

Minutes of the Workshop Meeting Board of Park Commissioners **June 1, 2023**

The Workshop Meeting of the Board of Park Commissioners was called to order by President Caron at 7:05 p.m. in the Administrative Offices of the Deerfield Park District located in the Jewett Park Community Center. Attendance was taken and the following were:

Present: Brown, Caron, Cohen, Patinkin, Serota (5)
Absent: None (0)

Staff: Executive Director Jeff Harvey and Director of Recreation Laura McCarty

III. Public Comment/Recognition of Visitors

No members of the public were present.

IV. Refund Policy Discussion

Recreation Director McCarty initiated the discussion by advising the recreation program refund policy has not been updated in many years. Portions of the policy are lenient which have resulted in over 100 refunds issued each month on average. Between June 2022 and May 2023, a total of 2,139 refunds were issued for programs and events. To reduce the volume of refund requests and refunds issued staff are proposing updates be made to the policy. Commissioner Brown asked how much of the program revenue is given back to the customer. Executive Director Harvey advised that historically, the District has not maintained this information. Moving forward, refunds will be issued to a specific general ledger, so this information is fully captured. Currently, refunds are issued back to the program as a credit. The proposed updates are as follows:

1. The policy currently states that a refund may be issued two business days prior to the first day of the class less the 10% service fee (\$5 minimum; \$10 maximum). When participants are allowed to cancel up until two days prior to the class start date, this can result in the class falling below the minimum number of participants required to run the class and incur revenue loss on behalf of the District. Recreation Director McCarty requested the Board consider refunds be issued at least seven business days prior to the class start date. A 10% service charge (\$10 minimum) will be deducted from the amount paid for the program(s). If the refund is requested less than seven days prior to the class start date it would be credited to the household account less the 10% service charge (\$10 minimum).
2. The policy currently states that once a program begins and prior to it ending, a prorated refund may be requested at any point based on the number of classes attended and the date the refund request is received less the 10% service fee (\$5 minimum; \$10 maximum). Again, this causes classes to fall below minimum required participants at any point in the session and does not guarantee the class will generate the budgeted cost recovery percentage. Staff is requesting that refunds requested on or after the program start date not be honored.
3. The policy currently states that refunds will not be issued for trips, special events and one-day classes and workshops (where advance financial commitment has been made by the Park District) unless a replacement can be found by the District through the

registration office. Often participants wait until the last minute (1-2 days before the class) to let staff know they won't be attending the event, program, or trip and this does not provide registration staff enough time to contact waitlisted participants. As such, staff is requesting that refunds not be issued for one day programs or special events.

Vice President Cohen asked when the policy updates would take effect if approved at the June Board meeting. Recreation Director McCarty advised the policy changes would be implemented for fall programming. President Caron asked if seven business days was enough time for summer camp. Recreation Director McCarty clarified these refund changes only apply to programming. The Board revised the refund policy for summer camp several years ago and refunds are only issued at least two weeks prior to the camp start date. Commissioner Serota requested that all logistical information be clearly communicated to the families prior to the requested deadline to ensure that families can make accommodations or obtain a refund. Ultimately, there was Board consensus around staff recommendation, and it was agreed these policy updates be brought back to the Board for formal approval.

V. Diversity, Equity and Inclusion Policy Discussion

As part of the District's Strategic Plan adopted in September of 2022, the Board made a commitment towards supporting the District's internal DEI Committee's annual goals. One of those goals was a formal Diversity, Equity, and Inclusion Policy. The current policy brought before the Board for consideration reflects the District's efforts to ensure all employees feel safe, heard, and included. This policy would also require all full-time District employees to complete DEI training on a regular basis. The Board discussed whether to expressly state examples of employee differences within the policy for context. It was agreed that Commissioner Serota provide the Committee with a comprehensive list of differences to expand upon the policy and the policy be brought back to the Board for formal approval in June.

VI. Organization Structure Discussion

In line with the District's Strategic Plan, Executive Director Harvey advised staff is recommending the organization be restructured to elevate Recreation Director McCarty's role within the agency as the Deputy Executive Director while maintaining her role as the current Director of Recreation. In addition, the Marketing Department will report to Deputy Director McCarty. This shift is a more accurate reflection of the direct relationship between marketing and recreation and would provide a succession plan for the District. Another significant change as a result of this organizational restructure would be that the Athletics Supervisor would report to Deputy Director of Recreation Tony Korzyniewski. Again, this is a more accurate reflection of the agency as all the athletics programs are housed within the SRC.

VII. Other Matters

School District 109 – Safety Audit

Executive Director Harvey advised that as a result of a safety audit School District 109 conducted and in light of parent concerns they have received, District 109 has requested the Park District implement signage expressly stating no park access during school hours. The parks in question are Park District property. The Park District currently does not have a policy against park usage during school hours. The Board considered the effectiveness of such signage and a subsequent Ordinance specifying no trespassing. It was agreed that staff continue discussions

with the School District to determine the best way forward and contact PRDMA for their recommendation.

New Staff Introductions

Executive Director Harvey announced the new Superintendent of Marketing, Deanna Musurlian, will start work on Monday, June 5th. The new Finance Director, Mike Bonn, will start on June 15th.

VIII. Adjournment to Closed Session

Vice President Cohen moved and Commissioner Brown seconded a motion to enter Closed Session for the discussion of the purchase or lease of real estate in accordance with Section 2(c)(5) of the Open Meetings Act at 7:52 p.m.

Roll call vote **carried** as follows:

AYES: Brown, Caron, Cohen, Patinkin and Serota (5)
NAYS: None (0)

IX. Reconvene to Open Session

The Board reconvened to the Open Session of the June 1, 2023 Workshop Meeting at 8:30 p.m. The Secretary called the roll, and the following were:

PRESENT: Brown, Caron, Cohen, Patinkin and Serota (5)
ABSENT: None (0)

X. Possible Action from Closed Session

There was no action from Closed Session.

XI. Motion made by Vice President Cohen, seconded by Commissioner Serota, to adjourn the Workshop Meeting at 8:30 p.m.

By a unanimous voice vote; **Motion Carried.**

Respectfully Submitted,



Jeff Harvey
Executive Director