

MINUTES OF NOVEMBER 5, 2021 EMERGENCY SPECIAL BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear.

The meeting was called to order at 8:00am and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Bart Schneider, Commissioner
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Bobby Collins, Director of Recreation/Facilities
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: There was no one from the public in attendance.

Matters from the Public: President Brooks noted that matters from the public is a time for comments, not questions and answers, and each person will be given three minutes to speak. There was no one wishing to address the Board.

Resolution No. 931 Declaring an Emergency and Authorizing a Contract for Food

Catering Services to the Park District's Children's Circle Program: Executive Director Sheppard explained that both food preparers declined the vaccine mandate and, despite the District offering accommodations, decided to separate rather than take the weekly tests. There are many layers to DCFS requirements including certifications. This leaves Jess Stockl, our Early Childhood Manager, as the only person who can prepare food causing significant overtime and taking her away from running Children's Circle. Due to the staffing shortage, we were able to find only one food handler for 25 hours to make and serve snacks and serve the catered food to classrooms. We are required to serve 1 meal and three snacks a day per DCFS regulations and will need a second staff member to assist, even with a caterer. Due to this emergency situation and necessity to serve hot food from a DCFS approved site, the District is legally allowed with Board approval, to pass an emergency resolution to hire a caterer without going through the bidding process. Director Collins explained that Taste for Kids Inc. will be able to start on December 1. Staff secured references for Taste for Kids Inc. from area organizations currently using them including GJK, Highland Park Montessori, Glencoe Montessori, and Lutz, and Am Shalom is negotiating a contract with them as well. They are a DCFS licensed caterer. They use local, organic foods. They will only provide main meals, the District will still purchase, prepare, and provide the three snacks in-house. We will likely see our \$65,000 food bill halved because we are outsourcing to the caterer, however we will see a significant increase in the cost of providing a caterer for the program. We provide 110 meals per day including Kindergarten Readiness participants which does

not run in the summer months and there are a few babies that only drink from a bottle and won't eat catered food. GJK serves Plan B, the 3-ounce protein portion. We have chosen a mix of portion sizes based on age, although, per DCFS, we have to provide a second and third meal if requested by the child. If children are not in attendance, we won't need to pay for meals for those children.

Staff answered commissioner questions. The food handler can cook; the chef was designing the meals and handling food allergies. We will need another staff member due to staff needing time off and the extended 11.5-hour day. Food variety was discussed; it is a balancing act to accommodate all preferences. We use Cisco for our snacks and will continue to do so. There are pros/cons to the food from Cisco, but our program minimum is quality food. The cost of food is rising; our milk cost alone has increased \$2,000 as well as other foods and are expecting costs to increase further in this coming year. We will not be raising prices this year. The District just received the recent installment of the day care grant in the amount of \$65,000. The program is currently at breakeven at least based on current accounting, although staff are doing a deep dive into indirect costs. These programs are not moneymakers. No one other than Jess Stockl can prepare food due to licensing restrictions. When the new Early Childhood Supervisor is hired we will have him/her become certified to be the backup food preparer. We are also looking at adding another coordinator, the three coordinators will be backup trained as well. Staff will present a deeper presentation on early childhood finances next year.

A motion was made by Commissioner Boron to approve Resolution No. 931 Declaring an Emergency and Authorizing a Contract for Food Catering Services to the Park District's Children's Circle Program as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:19am. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary