

DRAFT

FINANCE, ADMINISTRATIVE OPERATIONS AND MARKETING COMMITTEE

Glenview Park District – Multi-Purpose Room, Glenview Community Ice Center

1851 Landwehr Ave, Glenview, IL 60026

Regular Meeting Minutes

Tuesday, October 13, 2020 @ 8:30 a.m.

1. Roll Call

Committee Chair Jen Roberts called the meeting to order at 8:30 am and the roll was called.

Commissioners present: Committee Chair: Jen Roberts; Committee Members: Dan Peterson (via phone), Dave Dillon (via phone); 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 Director Sarah Bagley, Finance Director Erin Ryan (via phone), Superintendent of Special Revenue Facilities Lori Lovell, Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: Angie Katsamakias

2. Commissioner Jen Roberts made a motion to allow Commissioners Dan Peterson, Dave Dillon, and Joe Sullivan to participate in the October 13, 2020 Finance, Administrative Operations and Marketing Committee Meeting by electronic means. Commissioner Dave Tosh seconded and the motion passed.

3. AGENDA TOPICS

a. Voluntary Retirement Incentive Plan

Deputy Executive Director Katie Skibbe presented the Voluntary Retirement Incentive Plan (VRIP) as part of District staff's efforts to create efficiencies and reduce both one-time and recurring expenses due to the continued pandemic. She explained that the plan will be offered to any employee who is at least 55 years of age with 10 years of IMRF service credit. Skibbe provided an overview of the timeline, which is structured to incorporate new IMRF restrictions on employment continuation for IMRF retirees beginning on January 1, 2021.

Skibbe stated that the incentive was developed based on research from other public sector agencies, consultation with the District's attorney and benefits consultant, and calculations on the potential cost and savings. The proposed incentive is a lump sum payout of 3 months' salary based on 10 years of service. For every additional 5 years of service, employees will be given an additional one-week payout. Additionally, she noted that the lump sum payment will not be pensionable and employees will be allowed to choose between a payout in cash or a deposit into a 457 plan. Skibbe also explained potential savings based on various assumptions and possible staffing changes, such as rehiring at a lower salary level or reorganizing positions.

Commissioner Jen Roberts asked how this plan compares to other park districts and if retirees have healthcare costs covered. Human Resources Director Sarah Bagley responded that Glenview Park District's incentive falls in the middle comparatively and Skibbe added that retirees are allowed on the District healthcare plan, but they must cover their own costs. Commissioner Bill Casey asked for the District's goal for overall staff reduction. Skibbe and Executive Director Mike McCarty responded that the District is working on a staffing plan and evaluating several options to cut costs or generate revenue.

Treasurer Bill Moore made a minor suggestion to the VRIP documents based on his experience and provided additional information on depositing the lump sum payment into a 457 plan. Commissioner Dan Peterson expressed concern over the opportunity to allow retirees to come back to work as a part-time employee. Skibbe responded that the option to rehire will not be recommended for most cases and Commissioner Bill Casey added that there is a benefit to keeping staff with institutional and historical knowledge.

The committee recommended the Voluntary Retirement Incentive Plan to move to the full Board for approval on the consent agenda.

b. Update on Employee Vacation Balances

Deputy Executive Director Skibbe updated the Committee on staff's decision to allow the carryover of one week of vacation into the 2021 calendar year. Due to the ongoing pandemic and its continuously changing safety measures, staff have had heavier workloads and more difficulty using their paid time off. Skibbe explained that the District's Personnel Guidelines do not allow vacation carryover without approval from both the Division Superintendent and the Executive Director, but the team would like to allow the week carryover to provide some flexibility to staff. However, staff must use any personal days, replacement holidays, and wellness days during the calendar year in which they were earned.

Commissioner Roberts asked about the fiscal impact, to which Skibbe responded that there may be an impact if additional part-time staffing hours or overtime hours are needed to cover for employee absences, but by allowing staff to carryover vacation time this should be minimized.

Commissioner Bill Casey asked about depositing staff's extra time into a health savings account (HSA) to help offset healthcare expenses. Skibbe explained that this would be costly to the District and since employees cannot elect to deposit funds into an HSA as a one-time payment this would have to be considered on a broader scale. Director Bagley added that Commissioner Casey's idea is more in line with a retirement health savings (RHS) plan. Staff agreed to consider this incentive for the future, but not to be implemented this year.

Skibbe updated the Committee on staff's plan to implement the merit increase that was approved for the 2020-2021 fiscal year. She explained several reasons for the decision, including partially addressing internal compression resulting from the minimum wage increase and the increase in healthcare costs. She also gave an overview of what other park districts have implemented.

All commissioners present agreed with the staff's plan to allow a one-week carryover of vacation time and merit increases to be implemented in November 2020. Executive

Director Mike McCarty expressed appreciation for the commissioners' continued support of Glenview Park District employees during this time.

c. Strategic Plan Update

Deputy Executive Director Skibbe presented a status report on the 2018-2021 Strategic Plan. Skibbe highlighted two initiatives: the website and the financial software. She explained that the website redesign initiative was put on hold due to COVID-19 shut downs but was restarted in early October with staff reviewing pages and content. The project is near completion, but there are some major changes that need to be made to compensate for COVID related items. Skibbe also discussed the progress on the financial software initiative and staff's decision to postpone the implementation date to early 2021. Tyler Technologies had a cyber-security incident that affected the District's initial implementation date. Skibbe noted that no park district data was affected by these issues.

Skibbe asked the commissioners for input on a potential one-year extension to this Strategic Plan to allow for staff to focus on completing the tasks that have been postponed due to shut downs and COVID related restrictions. The current plan is set to expire on April 30, 2021. The commissioners and staff discussed the difficulty in forecasting three years out during this time and discussed the possibility of a one-year plan.

The commissioners agreed that it is not feasible to create a three-year strategic plan due to uncertainty of the future in relation to the pandemic. They agreed to continue with the current plan and its initiatives at this time and revisit the discussion at a later date.

d. Glenview Community Ice Center, Feasibility Study Pro Forma Update

Deputy Executive Director Skibbe presented the updated financial pro forma of Glenview Community Ice Center based on commissioner comments at the September 8, 2020 Finance, Administrative Operations, and Marketing Committee Meeting. Working with Johnson Consulting, staff updated the revenue and expense projections assuming COVID restrictions continue until the end of the fiscal year. There were additional updates including the facility rental income estimated in fiscal year 2021 with fiscal year 2021 approved rates, debt expenses paid out of the Bond & Interest Fund and Capital Development Fund, and fund balances show projected changes in fund balances each year.

Treasurer Bill Moore and staff discussed numbers that have been realized now that the facility is open and how they are included in the updated pro forma. Skibbe described how the 2018A bonds were distributed among the referendum projects and how the bonds are reflected in the pro forma.

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 9:38 am. On Voice Vote: All present voted aye, motion carried.

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ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 19th day of November 2020.