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**MINUTES
ADMINISTRATION & FINANCE COMMITTEE
June 23, 2020**

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Administration and Finance Committee was held on June 23, 2020 at 7:10 p.m. remotely via ZOOM.

Present: Chairman McGinn, Commissioner Kilbridge, Comm Rep Musial, Utas, Wilson, Winner

Absent: Comm Rep Kulkarni

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Parks, Planning and Maintenance Hugen, Director of Golf and Facilities Bechtold, Director of Recreation Kapusinski, Executive Assistant Logan

Audience: President Kaplan, Commissioner Kinnane, R. Evans, K. Evans, Chhatwani, Com Reps Friedman and Macdonald

2. Approval of Agenda:

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to approve the agenda as presented.

On a Roll Call: Carried 6-0-1

Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,

Nays: 0

Absent: 1 Kulkarni

3. Approval of the Minutes:

Comm Rep Utas made a motion, seconded by Comm Rep Winner to approve the minutes of the February 25, 2020 meeting as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

4. **Comments from the Audience:**

None

5. **Old Business:**

None

6. **New Business:**

A. Employee Salary Reductions / M20-077:

Executive Director Talsma reviewed the item noting it was requested that employee salary reductions be considered as means to combat revenue loss in response to the COVID-19 pandemic. He noted that the District has been at the forefront of reducing salaries and overall payroll costs for the District in response to the pandemic, whereas some Districts have waited until June to implement these type of changes. In March, the District laid off part-time staff. At the beginning of April, the District laid off eight full-time employees permanently and furloughed a number of full-time staff.

Comm Rep Utas asked for confirmation of the number of staff that are currently furloughed. Executive Director Talsma reported 57 out of the 75 approved positions are working. Near the onset of the pandemic, the District furloughed 22 staff. Four staff members are still currently furloughed. We anticipate these four individuals returning to total 61 full-time staff members for the District compared to the 75 approved positions.

Executive Director Talsma noted the District has done a great job of limiting and reducing the payroll. In addition, as a result of reducing the number of full-time staff we've seen a reduction in benefit and insurance costs.

Comm Rep Utas made note of the staff that have been let go and asked how the District is making due without those positions being filled (i.e. 50+ program, facility manager, etc.). Executive Director Talsma explained the District has consolidated duties and responsibilities where possible as a means to save money. The remainder of the full-time staff are working harder than ever and picking up the responsibilities of those that have been let go.

Comm Rep Musial asked if the across the board pay cut is strictly as a cost savings measure and it is not to bring back other employees to lessen the load of

the current full-time employees who are working really hard. Executive Director Talsma explained that it is solely for cost savings.

Comm Rep Musial noted that based on the financials presented to the Administration & Finance Committee, in her opinion, there is no need to execute an across the board pay cut at this time as the District is in good standing. She added the full-time employees that are currently working are working harder than ever and are earning their pay. In addition, she added she would not agree with a pay cut at this point.

Commissioner K. Evans noted this item was presented to show the District has evaluated all options and can ensure the District is acting as cost consciously as possible during this pandemic. He added that what has been done by the District thus far has been sufficient.

Commissioner Kinnane noted that staff have gone above and beyond during this pandemic. He added that the pandemic is not going to dissipate anytime soon and taking care of the staff that are still working is imperative. He added this District has been at the forefront of Districts in responding to the pandemic with well-timed employee reductions. He added he commends the remaining full-time staff on their efforts and is against any sort of pay cut.

Comm Rep Musial made a motion, seconded by Commissioner Kilbridge to recommend the Board approve making no changes to the salary or wage amounts for the full-time staff of the District.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

B. Fitness Center Fees Post COVID-19 / M20-075:

Executive Director Talsma noted that under Phase 4, we anticipate we will be able to open our fitness centers at 50% capacity. With this capacity limitation, we won't have any issues opening The Club. The Triphahn Center (TC) will be able to run close to normal operations in the TC fitness center. Willow Recreation Center (WRC) will not be able to open due to the small size of the fitness center. He added WRC members may utilize the fitness center at TC at the WRC membership fee during the closure. If Phase 4 begins on Friday, June 26 and allows fitness centers to operate at 50% capacity, staff is prepared to open The Club and TC starting on Monday, June 29.

Director Bechtold reviewed the item noting that after ample research and working with the District's fitness consultant, Mark Davis, staff concluded the best route

for handling The Club membership fees is to allow for a grace period for the month of July and maybe start charging dues in August.

Executive Director Talsma noted the locker rooms will not be done until mid to late August. He added that due to the Restore Illinois guidelines there is no steam room usage, no whirl pool usage, and no open swim and therefore members will want to be compensated for the reduction in amenities available to them.

Comm Rep Musial asked if classes will be offered at The Club. Director Bechtold confirmed classes will be starting in July for both HIIT and regular fitness classes, and those will be complimentary.

Comm Rep Musial asked how staff plan to accommodate those members that are not ready to return to fitness centers yet. Executive Director Talsma explained that members will be extended the option to put their membership on hold. Comm Rep Musial asked if a member asked to receive a credit for the two weeks in March, what will happen to it if they request their membership be put on hold. Executive Director Talsma explained it will be dealt with on a case-to-case basis; for this specific scenario, the credit will be applied and the membership would be put on hold.

Commissioner Kilbridge asked when the pool will be open for lap swim. Director Bechtold confirmed it will be open on Monday, June 29.

Commissioner Kilbridge asked if The Club will utilize a reservation system for the lap swim. Director Bechtold confirmed lap swim will require booking through the reservation system and it may be booked for up to an hour in duration.

Commissioner Kilbridge asked if locker rooms will be available to those interested in lap swim. Director Bechtold explained the community locker rooms will be available for showering and changing.

Comm Rep Utas asked if staff will be enforcing COVID-19 related safety protocols amongst patrons. Director Bechtold confirmed staff will be monitoring patrons throughout the day and the C&M team have done a phenomenal job of posting signage throughout the facility making it very clear what is expected of patrons.

Comm Rep Utas asked if patrons will need to wear a mask at all times other than when swimming. Director Bechtold explained the mask will be required to be worn at all times throughout the facility except for when actively working out.

Comm Rep Utas asked if staff will be monitoring a head count of members at the TC fitness center, and if there are too many people at a given time, what will happen. Executive Director Talsma explained staff will be monitoring usage and

if demand exceeds capacity, members will have to be turned away. At this point, staff do not anticipate exceeding capacity of the TC fitness center.

Commissioner Kilbridge asked if members may bring their own yoga mats into The Club. Director Bechtold explained members may bring in their own yoga mats. He added that for the members who wish to use the facility equipment, like a yoga mat, it will be cleaned before and after each use.

President Kaplan asked if members refusing to wear a facemask while indoors in public spaces will be asked to vacate the facility. Executive Director Talsma explained members will be asked to leave if they are not respectful of our policies, which include wearing a facemask while indoors in public spaces and while not actively exercising.

Comm Rep Winner asked if members will be required to swipe in to access the fitness center at TC. Staff are still evaluating the options, but staff are looking at putting a card reader at the front desk of TC to eliminate swiping in.

Commissioner K. Evans asked what amenities will be available to members at both TC and The Club. Director Bechtold explained the community restrooms at The Club will be accessible to members. At TC, the restrooms near the fitness center are open as well as the TC locker rooms.

Commissioner K. Evans asked whether showers are accessible in the TC locker rooms. Executive Director Talsma explained the showers are open, but the sauna and steam room are not available.

Commissioner R. Evans noted that the soft opening of The Club was cancelled due to the pandemic; he asked if it may be held as part of the reopening with Phase 4 to try to get members into the facility to see the new renovation and all of the safety precautions staff have set in place to protect its members. Executive Director Talsma explained gatherings are limited to 50 people in Phase 4 and we should hold off on any special events until further notice.

Commissioner Kilbridge asked for confirmation on whether it is 50% capacity per day or at a given time. Executive Director Talsma explained it is 50% capacity at any given time.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the Board approve moving forward with not charging The Club and TC dues for July with the plan to restart partial or full billing in August. WRC members will be given the option to use the TC fitness center as presented in M20-075.

On a Roll Call: Carried 5-1-0-1
Ayes: 5 Kilbridge, Utas, Wilson, Winner, McGinn,

Abstain: 1 Musial
Nays: 0
Absent: 1 Kulkarni

C. Return to Work Procedure / M20-074:

Executive Director Talsma explained the item noting that staff tailored a return to work procedure to fit the District's operations in accordance with current recommendations from the CDC, OSHA, IDPH, PDRMA, and other agencies. This procedure is designed to keep our staff and patrons as safe as possible as we reopen our facilities and begin to expand the services being offered.

Commissioner K. Evans asked what the options are for a staff member who may have limited or no leave time available who is showing symptoms of COVID-19 or has knowledge of a possible exposure. Executive Director Talsma explained an individual must wait three days before being tested and may use COVID-19 I&I pay during this time. If the test yields positive results, the individual is entitled to two weeks of COVID-19 leave. If it is negative, the individual is able to return to work.

No motion; this item was presented for information purposes only.

D. Surplus Ordinance O20-002 / M20-073:

Executive Director Talsma explained these items are IT items that need to be disposed of per the standard surplus ordinance and none of the items have any value.

Commissioner Kilbridge made a motion, seconded by Comm Rep Wilson to send to the Board the attached Ordinance O20-002 an "Ordinance Authorizing the Disposal, Sale, or Trade-In of Surplus Property Owned by the Hoffman Estates Park District" as presented in M20-073.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

E. Administration & Finance Report / M20-071:

Director Hopkins reviewed the item noting the report recapped what's been done by the A&F staff since the initial closure on March 13 highlighting the amount of refunds processed, the review of the database for both RecTrac and BS&A, the analysis on where the District is headed and the impact of decisions we've been making, the constant review of new laws and any changes required for the

COVID-19 pandemic, the audit was filed, policies/procedures were updated and some brand new, and the alarm system installation along with new routers.

Executive Director Talsma noted the audit was filed, it was another unqualified audit, and staff will be applying for the CAFR award again this year. He commended Director Hopkins and her staff on their hard work.

Comm Rep Winner made a motion, seconded by Comm Rep Utas to send the A&F Report M20-071 to the Board as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

F. Open and Paid Invoice Register:

Commissioner Kilbridge asked about the refund for \$4,000 and it was noted to be a refund for DCFS.

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to recommend the Board approve the Open and Paid Invoice Register in the amount of \$721,613.05 as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

G. Revenue and Expenditure Report and COVID-19 Impact Statement:

Director Hopkins reviewed the item noting overall the total revenue variance is approximately \$1.7 million from the prior year. All expenses are below prior year as we have been working hard to cut costs as much as possible as well as with the cancellations of various items we don't have to provide, the services, or materials for those items. Overall, the expenses are down \$1.1 million over 2019. The net we are down for the year, as compared to 2019, is \$626,000.

Commissioner Kilbridge made a motion, seconded by Comm Rep Winner to recommend the Board approve the Revenue and Expenditure Report and the COVID-19 Impact Statement as presented.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

7. **Committee Member Comments:**

Comm Rep Winner congratulated staff on a wonderful job over the last few months. He added the golf course has been in great shape and staff are doing a great job there.

Comm Rep Musial echoed Comm Rep Winner's comments and added she is excited to see The Club open.

Comm Rep Utas thanked Director Hopkins for a job well-done on the audit. He added a thank you to all staff for their hard work.

Commissioner McGinn appreciates the effort put forth by all staff.

8. **Adjournment:**

Comm Rep Utas made a motion, seconded by Commissioner Kilbridge to adjourn the meeting at 8:20 p.m.

On a Roll Call: Carried 6-0-1
Ayes: 6 Kilbridge, Musial, Utas, Wilson, Winner, McGinn,
Nays: 0
Absent: 1 Kulkarni

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant