

**Minutes of Monthly Board Meeting
Berwyn Park District
February 21st, 2023
Proksa Park Activity Center**

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:02pm by President Brian Brock.

Commissioners in attendance: President Brian Brock, Mario Manfredini, and Zachary Taylor.
Staff in attendance: Cindy Hayes (Superintendent of Finance and HR and Interim Executive Director) and Debbi Gayon (Superintendent of Recreation and Experiential Programming)
A motion was made by Manfredini, seconded by Taylor to excuse Ana Espinoza and Gretchen Kostelny from the meeting. Motion unanimously approved.

Agenda: A motion made by Taylor, seconded by Manfredini to amend and approve the agenda. The agenda is amended XIII A Resolution 23-01 Honoring Gerald J Sebesta, Jr. Motion unanimously carried.

Minutes: A motion made by Manfredini, seconded by Brock to approve the minutes of the January 17th, 2023, Monthly Board Meeting. Motion unanimously approved. A motion made by Manfredini seconded by Brock to approve the closed session minutes from January 17th, 2023. Motion unanimously approved. A motion made by Manfredini seconded by Brock to approve the executive session minutes from January 23rd, 2023. Motion unanimously approved. A motion made by Manfredini seconded by Brock to approve the executive session minutes from January 23rd, 2023. Motion unanimously approved.

Public Comments: Mary P. wanted to know who the contact person for Arbor Week will be. She also asked where the Morton Arboretum Tree Plan was available to view. Brock responded the plan is available on the park district's website.

Correspondence: no correspondence

Treasurer's Report: The monthly financial report given by Taylor. The total investments as of January 31st, 2022, is \$1,361,645.95. A motion was made by Taylor, seconded by Manfredini to file the report for audit. A motion was made by Taylor, seconded by Manfredini to approve February's payables \$54,475.72 and January's payroll \$ 45,484.04 for a total of \$99,959.76. Roll call: Brock-Aye, Manfredini-Aye, and Taylor- Aye. Motion carried.

Interim Director Report:

We have multiple new employees that have joined the Berwyn Park District.

Nicole Collier-Program and Special Events manager

Carlos DeLeon- Seasonal Maintenance Worker

Elliot Fleege-Volleyball Instructor

Brittany Nepomuck- Marketing Manger

Adriana Wells-Customer Service Representative

Alan Leach- Maintenance Worker has resigned as of 2/17/2023

We currently have Maintenance Worker, Horticulturist, and Preschool Aide positions open.

We have received the reimbursement check of \$85,000 from the MWRD Grant. The preliminary portion of the audit is complete. We are currently working on gathering information for the final audit process

which begins in March. Board members should be receiving a Fraud Risk Assessment by email from Sikich.

Berwyn Western completed repairs to both indoor bathrooms at the Freedom Admin Building. They replaced PVC pipe from the HVAC unit in the loft at the Sunshine Maintenance Building. They are giving us an estimate on the drinking fountains at all the parks. Thermoflo completed the yearly inspection and serviced the generator at Liberty. It passed. Chicago Backflow Inc. performed their yearly inspection on RPZ valves at all buildings. All passed. I am completing the PDRMA Workers' Compensation Payroll Audit. This information determines the 2024-member contribution. Hayes is currently completing the ACA reports for both IRS and mailings for employees.

West Suburban Special Recreation Association (WSSRA): There was no WSSRA meeting in February. Events coming up were included in the packet. The Legislation Breakfast is March 17th. Please RSVP if you are planning to attend. Bowling fundraiser is March 18th.

Unfinished Business: DCEO grant update- There is a new person assigned to the grant, Katie. Everything needs to be resubmitted that was previously completed before.

CDS Technology update-Many of the computers are Windows 7-they will not be usable. A person came out to evaluate our technology and wiring to see what needs to be updated and to get us on a short-term and long-term plan. The server that hosts RecTrac is end of life. Microsoft will not support this server after October 2023. We need to have a discussion to replace the server or go to the cloud with RecTrac. Hayes is having meetings with CDS every 2 weeks to discuss the progress.

New Business:

Brock read resolution R-23-01 Honoring Gerald Sebesta, Jr's 45 years of service as the treasurer of the Berwyn Park District.

A motion was made by Brock, seconded by Manfredini to approve R-23-01 Gerald Sebesta, Jr's 45 years of service as the treasurer of the Berwyn Park District. Motion unanimously approved. The resolution document will be turned into a plaque and a tree will be planted in the spring in his honor.

A motion was made by Brock, seconded by Manfredini to approve pending verification of Cathy Fallon as Executive Director of the Berwyn Park District for a two-year contract, at a starting salary of \$135,000.

Meeting Dates: March 7th, 2023-Committee meeting at Proksa Park Activity Center at 4:30pm, and March 21st, 2023-Regular Board Meeting at Proksa Park Activity Center at 6:00pm.


Commissioner's Comments:

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 6:45pm. Motion unanimously carried.

Attested to by:



President: Brian Brock



Recording Secretary: Cynthia Hayes