

Minutes of Committee Meeting
Berwyn Park District
November 7th, 2022
Proksa Park Activity Center

The Committee Meeting of the Berwyn Park District Board of Commissioners was called to order at 4:30pm by Board President Ana Espinoza.

Commissioners in attendance: Ana Espinoza, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cindy Hayes (Superintendent of Finance and HR and Interim Director), and Debbi Gayon (Superintendent of Recreation).

Finance: Commissioner Taylor went over the Schedule of Investments. Payables are being signed by the commissioners. Total amount is \$278,732.10. Hayes gave an update on the Cook County Levy. Draft numbers have been given to the district. We are just waiting on final numbers. Tax bills are still supposed to come out at the end of November/beginning December. Taylor requests to see forecasted expenses through the end of February 2023.

Policy and Personnel: The district has 5 job openings: Maintenance Worker, Horticulturist, Custodian, Recreation Manager and Marketing Manager. Jobs will be posted on the website and Indeed. Commissioner Taylor will provide some additional sites. Gayon requested some of her vacation time to roll-over to 2023. Commissioners want to see the vacation policy, what was paid out in 2022 for vacation roll over, salary amounts on the vacant position.

Recreation: Report included in packet. Gayon went over Brewfest expenses and revenues. Pre-K picture day were taken in house. Looking into selling surplus furniture from the pre-k rooms. Holiday Tree Lighting will be at Mraz Park on December 4th at 4:30pm. Letters to Santa will be November 15th-December 6th.

Building and Grounds: Report included in packet. Only one estimate to replace the water fountain at Hessler has been received. The Liberty Kitchen needs an estimate on the kitchen floor/basement ceiling for repair.

DCEO Grant update- the state has received the grant. Just waiting on approval from the grant committee. One document from the IRS stating we are a legal business is still needed.

MWRD Grant Update- Just waiting on the contractor to sign off on the contracts.

Computer System Update- We received three estimates to update our computer system/server. Commissioner Taylor asked if the companies would agree to a 6 month contract instead of a one year contract.

The 2023 Board Meeting dates and times were discussed. The commissioners are considering a time change for the regular meeting and moving the date of committee meetings.

Commissioner Espinoza asked for a card to be mailed to former Treasurer Gerald Sebesta- thanking him for his service.

Meeting adjourned at 7:40pm.