

FOREST PRESERVE COMMITTEE MINUTES FROM JULY 13, 2016

PRESENT: Committee members - S. Ballard, M. Burns, S. Doye, D. Cremeens, E. Langdon, K. Maranda, R. Simmer.

ABSENT:

ALSO PRESENT: Jeff Craver, Forest Preserve Director; April Palmer, County Auditor; L. Ewert, County Treasurer; Carrie Kerr, Treasurer's Office; Ryan Pnakovich, IPARKS.

President Ballard called the monthly meeting of the Forest Preserve Committee to order at 3:00 PM on Wednesday, July 13, 2016, in the County Board Office on the second floor of the County Building, Rock Island, Illinois.

Roll was called:

S. Ballard, R. Simmer, E. Langdon, M. Burns, S. Doye, K. Maranda, D. Cremeens.

Total Present 7

President Ballard called for a motion approving the June Committee open and closed session meeting minutes.

MOTION: Mr. Maranda moved to approve the June Committee open and closed meeting minutes. Mr. Doye seconded the motion.

Motion carried.

President Ballard called for a motion to approve the claims for the Forest Preserve Fund in the amount of \$81,708.72, the Niabi Zoo Fund in the amount of \$71,379.30, the Liability Fund in the amount of \$599.65, and Treasurer's Disbursements in the amount of \$165,109.18.

MOTION: Dr. Simmer moved to approve the claims and treasurer's disbursements. Mr. Cremeens seconded the motion.

Motion carried.

President Ballard called for a motion to approve the Transfers of Appropriation in the Forest Preserve General Fund and Niabi Zoo Fund for Fiscal Year 2016.

MOTION: Mr. Langdon moved to approve the Transfers of Appropriation in the Forest Preserve General Fund and Niabi Zoo Fund. Mr. Doye seconded the motion.

Motion carried.

President Ballard called for a motion to approve the Personal Property Replacement Tax Resolution.

MOTION: Mr. Doye moved to approve the Personal Property Replacement Tax Resolution. Mr. Burns seconded the motion.

Motion carried.

President Ballard called for a motion to approve the Improvement Fund Resolution.

MOTION: Dr. Simmer moved to approve the Improvement Fund Resolution. Mr. Maranda seconded the motion.

Mr. Craver noticed that the resolution was an old copy, and that the numbers had changed.

MOTION: Mr. Langdon moved to approve the corrected Improvement Fund Resolution. Mr. Doye seconded the motion.

Motion carried.

President Ballard called for a motion to approve the General Wage Resolution.

MOTION: Mr. Maranda moved to approve the General Wage Resolution. Mr. Doye seconded the motion.

Motion carried.

Mr. Craver stated that after the agenda had been posted information on a bequeathment came in. Since the District is a governmental entity a resolution must be passed to accept the money.

Mr. Langdon asked if there was a possibility that the family might contest the bequeathment.

Mr. Craver stated that the bequeathment was in the will, and that the will was being handled under Florida law since the deceased had been living in Florida for some time before passing. There is no indication that it would be contested, however, there is no guarantee that it would be either.

President Ballard stated that if it is contested, that would simply mean that the District did not receive the bequeathment, and asked for a motion approving the resolution accepting the bequeathment from Dorothy Powers for Indian Bluff.

MOTION: Mr. Maranda moved to approve the resolution accepting the bequeathment from Dorothy Powers for Indian Bluff. Mr. Doye seconded the motion.

Motion carried; Mr. Langdon voted nay.

President Ballard called on Mr. Pnakovich to go over the quote.

Mr. Pnakovich brought the Committee's attention to page eight, which is where the outline of Liability coverage begins. There is a \$15,000,000.00 limit per occurrence, however, there is no cap on the amount of claims paid out. There is a \$25,000.00 deductible on Legal Liability on third party claims and wrongful acts. The automobile coverage is basic with no deductible. Real & Personal Property coverage has a \$5,000.00 deductible. The Real & Personal Property coverage is at replacement value.

Mr. Craver asked if the deductible was for each event or if it was for each object effected.

Mr. Pnakovich answered that it was for each event. If the same storm hits more than one park, then that is one event. However, if a storm comes in, hits one park and an hour later another storm comes through and hits a different park, then that would be two separate events. There is no electric data coverage, though that can be added if the District feels it necessary. The annual cost quoted is \$157,000.00. Defense costs are not included in the liability limits.

President Ballard stated that the premium would be coming out of the Liability Fund, and those levies do have room to increase if necessary. Therefore it will not affect the budgets for the parks.

Mr. Pnakovich added that the Loss Control Specialist will visit each park, and walk through with staff to get an even more comprehensive list and any corrections to values can happen then.

Mr. Craver asked if the coverage included Unemployment.

Mr. Pnakovich stated that it did not, nor did it include workers compensation. IPARKS does not have a specific workers compensation program at this moment. I did run this by our partner, the Illinois Public Risk Fund, they insure pretty much every public entity in the state. The District does not qualify for that. If we can get you into the IPARKS program, then what we could do is develop a self-insure workers compensation plan for the District.

President Ballard stated that unemployment has not been a problem.

Mr. Craver asked Mr. Pnakovich if he could touch on the shared policy, and give a professional opinion.

Mr. Pnakovich stated that the County is trying to find insurance that would fit their needs, and they're offering to put the District underneath it. There are a couple questions with that. The first and most important is, can that be done since the District and the County are separate entities? The answer is, typically no. That would be the same as if two unrelated people had the same auto-insurance policy. That can't be done. If it is done, it would have to be through a traditional insurance company, and that insurance company would not want to insure the District. As was stated last month, traditional insurance companies don't want to insure Park Districts. That's why they don't, and that's why IPARKS exists. In addition to those facts, there is the fact that the

District would then be judged by the County's hardships as well as its own. The District would be taking on the County's losses. The District would not have any control over the premium or coverage.

President Ballard stated that he felt it was extremely important to have separate coverage because of the reasons that Mr. Pnakovich has laid out. The County and the District are two separate entities with different needs.

Mr. Maranda asked if there were any planned or scheduled increases in the future.

Mr. Pnakovich stated that there were not. IPARKS is a stable program, and does not plan increases. Increases can happen, but IPARKS does try to keep costs down, and also has small grants that are available to members. In the future the District would qualify to apply for those grants.

President Ballard stated that this is definitely something the District can benefit from. It will have to go through the full commission on Tuesday.

Mr. Craver stated that at this point all the information has been presented, and the Committee must decide if this is something the District wants to do. Especially considering the budget is being put together for fiscal year 2018. Would be looking at a January first start date, and would need to know what monies to move around.

Mr. Pnakovich stated that IPARKS would be willing to work with the District on getting in the program as soon as possible. The premiums are annual, but IPARKS can work out a payment for the remainder of the year.

President Ballard called for a motion to enter into the agreement for coverage with the IPARKS program.

MOTION: Mr. Maranda moved to entering into the agreement for coverage with the IPARKS program. Mr. Langdon seconded the motion.

Motion carried.

President Ballard called on Mr. Craver to present his information so far on the Fair Labor Standards Act changes on the salaried employees.

Mr. Craver stated that he had sent out an email last week, and there is a supplemental packet for the Committee members with an excel spreadsheet. Have been working with the Human Resources Department, and went to Bi-State for a salary survey. Unfortunately, Bi-State has been having a lot of trouble getting cooperation from other similar entities and there salary information. As it stands now there are four employees that will be below the threshold on December first. Two of those employees will rise above that threshold if the general wage increase passes on Tuesday night. The remaining two are a part of the management staff at the zoo, and are significantly lower than the threshold. Mr. Jackson has been asked to look at short term and long term organizational charts. That's also part of what Schultz & Williams is asking him to do

with the assessment of the zoo. Where we are now, what we need to address and where do we want to go? The two managers are exempt employees, are two of the lower paid, possibly the two lowest paid, employees at the zoo. It's very difficult to hire part time management staff to keep these folks below forty hours, and it would be best to bring those two individuals up to the threshold. That would be done on December first when the general wage increases are done. There would need to be a budget amendment done. Action does not necessarily need to be taken today, but I'd like some feedback and further direction on what additional information the Committee is looking for in regards to this issue. The budget is presented in August, and staff and I have been working on that. It would be preferred to get out ahead of this and not have to make adjustments to the budget after it's set. I can always put the money in the budget, and make adjustments if the Committee decides that those positions should not be salaried. It's hard to supplement managerial staff. Those positions always come with responsibilities that require more than a forty hour week. The District asks a lot of its management staff. Weekends, holidays, and emergencies. Another issue included in the email was the Administrative Assistant salary. Even though that position does not fall under the exemption of the new act, I do feel that that the salary of that position should come up comparable to other positions in the District.

President Ballard stated that the changes need to be made no matter what. The overtime that would have to be paid out would be a lot more than raising the salaries to what they need to be to comply with the act.

Mr. Doye asked to clarify that the decision before the Committee was to make these employees hourly or raise their salary.

President Ballard confirmed that is correct. The District expects its management staff to put in more than forty hours. That is why those positions were created salaried and not hourly.

Mr. Craver stated that a great example of the extra time the District asks of its management staff is with the Education Curator. The zoo does sleepover programs, and the Education Curator must be there the whole time. That means that in addition to the forty hours needed to do day to day work, there would eight to sixteen hours of overtime each time one of those sleepovers is done. While scheduled can be flexed to a certain extent, but it would put undue stress on staff to try and make those adjustments work while keeping the zoo properly staffed during regular business hours.

Mr. Maranda asked if there were any figures to look at, or is the District still trying to wait to see if Bi-state can get information?

Mr. Craver stated that, due to the budget being scheduled to be presented next month, that waiting to see if Bi-state could change people's minds to share the information with us would probably be a bad idea. If the Committee wants to wait, we can, or the changes could be made to the budget to include the recommended adjustments and during budget time make the determination whether or not to accept those numbers.

President Ballard stated that raising the salaries to the threshold sounded like the best course of action.

Mr. Cremeens stated that he would like to see job descriptions and amounts before making the final determination.

President Ballard stated that looking at the numbers with the budget seemed the best way to make this decision. The full picture could be seen next month at the budget meeting.

Mr. Craver stated that he would include the adjustments to the three positions discussed in the budget paperwork for next month.

President Ballard stated that the next item on the agenda was the Education Reimbursement Program. It is in the contract, and if it's in the contract then the District must honor it.

Mr. Craver gave a brief description of what is laid out in the contract.

President Ballard called for a motion to continue to honor the contract in the Education Reimbursement Program.

MOTION: Mr. Burns moved to continue to honor the contract in the Education Reimbursement Program. Dr. Simmer seconded the motion.

Motion carried.

President Ballard called on Ms. Palmer for the Auditor's reports.

Ms. Palmer stated that the fiscal year end was June thirtieth, but there is sixty days to collect revenues and pay expenses in that fiscal year. No budget increases have been needed. The Fund Balances report, while these are unaudited numbers, gives an idea of where the District's Fund Balances are for the 2016 fiscal year. All funds are looking much healthier than they were at the beginning of the fiscal year. Moving on to the Cash Balances report, there are no outstanding loans. The Liability paid back its loan to the general fund in June. A note that for the first time ever every fund is higher in the cash balances, and the zoo is better financial standing than it has been in many years.

President Ballard called for a motion to approve Ms. Palmer's reports.

MOTION: Mr. Maranda moved to approve Ms. Palmer's reports. Mr. Langdon seconded the motion.

Motion carried.

President Ballard asked Mr. Craver if there was anything pressing to discuss with the Committee.

Mr. Craver stated that in Mr. Mills report there was a request by Rockridge Parent Teacher Club to do a colorathon run at Loud Thunder, there is a certificate of insurance.

MOTION: Dr. Simmer moved to approve the request by Rockridge Parent Teacher Club to do their event at Loud Thunder. Mr. Burns seconded the motion.

Motion carried.

President Ballard called for a motion to approve the routine reports from the park heads.

MOTION: Mr. Maranda moved to approve the routine reports from the park heads. Mr. Langdon seconded the motion.

Motion carried.

Adjourned the meeting at 3:47 PM.

Submitted by:
Cassie Sullivan, Forest Preserve Administrative Assistant