



**PARK DISTRICT
of OAK PARK**

**Park District of Oak Park
Committee of the Whole
Hedges Administrative Center
Oak Park, Illinois
Thursday, September 5, 2019**

Minutes

The meeting was called to order at 7:36pm.

I. Roll Call

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

Park District Staff present: Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Paula Bickel, Director of Human Resources; Kayla Knazze, Fellowship; and Karen Gruszka, Executive Assistant.

Others Present: None.

II. Public Comment – None.

III. Recreation and Facility Program Committee – None.

IV. Parks and Planning Committee – None.

V. Administration and Finance Committee

A. Registration Software Update

Executive Director Arnold informed that Amilia, our new registration system, has been out twice for staff training as well as two PDOP staff members going to their facility in Canada for training. We are on track for the winter brochure and with the start date of December 14. With this new system, residents will be able to validate their addresses and create their own households. The Board asked about tracking of that and were assured there was a built in monitoring system with the County's census information. The Board were also informed of the six new price bands that will be in the winter brochure that will have the price of the program/rental and the resident discounted price. Also with the new system, residents may apply for scholarships on line and upload the needed data rather than coming into customer service. Staff will also be at two locations during the transition to help both residents and the active adults at Dole that may need help setting up their households. **No action is needed by the Board on this item.**

B. 2020 Pay Range Update

Executive Director Arnold informed the Board that as a member of IPRA, we receive a free copy of results from their formal pay study that they collaborate with HR Source for Illinois. In reviewing this year's study, it identified that the District does not have a mid-point range which is best practices. Therefore, a base salary was created for each position allowing staff to be hired at a pay that is not similar to an employee who has been there a number of years with more knowledge. The Board questioned how the base number was configured and was told it was the same percentage from the new mid-point to the maximum wage but bringing it down to create a minimum/base salary. They were also informed that the base salary is not necessarily what an employee may be hired at but depending on skill it allows more options under the mid-point

salary wage. **This will be brought before the Board for approval at September Regular Board Meeting under the consent agenda.**

C. Transportation Bus Bid Contract

Executive Director Arnold informed the Board that we go out to bid for our field trips and help with our growing after school transportation every three years. On August 14, we received one bid that was from our current provider which was more than double the current contract. Staff contacted the Township and have agreed to partner with them to provide the after school service from Lincoln School to Fox Center and will use our staff for Beye School to Andersen Center. Staff then negotiated with First Student, noting their good service in the past and renegotiated a \$45.00 an hour with three hour minimum contract. Staff asked the Board to therefore reject the daily transportation fee and accept the field trip contract. The Board stated it was great to partner with the Township for use of their bus service for this transportation. **This will be brought before the Board for approval at September Regular Board Meeting under the regular agenda.**

D. NRPA Conference Update

Executive Director Arnold reminded the Board of the NRPA conference which runs from September 24-26, and that six staff will be attending as well as Commissioners Lentz and Wick. Next year's NRPA conference will be in Florida and the Agency will be up for CAPRA. **No action is needed by the Board on this item.**

E. Community Service Award Nominations Gathered

Executive Director Arnold reminded the Board it is the time of the year to gather nominees to award their service to the community and to get any suggestions to her as soon as possible. **No action is needed by the Board on this item.**

F. Fall Park Tour Update

The Board was reminded the date of the Fall Tour is Saturday, October 5, 2019, and the parks being visited are: Carroll, Stevenson, Randolph, and Wenonah. The tour will begin at 8:30am at the Hedges Administrative Center. **No action is needed by the Board on this item.**

VI. New Business - None

VII. Closed Session – None

VIII. Adjournment

At 7:55p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**



Secretary
Board of Park Commissioners

October 24, 2019
Date



President
Board of Park Commissioners

October 24, 2019
Date