President Leno called the Board Meeting to order at 7:05 p.m.

ROLL CALL OF COMMISSIONERS

<table>
<thead>
<tr>
<th>Commissioners Present</th>
<th>Commissioners Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Ploger</td>
<td></td>
</tr>
<tr>
<td>B. Owen</td>
<td></td>
</tr>
<tr>
<td>R. Nesvacil</td>
<td></td>
</tr>
<tr>
<td>T. Gelinas</td>
<td></td>
</tr>
<tr>
<td>M. Leno</td>
<td></td>
</tr>
</tbody>
</table>

STAFF PRESENT: Carrie Fullerton, Executive Director; Steve Scholten, Interim Executive Director; Brian Meyer, Director of Recreation and Facilities; Jason Myers, Director of Finance and Personnel; Ben Rea, Director of Parks and Planning; Steve Neill, Superintendent of Recreation Facilities; Kristy McCann, Superintendent of Recreation Programs; Pat Klawitter, Superintendent of HR; Lynn Minuskin, Preschool Supervisor; Tom Divello, Recreation Supervisor – Pioneer; Steve Dietz, Recreation Supervisor - Athletics; Alli Siamis, HR & Safety Supervisor; Cari Boyle, Recreation Supervisor – Athletics/Rentals; Jeff Lindstrom, Superintendent of Parks; Lindsey Robinson, ARC Aquatics Manager; Matt Healy, ARC Manager; David Terzaghhi, HTC Assist. Manager; Chris Nisbet, HTC Manager; Phil Wendell, Assistant Golf Operations Manager; and Kendra Maher, Recording Secretary.

Others present: David Moore, Laner Muchin; and Melissa Cayer, Resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

None

MINUTES

No discussion or comments regarding the March 10, 2020 Regular Meeting Minutes, or the March 13, March 19, or March 20, 2020 Emergency Meeting Minutes.

Comr. Ploger moved, seconded by Comr. Nesvacil, to approve the March 10, 2020 Regular Meeting minutes and the March 13, 19, and 20, 2020 Emergency Meeting Minutes. On voice vote the motion was approved 5-0.
PRESENTATIONS & INFORMATIONAL REPORTS

February, 2020 Financial Reports
Dir. Myers added that the District has about $8.5M in cash currently, with another $1M per month over the next several months for the District’s needs through CD’s maturing and investments. There was no further discussion regarding the financial reports presented.

OLD BUSINESS

Arlington Ridge Center Closeout Update
Dir. Rea address the Board with the following construction updates that have been completed since the last Board meeting:

- Modification of the single changing stall in the women’s pool locker room and splitting it into two has been completed.
- Fine tuning the new pool mechanicals and surge tank with manufacturer technicians, Schaefges Brothers, and FGM continues. The main drain butterfly valve has been installed and integrated into the filtration system. Caulking of the gutters in the wellness pool. Staff is attempting to coordinate the remaining work during the shutdown to limit interruption to swim programming.
- Staff continues to work with Mid-States concrete on the leaking precast panel. The spandrel piece over the northwest window will be drilled on the exterior when the weather warms up. Staff continues to look at all options for why the panels are leaking.
- Staff has ordered 12 benches for the locker rooms and has ordered wall mounted cubbies and lockers for the pool deck for patrons to store swim gear in. A few additional benches are being considered for the pool deck near the new lockers. In total, there will be 72 additional storage spaces between the cubbies (60 in total) and lockers (24 in total).
- The playground underdrain clean-out was cut down to grade and capped.

Comr. Gelinas inquired about what type of cleaning schedule has occurred at the ARC. Dir. Rea stated after the ARC was closed a deep cleaning occurred.

NEW BUSINESS

February, 2020 Vouchers
Dir. Myers provided the February, 2020 vouchers listing and asked if there were any questions from the Board.

Comr. Ploger inquired about operational expenses that will go down, is there a projection of those costs. Dir. Myers stated it is really too early to tell, and will report on these changes at a later time.

Comr. Nesvacil moved, seconded by Comr. Owen to approve the Voucher Listing for the month of February 2020, in the amount of $1,126,301.52 and the payroll and payroll related expense distribution for the month of February, 2020 for $1,224,476.35.

Roll was called with:
Ayes – Nesvacil, Owen, Ploger, Gelinas, Leno
Nays – None
Absent – None  
Ayes – 5; Nays – 0; MOTION CARRIED

Naming of Secretary of Board of Directors  
Exec. Dir. Fullerton explained that during the time of Interim Exec. Dir. Scholten, Dir. Myers acted as Assist. Secretary of the Board, and at this time ask the Board to appoint the Executive Director to Secretary.

President Leno asked how is it stated in the Policy Manual. President Leno further expressed that the Executive Director should be the Secretary of the Board, with the Director of Finance & Personnel as the Assistant Secretary moving forward. Dir. Myers confirmed that is how it is stated in the policy manual.

Comr. Nesvacil moved, seconded by Comr. Ploger to appoint the Executive Director, Carrie A. Fullerton, as the Secretary of the Board, with the Director of Finance & Personnel, Jason S. Myers, as the Assistant Secretary of the Board. On voice vote the motion was approved 5-0.

Summer Brochure Delivery Update  
Dir. Meyer explained that Staff have spoken to numerous agencies about their plans regarding production and delivery of their summer program guides. Many agencies were staying the course with their normal print and delivery schedules. Other agencies were going to go digital and get a reduced amount of copies for display at their facilities.

Currently, our printer Woodward Printing Services located in Wisconsin is running business as usual. However, after talking to our account representative this status could change by the day. The other issue could be Woodward delivering the brochures to Chicagoland Circulation who delivers door to door for us. They have stated that the trucking industry’s main priority is the delivery of medical supplies at this time which could delay our shipment. The one thing we have going for us is that brochures are scheduled to be delivered to households on the weekend of April 18. Resident Registration is scheduled to occur on May 5. If there is a delay with the guide, we have a grace period in between.

Woodward’s other clients have had varying reactions. Some have postponed projects or reduced print quantities. Woodward also stated that they certainly would not invoice us for a product that they would not produce. The park district has Woodward print 35,000 copies (32,000 to homes, 3,000 for facilities) at a cost of $19,250 per season. Chicagoland Circulation delivers door to door with a cost of $5,100 per season.

Dir. Meyer stated that Staff recommends one of the three options for the Summer Program Guide:

1. Conduct business as usual
2. Provide the guide digitally and have Woodward print 8,000 brochures (25% of what is regularly printed) to have available at community centers for customer pick up. Email, social media, and a possibly a direct mail postcard to alert customers of this change. The cost of this option would be $15,100.
3. Offer the Summer guide digitally only for the summer season.

Vice President Gelinas asked how would this impact year three of our contract with Woodward Printing. Dir. Meyer assured the Board that this would have no effect on the future of the contract, and Woodward has stated there is no act of God clause in our contract, however with
the fluidity of the pandemic, the District will only pay for what is printed. Vice President Gelinas also shared concerns of our customer not having the actual program in their hands. Commissioner’s Ploger, Owen, and Nesvacil agreed that this is an opportunity to make the brochure available online, push customers to the website, with the uncertain times upon us, customers will receive the most up-to-date information regarding registration dates and programming.

President Leno shared that she loves the brochure. However, given that we are under a Stay at Home order, the earliest a customer could come pick up a brochure is May 1st. President Leno suggestion was to not print any brochures this one time and use budgeted funds not spent printing to promote the online brochure and registration.

Comr. Ploger moved, seconded by Comr. Nesvacil, to only offer the Summer Program guide digitally and run a direct mail campaign not to exceed $24,600. On voice vote the motion was approved 5-0.

COVID-19 Financial Forecasting
Dir. Myers shared that Staff has been working to estimate the financial impact of COVID-19 on the District. This tentative information is based on numerous conversations with current and past finance professionals throughout the state. While the true impact is completely unknown, several agencies are beginning to prepare similar forecasts. Staff will continue to develop this schedule as more information becomes available and as actual financial numbers are posted.

The scenario that is provided has the following assumptions:
1) To establish forecasting, we utilized baseline revenues and expenditures that are similar to the prior year.
2) Real Estate Taxes assumed a 1.9% (CPI) increase.
3) Interest income is reduced by 25% of the prior year.
4) Revenues from Concession Sales, Recreation Program Fees, Swimming Pool, Tennis Clubs, and Golf Clubs would be modified by the following schedule based on program/activity run rates:
   - March – reduced by 75%
   - April and May reduced by 100%
   - June through August reduced by 50%
   - September through December – reduced by 25%
   - January would assume business returning to historical participation rates

Revenue from programs that start after April 1 has not posted to the general ledger yet and is posted to deferred revenue. However, programs that stated prior to April 1, has posted revenue to the general ledger and will need to be refunded if the class was not completed. Staff is in the process of doing this work and is attempting to get these monies put on house credit versus refunded. Dir. Myers reported to date $55,000 have been refunded due to COVID-19.

5) ARC Revenue:
   - March and April – reduced by 100%
   - May and June – reduced by 50%
   - July through September– reduced by 25%
   - October through February – no reduction.
6) Salaries and Wages – assumes all full time employees continue to work for the next 12 months. Part-time employees would be based on the following:
   - March - work as scheduled
   - April – paid for the first payroll only
   - May through July – 50% work schedule
   - August through December – 75% schedule
   - January – 100% Schedule.
7) Commodities cut by 50% in March and April.
8) Utilities – April through July cut by 25%.
9) Recreation Program Expenses – March – reduced by 50%; April – reduced by 100%; May – reduced by 75%; June & July – reduced by 25%; August through February 100%
10) There are no estimates for capital spending at this time since these are not operational costs.
11) Increased unemployment costs are not figured into these calculations at this time. To date, the District has received 12 new part-time unemployment claims in the last week.

Although we recognize that the estimated $1.36 million loss is sizeable, it is important to note that the agency’s current projected fund balance is $16.5 million, which is still $4.5 million over what is believed to be needed to maintain our Aaa Bond Rating, which we know is of utmost concern to all of us.

Comr. Owen commented the numbers are realistic, but do we have any idea at this time for the increase for unemployment. Dir. Myers stated that it is very hard to predict at this time. It is unknown if the District is the employer of record for however many employees apply for unemployment, and for how long this pandemic may go on.

**COVID-19 Operations**

Exec. Dir. Fullerton shared examples of public comments that the District has been answering and addressing through the website “Contact Us”. Notices have been placed at parks and playgrounds informing of closures. Dir. Rea informed the Board that the following parks have been closed: Camelot, Falcon, Frontier, Wildwood, Recreation, Pioneer, Greenbrier, Hasebrook, and Sunset Meadows. The District has been in touch with the VAH and Police Department to communicate our intentions.

Comr. Gelinas asked how is the District shutting down a park. Dir. Rea shared that tennis courts have been locked, chain has been dropped into basketball hoops, and signage has been placed.

The consensus of the Board was to Lake Arlington and Sunset Meadows where people have chosen to not do what has been asked of them, to social distance themselves from others.

Dir. Rea asked for a day or two to work with the VAH and Police to communicate to the community these closures during this pandemic.

Comr. Nesvacil moved, seconded by Comr. Ploger to close Lake Arlington, Sunset Meadows, all outdoor tennis and basketball courts beginning on Thursday, April 2, 2020. On a voice vote the motion was approved 4-1.
COVID-19 Full-Time Staff
Exec. Dir. Fullerton shared that today, March 31st, 2020, all Part-Time Staff have been temporarily furloughed. At the last meeting Staff was asked to bring back options moving forward during the pandemic as to Full-Time Staff benefits would be handled.

Exec. Dir. Fullerton gave a high level overview of five options for Full-Time Staff:
1) Pay employees for the next two weeks, payroll period of April 5th – April 18th
2) Pay employees for the next four weeks, payroll period of April 5th – May 2nd
3) Furlough employees allowing them to use vacation, personal, and/or sick time for pay
4) Furlough employees with no use of vacation, personal, and/or sick time and no pay
5) Pay employees for the next two weeks, payroll period of April 5th – April 18th and furloughing 25% of staff allowing furloughed employee to use vacation, personal, and/or sick time for pay

President Leno asked for clarification on a full-time employee who is furloughed, do they have health insurance benefits. Supt. Klawitter explained that Cigna has waived the minimum of thirty hours to be worked to maintain health insurance until May 31, 2020. The employee’s portion of the premium still needs to be paid by the employee.

Comr. Owen asked how many full-time employees are we discussing. AHPD has ninety-one full-time employees.

President Leno inquired about allowing employees to use their vacation time during this time. Dir. Myers shared that almost all employees have on average twenty days of vacation and or sick time. Exec. Dir. Fullerton stated that it would be up to the Board to allow a furloughed employee to use vacation, floating holidays, personal, and/or sick time for pay.

President Leno asked for the definition of furlough versus layoff. Exec. Director Fullerton explained that a furloughed employee is someone we expect to come back to work at AHPD after the pandemic is over and business resumes. A layoff, is a termination of the employee when AHPD would pay the employee for their vacation, floating holidays, and personal time, and removed from our system.

MOVED INTO CLOSED SESSION

Comr. Ploger moved, seconded by Comr. Nesvacil to hold Closed Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the AHPD – 5ILCS 120/2(c)(1) at 8:45 p.m.

Roll was called with:
Ayes – Ploger, Nesvacil, Owen, Gelinas, Leno
Nays – None
Absent – None
Ayes – 5; Nays – 0; MOTION CARRIED
RECONVENED TO REGULAR MEETING

At 9:41 p.m. the Regular Meeting was reconvened and the following were present:


Vice President Gelinas moved, seconded by Comr. Nesvacil to extend full-time payroll for two weeks, April 5 – April 18, 2020 for employees able and willing to work. On voice vote the motion was approved 5-0.

President Leno indicated that full-time payroll will be reviewed in regard to the pandemic at the next Board Meeting on April 14, 2020.

PARK FOUNDATION
None.

DIRECTORS REPORTS
None.

MATTERS FROM COMMISSIONERS
Comr. Ploger thanked everyone during these trying times, for sticking it out, and preparing all the information for tonight’s meeting.

Comr. Nesvacil and President Leno echoed Comr. Ploger’s sentiments, including going above and beyond.

President Leno added appreciation for everyone’s patience and willingness to jump in, and doing what is needed to get through these trying times.

ADJOURNMENT
Comr. Owen moved, seconded by Comr. Ploger, to adjourn at 9:47 p.m. On voice vote the motion was approved 5-0.

Maryfran H. Leno, President
Board of Commissioners
Arlington Heights Park District

Carrie A. Fullerton, Secretary
Board of Commissioners
Arlington Heights Park District

Date Approved