, Human Resources Manager Sarah Bagley, Finance Director Erin Ryan (via phone) Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: Committee Member Dave Dillon

2. Commissioner Jen Roberts made a motion to allow Commissioner Joe Sullivan to participate in the July 14, 2020 Finance, Administrative Operations and Marketing Committee Meeting by electronic means.

3. AGENDA TOPICS

a. Telework Policy

Deputy Executive Director Katie Skibbe presented the new Policy 9.63 Telework. The District has been successfully teleworking in various capacities since March 13, 2020 when all the facilities were closed due to COVID-19. Staff invested minimal resources to allow for employees to work from home, such as a Zoom subscription (video conference service), Slack subscription (instant messaging service), and the purchase of a few additional laptops to loan to employees without efficient computers at home. The policy was developed to provide guidance to supervisors and employees and outline the parameters under which telework is acceptable. Skibbe noted that the policy is modeled from Ancel Glink's sample telework policy and revised to more specifically meet the District's needs.

Commissioner Jen Roberts asked if staff's home internet connections are sufficient and Skibbe responded with the ways that the District provides support for stronger internet connections.

Commissioner Roberts expressed concern for employees that are working parents if the schools decide on full remote learning and would like the policy to cover the current situation. Skibbe explained that the policy's purpose was to outline parameters for teleworking employees at all times, but the current District practice is more flexible to accommodate current circumstances. Commissioner Roberts requested that the policy includes language that supports the District as an employer of choice and incorporates the

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flexible practices during pandemic times. Executive Director Mike McCarty commended Commissioner Roberts for her concern of District employees and added that the Coronavirus Aid, Relief, and Economic Security (CARES) Act would supersede the District policy.

Commissioner Jen Roberts, Commissioner Dan Peterson, and staff discussed the ways to incorporate flexibility of work hours and expectations during these unprecedented times, including how to accommodate employees when schools are closed. Commissioner Joe Sullivan suggested writing a separate document that outlines more flexible requirements during the COVID-19 pandemic. Staff and commissioners agreed with the solution to create a separate document.

Commissioner Bill Casey and Commissioner Dave Tosh asked clarifying questions about the current telework options for District employees in regards to the policy parameters. Commissioner Dan Peterson requested the entire policy be changed to “remote work” rather than “telework”. Deputy Executive Director Skibbe agreed to make the change.

Staff agreed to make the requested changes and bring the revised policy to the committee at the August 11, 2020 Finance, Administrative Operations and Marketing Committee Meeting.

b. Update on Flick Pool Financials

Deputy Executive Director Skibbe provided the commissioners with a financial breakdown of operating revenues and expenses for Flick Pool this year in comparison with last year’s pool operations. She noted that revenue at Flick Pool is down \$331,822 as compared to last year, but thus far has an operating deficit of \$4,000. She explained how revenues are typically split among the three facilities: Flick Pool, Roosevelt Pool and Splash Landings. Additionally, due to the extension of pool pass memberships into the 2021 Season, a portion of the membership revenue received in 2020 will be deferred and recognized in 2021.

The commissioners appreciated the financial information provided and gave positive feedback to staff from patrons. Executive Director McCarty provided additional information on the Flick Pool operations, specifically the new registration process.

c. Superlative Sales Services Agreement Amendment

Deputy Executive Director Katie Skibbe presented an amendment to the agreement with The Superlative Group, Inc. (Superlative) that was approved by the Park Board in February 2020. Due to the District closure in March 2020 as a result of the global pandemic, all non-essential business was put on hold. Skibbe stated that the District is ready to resume its contract with Superlative with the amendment that proposes an adjustment to the timeline.

The committee recommended accepting the First Amendment to the Naming Rights and Naming Sponsor Sales Services Agreement between Glenview Park District and The Superlative Group, Inc. to be moved to the consent agenda for full Board approval.

4. Other

None

5. Matters from the Public

None

6. Adjourn

Committee Chair Jen Roberts moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 9:23 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of August 2020.