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**MINUTES  
EMERGENCY BOARD MEETING  
March 18, 2020**

**1. Roll Call:**

An Emergency Board Meeting of the Hoffman Estates Park District Board of Commissioners was held on March 18, 2020 at 7:00 p.m. at the Triphahn Center in Hoffman Estates, IL.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, and Kinnane

Remote: Commissioner McGinn

Absent: None

Also Present: Executive Director Talsma

Audience: None

**2. Pledge of Allegiance:**

Everyone present stood for the Pledge of Allegiance.

**3. Approval of Agenda:**

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to approve the agenda as presented. The motion carried by voice vote.

**4. Comments from the Audience:**

None

5. **Approval of Remote Attendance for Board Meetings in Response to COVID-19 Disaster/M20-045:**

Executive Director Talsma reviewed the item.

Commissioner K. Evans requested that the three reasons for remote attendance be explained. Executive Director Talsma read: “the three member qualifications for electronic attendance allowing an individual to remotely participate in a meeting include personal illness or disability, employment purposes including the business of the public body, or family or other emergency”.

President Kaplan asked whether or not someone can vote if he/she is not physically present at the meeting. Executive Director Talsma explained that no, the old rules state that in order to have a quorum, you must be physically present. Once you have a quorum, anyone can participate and vote. The remote participant cannot establish the quorum. However, under the Executive Order, only one person needs to be physically present to hold the meeting and everyone else may participate in the meeting remotely; this would, in fact, be able to establish a quorum.

Commissioner Chhatwani asked what the number to dial in to listen to the meeting is. Executive Director Talsma said (847) 285-5220 is the number for the boardroom.

Commissioner Kilbridge made a motion, seconded by Commissioner R. Evans to approve as outlined in M20-045 the Policy 4.1.25 Electronic Attendance at Meetings. The motion carried by voice vote.

6. **Approval of Payment for Part-time Staff in Response to COVID-19 Disaster/M20-044:**

Executive Director Talsma reviewed the item.

Commissioner R. Evans asked if it is voluntary for staff or if it is required for them to come in. Executive Director Talsma answered if they want to be paid, it is required.

Commissioner K. Evans asked if a part-time person is extended the offer to come in to do a task to earn their pay and they decline it, will they be paid either way. Executive Director Talsma said no, they will not be paid for non-service if they were extended an offer to work and declined the offer.

President Kaplan asked whether this includes either PT1 or PT2 employees. Executive Director Talsma explained the dollar amount we are looking at includes all of the part-time employees.

Commissioner Kilbridge asked about the Group X instructors and/or personal trainers and whether they are included in this number along with the revenue earned from their clients. Executive Director Talsma explained both Group X instructors and personal

trainers are included only for the hours they would've been scheduled in the two week period. We would lose out on the revenue generated from those personal training clients.

Commissioner K. Evans asked about independent contractors working for us and being paid. Executive Director Talsma explained we have independent contractors working for us, for example Karate, and that they will be paid based on the negotiated percentage, per the contract, of the amount of final enrollments less any refunds.

Commissioner R. Evans asked about the unemployment process and whether the district has anything arranged for the part-time employees. Executive Director Talsma explained that instructions on the unemployment application procedure are available to staff and these were provided by unemployment consultants at PDRMA.

Commissioner K. Evans asked about those employees that were scheduled for over 20 hours per week; is it fair that they will be capped at 20 hours per week? Executive Director Talsma explained that yes, we feel that this approach is helpful and considerate, as well as financially prudent.

Commissioner Chhatwani asked if there have been any employees who have requested work or said they desperately need work. Executive Director Talsma explained of those few individuals, there really has only been one that we've been able to give hours to. She works part-time in two different positions for the district and she has work that can be done remotely. He then noted that we do have to be weary with divvying up work for part-time staff, as we want to protect our full-time staff and ensure they have remote work to do during this time.

President Kaplan asked for a recap. Executive Director Talsma reiterated that part-time employees will receive the number of hours scheduled for the final two weeks equaling or up to 20 hours per week. There were very few that were above the amount, of that handful, it becomes very minute those that were eligible to work remotely.

Commissioner K. Evans asked how much would it be if we paid everyone everything they were scheduled for, and therefore, remove the cap at 20 hours per week. Executive Director Talsma said it would be less than \$5,000. Commissioner K. Evans imposed that we pay the part-time staff for the time they were scheduled for, and therefore, remove the cap.

Commissioner K. Evans made a motion, seconded by Commissioner Chhatwani to amend the motion and approve paying out the total amount of scheduled but unpaid part-time payroll per individual for March 15 through March 29 in an amount not to exceed \$70,000.

On a Roll Call Vote: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

7. **Approval of Advancement of Annual I&I Time for Full-time Staff Usage in Response to COVID-19 Disaster/M20-046:**

Executive Director Talsma reviewed the item.

Commissioner McGinn asked whether these days would be temporary because of this situation or would this be a permanent addition of benefit days. Executive Director Talsma explained it would just be for this year that we would give five (5) additional days and it would be permanent; however, employees will not be able to turn in the time for pay at the end of the year.

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to approve the additional allotment of five (5) I&I days to full-time staff usage in response to the COVID-19 disaster.

On a Roll Call Vote: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

8. **Commissioner Comments:**

Commissioner Kinnane asked how projects funded by the OSLAD grants will be affected by the shelter in place. Executive Director Talsma explained staff are in contact with the OSLAD office, initially they said no extension, however, once the shelter in place is enacted, we believe these grants will be extended for at least the duration of closures. We anticipate some type of extension, while not guaranteed, we are moving forward with the projects while maintaining contact with the OSLAD office.

Commissioner Kinnane said to all medical personnel: we are praying for their health and safety, so they may continue their service.

Commissioner McGinn thanked Craig for staying on-top of this and that we may continue to weather this storm as best as possible.

Commissioner R. Evans asked about IAPD's involvement and whether they have been involved in putting out updates to any policies that are changing and affecting park districts. Executive Director Talsma explained they are maintaining contact and sharing any changes as those are set in place.

Commissioner Kilbridge asked about the status of the IAPD Legislative Conference. As of now, the event has not been cancelled yet, but that will likely change should a shelter in place order go into effect.

Commissioner R. Evans asked about the two employees who reported receiving symptoms similar to COVID-19 symptoms and how it was handled. Executive Director Talsma explained that we cannot force staff to go to the doctor. If a staff member does not qualify for a test, there is no way to verify whether they have COVID-19 or not.

Commissioner Chhatwani thanked Executive Director Talsma and the staff for providing comfort in a time of uncertainty. There are so many questions and we don't have answers right now, but they are providing what information they do have and making the best of it.

President Kaplan applauded the staff and how they've handled this crisis while Executive Director Talsma was out of town. He wanted to ensure that the Board members know that if a decision has to be made immediately, not pertaining to money as those decisions have to come to the Board, staff are in constant contact with him and he has been aware of every decision being made. He arranged for immediate communication to be dispersed to Board members so that they could be fully informed with the latest updates.

President Kaplan applauded Executive Director Talsma for being forward thinking, for how he is handling this situation, and for how he is trying to create a positive outcome from all of this.

**9. Adjournment:**

Commissioner K. Evans made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:03 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant