

**APPROVED**

MINUTES OF MAY 1, 2020 SPECIAL BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
-VIA ZOOM VIDEO/AUDIO CONFERENCE-

The meeting was called to order at 4:36pm and roll was called.

Committee Members present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Josh Lutton, Commissioner  
Dudley Onderdonk, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities

Members of the Public in attendance who signed in or spoke: There were four unidentified members of the public in attendance.

Matters from the Public: There were no matters from the public.

Discussion of Children's Circle: Executive Director Sheppard explained that we have the opportunity to serve the public by running an emergency day care. This is a social service, not a money-making opportunity. Staff were easily recalled and responded quickly to the request. Program Manager Stockl reached out to all families of current participants looking for parents who fit the essential workers parameters from DCFS following the Safe at Home Order who also need child care. Director Collins indicated that the District received a temporary license to run an emergency day care for 30 days. There is a need and it is the right thing to do in the current environment. Stockl explained that the operations for emergency day care were created and, based on those plans, we were approved. Even better, our staff can accommodate special needs. Staff will be provided PPE and scrubs. We are charging a fee, but the state is paying for a lot of essential worker's child care. There are 7 enrolled for Monday with more reaching out to us. The original survey showed 28 in need, although some were not ready and others found at-home care.

The Family First Coronavirus Response Act includes provisions for leave if the staff member has COVID-19, is caring for someone with COVID-19, or has child care issues. A letter and a leave form were sent directly to day care staff explaining staff are being paid and we have been presented this wonderful opportunity unless they meet the elections for leave. Staff who are being paid, but not working were discussed. Executive Director Sheppard and staff will review finances and might come back with an offer of PTO time for stepping up and working. Higher risk, underlying issues falls in the form and requires a doctor's note.

Discussion ensued. Day care's soft opening will act as a good start to see how the process will work before larger groups return. Maintenance will follow guidelines for

cleaning, use a hospital-grade air filter, a full-time custodian assigned to the classrooms, and tracking staff bathroom and lunchroom use to not take any risks. Playground use will be split into cohorts with specific areas each cohort can use.

PDRMA communicated a change to Worker's Comp, but it was then reversed. If someone contracts COVID-19, there is no way to tie it to working. If they do contract it, the staff member will get paid sick leave for 2 weeks with the potential for family medical leave at our cost. If a student contracts it, there is a waiver they sign. We disclose the situation to the parents and they decide whether or not to leave their children here. If the facility has a license, there is no liability if child gets COVID-19.

It should be seamless to extend the license after 30 days.

Communication went out to Children's Circle and Kids Club families first and went out to the community via Lisa Sheppard's letter today.

Executive Director Sheppard thanked Jess, Bobby, and the whole team. The District is doing a really good service for the community. The Board allowing staff to remain on payroll makes it possible for the District to be nimble and make opportunities happen quickly. No further discussion ensued.

Other Business: The meeting on Tuesday, May 5 will concentrate on the beach, boating beach, and sports. Also requested is a Board or Committee meeting on May 12 to talk about camp.

Josh Lutton exited the meeting at 5:06pm.

Sheppard answered a question from Commissioner Boron. Anyone who wants a refund for camp will get a full refund. There might be a time we can only accommodate so many in camp and it will be first come, first serve. The normal refund policy applies unless it is COVID-19 related. If parents don't like how camp will be run due to COVID-19, they will get a refund. The camp survey went out today to those currently enrolled for camp, asking parents what will make them comfortable to send their kids to camp. If we cancel camp completely, everyone will be refunded. The policy may change.

The Glencoe Beach early bird rate is extended. Passes are available for purchase online; however, we have not advertised yet, not knowing the scenarios. Staff are waiting for CDC guidelines. More information and discussion to come at the Tuesday meeting. The packet will not be out until late Monday or Tuesday morning as information comes in.

Adjourn: Covey moved to adjourn the meeting at 5:15pm. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary