



**GLENCOE PARK DISTRICT**  
**Special Board Meeting**  
**Tuesday, June 6, 2023 | 7:00pm**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted. Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Full-Time Year-Round Part-Time Staff Survey Presentation
- V. Discussion on Procedures for Herbicides Use in Parks
- VI. Discussion on Participant/Parent/Guardian Code of Conduct Policy
- VII. OSLAD Grant Discussion
- VIII. Discussion on Radio Amplifier Purchase
- IX. Discussion on Vaccination Policy
- X. NRPA Conference Delegates
- XI. Approval of Resolution for Efficiency Committee
- XII. Other Business
- XIII. Executive Session
  - A. Personnel 5ILCS 120/2c (1)
- XIV. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: [lsheppard@glencoeParkdistrict.com](mailto:lsheppard@glencoeParkdistrict.com)

**Key rules governing participation**

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



# **IV. Full-time and Year-round Part-time Staff Survey Presentation**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** John Cutrera, Director of Finance/HR and Becky Moore, HR Manager  
**CC:** Lisa Sheppard, Executive Director  
**SUBJECT:** 2023 Employee Survey  
**DATE:** June 6, 2023

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## I. Introduction

A survey was sent out to all full-time and year-round part-time team members in March 2023 (with the exception of Watts seasonal staff). For the 2023 survey, the District utilized the services of an external vendor, RecStar Consulting. RecStar Consulting is led by Gabriel Castillo, a professional with prior experience in the parks and recreation field. By using an external vendor, the intent was to reinforce the confidentiality and anonymity of survey participants.

RecStar Consulting sent the survey via email link and QR code, and staff were given three weeks, with reminders, to complete the survey. In addition, a new feature for 2023 was that the survey could be completed in either English or Spanish. The survey was sent to 100 staff members (43 full-time and 57 part-time), of which 52 employees completed the survey. This represents a 52% response rate. Through our research, this is a statistically valid survey, with industry standard response rates in the 50% average range.

In the sections to come, you will find the following information:

- A summary of the 2023 employee survey results
- A conclusion section, outlining next steps to be taken by the Glencoe Park District

## II. Summary of 2023 Glencoe Park District Employee Survey

Here is a summary of the 2023 employee survey and comments. For the 2023 employee survey, we made the following changes:

- We added language in Question 8 asking staff if they would recommend the District as a place to work to friends or family.
- In support of the District's DEI workplace initiatives, we also added Question 11: "Are there policies or procedures Glencoe Park District should review to be a more diverse, equitable, and inclusive workplace?"
- Lastly, the final change we made was to remove a 2022 survey question that asked whether an employee's feelings of cleanliness or safety at work was influenced by COVID-19.

In terms of takeaways from the 2023 employee survey, there are three major observations:

1. When you read the survey, especially Questions 4-10, 13-14, and 17-19, you will see employees overwhelmingly selected the "Strongly Agree" or "Agree" response. Across multiple questions, we showed a year-over-year incremental increase in the percentage of employees who selected "Strongly Agree" or "Agree" survey responses.

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- Specific survey questions that showed a marked increase in the “Strongly Agree” or “Agree” response rate from 2022 to 2023 were Questions 5 and 12. Question 5, “I have the tools and resources I need to perform my job effectively” had an 20% increase in the “Strongly Agree” or “Agree” response rate from the 2022 to 2023 survey. Question 12, “There is a strong feeling of teamwork and cooperation in my department,” showed an 8% increase in the “Strongly Agree” or “Agree” response rate from 2022 to 2023.
- The survey questions that show the most room for improvement were Questions 15 and 16. Question 15, “The District keeps me informed of changes to policies and initiatives” showed a 13% decrease in the “Strongly Agree” or “Agree” response rates from the 2022 to 2023 survey. Question 16, “District-wide, employees communicate effectively from department to department” had a 17% decrease in the “Strongly Agree” or “Agree” response rate from 2022 to 2023. The conclusion section of this memorandum will list the ways in which the Glencoe Park District will seek to address these growth areas.

The full list of survey questions with responses is attached for review by the Board of Park Commissioners.

**Q1: Please select a department from the list below that best relates to your job at Glencoe Park District (if more than one department, check all that apply):**

- Administration: 15%
- Recreation: 23%
- Parks and Facilities Maintenance: 19%
- Early Childhood: 34%
- Prefer not to answer: 7%
- Other (please specify): 2%

Comments:

- Enrichment

Q1: Prior Survey Results	2022	2021
Administration	8%	N/A
Recreation	21%	N/A
Parks and Facilities Maintenance	8%	N/A
Early Childhood	52%	N/A
Prefer Not To Answer	10%	N/A
Other	1%	N/A

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## Q2: What type of employee are you?

- Full-time: 61% (31 survey responses, which represents 72% of full-time staff)
- Part-time: 37% (21 survey responses, which represents 37% of part-time staff)
- Prefer not to answer: 2% (1 survey response)

Q2: Prior Survey Results	2022 (59% overall response rate)	2021 (56% overall response rate)
Full-Time	43% (26, represents 79% of FT)	32% (25, represents 78% of FT)
Part-Time	49% (30, represents 42% of PT)	68% (54, represents 68% of PT)
Prefer not to answer:	8%	N/A

## Q3: Please select the statement that describes your experience with the Glencoe Park District Employee Survey

- This is my first time completing a GPD Employee Survey: 31%
- I have taken part in a previous GPD Employee Survey: 67%
- Prefer not to answer: 2%
- Other (please specify): 0%

Q3: Prior Survey Results	2022	2021
This is my first time completing a survey:	39%	N/A
I have taken part in a previous survey:	57%	N/A
Prefer not to answer:	2%	N/A
Other:	2%	N/A

## Q4: I am satisfied with my job responsibilities and current workload.

- 90% Strongly Agree or Agree

Q4: Prior Survey Results	2022	2021
% Strongly Agree or Agree	82%	92%

## Q5: I have the tools and resources I need to perform my job effectively.

- 94% Strongly Agree or Agree

Q5: Prior Survey Results	2022	2021
% Strongly Agree or Agree	74%	N/A

## Q6: Where I work is generally clean.

- 84% Agree (“Strongly Agree” was not an option for this survey question)

Q6: Prior Survey Results	2022	2021
% Agree	87%	89%

## Q7: I feel safe at work.

- 88% Strongly Agree or Agree

Q7: Prior Survey Results	2022	2021
% Strongly Agree or Agree	93%	94%

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**Q8: I am proud to work for the Glencoe Park District, and I would recommend Glencoe Park District as a place to work to my friends or family.\***

- 94% Strongly Agree or Agree

*\*New for 2023: language added to Q8, "I would recommend Glencoe Park District as a place to work to my friends or family."*

**Q9: I am treated with courtesy, respect, and dignity by my co-workers.**

- 92% Strongly Agree or Agree

Q9: Prior Survey Results	2022	2021
% Strongly Agree or Agree	94%	90%

**Q10: Everyone here is treated fairly regardless of race, gender, age, ethnicity, background, sexual orientation, or other differences.**

- 90% Strongly Agree or Agree

Q10: Prior Survey Results	2022	2021
% Strongly Agree or Agree	89%	87%

**Q11: Are there policies or procedures Glencoe Park District should review to be a more diverse, equitable, and inclusive workplace?\***

- No: 82%
- Yes, Please Explain: 18%

Comments:

- Being able to go above our supervisor to express concern
- All policies need to be re-examined under the context of equity/inclusion
- Personal cell phone use while working
- This should be an area of continual growth and improvement for all employers. There is always work to be done in this area.
- Woman History Month, Black History Month, etc.
- They need to follow through on ALL policies that are set forth, not some here and some there
- More equitable benefits for part-time staff, tied to the average hours per week worked (year-round part-time staff) - e.g. increased paid time off, additional discounts on contractual programming, greater access to professional development funds
- Paid Family Leave, Tuition Reimbursement
- Utilizing the DEI committee to identify and action changes to our policies and procedures

*\*New Question for 2023, so no prior years' survey data*

**Q12: There is a strong feeling of teamwork and cooperation in my department.**

- 82% Strongly Agree or Agree

Q12: Prior Survey Results	2022	2021
% Strongly Agree or Agree	74%	86%

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**Q13: My relationships and interactions with my supervisor are positive and valuable.**

- 92% Strongly Agree or Agree

Q13: Prior Survey Results	2022	2021
% Strongly Agree or Agree	87%	95%

**Q14: I understand what my supervisor expects of me in order to be successful.**

- 92% Strongly Agree or Agree

Q14: Prior Survey Results	2022	2021
% Strongly Agree or Agree	97%	96%

**Q15: The District keeps me informed of changes to policies and initiatives.**

- 80% Strongly Agree or Agree

Q15: Prior Survey Results	2022	2021
% Strongly Agree or Agree	93%	87%

**Q16: District-wide, employees communicate effectively from department to department.**

- 55% Strongly Agree or Agree

Q16: Prior Survey Results	2022	2021
% Strongly Agree or Agree	72%	69%

**Q17: I have opportunities to engage in a two-way dialogue with my supervisor.**

- 92% Strongly Agree or Agree

Q17: Prior Survey Results	2022	2021
% Strongly Agree or Agree	91%	94%

**Q18: I am satisfied with the educational and training opportunities provided by the District.**

- 81% Strongly Agree or Agree

Q18: Prior Survey Results	2022	2021
% Strongly Agree or Agree	82%	85%

**Q19: Overall, my work experience at the Glencoe Park District is positive.**

- 91% Strongly Agree or Agree

Q19: Prior Survey Results	2022	2021
% Strongly Agree or Agree	97%	96%

**Q20: Please share any other comments you have below:**

- Communication needs to be worked on more but overall everything else is good.
- Communication is a must between departments and supervisors. Overall great place to be employed with.
- Personally I think there should not be lead teachers. In my classroom as a ft teacher assistant I feel like we work as a team and a lot of the time assistants do more than what the lead does yet the lead gets all

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the credit for everything. By calling everyone a team instead of just having one person be the leader we should be considered a team.

- I've worked at 3 pd for long periods of time, I'm so thankful for a PD that tries to continue to invest in their staff, gives annual pay raises, is as flexible as they can be. A supervisor who champions both the lives of the kids here but also her staff!!! Thank you for the amazing benefits to pt staff like extra shirts, Xmas bonuses or gifts, snacks, dinner occasionally at meetings, training, fitness mbshp, family beach passes. Wow!!! Well done. Thank you! Can I work for you full time!! I can't say enough about how superior you stand ahead of the other two large pd's I've worked at. Yes, I know your not perfect but neither am i.
- Fantastic place to work. would like hourly rate to be more w the market standards..esp those w advanced degrees.
- I submit these surveys every year, give feedback on ways to improve, I speak to admin, and nothing changes. It is appalling how disrespectfully I am treated, and I know others are treated. The managers in my department are always incredibly accommodating and I have loved working with them. However, the management above them is disrespectful and does not treat us like a part of the "team". When we give feedback or suggestions, they are ignored and then we are ignored because we spoke up. Although we are told there is "open door policies", whenever we speak up, we are belittled. Speaking up about a problem or concern should be welcomed. We speak up because we care about the Park District, and want to continue working there because we love what we do. But upper management/admin makes it near impossible.
- Love my department team. Want to interact with more departments. Team building or learning other's crafts. Go into each others' classrooms and learn from each other.
- I enjoy working here. I am treated fairly and respectfully. At times my thoughts are not considered and people are hired. It would be nice to have given my ideas on why not to hire or hire certain people. Otherwise, I am satisfied with my job.
- The District is full of dedicated, hard-working individuals - the vast majority of whom are open to innovation and making changes. Keep up the great work, supporting staff and providing great services to the community of Glencoe!
- We need to continue to invest in staff resources and development. High expectations means higher attention to detail and execution of quality services to the community. We cannot continue to add additional services without additional resources.
- There could be some presence from upper management in Early Childhood. I think it would be good for the patrons of the park district to see upper management and it would be good for the employees and improve the overall park district culture.

## IV. Conclusion and Next Steps

One of the most important action steps when conducting an employee survey is ensuring that all employees have access to the results and have the opportunity to suggest solutions to any of the areas presented. The 2022 employee survey results were successfully shared through multiple means of communication, and District leadership will ensure the 2023 survey results are shared in a similar manner—including an in-person presentation at a future District managers' meeting, a Friday update email, printed copies of survey results in the employee break rooms, and digital copies of survey results on the online employee self-service portal (ESS). Managers will also have team meetings with their respective staff to ensure they have received the results and to offer them an opportunity to provide additional input.

Going forward, one area of focus will be evaluating and expanding upon opportunities for enhanced communication and collaboration. Given the qualitative feedback shown in Questions 15 and 16, it is clear that the Friday Update emails continue to contribute positively in this area. Guaranteeing

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that top down communication is flowing as it should is a crucial first step in enhancing our communication District-wide. The District is also continuously looking at opportunities to improve interdepartmental communication and team-building. With the expiration of the COVID-19 Public Health Emergency (PHE) Declaration on May 11, it allows more opportunity for cross-departmental and administration interaction. Based on the wide array of services provided by the District, it is logistically challenging to have all employees in the same space, at the same time. Nevertheless, the District is planning on holding a summer staff meeting in July, in which the first part of the meeting will be a presentation on the “State of the District,” and the second part of the meeting will be focused on team-building. There are also plans to utilize time at Early Childhood Department institute days or ELC meetings for additional “State of the District” presentations, in which staff members across departments will be encouraged to attend.

In addition, our staff committees are another great avenue to encourage interdepartmental communication/collaboration. One example of this is the IDEA Committee (Inclusion, Diversity, Equity, and Acceptance), which is well-suited to provide even more opportunity for cross-departmental participation and relationship building. The IDEA Committee can also serve as an excellent resource to review the District’s policies and procedures, as noted in Question 11, so as to support a diverse, equitable, and inclusive workplace.

Another area of continued focus will be on employee appreciation. In the 2023 survey, we were encouraged to see an 8% increase in the number of staff who marked “Strongly Agree” or “Agree” to Question 12 on experiencing strong feelings of teamwork and cooperation. One interdepartmental example of this is our Employee Appreciation Committee, which continues to do an excellent job in coming up with innovative ways to make employees feel valued. Some recent examples include: providing premium GPD branded items (backpacks and apparel) to reinforce team identity, increasing the number of SPIRIT card drawing winners, hosting an ice cream van for staff treats in the summer, organizing a successful, well-attended holiday party in 2022, and most recently, putting on a door decorating contest that boosted team morale and creativity. These events and more are advertised in Friday updates.

The District also demonstrates its focus on the importance of employee appreciation through investment in talent and technology. Specifically, the Board approved a 5% merit increase pool; the number of full-time positions in Early Childhood programs was expanded; and the District rolled out new Human Resources and Training software for staff – BambooHR and TalentLMS, the combination of which hold great potential for organization-wide information sharing and professional development. We are also doing a systematic review of our personnel policies, including enhanced employee benefits, that will be brought back to the Board for final approval. It follows, then, that the District’s significant investments in talent and technology contributed to the 20% increase in the number of employees who marked “Strongly Agree” or “Agree” to Question 5 about having the tools and resources to perform their job effectively in the 2023 survey.

As mentioned in the introduction of this memorandum, the District worked with an external vendor, RecStar Consulting, to administer the 2023 employee survey. It proved to be a fruitful collaboration. The District was able to reinforce the confidentiality of the survey, and increase the accessibility of the survey by offering it in English and Spanish, as well as offering a mobile-optimized QR code. While we are pleased with the current year’s survey response rate, we will continue to challenge ourselves to achieve even higher response rates for future surveys. In doing so, it will be critical to

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ensure that responses received are still genuine and staff don't feel obligated to respond.

To conclude, we believe that one of the District's greatest resources is its people, our staff. Employee surveys are thus an excellent tool for engaging with staff on what they view as our workplace's greatest strengths and areas of improvement. Overall, the results of this survey support the fact that Glencoe Park District offers an outstanding employment experience. With this information, we are able to take continuous strides in improving the workplace experience. We wish to express our deep appreciation and gratitude for all team members who participated in the 2023 employee survey, to District Managers for their ongoing leadership, and to our Board of Park Commissioners for their continuous support of workplace excellence.

# **V. Discussion on Procedures for Herbicides Use in Parks**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**CC:** Kyle Kuhs, Director of Parks and Planning  
**FROM:** Lisa Sheppard, Executive Director  
**SUBJECT:** Discussion on Herbicide Use in Parks  
**DATE:** June 6, 2023

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Staff would like to discuss the use of broad leaf herbicides in our park system. The Board previously gave the direction to only treat our athletic fields given the need to maintain a safe and playable condition. Unfortunately, one of the consequences of this approach is the increasing presence/growth of invasive species of weeds into our park's green spaces. These invasives include Lesser Celandine and Creeping Charlie. Invasives like Lesser Celandine are extremely aggressive and can multiply rapidly. The window to treat is spring, so this discussion is really centered around and laying the ground work for how we will approach next year and into the future.

As we begin to see larger and larger patches of these invasives, we feel a discussion is warranted on how staff will approach the issue.

There are really only three options:

1. Continue to not use herbicides in areas other than athletic fields
  - a. Not recommended as this could lead to severe long-term turf damage if invasives are left uncontrolled
2. Start treating all our green spaces to eliminate all broadleaf weeds
  - a. Not recommended as we would be eliminating all broadleaf plants in our turf including dandelions
3. Spot treat our parks
  - a. Recommended as this is the most practical approach in our opinion. We will attempt to control these invasives while still minimizing our herbicide usage.

Option number three was discussed internally as well as with our stewardship contractor, Pizzo and Associates, as being the most prudent measure. All parties agreed that, left uncontrolled, these invasive species could be detrimental to our turf quality. An option we will consider after treatment has taken place is to overseed bare spots with a clover/grass seed mixture that is drought resistant, pollinator friendly, and outcompetes many invasive weeds.

When staff sprays for broadleaf on turf grass we will, as always, follow the requirements for posting public notice regardless of the size of a treatment.

The use of herbicides is a polarizing and nuanced topic and we want to be respectful of all perspectives while ultimately making the decision that has the best interest of the District in mind. Staff is looking for the Board's opinion on the option staff should implement.

# **VI. Discussion on Participant/Parent/Guardian Code of Conduct Policy**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Bobby Collins, Director of Recreation & Facilities  
**SUBJECT:** Changes to Participant and Parent Code of Conduct  
**DATE:** May 22, 2023

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Staff has reviewed and made suggested changes to the Participant and Parent Code of Conduct Policy that they believe will improve clarity, address emerging issues, and promote a safe and respectful environment for all participants.

## **The key edits include the following:**

### **Improved Inclusivity**

The policy is more inclusive by incorporating language that promotes diversity, equality, and respect for all participants, regardless of their background, race, ethnicity, gender, or sexual orientation.

### **Enhanced Discipline Management Procedure**

The Discipline Management Procedure is refined to ensure fair and consistent enforcement of the policy. We have provided clearer guidelines on how violations will be addressed, investigated, and reported, emphasizing the importance of prompt action to maintain a safe environment. The revised procedure outlines specific disciplinary actions based on the severity and frequency of the violation, including verbal warnings, program suspension, or expulsion.

Staff is looking for consensus to move the policy forward for approval at the June 20 Board meeting.

# Glencoe Park District

## Participant and Parent/Guardian Code of Conduct Policy

Approved by the Executive Director: January 9, 2018, updated xxx

No participant shall, on the basis of race, sex, creed, national origin, sexual orientation, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any privilege, advantage, or opportunity.

### Participant and Parent/Guardian Code of Conduct

Participants and parents/guardians are expected to exhibit appropriate behavior at all times while participating in any program or activity at the Glencoe Park District. It is recommended that parents/guardians discuss with their children that activities are planned for groups, and while the child may wish not to participate in a specific activity, he/she is they are still expected to ~~attempt~~ make an effort to be a part of the program. The following guidelines are designed to provide safe and enjoyable activities for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

### Participants and ~~p~~Parents/Guardian shall:

- Show respect to all participants, staff, and property
- Take direction from program staff and supervisors
- Refrain from using abusive or foul language
- Refrain from causing bodily harm to self, other participants, or staff
- Show respect for equipment, supplies, and facilities
- Refrain from engaging in any form of teasing or bullying toward others
- Use or possession of illegal chemicals or drugs on Glencoe Park District property is not permitted
- Possession of alcohol on Glencoe Park District property is only allowed with proper authorizations
- ~~Bullying is not permitted in any fashion~~

### Discipline Procedure

~~A positive approach will be used regarding discipline. The Glencoe Park District reserves the right to dismiss a participant or parent whose behavior endangers the safety of him or others. Each situation must be evaluated on its own merit. Appropriate action should take place as soon as possible. The Glencoe Park District reserves the right to dismiss a participant or parent/guardian whose behavior endangers the safety of themselves or others. Each situation must be evaluated on its own merit. Appropriate action should take place as soon as possible.~~ Physical restraint of a child will only occur ~~it-if~~ the child is putting ~~her/himself~~ themselves, another participant, or an instructor/counselor/coach in immediate danger. It will not be used as a behavioral management technique. If this type of behavior management is needed, the NSSRA will be called to evaluate the child and ~~possibly provide a one-on-one aide. After the aide is in place, the child will be required to follow the Participant Code of Conduct.~~ make recommendations for support. Any recommendation for behavioral support must be followed.

## Methods and Strategies Procedure

If a participant exhibits inappropriate actions, the following ~~guidelines should~~ methods may be followed:-

- **Step 1-Verbal Warning:** The counselor/instructor/coach will discuss with the participant the undesirable conduct and why the action is not appropriate.
- **Step 2-Redirection:** The counselor/instructor/coach will redirect the child to another activity. Redirection begins after the counselor/instructor/coach has discussed with the participant the reason for the redirection and what appropriate behavior is expected to prevent a redirection in the future. ~~Provide positive feedback by saying, for example, "We enjoy having you in the program, but today your behavior was unacceptable".~~
- **Step 3-Loss of Privilege:** The counselor/instructor/coach will remove the participant from an activity chosen by the counselor/instructor/coach ~~for one day only~~. The counselor/instructor/coach must explain what behaviors were inappropriate and what corrective action will prevent problems in the future.
- ~~Step 4 Conduct Report: A conduct report will be given to the participant after the unacceptable behavior of the child has been discussed. A discussion with a parent must accompany this level of discipline.~~
- ~~Step 5 Supervisor Meeting: Upon receiving three conduct reports, the Recreation Manager will contact a parent or guardian to arrange a meeting to discuss corrective measures and disciplinary action. If additional conduct reports are issued, a 1-3 day suspension and/or termination from the program will occur.~~
- Use of a 1-2-3 Warning System
- Facilitating Conflict Resolution

## Discipline Management Procedure

If a participant, parent, or guardian has trouble following the code of conduct, the following discipline procedures will be followed. Behaviors that endanger the safety and security of the child or others may result in skipped steps and/or suspension from the program.

- Verbal Warning: A participant, parent, or guardian behavior incident must be documented by staff.
- Written Warning: The participant, parent, or guardian will be suspended for one day. The suspension will be in effect the first day following the offense. The program manager will notify the parent/guardian. A Behavior Report will be written and must be acknowledged and signed by the parent/guardian and the participant at pick-up time.
- Suspension: The participant, parent, or guardian will be suspended from the program. The suspension will be in effect the first day following the offense. The program manager will notify the parent/guardian and schedule a conference to discuss behavior management and whether the child can meet participant expectations with or without accommodations.
- Dismissal: The participant, parent, or guardian will be dismissed from the remainder of the program. The program manager will notify the parent/guardian.

If an action involves a person with a disability, staff will contact NSSRA for a consultation, final decisions will remain with the Glencoe Park District.

## **Appeals**

Appeals by the participant and/or their parent/guardian may be made to the Director of Recreation and Facilities and/or Executive Director.

## **Bullying/Teasing**

~~Bullying or repetitive teasing is not permitted in any fashion. Bullying and any violent, physical, or threatening actions will receive an immediate conduct report and may result in a 1-3 day suspension or removal from the program. The Glencoe Park District reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others, or if the behavior negatively affects the experience of other participants. No refunds will be issued. If an action involves a person with a disability, staff will contact NSSRA for a consultation, final decisions will remain with the Glencoe Park District.~~

## **Communication and Appeals**

~~The Director of Recreation and Facilities will be informed of all incidents and their outcomes as soon as possible.~~

~~If after all disciplinary measures have been exhausted and the participant still violates the Code of Conduct or the severity of the violation warrants immediate action, the participants may be suspended or dismissed from the program. If the action requires dismissal from the program, then the manager in charge will contact the Director of Recreation and Facilities, who will then make the final decision after investigating the incident. In the absence of the Director of Recreation and Facilities, staff may go directly to the Executive Director.~~

~~Appeals by the participant and/or their parent or guardian may be made to the Director of Recreation and Facilities and/or Executive Director.~~

~~A copy of the Participant Code of Conduct should be handed out and signed by both the participant and parent at the beginning of Kids Club, Day Camp, ELC, Children Circle, and any other program that staff feels is necessary. The Participant Code of Conduct will be included in the District program brochures and on the Park District website.~~

*PDF version: Pdrive\Policies & Procedures\Recreation & Facilities\Participant and Parent Code of Conduct 010918 Approved*

*Word version: Pdrive\Board\Policies & Procedures\Recreation & Facilities\Participant and Parent Code of Conduct 010918 Approved*

## **VII. Discussion on OSLAD Grant**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**CC:** Kyle Kuhs, Director of Parks and Planning  
**FROM:** Lisa Sheppard, Executive Director  
**SUBJECT:** Discussion on West Park 2024 OSLAD Grant  
**DATE:** June 6, 2023

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Staff would like to discuss the Board's desire to apply for the 2024 OSLAD Grant for West Park. The West Park plan has been discussed over the past several years and it is time to decide if this is something the District wants to pursue again or wait to make a decision once the Comprehensive Plan is complete.

## Project Timeline:

- July-September 2021
  - Board Discussion and resolution authorization to apply for the 2022 OSLAD grant
  - Community Input meetings held
  - Application submitted to IDNR for West Park project
- July-September 2022
  - IDNR rejection letter received
  - Follow-up meeting with IDNR and Hitchcock to discuss reasons for rejection
    - Largely focused on language in lease agreement with School District 35 about priority use
  - Lease agreement language was adjusted, walking loop and tennis court renovations pulled from project, and bocce ball, shuffleboard, and ADA picnic tables added to the project scope
  - Resolution for authorization passed by Board and application submitted for 2023 OSLAD Grant cycle.
- March 2023
  - IDNR rejection letter received
  - Follow up with IDNR where the following comments were provided: "Glencoe Park District's application was very close to the cut line. Unfortunately, we ran out of money before we were able to fund all of the great projects we received. Glencoe had a strong application, but missed out on points in: Resource/Habitat Conservation. The other areas where points were missed out on were based on the demographics and economic data for the community and outside their control. As I said, they had a strong project proposal, and we hope they will reapply in the future."

## Project Highlights:

- Ball field artificial turf and drainage
- Shelter/gathering area
- Pickleball court resurfacing (tennis court resurfacing part of Master Plan, pickleball part of OSLAD Grant)
- T-Ball field backstop and restoration
- ADA walking path (loop as part of Master Plan, point a-b as part of OSLAD Grant)
- Bocce ball court
- Shuffleboard
- Rain garden installation

# MEMORANDUM

## Anticipated cost:

- \$1.5 million for OSLAD Grant portion
- \$500,000 for Master Plan portion
- Total project cost: \$2 million

## Attachments:

1. Existing conditions at West Park
2. Master Plan for West Park (Original OSLAD Grant submission)
3. West Park OSLAD 2022 Project Submission

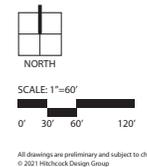
Staff Recommendation: I would recommend we table this project until the completion of the Comprehensive Plan. If this project rises to the top, then we pursue an OSLAD Grant at that time.



**LEGEND**

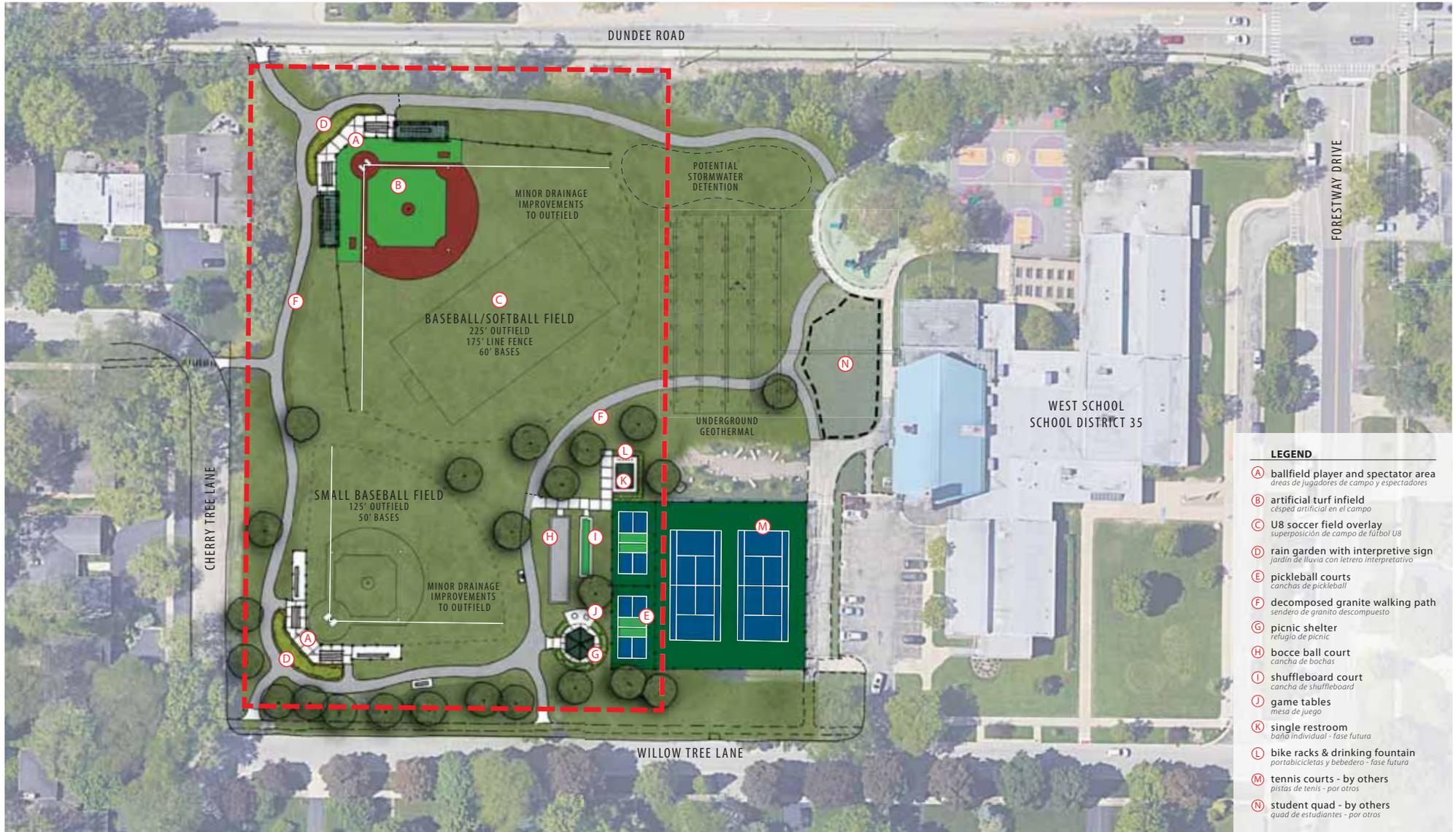
(A)	tennis courts <i>canchas de tenis</i>
(B)	mustang baseball field <i>mustango campo de beisbol</i>
(C)	kindergarten baseball field <i>jardin de infancia campo de beisbol</i>
(D)	discovery garden <i>jardin de descubrimiento</i>
(E)	playground <i>parco de juegos</i>
(F)	basketball court <i>cancha de baloncesto</i>
(G)	underground geothermal system <i>sistema geotermal subterráneo</i>

**HITCHCOCK GROUP**  
**Existing Conditions**  
**West Park**  
 Glencoe, Illinois



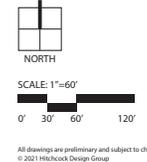
PREPARED FOR:  
 Glencoe Park District

**GLENCOE PARK DISTRICT**

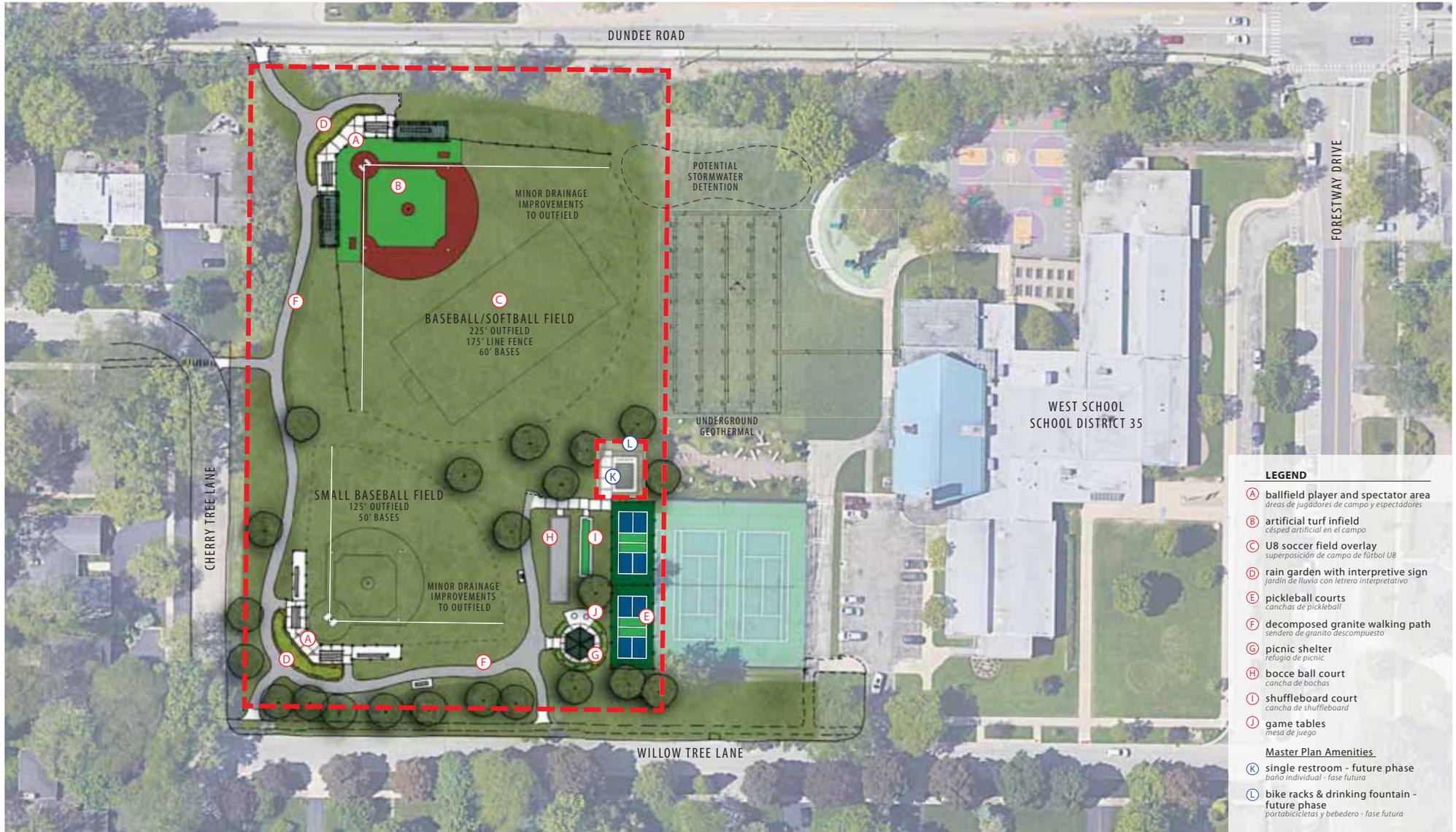


- LEGEND**
- (A) ballfield player and spectator area  
*áreas de jugadores de campo y espectadores*
  - (B) artificial turf infield  
*césped artificial en el campo*
  - (C) U8 soccer field overlay  
*superposición de campo de fútbol U8*
  - (D) rain garden with interpretive sign  
*jardín de lluvia con letrero interpretativo*
  - (E) pickleball courts  
*canchas de pickleball*
  - (F) decomposed granite walking path  
*sendero de granito desmenuzado*
  - (G) picnic shelter  
*refugio de picnic*
  - (H) bocce ball court  
*cancha de bochas*
  - (I) shuffleboard court  
*cancha de shuffleboard*
  - (J) game tables  
*mesa de juego*
  - (K) single restroom  
*baño individual - fase futura*
  - (L) bike racks & drinking fountain  
*portabicicletas y bebedero - fase futura*
  - (M) tennis courts - by others  
*pistas de tenis - por otros*
  - (N) student quad - by others  
*quad de estudiantes - por otros*

**HITCHCOCK DESIGN GROUP**  
**Master Plan**  
**West Park**  
 Glencoe, Illinois

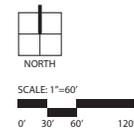


All drawings are preliminary and subject to change.  
 © 2021 Hitchcock Design Group



# OSRAD Concept Plan

West Park  
Glencoe, Illinois



All drawings are preliminary and subject to change.  
© 2021 Hitchcock Design Group

PREPARED FOR  
Glencoe Park District



## **VIII. Discussion on Radio Amplifier Purchase**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**CC:** Kyle Kuhs, Director of Parks and Planning  
**FROM:** Lisa Sheppard, Executive Director  
**SUBJECT:** Discussion on Radio Amplifier Purchase for Takiff  
**DATE:** June 6, 2023

---

Staff has been working with Glencoe Public Safety to strengthen radio communication signals at Takiff and Watts. While Watts will be re-assessed at the tail end of construction, we would like to move forward with the improvements at Takiff.

Staff received a proposal for Takiff Community Center in the amount of \$44,304.25. This work includes the installation of a new outdoor antenna, an amplifier/repeater, 13 indoor antennas, hardware, and installation labor.

This system was bid out in 2003 and awarded to Motorola for statewide mission critical communications for any public safety users. This system is proprietary and Chicago Communications LLC is a sole source provider; therefore, we do not need to bid out this item. This system was recommended by Glencoe Public Safety to most effectively improve their radio signal/reliability in our facilities.

In addition to the \$44,304.25 proposal, staff will be recommending an additional 10% contingency in the amount of \$4,430 added to the project to cover any unforeseen issues or obstacles related to the work. This project, budgeted in Fund 45 Safety and Security, is expected to commence in late summer and take 7-10 days to complete.

We are asking for a consensus to advance it for approval at the June Board meeting.

Attachments:

1. Proposal from Chicago Communications
2. Sole source letter from Chicago Communications

5/25/2023

Glencoe Park District  
Attn: Kyle Kuhs  
999 Green Bay Rd  
Glencoe, IL 60022

Dear Director Kuhs,

Chicago Communications is pleased to provide you with a quote for a Public Safety DAS solution to enhance the Starcom coverage (zone 1 site 49) throughout both floors of the Takiff Park District facility.

The below quote includes: one outdoor donor antenna, one 7/800MHz Repeater/AMP w/ battery backup, a filter, 12 indoor antennas distributed throughout both floors of the facility, all cable, connectors, splitters, grounding kit, non-penetrating roof mount, labor to install, two year field service agreement, and the first preventative maintenance check to be scheduled one year after the installation. *Preventative Maintenance is suggested to be completed on an annual basis.*

**Total: \$44,304.25**

**There is a potential need for additional Gym work pending cable path ways as they were not visible from our site walks. This will be determined at time of installation and is presented here as a NOT TO EXCEED additional total of \$3,290.00.**

*Notes:*

- *This excludes coring, permitting, EMT conduit, roof penetrations and premium time labor.*
- *This proposed system is for the enhancement of Starcom 700/800MHz throughout the 2 levels of the facility.*
- *The Gym area, is being presented as a not to exceed at this time due to a feasible pathway has yet to be determined and may not even be viable.*

Thank you  
Todd Niccum  
Director of Government Sales  
Chicago Communications  
630-280-7738  
[Tniccum@chicomm.com](mailto:Tniccum@chicomm.com)

## Standard Terms and Conditions of Sale

1. **Scope.** Chicago Communications LLC (“Seller”) will sell to the Glencoe Park District (“Customer”), and Customer will purchase from Seller, the equipment, parts, software, or services related to the equipment (e.g. installation) described in Seller’s Equipment List and Statement of Work (SOW) dated 5/25/2023 (“Proposal”). These terms and conditions, together with the Proposal, comprise the “Agreement.” Customer may indicate its acceptance of this Agreement by signing below or by issuing a purchase order that refers to either the Proposal or to a Customer solicitation to which the Proposal responds. Only these terms and conditions apply to the transaction, notwithstanding any inconsistent or additional terms and conditions contained in the purchase order or Customer solicitation.

2. **Price and Payment Terms.** The Contract Price is U.S. \$44,304.25 exclusive of applicable sales, use, or similar taxes and freight. Chicago Communications LLC ordering procedures and Payment Terms are enclosed. Customer will make payments to Seller within thirty (30) days after the invoice date. All freight charges will be pre-paid by Seller and added to the invoices, when applicable. Title and risk of loss to equipment or parts will pass to Customer upon shipment. Seller will pack and ship all equipment, parts or software in accordance with good commercial practices.

### STANDARD PAYMENT TERMS:

50% - AT Time of Contract

50% - Upon System Acceptance or Beneficial Use

3. **Software.** Any software owned by a third party (“Non-Chicago Communications LLC Software”) is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner unless the owner has granted to Seller the right to sublicense such software. Seller makes no representations or warranties of any kind regarding such Software.

4. **Express Limited Warranty and Warranty Disclaimer.** All Third Party Equipment is warranted under manufacturers warranty for a period in accordance with the Proposal. Seller warrants that the equipment and parts under normal use and service are free from material defects in material and workmanship. These warranties do not apply to: defects or damage resulting from use of the equipment in other than its normal, customary, and authorized manner; defects or damage occurring from misuse, accident, liquids, neglect, or acts of God; defects or damage occurring from testing, maintenance, disassembly, repair, installation, alteration, modification, or adjustment not provided or authorized in writing by Seller; breakage of or damage to antennas unless caused directly by defects in material or workmanship; defects or damage caused by Customer’s failure to comply with all applicable industry and OSHA standards; equipment that has had the serial number removed or made illegible; freight costs to ship equipment or parts to the repair depot; scratches or other cosmetic damage to equipment surfaces that does not affect the operation of the equipment; and normal or customary wear and tear. These express limited warranties are extended by Seller to the original user purchasing the products for commercial, industrial, or governmental use only, and are not assignable or transferable. If Customer gives notice of a valid warranty claim before the expiration of the warranty period, Seller will (at its option and at no additional charge to Customer) repair the defective product or replace it with the same or equivalent product. Such action will be the full extent of Seller’s liability hereunder. Repaired or replaced product is warranted for the balance of the

original applicable Warranty Period. All replaced products or parts will become the property of Seller. THESE WARRANTIES ARE THE COMPLETE WARRANTIES AND ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

5. Delays and Disputes. Neither party will be liable for its non-performance or delayed performance if caused by an event, circumstance, or act of a third party that is beyond a party's reasonable control (a "Force Majeure"). Each party will notify the other if it becomes aware of a Force Majeure that will significantly delay performance.

The parties will try to settle any dispute arising from this Agreement (except for a claim relating to intellectual property or breach of confidentiality provisions) through good faith negotiations. If necessary, the parties will escalate the dispute to their appropriate higher-level managers. If negotiations fail, the parties will jointly select a mediator to mediate the dispute and will share equally the mediation costs. Neither party will assert a breach of this Agreement without first giving the other party written notice and a thirty (30) day period to cure the alleged breach.

6. LIMITATION OF LIABILITY. Except for property damage, personal injury or death, Seller's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed the purchase price of the products or services for which losses or damages are claimed. SELLER WILL NOT BE LIABLE FOR ANY COMMERCIAL LOSS; INCONVENIENCE; LOSS OF USE, TIME, DATA, GOOD WILL, REVENUES, PROFITS OR SAVINGS; OR OTHER SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES IN ANY WAY RELATED TO OR ARISING FROM THIS AGREEMENT, THE SALE OR USE OF THE PRODUCTS, OR THE PERFORMANCE OF SERVICES BY SELLER PURSUANT TO THIS AGREEMENT. No action for breach of this Agreement or otherwise relating to the transactions contemplated by this Agreement may be brought more than one year after the accrual of such cause of action. This limitation of liability will survive the expiration or termination of this Agreement.

7. Confidential Information and Preservation of Proprietary Rights. If any information marked "Confidential" is provided by one party to the other, the receiving party will maintain the confidentiality of such information and not disclose it to any third party; take necessary and appropriate precautions to protect such information; and use such information only to further the performance of this Agreement. Confidential information is and shall remain the property of the disclosing party, and no grant of proprietary rights as it relates to the confidential information is given or intended to be given to the Customer by the Seller. Any copyright owner of Software, and any third party manufacturer own and retain all of their respective proprietary rights in the equipment, parts and software, and nothing herein is intended to restrict their proprietary rights. This Agreement does not grant any right, title or interest in Seller's or Third Party proprietary rights, or a license under any patent or patent application.

8. Non-solicitation. During the term of this Agreement and continuing for a period of two (2) years thereafter, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of CHICOMM or its subcontractors without the prior written authorization of CHICOMM. This provision applies only to those employees of CHICOMM or its subcontractors who are responsible for rendering services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

9. Government Contracting Information. CHICOMM and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. CHICOMM and subcontractor shall abide by the employee notice requirements set forth in 29 CFR Part 471, Appendix A to Subpart A.

10. Miscellaneous. Each party will comply with all applicable federal, state and local laws, regulations and rules concerning the performance of this Agreement or use of the products. Customer will obtain and comply with all FCC licenses and authorizations required for the installation, operation and use of the products. This Agreement and the rights and duties of the parties will be governed by and interpreted in accordance with the laws of the State in which the products are installed. This Agreement, and the Proposal, the ordering procedures, and the Payment Terms, constitute the entire agreement of the parties regarding this transaction, supersede all previous agreements and proposals relating to this subject matter, and may be amended only by a written instrument executed by both parties. Seller is not making, and Customer is not relying upon, any representation or warranty except those expressed herein. There are no certifications or commitments binding Seller applicable to this transaction unless they are in writing and signed by an authorized signatory of Seller.

**Seller:**

**Customer:**

By: Chicago Communications, LLC  
Name and Title: Cindy Glashagel  
Principal

By: \_\_\_\_\_  
Name and Title:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*



Glencoe Park District  
305 Randolph Street and 999 Green Bay Road  
Glencoe, IL. 60022

Dear Kyle Kuhs,

This letter is in reference to the potential purchase of the STARCOM21 DAS solutions to enhance public safety communications in the Glencoe Park District Takiff facility. The STARCOM21 system is solely owned by Motorola Solutions for use with public safety agencies in the State of Illinois. This system was bid out in 2003 and awarded to Motorola for statewide mission critical communications for any public safety users.

Chicago Communications, LLC is the assigned Manufacturers Representative by Motorola Solutions to provide and maintain Public Safety solutions for Glencoe Public Safety and Glenview Public Safety Dispatch Center as well as the surrounding agencies. Chicago Communications, LLC provides turnkey solutions and with an extensive background in Public Safety STARCOM21 DAS solutions to enhance in building communications when it matters most. We have also received contracts to provide Public Safety DAS solutions for Glencoe South, Central, and West schools scheduled for installation this summer.

Chicago Communications, LLC has had dedicated sales and service representatives serving the Chicagoland area for over Seventy years offering assistance with both long-term communications planning efforts as well as daily routine communications requirements. Chicago Communications, LLC, will always be ready and available to service your future needs long after your new system is in and operating.

Thank you,  
Todd Niccum  
Director of Government Sales  
Chicago Communications  
630-280-7738  
[Tniccum@chicomm.com](mailto:Tniccum@chicomm.com)

# **IX. Discussion on Vaccination Policy**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park District Commissioners  
**FROM:** Lisa Sheppard, Executive Director  
**SUBJECT:** Vaccination Policy  
**DATE:** May 17, 2023

---

With the end of the COVID-19 public health emergency on May 11, 2023, I recommend rescinding the current COVID-19 Vaccination Policy and replacing it with an updated Vaccination Policy. This policy is broader and will require, when declared by CDC, Federal and State health authorities, laws and DCFS regulations, that the employee or independent contractor will comply to be fully vaccinated.

Recommend motion for the June Board meeting: Move to rescind the COVID-19 Vaccination Policy approved on September 12, 2021 and approve the Vaccination Policy for Employees/Independent Contractors as presented.

**Glencoe Park District  
Vaccination Policy for Employees/Independent Contractors**

The Glencoe Park District is committed to maintaining a workplace that is free of known hazards and safeguarding the health of employees, patrons, and the community at large from infectious diseases.

The FDA believes that vaccines help protect the health, safety, and welfare of our employees, patrons, and their families. Where required by CDC, Federal and State health authorities, laws and DCFS regulations, the employee or independent contractor will comply to be fully vaccinated when required.

Before getting any vaccine, the agency encourages employees to review the FDA's Fact Sheet for any vaccine.

The agency may require employees to submit copies of their vaccination records.

Employees who are unable to receive a required vaccination because of disability, medical condition, or sincerely held religious belief or practice must submit a request for a reasonable accommodation to their manager prior to the date by which the agency requires them to be fully vaccinated. The agency will engage in the interactive process with such employees to determine whether they can perform the essential job functions on-site without posing a direct threat to employees, patrons, and other visitors, or whether the agency can make reasonable accommodations.

The agency may prohibit employees who fail to comply with this policy from entering the premises and/or they may be subject to disciplinary action up to and including discharge. The agency will make any decisions in accordance with the law.

Approved by the Board of Park Commissioners: **DRAFT FOR REVIEW**  
Previous Versions Approved: 0912/2021 (COVID-19 Specific)

Executive Director's Signature: \_\_\_\_\_ Board President's Signature: \_\_\_\_\_



Approved 09/12/21

**Recommend rescinding at the special Board meeting on 06/06/2023 and replace with the new Vaccination Policy**

**Mandatory COVID-19 Vaccination Policy for Employees**

The Glencoe Park District (agency) is committed to maintaining a workplace that is free of known hazards and safeguarding the health of employees, patrons, and the community at large from infectious diseases such as COVID-19.

The United States Food and Drug Administration (FDA) has issued emergency-use approval of the COVID-19 vaccine, and the FDA has since given one vaccine its full approval. The FDA believes the vaccine helps protect the health, safety, and welfare of our employees, patrons, and their families. This policy and the agency's application of it will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and state and local health authorities.

Given the extensive risk of significant illness and death that COVID-19 presents, including new concerns based on contagious mutations and to maintain the health and safety of all individuals on agency property or participating in agency programs, effective September 14, 2021, the agency requires all employees to be fully vaccinated to be on premises or work on-site. This includes full-time, part-time, seasonal, and temporary employees, in addition to any independent contractors that teach/coach programs for the Glencoe Park District.

Before getting a COVID-19 vaccine, the agency encourages employees to review the FDA's Fact Sheet for the Pfizer-BioNTech COVID-19 Vaccine; the Moderna COVID-19 Vaccine; and the Johnson & Johnson COVID-19 Vaccine. Copies of these fact sheets are available for all employees in the Human Resources office.

Employees who are unable to receive the vaccination because of disability, medical condition, or sincerely held religious belief or practice must submit a request for a reasonable accommodation to the Human Resources Manager prior to the date by which the agency requires them to be fully vaccinated. The agency will engage in the interactive process with such employees to determine whether they can perform the essential job functions on-site without posing a direct threat to employees, patrons, and other visitors, or whether the agency can make reasonable accommodations.

The agency will pay employees for their time taken to receive vaccinations. To the extent there are associated fees for administering the vaccine that are not covered, please contact Human Resources to request a reimbursement.

The agency considers employees fully vaccinated under either of the following two circumstances:

- Two weeks after receiving the second dose of a two-dose vaccine (e.g., Pfizer or Moderna).
- Two weeks after receiving a single-dose vaccine (e.g., Johnson and Johnson).

The agency requires employees who are already fully vaccinated to submit copies of their vaccination cards or other documentation to the Human Resources Manager by September 28, 2021.



The agency requires employees who are not fully vaccinated as of today to submit copies of their vaccination cards or other documentation showing the date of their first dose to the Human Resources Manager by no later than September 28, 2021 and to receive their second dose (if applicable) and provide documentation showing proof of full vaccination on or before October 26, 2021. The agency will compensate employees who are not yet fully vaccinated for time spent to receive their vaccination(s), either by attending appointments during working hours or reporting time spent at appointments during nonworking hours as hours worked when reporting time (which employees should coordinate with their supervisors).

The agency requires all newly hired employees in all positions to be fully vaccinated and provide supporting documentation to the Human Resources Manager before their start date.

The documentation submitted must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic, or family health information (other than the vaccination status and dates). For example, an employee can present a copy of the vaccination card or passport obtained when the vaccine is administered.

The agency may prohibit employees who fail to comply with this policy from entering the premises and/or they may be subject to disciplinary action up to and including discharge. The agency will make any decisions in accordance with the law.

Employees unable to be vaccinated because of disability, medical condition, or sincerely held religious belief or practice, may submit requests for accommodations or exceptions from this policy to the Human Resources Manager. The agency will consider such requests on a case-by-case basis, taking into consideration whether the requested accommodation creates an undue hardship on the agency and/or is a direct threat to the safety of the employee or others. The agency may allow for employees who do not receive the vaccine for disability, medical condition, or sincerely held religious belief or practice to follow a routine COVID testing schedule (a minimum of once per week) to detect cases early and prevent further spread, the frequency of testing may need to increase in the event of positive cases. The agency may reassign such employees at its sole discretion to temporary or permanent job assignments to prevent the spread of the COVID-19 virus. If no such reassignments are possible, the employee cannot perform essential job duties remotely and/or the agency cannot make other accommodations to ensure the safety of the employee and others if the employee works on-site, the employee may use available accrued paid time off while the agency explores whether it can maintain the employee's employment status.

Employees must also continue to follow the agency's current COVID-19 safety protocols including practicing social distancing and wearing face masks when social distancing is not possible, frequent hand-washing, sanitizing, self-screening for symptoms, reporting close contact with persons with COVID-19, and following any other Illinois, local county and city ordinances, regulations, or other guidance on COVID-19 protocols as well.

Address any questions about this policy to the Human Resources Manager.

# **X. Discussion on NRPA Conference Delegates**

Glencoe Park District  
June 2023 Special Board Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director  
**SUBJECT:** NRPA Conference Attendance  
**DATE:** May 22, 2023

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Per our policy, I am requesting permission for John, Bobby, Kyle, and I to attend NRPA Conference starting on October 9. This year's conference will feature thought-provoking keynote speakers, dynamic education sessions, an exploration-worthy exhibit hall and plenty of unique ways to network and connect with our peers from across the country.

We also budgeted for one commissioner to attend NRPA, if any of you would like that opportunity. If no Commissioner would like to attend we request the opportunity to allow our Early Childhood Director or Assistant Director of Recreation and Facilities the opportunity to attend.

The conference this year is in Dallas, Texas and will require a three-night hotel stay.

Below is an estimate of expenses. The total represents a not-to-exceed cost; actual costs may be lower. The conference expenses were budgeted and approved by the Board during the budget process.

Staff	Registration	Flight	Hotel 3 Nights	Travel Estimate	Per Diem \$85 Per Day	Total
Lisa	\$645	\$400	\$855	\$70	\$340	\$2,310
Bobby	\$645	\$400	\$855	\$70	\$340	\$2,310
John	\$645	\$400	\$855	\$70	\$340	\$2,310
Kyle	\$645	\$400	\$855	\$70	\$340	\$2,310
TBD	\$645	\$400	\$855	\$70	\$340	\$2,310

## Recommended Motion

Board approval at the June Board meeting for Glencoe Park District team members to attend NRPA Annual Congress with expenses not to exceed \$2,310 per person for a maximum of 5 attendees. This a budgeted item under conference and tuition reimbursement.

**XI. Action Item A:  
Approval of Resolution No. 954: Local  
Efficiency Committee**

Glencoe Park District  
June 2023 Special Board Meeting

**GLENCOE PARK DISTRICT  
RESOLUTION No. 954**

**A RESOLUTION FORMING A COMMITTEE ON LOCAL GOVERNMENT  
EFFICIENCY, GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS**

**WHEREAS**, the Glencoe Park District (“Park District”) is required to form a Committee on Local Government Efficiency (“Efficiency Committee”) pursuant to 50 ILCS 70/1 *et seq.* (the Act); and

**WHEREAS**, pursuant to the Act, the Efficiency Committee shall: (1) study the Park District’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of each county board of the county in which the governmental unit is located; and

**WHEREAS**, the Efficiency Committee shall consist of the elected or appointed members of the Board of Commissioners of the Park District, at least two residents from the District appointed by the President of the Board of Park Commissioners and approved by the Board of Park Commissioners, and the executive director or other officer of the Park District, if any; and

**WHEREAS**, the President desires to appoint Julia Lissner, Nicole Reifman, and Bob Kimble as the three resident members of the Efficiency Committee, with the advice and consent of the Board of Park Commissioners; and

**WHEREAS**, the Efficiency Committee shall meet at least three times and shall operate as a public body pursuant to the Open Meetings Act and Freedom of Information Act; and

**WHEREAS**, the Efficiency Committee shall provide a written report to the administrative office of the Cook County Board no later than eighteen months after the day of the Efficiency Committee’s formation; and

**WHEREAS**, the Efficiency Committee will be dissolved after it has made a written report to the Cook County Board and all other statutory requirements have been satisfied;

**NOW, THEREFORE, BE IT RESOLVED**, by the Glencoe Park District Board of Park Commissioners, Cook County, Illinois as follows:

**SECTION 1.** That the Board of Park Commissioners hereby forms its Committee on Government Efficiency consisting of the following individuals:

- Carol Spain, Board President
- Stefanie Boron, Board Vice President
- Michael Covey, Board Treasurer
- Bart Schneider, Board Commissioner
- Jordan Spector, Board Commissioner
- Julia Lissner, Resident Member
- Nicole Reifman, Resident Member
- Bob Kimble, Resident Member
- Lisa Sheppard, Executive Director and Board Secretary

**SECTION 2.** That Carol Spain shall serve as the chairperson of the Efficiency Committee;

**SECTION 3.** That the Park District’s Board Secretary, Open Meetings Act Officer, and Freedom of Information Act Officer shall serve the Efficiency Committee in those respective roles;

**SECTION 4.** That the Efficiency Committee shall perform its duties in accordance with 50 ILCS 70/1 *et seq.*; and

**SECTION 5.** That the Board of Park Commissioners shall provide a written report to the Cook County Board no later than October 2024, which is within eighteen months after the day of the Efficiency Committee’s formation.

**ADOPTED** this 6<sup>th</sup> day of June 2023 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows.

**Ayes:**  
**Nays:**  
**Abstentions:**  
**Absent:**

By: \_\_\_\_\_  
 Carol Spain, President  
 Board of Park Commissioners  
 Glencoe Park District

ATTEST: \_\_\_\_\_  
 Lisa M. Sheppard, Secretary  
 Board of Park Commissioners  
 Glencoe Park District

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files, and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 954:

**A RESOLUTION FORMING A COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY, GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00pm on the 6<sup>th</sup> day of June 2023.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 6<sup>th</sup> day of June 2023.

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

[SEAL]