

Committee Meeting Minutes
Berwyn Park District
February 6th, 2024, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:30pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, Gretchen Kostelny, Mario Manfredini and Zachary Taylor.

Staff in attendance: Cathy Fallon (Executive Director), Nicole Collier (Superintendent of Recreation), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).
Guest: Marianne Birko- Director of West Suburban Special Recreation (WSSRA)

Agenda: A motion made by Brock seconded by Kostelny to approve the agenda as presented. Motion unanimously carried.

Public Comments: none

Correspondence: none

West Suburban Special Recreating Presentation (WSSRA): Marianne Birko reported on the programs and facilities used in Berwyn by WSSRA. She discussed the number of participants from Berwyn that utilize WSSRA. She also commented that one of their biggest challenges is hiring staff. Participants sometimes are on a waiting list due to staff shortages. May 4th is their Derby Gala, and they will start the online auction in April.

Financial Report: accounts payable- checks are being signed by the commissioners. Budget update- Director Fallon updated the board on the progress of updating the budget into the system. The process is taking longer due to creating new line items. Everything should be finalized in the system by the end of the first quarter.

Policy and Personnel: Director Fallon has reached out to Attorney Roth to investigate the Paid Leave for All Act that Cook County has implemented to see if the park district has other options. President Brock would like to review and update the board policy book.

Recreation: report included in packet. Athletics- Futsal has 105 participants. New uniforms were ordered from a local company. Team names are now names of countries. General Recreation-Music class has 5 participants, Tumbling/gymnastics has 14 participants, Little Ninjas has 14 participants, Book and Bites has 5 participants and the Amalfi Coast trip has 4 signed up. Marketing- Brittany Nepomuck has created marketing goals and is developing a plan to achieve these goals.

Building and Grounds: report in packet. Winter pruning, snow removal, and indoor repairs are being completed. The Safety incentive program for the employees has been implemented.

Technology Update: Director Fallon updated the board. Outside of the normal expenses- we anticipate spending of \$50,000-\$75,000 on computer upgrades and IT infrastructure.

Other Business: Certified letters will be sent out to our affiliates for past due invoices for the rental of the soccer field, lights, and building rent from the 2023 season. Director Fallon is communicating with the Berwyn Development Co. (BDC) on the trailers that was awarded to the district from a grant that the BDC received. The trailers will contain 10 tables, 100 chairs, a pop-up tent, bag game and PA system. Fallon is working with PDRMA on rental procedures.

Master Plan: Director Fallon updated the board on the progress of the master plan. Compiling data from the statistical valid survey.

Government Efficiency Committee: All interested people have been emailed. March 5th at 6pm is the first meeting.

Commissioners' Comments: Commissioner Espinoza will not be at the March 5th committee meeting. Commissioner Manfredini will need to call in for the March 5th meeting.

Adjournment: A motion was made by Manfredini, seconded by Kostelny to adjourn at 6:28pm. Motion unanimously carried.

Attested to by:

President: Brian Brock



Recording Secretary: Cynthia Hayes