



Mission: To create community

Vision: The “place to be” for exceptional experiences

Core Values: Innovation, Sustainability, Inclusion, and Exceptional Services

**Minutes of the Warrenville Park District
Regular Meeting of the Board of Commissioners
Held on January 18, 2024**

Call to Order:

Vice President DiCianni called the meeting to order at 6:15 pm.

Pledge of Allegiance:

Roll Call: President Thornbury – Absent
Commissioner Coons – Present
Commissioner Wilkie – Present
Commissioner Machowski – Present
Vice President DiCianni – Present

Others Present:

Tim Reinbold, Executive Director/Board Secretary
Penny Thrawl, Executive Assistant/HR Manager/Assistant Board Secretary
Linda Straka, Superintendent of Finance & Technology
Gregg Ireland, Superintendent of Parks & Facilities
Matt Odom, Superintendent of Recreation/Safety Coordinator
Michelle Savage, Office Manager
Sheri Potter, Marketing & Community Engagement Manager
Dr. Sean Bailey, BCG Learning Solutions President and Chief Learning Officer

Approval of January 18, 2024 Regular Meeting Agenda:

MOTION: Commissioner Wilkie Moved to Approve the January 18, 2024 Regular Meeting Agenda.
Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Machowski - Aye
Commissioner Wilkie - Aye
Vice President DiCianni - Aye

Commissioner Coons - Aye
President Thornbury - Absent

4-Ayes, 0-Nays, 1-Absent (Thornbury)
MOTION CARRIED.

Public Comment: No public present wanting to address the Board.

Approval of Consent Agenda:

Approval of Regular Meeting Minutes of the Board of Commissioners for December 14, 2023:

Approval of Closed Session Meeting Minutes of the Board of Commissioners for December 14, 2023 – Semi-Annual Review of Closed Session Minutes:

Approval of Closed Session Minutes of the Board of Commissioners for December 14, 2023 – Personnel:

MOTION: Commissioner Wilkie moved to approve the Consent Agenda which consisted of the Approval of the Regular Meeting Minutes of the Board of Commissioners for December 14, 2023; Approval of Closed Session Meeting Minutes of the Board of Commissioners for December 14, 2023 – Semi-Annual Review of Closed Session Minutes; and Approval of Closed Session Meeting Minutes of the Board of Commissioners for December 14, 2023 – Personnel. Seconded by Commissioner Coons.

Roll Call Vote:

Commissioner Wilkie - Aye
President Thornbury - Absent
Vice President DiCianni - Aye

Commissioner Machowski - Aye
Commissioner Coons - Aye

4-Ayes, 0-Nays, 1-Absent (Thornbury)

MOTION CARRIED.

Financial Reports:

Approval of Financial Statements for the period ending December 31, 2023:

MOTION: Commissioner Wilkie moved to approve the Financial Statements for the period ending December 31, 2023. Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Coons - Aye
Commissioner Wilkie - Aye
Vice President DiCianni - Aye

Commissioner Machowski - Aye
President Thornbury - Absent

4-Ayes, 0-Nays, 1-Absent (Thornbury)

MOTION CARRIED.

Approval of Expenditure Report through December 31, 2023, in the Amount of \$106,694.88:

MOTION: Commissioner Wilkie moved to approve the Expenditure Report through December 31, 2023 in the Amount of \$106,694.88. Seconded by Commissioner Machowski.

Roll Call Vote:

President Thornbury - Absent
Commissioner Coons - Aye
Vice President DiCianni - Aye

Commissioner Wilkie - Aye
Commissioner Machowski - Aye

4-Ayes, 0-Nays, 1-Absent (Thornbury)

MOTION CARRIED.

Correspondence:

PDRMA 2023 Risk Management Review Action Plan Incentive: A letter received from PDRMA with congratulations for meeting the Districts third incentive metric deadline of the 2023 Risk Management Review (RMR). A final \$500 incentive check was earned and is part of the overall \$1,500 short-term financial incentive for the 2023. The District earned this incentive by: Completing the applicable SMART Goal action steps and the Slip, Trip and Fall Self-assessments for all major facilities and completing all other agreed upon activities.

Certificate of Appreciation for Outstanding Support of the United States Marine Corps Reserve Toys for Tots Program: The Executive Director thanked Executive Assistant Penny Thrawl for overseeing the Toys for Tots program. A Grinch Photo Pop-Up encouraging participation in the Toys-for-Tots drive. There was an incredible turnout with many donations.

Unfinished Business: No Unfinished Business

New Business:

Presentation by Dr. Sean Bailey, BCG Learning Solutions – Feedback and Report on DEI Efforts, Current Status as of Date, and Proposal of Next Steps in DEIB (Diversity, Equity, Inclusion and Belonging): The Executive Director explained that Dr. Sean Bailey from BCG Learning Solutions is here to present feedback and report on Phase I of the DEIB services over the past months.

He continued to explain that he solicited feedback from staff regarding the DEIB training from Dr. Bailey and BCG Learning Solutions over the past months and shared some of the feedback from staff. The Executive Director wanted to ensure that Dr. Bailey was aware of the significant and substantial impact the training provided had on staff, and expressed appreciation for all that has been accomplished to date.

Dr. Sean Bailey spoke regarding Phase I of the DEIB initiative and made it very clear in the initial meetings the necessity for active involvement from everyone, encouraging staff to be receptive to diverse perspectives and insights and what is needed. He explained that the one-on-one discussions, focus groups, is an opportunity for him to hear and understand where to focus on, as far creating a workplace culture where everyone is heard and can thrive. Through these meetings and discussions, a summary report of action items is developed, with some in the form of trainings. He spoke about how to make the resources from Phase I to be available to all staff, part-time, short-term, etc.

Considerations of Phase II is extending the program to make sure that everyone has the opportunity to share their perspectives on the topics as well. In talking with the Executive Director on developing a work group that will look at messaging that will attract diverse talent, making sure the right type of trainings that matters to staff is provided, and is to be considered going into Phase II.

The Executive Director asked Dr. Bailey regarding a conversation that President Thornbury had during a one-on-one DEIB meeting with Dr. Bailey. He stated that President Thornbury shared with him, that Dr. Bailey shared with her that “there was a disconnect that staff did not feel a part of the District.” The Executive Director stated that he has talked with Dr. Bailey prior regarding this and was told he would share the conversation with him if President Thornbury gave her consent for him to listen.

Dr. Bailey explained that his job as a researcher, his job is not to input his opinions, his job is to ask questions, listen and learn. He explained that he then transcribes the conversations and will be captured in the Summary Report. He stated, for him to offer his subjective opinion about anyone is not his place, nor should it ever be his place. Dr. Bailey stated that in one of the work groups and training, he suggested, to be reassured that everyone feels they can contribute or take part in trainings and such, he suggested to assign an “Part-time ambassador” or “liaison” to assist in relaying information, so as all feel they are receiving and have access to the same information. Commissioner Coons asked and was told that all employees (part-time, short-term) were invited to attend and participate in Phase I DEIB Initiative.

Dr. Bailey explained the work that could be involved in Phase II; establishing a “Work Group” to look at the different ways in which to provide the same information with different mediums to reach all of our employees.

Review and Approval of Ordinance 2024-01: An Ordinance Abating the Tax heretofore Levied for the Year 2023 to Pay Principal and Interest on \$520,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Warrenville Park District, DuPage County, Illinois:

MOTION: Commissioner Wilkie moved to approve Ordinance 2024-01: An Ordinance Abating the Tax heretofore Levied for the Year 2023 to Pay Principal and Interest on \$520,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Warrenville Park District, DuPage County, Illinois. Seconded by Commissioner Machowski.

Roll Call Vote:

President Thornbury - Absent

Commissioner Wilkie - Aye

Commissioner Coons - Aye

Commissioner Machowski - Aye

Vice President DiCianni - Aye

4-Ayes, 0-Nays, 1-Absent (Thornbury)

MOTION CARRIED.

Officials & Staff Reports

Vice President: Vice President DiCianni thanked everyone for all their care and concern when leaving abruptly at the December meeting, and her husband is doing much better.

Commissioners: **Commissioner Wilkie** stated that all the holiday festivities went well. He attended the Staff Appreciation Dinner at the Warrenville VFW and had a great time.

He thanked the Superintendent of Parks & Facilities and the Parks Department regarding keeping the area around the Districts Recreation and Fitness Center safe, it is very much appreciated.

Commissioner Coons also thanked the Parks Department for being out in the weather making sure the sidewalks, parking lots and areas are safe and clear for staff and patrons. It was also reported that the “New Years Eve Bash” was a fantastic event, everyone had a great time and the Balloon Drop was phenomenal.

Commissioner Machowski stated that the Appreciation Dinner was good and thanked everyone for the all the work putting this together.

Commissioner Machowski noted that he reads a lot on social media and how great the City does in snowplowing, and the Parks Department does a terrific job as well. He stated that no matter the snow, those in Warrenville know that they are able to make it to the gas station, or Walgreens as they clear the streets of snow.

Executive Director: The **Executive Director** stated that the 2024 Bash is Saturday March 2, 2024, please let him know if interested in attending. WDSRA Executive Director Dan Leahy will be here in February to give an Annual Report to the Board.

The IAPD/IPRA Soaring to New Heights Conference is scheduled for next week, with both President Thornbury and Commissioner DiCianni are registered to attend.

Legislative Breakfast is scheduled for Friday March 1st and will be held in Carol Stream. If any Commissioners are interested in attending, please let him know.

The Lions Park Ribbon Cutting Ceremony will take place on March 19th at 5:30 pm. A list of invitations for this event was provided for Commissioners to view and add names to the list if needed. The invites will be mailed out at the end of February.

The Executive Director informed the Board that the Marketing and Community Engagement Manager Sheri Potter was a winner in the Parks & Rec magazine photo contest, which will be recognized at Conference this year.

Also, he stated that if Commissioners were unable to pick up your gift at the Employee Appreciation Dinner, they are available for Commissioners to take.

Department Heads: The Superintendent of Finance & Technology stated that Budget meetings with Managers and Supervisors and Managers are in full swing and continue with the refining of their budgets.

The Office Manager reported the December was a super busy month.

The Superintendent of Recreation/Safety Coordinator reported that forty-one (41) new FitnessNOW members signed up during the Open House event on January 6th, with 13,000 in revenue, approximately a 50% increase from last year.

The Superintendent of Parks & Facilities reported staff have been working many snowstorms as of late. It takes two to three days for the Park Department to fully clear and remove snow from all of our properties.

The Executive Director gave an update regarding the generator and the need to submit a Planned Unity Development Plan (PUD) to the City for the generator as this was considered a previous project and has been cleared to pour the cement. He is hoping it will be warmer next week to pour the cement and then complete the additional paperwork and submit for the installation.

The Marketing & Special Events Supervisor stated that Puzzle Palooza is scheduled for Friday with thirty-one (31) teams (of 4) registered.

Closed Session – 5 ILCS 120 2 (c) (1) – The Appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee a specific individual who serves as independent contractor in a park, recreational or education setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

MOTION: Commissioner Coons moved to go into Closed Session – 5 ILCS 120 2 (c) (1). Seconded by Commissioner Machowski.

Roll Call Vote:

Commissioner Machowski - Aye

Commissioner DiCianni - Aye

Commissioner Wilkie - Aye

Commissioner Coons - Aye

President Thornbury - Absent

4-Ayes, 0-Nays, 1-Absent

MOTION CARRIED.

Recessed into Closed Session at 6:56 pm

Risen from Closed at 7:04 pm

Roll Call: Commissioner Machowski - Present
President Thornbury - Absent
Commissioner Wilkie - Present
Commissioner Coons - Present
Commissioner DiCianni - Present

Any Other Action, if any, on Matters from Closed Session: After Discussion in Closed, Vice President DiCianni stated that "Closed Session – Personnel" will be Tabled to next months Regular Meeting on February 15, 2024.


Any Other Business That May Properly Come before the Board for Discussion Only: It was suggested to try and move the Board Meetings back over to the Conference Room as when there is an activity in the WCB Gym (above the location for Board Meetings), makes it extremely hard to hear. It was the consensus of the Board to move February's meeting over to the Recreation Center Conference Room.

Adjournment: Commissioner Machowski moved to Adjourn. Seconded by Commissioner Wilkie.
Voice Vote: 4-Ayes, 0-Nays, 1-Absent (Thornbury.)

MOTION CARRIED.

Adjourned at 7:06 pm

Approval


Denise DiCianni, Vice President
Seal

12-15-24
Date


Tim Reinbold, Board Secretary

1/2/15/24
Date