

**MINUTES OF THE REGULAR MEETING OF THE STREAMWOOD
PARK DISTRICT BOARD OF COMMISSIONERS HELD ON
JULY 26, 2016 AT HOOSIER GROVE BARN,
700 W. IRVING PARK ROAD,
STREAMWOOD, ILLINOIS**

CALL TO ORDER/ROLL CALL

President Janiec called the meeting to order at 7:00 p.m. Present were Commissioners Armstrong, Brogan, Keating and Wright, along with staff members Executive Director Dennis Stein, Superintendent of Business & HR Jennifer Hermonson, Superintendent of Recreation Kurt Reckamp and Finance Manager Sherri Harry.

All those answering "present" were physically present at the meeting.

PLEDGE OF ALLEGIANCE

INTRODUCTION OF GUESTS

Guests were Magdalena Bromberg, representing *The Examiner*, Aquatic Manager Kyle Saros and resident Matt Armstrong.

APPROVAL OF THE AGENDA

Commissioner Keating moved approval of the agenda as presented and Commissioner Wright seconded the motion.

A voice vote was unanimous for approval; motion carried.

POLICY AND PLANNING

A. Crisis Communication Plan

Superintendent of Recreation Reckamp explained that as we go through PDRMA's Loss Control Review we need to update policies and have the Commissioners approve them. The updates to the Crisis Communication Plan include information related to the FOIA requests, media relations and official statements.

Commissioner Brogan stated that we need to make sure that new employees are trained correctly and know who is in charge of each building. Employees need to know what they do in different situations, know their responsibilities and know who the decision makers are.

Commissioner Wright recommended doing the training every 6 months for any new employees.

President Janiec said that he had a couple of items he was concerned about and called Steve Kleinman from PDRMA to get some clarification. President Janiec stated that, along with Commissioner Brogan, they had gone through a lot of crisis situations and they would be a good source to go to with any questions. Superintendent of Recreation Reckamp said that staff trainings on the updated Crisis Communication Plan will begin after it is approved by the Board.

Commissioner Keating moved approval of the Crisis Communication Plan and the motion was seconded by Commissioner Brogan. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Keating – Aye
President Janiec – Aye

Commissioner Armstrong – Aye
Commissioner Wright – Aye

Motion carried.

FINANCE REPORTS

A. June 2016 Financial Statements

There were no questions or comments.

B. Monthly Expenditures

There were no questions or comments.

APPROVAL OF THE CONSENT AGENDA

Approval of:

- A.** Minutes of the Regular Board meeting of June 28, 2016;
- B.** June 2016 Financial Statements;
- C.** June 13, 2016-July 14, 2016 expenditures totaling \$184,545.03;
- D.** P-Card purchases in May, 2016 totaling \$30,462.89;
- E.** IMRF payment totaling \$21,387.30;
- F.** June 10, 2016 and June 24, 2016 payroll and payroll taxes totaling \$217,179.36.

Commissioner Armstrong moved approval of the consent agenda and the motion was seconded by Commissioner Wright. Vote on the motion:

Commissioner Brogan – Aye
Commissioner Keating – Aye
President Janiec – Aye

Commissioner Armstrong – Aye
Commissioner Wright – Aye

Motion carried.

CORRESPONDENCE

None.

DEPARTMENTS & DIRECTOR'S REPORT

- A. Superintendent of Recreation Reckamp passed out the Summer Celebration shirts and parking passes to the Board of Commissioners.
- B. Superintendent of Recreation Reckamp told the Commissioners that they should be at the Summer Celebration parade route at 10:00 a.m. as the start of the parade will be at 10:30 a.m.
- C. Superintendent of Recreation Reckamp said that staff member, Barb Muttini, will be a parade judge.
- D. Superintendent of Recreation Reckamp reported that Tim Lenac from PDRMA came out to our facility as part of the Loss Control Review and spoke with a Day Camp staff member which went very well.
- E. Superintendent of Business & HR Hermonson stated that if there are any maintenance issues during the Summer Celebration event they should call her on her cell phone.
- F. Superintendent of Business & HR Hermonson informed the Board that the 50th Anniversary Celebration will be on August 25th from 5:30 p.m. – 8:00 p.m. She also stated that there will be a ribbon cutting ceremony for the Hoosier Grove courtyard.
- G. Executive Director Stein reported that he, Superintendent of Business & HR Hermonson and Parks Manager Vito have been checking on all the parks.

COMMISSIONERS' REPORT

- A. Commissioner Keating thanked the Board and the staff for the get well gift, well wishes and prayers he received during his recovery and also for President Janiec's visit.
- B. Commissioner Keating asked the Board what color shirt they should wear in the parade and they decided on the maroon one.

PRESIDENT'S REPORT

- A. President Janiec said he was working with Bill and Diane Berquist on the Summer Celebration parade event.
- B. President Janiec stated that the Board would be riding in a picnic basket float with ants around it.
- C. President Janiec informed the Board that he would at the Summer Celebration event Friday night, Saturday and Sunday.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

At 7:38 p.m., Commissioner Wright moved to adjourn and the motion was seconded by Commissioner Keating. A voice vote was unanimous for approval; motion carried.

Approved: September 27, 2016

Signed: *Sherri Harry*
Sherri Harry, Secretary

Attest: *Richard T. Janiec*
Richard T. Janiec, President