

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
DECEMBER 19, 2022  
7:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

Vice President Michael Reid  
Commissioner Minal Desai  
Commissioner Ezra Jaffe  
Commissioner Mary Oshana

Others Present:

Executive Director/Secretary Michelle J. Tuft  
Superintendent of Business Services William G. Schmidt  
Superintendent of Parks and Planning Corrie Guynn  
Marketing and Communications Director Jim Bottorff  
Executive Administrative Assistant Ann Perez

Remote Attendance:

President Susan Aberman

**CALL TO ORDER**

Vice President Reid called the regular meeting of the Board of Park Commissioners to order at 7:00 p.m. Vice President Reid called for the recitation of the Pledge of Allegiance.

Vice President Reid asked President Aberman to confirm that her audio is working properly acknowledging that she could hear all board members. President Aberman responded yes. Vice President Reid asked all board members if they could hear President Aberman, and all responded yes.

**CITIZEN COMMENTS**

There were no citizen comments.

**CONSENT AGENDA APPROVAL**

President Aberman moved to approve the Consent Agenda. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The Consent Agenda consisted of the minutes of the regular meeting of November 15, 2022; bills payable for the month November/December 2022, Treasurer's Report, and Staff Reports.

**CASH FLOW ANALYSIS**

Treasurer Schmidt said to date the district received \$1.5 million dollars of real estate tax money and will probably receive about \$5 million dollars total. Mr. Schmidt stated that the bank account balance is approximately \$6 million dollars, and the district has weathered the storm. Mr. Schmidt thanked the board for their support during this challenging time. Vice President Reid said that was good news. Commissioner Jaffe recommended that the Cash Flow Analysis Report need not to be done on a monthly basis and the board agreed.

No motion needed, discussion only.

### **APPROVAL OF THE PERSONNEL MANUAL UPDATE**

Executive Director Tuft said there are four recommended changes to the personnel manual, three of the changes are required by law and one is recommended by staff. Ms. Tuft discussed the Crown Act, Bereavement Leave, and Meal Break updates. She explained the Bereavement Leave now requires additional leave time for failed fertility treatments and/or adoption placements for up to ten unpaid days of leave. The district's current bereavement policy allows staff three paid bereavement days. Staff recommended adding this type of bereavement to the current policy which would allow for three paid days, with the remaining seven days unpaid, unless the employee uses sick, vacation, or personal leave. There was board discussion, and the consensus was to allow for six paid days of leave per year for this category of bereavement leave, with a maximum of three days of paid leave for each occurrence.

Ms. Tuft said the other policy change eliminates preemployment physicals for most full-time staff except teaching staff, maintenance/Park Services staff, and custodial staff as these position require physical labor or lifting on a regular basis. President Aberman asked about drug screening and Ms. Tuft responded that drug screening will still be required.

Commissioner Oshana moved to approve the policies as proposed with the change to the bereavement policy of six paid days per calendar year with three paid days for each occurrence, effective January 1, 2023. Commissioner Desai seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried.

### **REVIEW OF 2022-2023 DISTRICT AND DIVISION GOALS**

Ms. Tuft asked the board to review the 2022-2023 District and Division goals, which is generally done halfway through the fiscal year. Vice President Reid asked the board to review the goals page by page. Some of the goals discussed were the Diversity Committee meetings postponement, fee assistance for refugee families, the Bee Kind program for camps, reconstruction of the Festival of Cultures website, working with/or without SAHA for hockey league programs, installing Hootsuite for social media management, updating Google sites and the bounce house reservation system.

Commissioner Oshana said it is great that we are assisting refugee families. It is such a tremendous effort of the park district.

Commissioner Oshana gave kudos to the staff for updating pictures on Google. They have done a great job.

Ms. Tuft said we are on target to get the goals accomplished by the end of the fiscal year.

No motion required, for informational purposes only.

### **PRESIDENT'S REPORT**

The next regular meeting of the Board of Park Commissioners is Tuesday, January 17, 2023, at 7:00 p.m.

### **COMMISSIONER COMMENTS**

Commissioner Oshana wanted to wish Happy Hanukkah and many blessings to the board.

**DIRECTOR'S COMMENTS**

Ms. Tuft sent the director evaluation template to the board members. If anyone has difficulty accessing the form let Ms. Tuft know. The evaluation form was revised two years ago. President Aberman said comments were compiled from the board and shared with Ms. Tuft. President Aberman said if anyone wants to add any updates to the form it can be done.

Ms. Tuft said President Aberman saw there was an anonymous post on social media regarding the wait list for winter break camps. Only one camp at Emily Oaks Nature Center has a waitlist of six and staff are working to let people off the waitlist. The School's Day Off trips have waitlists. Staff will be able to clear most of the waitlists except for the one-day trip to a play, as there are only four more tickets available. President Aberman suggested responding on social media that we are trying to accommodate the waitlists.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

Commissioner Desai asked if the staff was able to use the gym at Oakton Center for basketball for kids? Mr. Guynn said it would be difficult with the flooring and lighting.

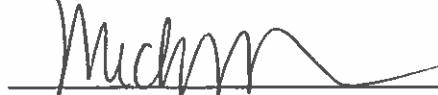
Commissioner Desai asked if the park district could work with the school districts and find a way to run programs in the school's gyms as it would be a revenue source for the district. Parents want their children to have open gym availability. President Aberman suggested parents start the discussion with the schools. The resident's tax money goes directly to the school district, and it makes more sense for the schools to program their own space. Ms. Tuft will have staff look into it.

**ADJOURNMENT**

Commissioner Desai moved to adjourn the regular meeting. Commissioner Oshana seconded the motion. On a roll call vote, all Commissioners voted aye. Motion carried. The regular meeting adjourned at 8:00 p.m.



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Susan Aberman  
President



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Michelle J. Tuft  
Secretary



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Mike Reid  
Vice President

January 17, 2023