



**Park District of Oak Park
Committee of the Whole Meeting
Held Via Zoom Meeting**

Thursday, June 4, 2020 at 7:30pm

Minutes

The meeting was called to order at 7:32pm.

President Lentz informed everyone that the restrictions from Covid 19 has caused the Park District to hold their Board Meetings electronically. She then confirmed that all the Board Members could hear each other clearly and the meeting commenced.

I. ROLL CALL

Present: Commissioners Porreca, Wick, Wollmuth, Worley-Hood, and President Lentz.

Park District Staff present: Jan Arnold, Executive Director; Chris Lindgren, Superintendent of Parks and Planning; Maureen McCarthy, Superintendent of Recreation; and Karen Gruszka, Executive Assistant.

Others Present: Brad Porter, Lauterbach and Amen; Collette Anderson, Pleasant Home Executive Director; and Raeann Louise Spencer, Pleasant Home Board President,

II. VISITOR/PUBLIC COMMENTS – Executive Director Arnold reminded the Board that due to the meeting being held electronically, they posted on the website and social media that public comments could be submitted electronically. There were no public comment.

III. Recreation and Facility Program Committee – None

IV. Parks and Planning Committee - None

V. Administration and Finance Committee

A. 2019 Audit Report – Brad Porter, Lauterbach & Amen, presented to the Board the 2019 Audit Report and stated that it went very well. Mr. Porter reviewed the layout of the report with the Board pointing out the Government Finance Officers Association Certificate of Excellence in Financial Reporting for 2018, and informed them the District would be applying for this again for the 2019 audit. He briefly ran through the different sections of the report and finally, he went over the Management Letter with the Board. Two items were identified in the letter; the first, internal controls regarding deposit and cash handling and secondly, stewardship of procedural funds due to unforeseen expenses at facilities. Illiana De La Rosa then informed the Board of the PDOP statistics of finance from 2012 through 2019. Commissioner Wick asked if the Management letter could be amended as the two items have been corrected and was informed our Board could do that but it would require a hearing and a 30 day waiting period for the public comment. Commissioner Lentz asked if he thought we needed to do that and was reminded by Mr. Porter there was no need for it as the PDOP received the highest mark available for our audit. Commissioner Wollmuth asked what the cash handling issues were and was informed that it was due to a staff departure creating a back log and some delays by staff which once noted was immediately taken care of and Procedures have been written to be followed for the future. The Board asked that the financial overview information presented by Illiana be sent to them. **This will come before the Board at the June Regular Board Meeting under the consent agenda.**

B. Pleasant Home Annual Report Update

Collette Anderson, Pleasant Home Executive Director, began by going through their challenges and successes during 2019. They had completed a five year Strategic Plan which they know will help focus them on their goals. They were very successful with their tours, silent movies on the porch, and work with local artists. They were successful with getting grants, both local and non-local. Their visits in 2019, were close to 7,000. They were very pleased with the restorations that took place including the roof, front steps, and the project of the light around the windows that a Commissioner designed, completed, and paid for on his own. Raeann Louise Spencer, Pleasant Home Board President, informed the Board that they had welcomed two new Board Members that have backgrounds in architectural engineering and thanked their volunteers and donors. Colette went on to explain that she had been sorting through the information for donors and it has been mixed in with volunteers, but there were perks with the membership such as discounted tickets and preferred seating. She went on to say that they will have a soft opening following CDC guidelines and that the 2021 theme is Welcome Home and updated them regarding a few projects planned. Commissioner Worley-Hood as the liaison to Pleasant Home thanked them for their report and all of their work they have done. Commissioner Porreca asked given the health restrictions, if modifications have been thought of for their programs and was informed that they had been going through their programs separating the successful from the non-successful with that in mind. Commissioner Wick suggested a culinary program designed with food from the era Pleasant Home was built.

Executive Director informed the Board that the first discussions for the new agreement took place, as the ten year agreement currently in place is coming to an end. She stated that from many discussions with Pleasant Home and staff, the decision had been made to bring Pleasant Home in more along the lines of FOPCON; a collaboration with the Park District working the programs and rentals and the Pleasant Home Foundation handling what they are experts at, with grants and the architecture handled appropriately. Commissioner Worley-Hood stated that this will provide the Park District with the ability to recoup some of the cash they have invested in the home and to really be an asset to them. Commissioner Wollmuth asked what some of the transitions would be which Executive Arnold stated some of the proposals that are in the early stages. Commissioner Porreca stated that she liked where they PHF was headed and feels that it will benefit under a new agreement as our other two historical properties are. Commissioner Wick suggested some architecture programming with a sustainable elements for programming. Commissioner Lentz said it has been a great opportunity to look at all the potential and where it could go. **No action is needed by the Board on this item.**

C. Austin Gardens Trust Update

Executive Director Arnold reminded the Board of the Austin Gardens fund with Oak Park River Forest Community Foundation. Commissioner Wick asked that she give a brief history of the fund which she did. She informed them of the balance and disbursement and that annually the PDOP supports Festival Theatre with \$6,000 and had this year prior to them closing their season, but it will now be used during the 2021 season. Commissioner Lentz asked about the disbursement from the 2017 Albion process, the letter with an intention for \$100,000 to go to Austin Gardens Trust. Executive Arnold informed them that it will be disbursed once the Albion building was at full occupancy and then the VOP would need to make a proclamation regarding the letter that Andrew/Albion called the Park District out in for a disbursement for damages occurring to the park. The Board discussed the follow-up with the VOP on the allocation. **No action is needed by the Board on this item.**

D. 2021 Budget Timeline/Guidelines

The Board was reminded of the two October Budget Meetings and that staff will begin working on the budget in July and she was looking for consensus moving forward. She reminded them that the budget guidelines for CPI for 2021 was 2.3% and the Board had agreed last year to not take the additional funds this year. She informed the Board of the budget deficits the Park District will need to overcome this year with the closure of programs, pools, and events along with the freezing of the fees and the increase of minimum wage. The Board discussed deductions the Park District has already made in their budgets to try and adjust the disparity and different scenarios. Commissioner Wollmuth stated that we will definitely need to look deeply into our finances to overcome this to stay in line with our promises made last year during the budget. Commissioner

Worley-Hood stated that he is not set on what they had planned on last year with the new dilemmas confronting the Park District. Commissioner Wick asked for the worst case scenario with the forecasts Nancy had done and was informed that with no pool and 1/3 season of camps, the Park District was looking at a \$2M deficit. The Board was also informed of the cuts already put into place with full-time hiring freezes, training cuts, and projects pushed to 2021. Commissioner Lentz asked for confirmation on her understanding of CPI and what is available to the Park District. All agreed this was a very fluid area and the consensus was given to move forward with the budget timeline and guidelines. **This will come before the Board on the regular agenda at the July Regular Board Meeting.**

E. Semi-Annual Closed Session Minutes Review and Release

Executive Director Arnold reminded the Board of the requirement to review the Closed Session minutes semi-annually to see if confidentiality was still needed or if they could be released to the public. The Board had consensus for the minutes from February 13, 2020, February 20, 2020, and March 5, 2020, to be released; and the minutes from August 21, 2014, and September 25, 2014, to not be released. **This item will be brought before the Board on the consent agenda at the June Regular Board Meeting.**

F. Board Retreat – July 14, 2020 Update

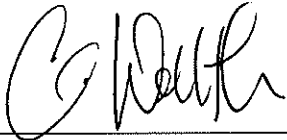
The Board was reminded of the upcoming Board Retreat on July 14, 2020, from 2:00-5:00pm at Pleasant Home. A discussion took place of items that should be discussed. Commissioner Porreca asked about the viability of anti-racism training, while Commissioner Worley-Hood brought up helping the seniors in the community after this pandemic which Commissioner Lentz agreed that the pandemic was a priority. Commissioner Wick suggested with all the important items being brought forth that we should consider a full-day retreat. All the Board agreed they were available for a full-day retreat and gave consensus to Jan to look into anti-racism training for it. **No action is needed by the Board on this item.**

VI. NEW BUSINESS

VII. CLOSED SESSION

VIII. ADJOURNMENT OF COMMITTEE OF THE WHOLE MEETING

At 9:23pm Commissioner Wick moved and Commissioner Wollmuth seconded to adjourn the Committee of the Whole Meeting. **The motion passed with a roll call vote 5:0.**



Secretary
Board of Park Commissioners

July 16, 2020

Date



President
Board of Park Commissioners

July 16, 2020

Date

