



Board of Commissioners
Regular Meeting
December 10, 2018
7:00pm

1. Call to Order	Commissioner Sokolowski called the meeting to order at 7:00pm.						
2. Roll Call and Pledge of Allegiance	<p>Present: Commissioners Powers, Gramann, Bird, Jaszka, Sokolowski and Del Preto. Commissioner Jeffery was absent.</p> <p>Staff: Executive Director Reuter, Directors Bachewicz, Hamilton and Rini.</p>						
3. Public Hearing	<p>Commissioner Powers made a motion to move to a Public Hearing for the 2018 Tax Levy. Seconded by Commissioner Jaszka.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Powers: Aye</td> <td style="width: 50%;">Commissioner Jaszka: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td>Commissioner Del Preto: Aye</td> </tr> </table> <p>Motion Passes 6 - 0 - 0</p> <p>Director Rini explained that the District must file an annual ordinance with the County in order for the collection of taxes. The Ordinance language requires a comparison of ballooned/estimated taxes for the coming year, to the actual taxes collected this current year. That comparison represents an 8.21% increase to the base aggregate of the 2017 final levy. The actual expected aggregate increase is only 3.71% higher than last year. This is due to the estimated new growth, reassessment of current homes at an estimated average of 5.29%, as well as the CPI of 2.1%. Because of the comparison represents a levy that is more than 105% of the prior year's aggregate levy, and this public hearing is in place.</p> <p>Final tax allocations become available in April; language is included that gives authority to the Executive Director and Director of Finance to reallocate tax levy funds as needed to match District funds. This action will eliminate a special emergency meeting of the board at that time. The Board took this action for the last sixteen years, with satisfactory results in April.</p> <p>Public Comment: None</p> <p>Commissioner Gramann made a motion to adjourn from Public Hearing at 7:03 pm. Seconded by Commissioner Bird. All in favor: Aye Roll Call Vote:</p>	Commissioner Powers: Aye	Commissioner Jaszka: Aye	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye
Commissioner Powers: Aye	Commissioner Jaszka: Aye						
Commissioner Gramann: Aye	Commissioner Sokolowski: Aye						
Commissioner Bird: Aye	Commissioner Del Preto: Aye						



	<p>Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p>	<p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p>
4. Listening Post	<p>WDSRA Executive Director Sandy Gbur presented the year in review. Please see attached annual report presented by Director Gbur.</p> <p>Dave Creighton with the Carol Stream Parks Foundation presented the Board with the National Association of Parks Foundation award for most Creative Event Production for the Duck Race. The race is very successful, increasing every year since its inception in 2016.</p>	
5. Changes to the Agenda	None	
6. Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda. Seconded by Commissioner Bird.</p> <ul style="list-style-type: none"> A. Approval of Regular Minutes: November 13, 2018 B. Approval of Finance Committee Meeting Minutes: November 13, 2018 C. Approval of Third Quarter Treasurers Report D. Ratify November 2018 Bills E. Approval: Ordinance No. 529 Park District Surplus Property <p>Roll Call Vote:</p> <p>Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p> <p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p> <p>Commissioner Jaszka made a motion to approve the consent agenda. Seconded by Commissioner Bird.</p> <p>Roll Call Vote:</p> <p>Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p> <p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p>	
7. Discussion	A. Wage & Salary Administration Policy	

Items

During the 2018 Compensation project, Management Association recommended that the District institute a Salary Administration Policy. This proposed draft was based off a template provided by Management Association. It sets standards for implementing and maintaining integrity of the wage scale. Commissioner Gramann is concerned about wording that implies that everyone gets a raise every year, and would like to see something more quantifiable. Commissioner Sokolowski said we have offered a merit pool of 1 – 3% in the past. Commissioner Del Preto suggested a cap to control costs. Commissioner Gramann doesn't want to limit our ability to reward staff if the economy is great but also doesn't want to give too much. Commissioner Sokolowski pointed out that the Board must approve the merit percentage each year as part of the budget process. Director Rini explained that merit increases are not guaranteed; they are solely based on performance; not all employees receive the same percentage. The appendix only shows an example of how the performance level can be matched with the employee's salary range to determine the percentage. In the example, if a merit pool is set at 3%, the axis point indicates that successful performance must be met to receive the award. If the merit pool is set at 2%, all the other percentages change as well. Director Rini also explained the process by which staff determines the merit pool recommendation to the Board. She will add language to the policy about merit increases not being guaranteed; language can also be added that the merit pool will be determined based on economics, performance and competitive salary factors. Commissioner Del Preto asked if performance, tenure, or goals are factored in the performance appraisal and salary increase determination. Commissioner Bird does not want to instruct Administration on how manage staff. Commissioner Sokolowski said we need to hire and retain quality staff. Director Rini noted the Board's comments and will incorporate their suggestions into the policy for the Board's approval.


B. Strategic Plan & Master Plan Updates

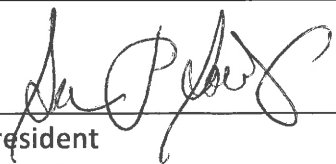
The Master Plan was approved by the Board on January 8, 2018, and the Strategic Plan was approved by the Board on February 22, 2018. These are working documents with attainable goals that staff has been working on this year. Executive Director Reuter explained how the information from the weekly memos corresponds with the Strategic Plan. Progress on those goals and objectives are tracked in this update to show the progress made against the Strategic Plan. The Master Plan is a similar process which shows the quarter in which each goal or objective was started, and the length of time we anticipate it will take to complete the goal. The Commissioners liked these tools, but asked for better color and larger font on the Master Plan Report. Commissioner Gramann asked why there are conflicting goals regarding resident and non-resident rates. Director Rini

	<p>explained the Board was split on increasing non-resident rates and making it more affordable. Both goals were included in the Strategic Plan. Executive Director Reuter added that it depends on the program. For example, we need to make Senior Trips accessible to all. He added that we are working on evaluating all fees and charges.</p> <p>C. Weekly Happenings</p> <ul style="list-style-type: none"> • Commissioner Gramann asked if Fitness could schedule classes in the 7 am time frame. Director Bachewicz said we have tried that time slot with low turnout but we could try again in the new year. • Commissioner Gramann noticed that the WDSRA fundraising efforts on Charity Tuesday was asking for a large donation in order for it to be matched. In the future, we should combine our donations so they can be matched. • Commissioner Sokolowski commented on the Christmas Tree Lighting event was well attended and enjoyed by all. 						
<p>8. Action Items</p>	<p>A. Approval: Ordinance No. 527 Levying and Assessing Taxes for the Year 2018. No discussion.</p> <p>Commissioner Bird made a motion to approve Ordinance 527 levying and assessing taxes for the year 2018, to be collected in the year 2019, and to certify that the District levied an amount of ad valorem tax that is greater than 105% of the final aggregate levy extension of the preceding year and complied with the publication and hearing provisions of section 6 or 7 of the Act. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Powers: Aye</td> <td style="width: 50%;">Commissioner Jaszka: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Bird: Aye</td> <td>Commissioner Del Preto: Aye</td> </tr> </table> <p>Motion Passes 6 - 0 - 0</p> <p>B. Approval: Intergovernmental Agreement between CSPD and Wayne Township. The Intergovernmental Agreement between CSPD and Wayne Township has been under review since October 2017. Corporate council and PDRMA attorneys have reviewed and approved these revisions, including adding mutual indemnification. The IGA includes parking lot maintenance with Wayne Township planning on repaving in 2019. Commissioner Powers asked how much this will cost. Executive Director Reuter replied we have not received any bid information yet. Director Hamilton added that man hours were decreased with reductions in maintenance to the Wayne Township complex. Director Rini estimates it is approximately \$5,000 per year in maintenance.</p>	Commissioner Powers: Aye	Commissioner Jaszka: Aye	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye	Commissioner Bird: Aye	Commissioner Del Preto: Aye
Commissioner Powers: Aye	Commissioner Jaszka: Aye						
Commissioner Gramann: Aye	Commissioner Sokolowski: Aye						
Commissioner Bird: Aye	Commissioner Del Preto: Aye						



	<p>Commissioner Gramann made a motion to approve the updated Intergovernmental Agreement between Carol Stream Park District and Wayne Township. Seconded by Commissioner Powers.</p> <p>Roll Call Vote: Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p> <p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p>
9. Closed Session	<p>Biannual review of closed session minutes Section 2(c)(21) Commissioner Gramann made a motion to move to closed session at 8:00. Seconded by Commissioner Jaszka Voice vote taken. Motion passed 7-0-0. Closed session adjourned at 8:02.</p>
10. Action Pertaining to Closed Session	<p>Commissioner Powers made a motion to release closed session minutes as listed and to destroy verbatim recordings of closed sessions as listed. Seconded by Commissioner Del Preto</p> <p>Roll Call Vote: Commissioner Powers: Aye Commissioner Gramann: Aye Commissioner Bird: Aye Motion Passes 6 - 0 - 0</p> <p>Commissioner Jaszka: Aye Commissioner Sokolowski: Aye Commissioner Del Preto: Aye</p>
11. Adjournment	<p>Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Del Preto. Voice Vote taken. Motion passed 6-0-0. Meeting adjourned at 8:03 pm.</p>


 Secretary
 Jim Reuter


 President
 Brian Sokolowski

January 14, 2019
 Date

Carol Stream PD Annual Visit Dec 10, 2018

Good Evening thank you for the opportunity to visit and update you on this past year.

This cold weather certainly reminds me of the wonderful opportunity we provide for 3 -4 nights to visit with Santa. As you can imagine it can be very difficult for children with special needs to stand in line and wait to see Santa. We have the opportunity to let families sign up for an exact time that they will visit with Santa. There is little to no waiting and our Santa makes the visit pure enjoyment. In fact, when one of our kids wouldn't go in the room to sit with Santa, Santa simply came out to visit where the little guy was. So many parents leave with a smile on their face as this is often times the first time they have successfully visited with Santa.

Another amazing inclusive experience is our weight lifting program we offer at the **College of DuPage**. The football coach, Matt Foster, expects his football players to be part of this wonderful program where his football players are paired up with our athletes and teach them how to lift weights on campus. The coach knows each of our players and we he turns the corner from his office and walks into the lobby of the PE center the participants erupt with a huge hello and the coach greets each participant by name. After an hour weightlifting the participants are treated to a meal out of the generosity of one of the faculty members. Coach says he is raising men who need to think beyond "their life" and widen their horizons. This program makes our participants feel so important and part of the community. It is definitely a win-win.

So that was a highlight of two awesome opportunities that your residents have with WDSRA programming.

Our **Strategic Plan** process continued to direct our efforts with progress being made in the areas of Culture, Service Excellence, Talent Management and Sustainability.

Under **Service Excellence** I am proud to announce we have been renewed as an Illinois Distinguished Accredited Agency and once again earned the highest level of safety (also called accreditation with PDRMA.) While all of these processes are time consuming, they are all based on best practices which encourage us to be

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transparent, to have thorough processes and to provide the best services we can for our residents.

Speaking of best practices, great services are delivered from engaged staff who have clarity in their jobs, feel appreciated and who enjoy work life balance. We are training staff to embrace a feedback rich **culture**. The outcome of this culture is the development of an environment of continuous performance improvement higher engagement and better overall results.

Comment [SG1]: an

Talent Management – We revamped and are implementing a new performance evaluation process focused on assessing how are employees live our core values. The evaluation process makes ongoing feedback mandatory and has resulted in staff feeling more appreciated by everyone and not just their direct supervisor.

Because we have many FT employees who are eligible for retirement in the next 5 years we have a Talent Management team working on creating a plan that will allow us to develop the skills for in-house candidates as well as determine what positions may require us to look outside.

We continued our volunteer program and had 508 volunteers donate their time. Of course our biggest challenge that we share with the park districts is recruiting enough seasonal staff for WD programs as well as the 823 individuals who requested inclusion support. Know anyone who has some time on their hands? Please send them our direction.

We continued to offer a wide variety of programs and annually Carol Stream accounts for 9% (was 9%) of our registrations 862 and 8% or (186) of our inclusion registrations.

Our **Rec & Roll** Adult Day program continues to operate at full enrollment at 6 sites serving 60 individuals daily. This community based program for high school graduates ages 22 – 55 emphasizes leisure independence, social interaction, community outings and service projects. This program runs 5 hours per day 5 days per week for 50 weeks of the year! With the growth of this program we created two assistant manager positions which gave staff an opportunity for promotion and also allows us to give our participants and staff the attention they need to be successful.

We appreciate the support we receive from the commissioners and staff at the Carol Stream PD. Fountainview continues to be the jewel of our facilities. Anytime we use Fountain view it receives rave reviews from participants and parents. In fact, we hosted our wheelchair basketball tournament a few weeks ago here. Even with changes in staff here we continue to find your facility staff great to work with. WDSRA residents feel welcomed at your facilities and we find your staff to be open minded when it comes to providing accommodations.

Jim continues to be a contributing member of the B of D. and a great help to me when unique projects arise. We had some recent dialogue with the village about our drainage east of our office on Schmale and Jim has been instrumental in helping us to determine our direction. You know that has been two projects in the past two years let's hope we get a little reprieve next year.

Let's move on to some FINANCIAL & Development

I am happy to report that we earned the GFOA **Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting** for our 12th year.

DEVELOPMENT - We added 2 Trustees to our foundation and lost one due to a move. These trustees bring backgrounds in school administration and human resources. All 9 of our trustees use their networks to connect individuals who have the means to support WDSRA. Their work helps us to bridge the gap between the cost of programming and the support received through taxes. We are beginning a new fundraising process that is geared on securing sustainable donors.

Keeping programs affordable and accessible is our commitment. In fact, thanks to the efforts of our trustees and staff we awarded 700 **SCHOLARSHIPS** to 124 **INDIVIDUALS** totaling \$48,700.

Our **Foundation's cash contribution** to the Association was \$275,000.

Thank you for attending and supporting our efforts. We hope you will mark your calendars for March 2, 2019 at the Abbington and join us at this year's Bash which will feature some fun entertainment – a Cher experience.