

**GODLEY PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
AUGUST 9, 2016**

The Regular Board Meeting was called to order at 5:00 pm by President Alton. Those present for roll call were Commissioners J. Krug, K. DeMarse, R. Stanford, and E. Alton. Staff also present: Director Heitz, Attorney Freeman, Lee Ann Zaremba, Ryan Togliatti, Heather Kuban, Nick Taylor, Aaron DeMarse, Mike Leonard, Melissa Woodard, Cheryl Lenig, and Carrie Vasil.

**PUBLIC COMMENT**

NA

**CORRESPONDENCE**

Included in the board packet was the July 2016 IAPD Newsletter.

**APPROVAL OF MINUTES**

A motion to approve the July 12, 2016 Committee Meeting Minutes was made by Commissioner DeMarse, seconded by Commissioner Stanford. Upon roll call vote the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, and E. Alton. With 4 ayes, 0 nays, the motion carried.

A motion to approve the July 12, 2016 Board Meeting Minutes as amended was made by Commissioner DeMarse, seconded by Commissioner Stanford. Upon roll call vote the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, and E. Alton. With 4 ayes, 0 nays, the motion carried.

Commissioner Alton requested the word “must” be changed to “should” regarding the teacher appreciation lunch. Director Heitz noted changes.

**APPROVAL OF THE WARRANT DATED JULY 2016**

A motion to approve the warrant dated July 2016 was made by Commissioner Krug, seconded by Commissioner DeMarse. Upon roll call vote the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, and E. Alton. With 4 ayes, 0 nays, the motion carried.

Commissioner Alton asked about Choice Strategies Funding. Director Heitz explained this is the deductible card for staff medical insurance. Commissioner Alton also asked about Cox Technology. Director Heitz replied the expense is for programming the District’s network and installation of computers at the front desk. Commissioner Alton inquired about the number of

computers the District has. Commissioner Alton also inquired which employees have a computer. Director Heitz explained who has computers but would check on the total number of computers. Commissioner Alton inquired if Daycare staff were the only staff with laptops. Director Heitz responded there are others in the District as well as maintenance. Commissioner Krug asked about the South Suburban Park & Recreation Association expense for \$20. Director Heitz explained this is the membership fee to belong to the association. Director Heitz attends the director meetings and has included Ryan in the membership due to his involvement with the teens. The dues are \$10.00 per person.

### **FINANCE REPORT**

Finance: Lee Ann Zaremba explained the District received a small tax distribution in July and will receive a larger one in September. No update on audit at this time. Included in the board packet are 3 profit and loss reports. A final payment was made for the trip to Maine.

HR: No update at this time on employee reclassification. Lee Ann explained that the dates on the credit card reports (BMO) could be confusing because of the new format.

Commissioner Alton asked “what is auto payment” on the credit card statements? Director Heitz explained it is an electronic payment and that’s how they choose to reflect it on the statements. The payment is made at the end of the month once all is balanced against the PO’s and receipts.

### **DIRECTOR’S REPORT**

Director Heitz stated maintenance worked hard to clean up the grounds from the storm on July 24<sup>th</sup>. Future Tree Service was called in to remove damaged trees. Two trees were removed to prevent damage to the building and fence should they come down in another storm. Director Heitz stated the insurance company has been notified about a possible claim. Director Heitz is waiting to hear back from Future Tree Service & Region Fence Sales regarding their quotes for the tree clean up and repairs to the fence.

Director Heitz explained the insurance benefits for medical is coming up for renewal on October 1st. Open enrollment will be September 1-30<sup>th</sup>. Humana has increased the rates by 15%. Director Heitz explained the increase is due to some outstanding claims as well as having a few large claims in 2015. Director Heitz further commented Humana offers an excellent plan. A high percentage of staff participates in the Humana Vitality and healthy living programs offered by Humana. Under the Humana Vitality program, the District receives a discount each month when staff meets their goals. Director Heitz stated In light of the increase, Humana is still lower in price per category of employee per month. Director Heitz also recommended changing the

employee contribution percentage to one that is more equal across the board. Director Heitz presented three options.

## **OLD BUSINESS**

Commissioner Alton stated at the last meeting she inquired about the 2 trips to Portillos that shows on the company credit card. Director Heitz replied one was for the teacher appreciation lunch and the other is believed to be a bus run. Director Heitz will look into the matter.

## **NEW BUSINESS**

### **HEALTH CARE BENEFIT RENEWAL**

A motion to approve the Health Care Benefit with Humana and option 2 of the staff contribution was made by Commissioner DeMarse, seconded by Commissioner Stanford. Upon roll call vote the following Commissioners voted aye: R. Stanford, K. DeMarse, and E. Alton. J. Krug abstained. With 3 ayes, 0 nays, 1 abstain, the motion carried.

Director Heitz stated again in addition to the 15% rate increase, the staff will also have an increase in the amount they contribute towards their health insurance. Option 2 is the most equal and stable for staff.

### **RCP/IPARKS GENERAL LIABILITY RENEWAL**

A motion to approve the RCP/IParks General Liability for August 23, 2016 to August 22, 2017 was made by Commissioner Krug, seconded by Commissioner Stanford. Upon roll call vote the following Commissioners voted aye: R. Stanford, J. Krug, K. DeMarse, and E. Alton. With 4 ayes, 0 nays, the motion carried.

Director Heitz explained that the only change is a 1% increase which is approximately \$700.

## **TRIP TIPS**

Director Heitz stated this topic wasn't on the agenda because it just came across her desk and wants the board to be aware of a change. Director Heitz explained that on the long haul trip to Maine that is coming up the driver is to receive \$972 in cash as a tip. Director Heitz explained, legally the District can't give a driver a cash tip. Director Heitz further explained if we give the driver this cash tip, we have to do a 1099 and they have to claim it on their taxes. The District doesn't assign or even know who the driver is until the day of the trip. The amount for the tips is included in the trip fees. Director Heitz suggests refunding each patron the tip amount. Each registered passenger would receive an envelope with their refund and an explanation for the refund on the day of the trip as they check in with Angie. It will be at the discretion of each trip participant whether or not to tip the driver. Director Heitz stated moving forward, the District

will let the travelers know tips are not included in the price of the trip. Commissioner Krug is concerned the bus company might want to raise their rate if we do this. Commissioner Krug further stated people were told when they sign up that the tip is included. Commissioner Alton was not aware the tip was included, stated she doesn't feel they will raise the rates and that several people already tip the driver on their own. Commissioner Stanford stated the driver is already being paid for the trip. This is a tip. Attorney Freeman suggested advertising should state that no portion of your fee includes tip. It would protect everyone; the driver, district and the bus company. Commissioner Alton agreed that it should be handled differently and to make sure when it's advertised it's noted tips are not included.

#### **EXECUTIVE SESSION**

A motion was made at 5:45 pm to enter into executive session for the purposes of personnel 5 ILCS 120/2 (C) (1) by Commissioner Krug and seconded by Commissioner Alton.

Regular session resumed at 5:57 pm. All commissioners present.

#### **MOTION ADJOURNMENT**

A motion to adjourn the meeting at 5:58 pm was made by Commissioner Krug, seconded by Commissioner Stanford. Upon voice vote, the motion carried.

#### **OFFICIAL REPORTS:**

1. Committee & Board Meeting Minutes (July 12, 2016)
2. Warrant (July 2016)
3. Health Care Benefit Renewal
4. RCP/IParks General Liability Renewal