



**Hampshire Township Park District  
Board of Commissioners  
Board Meeting Minutes  
November 5, 2018**

**Call to Order:**

At 6:32 p.m., President Nathan Looman called the Board meeting to order.

**Commissioners Present:** Nathan Looman, Jamie Herrmann, Aaron Kelly, Jennifer Reid

**Commissioners Absent:** Bill Hornbeck

**Staff Present:** Laura Schraw- Executive Director, Patti Prill- Finance Director (left at 7:07 pm)

**Approval of Agenda:** Commissioner Kelly made a motion to approve the agenda. Seconded by Commissioner Reid. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard:** None

**Discussion Items**

**A. Benefit Time**

Executive Director Schraw presented the Board of Commissioners the proposed, and revised, PTO policy for all full-time staff. Commissioner Kelly asked if this will create confusion with the staff as many are unable to take the time now as they have multiple weeks of vacation. Executive Director Schraw explained that allowing people to bank their time will allow them to plan for longer vacations or time off. Director Prill explained to the Board that the changes to this policy will mandate that employees take time off otherwise they will lose days. This will allow current employees to keep their current PTO days until their Anniversary Date and then they can choose to bank remaining days and then will be converted to this new schedule. Director Prill said there will be a discussion at the November 13 all staff meeting for the LPP staff regarding the proposed changes. Commissioner Kelly inquired as to why the LPP staff gets 9 Holidays and the Park District Staff gets 11. He recommended that everyone be treated the same on the Holidays (9) and that Personal Time could be called Floating Holidays. Executive Director Schraw spoke that the LPP full time staff (daycare) need to be open on some holidays due to the nature of the business. Executive Director Schraw spoke that the full-time staff at the Park District office work, and put in, extra hours and time based on the nature of their job roles. Discussion amongst the Board was that all staff would get the 9 Holidays with the Office Staff (non-LPP staff) getting 2 extra floating holidays defined with set parameters (MLK, President's Day, Columbus Day, July, Good Friday).

**B. 2019 Meeting Schedule**

Executive Director Schraw proposed to the Board changing the meeting dates for 2019 from the First and Third Mondays to the Second and Fourth Mondays due to Holidays and other schedule conflicts.

**President's Report-** President Looman reported on conversations with the developer and Village President regarding mass grade for Phase Two of Tuscany Woods and the Park at Tuscany Woods as well as an update that the Village had agreed with the Developer to do vouchers and therefore the Park District will not get paid until the 299<sup>th</sup> house will be built. President Looman also reported back to the Board about his attempts to coordinate with our IT contact and has not received a response. President Looman reported that he met with Village Officials about the updated Safe Route that will help with our programs that walk down Panama to get to the Splash Pad and Ream Park.

Commissioner Kelly asked Executive Director Schraw about Phase 1 of Tuscany Woods did the Park District collect any Impact Fees- Executive Director Schraw clarified that the Village gave the Park District more land than required therefore the Park District would not be eligible to collect the Impact Fees. Commissioner Kelly inquired about staff attending IAPD conference. Executive Director Schraw reported that Athletics Supervisor Prill has committed to attending Conference.

Commissioner Kelly asked the Executive Director how the Board could be more involved with other organizations (ie NISRA) and support their benefits.

**Director's Report-** A gentleman is donating a Christmas tree (15 ft tall). Executive Director Schraw updated the Board on the Eagle Scout project submission and Executive Director Schraw requested a drawing of his project before it gets approved.

**Executive Session: None**

**Adjournment:** At 8:48 p.m. Commissioner Kelly made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed with 4 Ayes, 0 Nays, 0 Abstain.

A handwritten signature in cursive script, appearing to read "JMR", located in the bottom right corner of the page.