



Buffalo Grove Park District Board of Commissioners  
WORKSHOP MINUTES  
November 13, 2023  
Alcott Center – Room 24  
530 Bernard Drive, Buffalo Grove  
6 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Kim Page, Larry Reiner, and Hetal Wallace.

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, and Executive Assistant Beth Wanland.

**CALL TO ORDER**

**Roll Call**

President Jacobson called the Workshop to order at 6:07 pm. The roll was called and Commissioners Cummins, Jacobson, Page, Reiner, and Wallace answered present.

**INTRODUCTION OF GUESTS**

Museum Registrar & Public Educator Marina Mayne was in attendance.

**APPROVAL OF WORKSHOP AGENDA**

Vice President Cummins moved to approve the November 13, 2023 Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

**TOPICS FROM THE FLOOR**

There were no Topics from the Floor.

**RECREATION**

**Museum STEPS – Updated Mission and Vision Statements**

Museum Registrar & Public Educator Marina Mayne reminded the board that the STEPS Program is a self-guided assessment program. She highlighted the origin story of the Museum emphasizing the importance of honestly and accurately sharing its origin story both internally and externally. She proposed changes to the Raupp Museum Mission and Vision Statements that were last revised in 2009. She pointed out to the board that there are potential sustainability issues related to how carrying out the Museum's Mission may impact the environment.

Vice President Cummins said the value of the assessment is that it is a self-study based on best-practice standards and it is evident the group has been thoughtful in this process.

## **POLICY AND LEGISLATION**

### **PT Personnel Policy Manual Update**

Discussion was held on the boundary violations policy in the Part-Time Policy Manual. Executive Director Strojinc said that staff is trained on the specifics of these policies and the manual is more general. Discussion was held on section 3.2 Employee Awards and Executive Director Strojinc said she would like to have a future conversation with the board on our naming policy for key part-time staff. Commissioner Reiner suggested that cursing should not be allowed by any staff (page 22). He suggested adding language about staff not talking about a participant outside of the Park District (page 23). There were many minor typographical revisions and clarifications throughout the manual which were shown by colored corrections.

### **Quarter B Status Report on Executive Director Work Plan**

Executive Director Strojinc said this is an update on the progress of her Quarter B Work Plan and she said Vice President Cummins pointed out that her plan looks different from the departmental G&O's. She said staff will be changing the format when we go through our Strategic Plan next fiscal year.

### **Quarter B Status Report on Departmental Goals & Objectives**

Executive Director Strojinc said these are updates from department heads on the status of Quarter B Departmental Goals and Objectives. Vice President Cummins pointed out that there are G&O's from employees that are no longer with us. He suggested staff reevaluate those G&O's and either reassign them or delete them.

### **Renewal of Vista 2024 Health, Dental, Vision and Life Insurance Plans**

Director Short said we received our renewal from Vista and the insurance plans will remain the same. He said the plan will increase just under 9% in 2024. He said the dental plan will increase 7% and staff was happy with their coverage last year.

### **Bond Pricing Report**

Director Short said he thinks the most important thing in this report is the comparison rates. He said we are happy to get this bond sale done and the District will be closing on Wednesday. Vice President Cummins asked if the District will be getting a detailed payment schedule. Director Short said he will share it with the board when he gets it.

### **BG Days Wrap-Up**

Director Zimmermann said revenue to expense balance was positive for the third year in a row for BG Days. He said the Village and the Park District will each net \$28,000. He said the carnival had record sales and attendance overall was high on Friday through Sunday, but Monday attendance was lower because of the hot temperatures. President Jacobson suggested the carnival should be open when the parade ends in the future. Commissioner Reiner thanked staff for all their work on BG Days and said staff made the board and the Park District look good. Vice President Cummins said that the Park District is being more than a good partner with the Village based on the report. Executive Director Strojinc said we have a wonderful relationship with the Village.

## CORRESPONDENCE

Executive Director Strojinc said that included in the Board Packet was a picture featured in the Daily Herald on the Howl-O-Ween Canine Contest; a photo of Drawing and Painting instructor Enid Silverman in front of the tree that was planted in her honor for her 25+ years of part-time service to the Park District; and last, there was an article that appeared in the Pioneer Press on the BG Singers ukulele fundraiser.

## PRESIDENT AND COMMISSIONERS' REPORTS

President Jacobson said he went to the Howl-O-Ween Canine Costume event and there were 50 dogs that competed. He said the FOP fundraising event, *A Broadway Love Story*, was really great and personal to him because his son is friends with one of the performers, Max Quinlan. He said Veterans Day attendance was lower this year possibly due to the event being held on Saturday. He said the key-note speaker was amazing and he thought the event was great.

Commissioner Wallace is breathing and sleeping *Mean Girls, Jr.* She said she is so excited for these performances and the director is amazing. She also attended *A Broadway Love Story* and said she thinks the Community Arts Center is the heart of our community where everyone comes together. She said the Diwali event was not as well attended this year but she thinks the ball is rolling and it will continue to build attendance in the future. She said it is amazing that she lives in a community that people say "Happy Diwali" because growing up she had to hide the celebration.

Vice President Cummins said he is looking forward to *Mean Girls, Jr.* this weekend and loves that the Community Arts Center is being so widely used. He said he enjoyed the Veterans Day speaker immensely.

Commissioner Page said she attended the Diwali and Veterans Day events and enjoyed them both. She said the camp brochure came out today and there is a lot of chatter on social media about it.

Commissioner Reiner said he went to the Diwali event and he suggested we could lead the way and hold a fireworks show during the event next year. Vice President Cummins suggested even having lights in the sky like car dealerships do would be nice. He said the Howl-O-Ween Canine Costume Contest was the cutest thing he's ever seen. He said he wonders if high school kids could get credit for attending the Veterans Day event. President Jacobson suggested working with the schools to see if we could draw a younger crowd. He said he attended the SLSF Fundraising Gala and they made nearly \$20,000.

Executive Director Strojinc said staff is presenting to the Village Planning and Zoning committee on the Golf Dome liquor license and Parkchester Park plan on Wednesday night. She said the District has received the initial permit for the Rylko Park project and Kids Around the World is currently removing the playground. She said Senator Morrison has initiated the payout of \$250,000 from her Springfield office and the 3 million from DCEO through Senator Johnson is also in the process of being released. Additionally, she said the \$250,000 from Representative Didech is in progress. She asked the Board to save the date on Saturday, February 24, 2024 for the staff winter party at Medieval Times. She said Superintendent of Communications and Marketing Mike Terson will contact the Board regarding what they want on business their cards. Executive Director Strojinc said we are working with our IT department, our IT consultants, and RecTrac for solving registration issues we have been having during registration.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Vice President Cummins moved to enter into Executive Session for the purpose of Land Acquisition at 7:47 pm, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Page, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

RECONVENE BOARD WORKSHOP

President Jacobson announced that the Commissioners were out of Executive Session and back in the Regular Board Meeting at 8:31 pm.

POSSIBLE ACTION TO BE TAKEN FROM EXECUTIVE SESSION

President Jacobson said that no final action was taken in the Executive Session.

ADJOURNMENT

Vice President Cummins moved to adjourn the Board Workshop at 8:31 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

  
Secretary