



Helen Goy Building - 10707 S. Oak Park Ave. - Worth, IL

**BOARD OF PARK COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING**

April 18, 2024

6:00 p.m.

MINUTES

I. CALL TO ORDER - The meeting was called to order at 6:02 p.m. by President Mike McElroy.

II. ROLL CALL

Park Commissioners Present: Mike McElroy, Donald Dambek, Rebecca Roberts and Kari Lynn Fickes.

Park Commissioners Absent: Melissa Nagel (excused).

Staff Members Present: Robert O'Shaughnessy, Director of Parks and Recreation; Stephanie Analitis, Superintendent of Recreation; Brian Piszczek, Superintendent of Parks; and Kelly Pezdek, Finance and Human Resources Manager and Secretary to the Board.

Visitors Present: None.

III. VISITOR AND CITIZEN COMMENTS

Thomas Varga, Interstate Roof Systems Consultants, Inc. General Manager/Sr, Project Manager was present and gave an overview of his company's services and answered questions from the Board.

There were no other visitors or citizens present.

IV. ADMINISTRATION, FINANCE & LIABILITY

A. Review of Minutes and Financial Reports

The following minutes were reviewed:

Committee of the Whole - March 21, 2024

Regular Meeting - March 21, 2024

The March disbursements totaling \$64,446.50; the income statement through March 2024; P-card expenses of \$12,175.40; and payroll of \$58,475.05 were reviewed by the Park Commissioners.

Recommended Action: That the Board of Park Commissioners approves the Minutes and Financial Reports as presented as part of the Administrative Matters/Consent Agenda during the Regular Board Meeting.

B. Job Descriptions - Full and Part-time Positions

Board members reviewed the job descriptions for the following positions:

Full-time: Director of Parks and Recreation; Finance and Human Resources Manager; Receptionist, Superintendent of Recreation; Recreation Program Manager; Sponsorship and Marketing Coordinator; Youth Coordinator; Superintendent of Parks; and Parks Maintainer I.

Part-time: Athletic Coordinator; Preschool Coordinator; Preschool Aide; Before & After School Counselor; Day Camp Counselor; Facility Attendant; Parks Maintainer II; and Seasonal Parks Maintainer.

Job descriptions are to be revised and/or updated annually.

Recommended Action: That the Board of Park Commissioners approves the Park District's Job Descriptions for the specified Full and Part-time positions.

C. Operations Budget - Tentative - FY 2024-25

The Operations Budget for FY 2024-25 in its tentative form and was presented in detail at the meeting. A copy of the budget was provided in the meeting information.

The budget document is the result of all key staff being involved in its creation. As has been a consistent process over the past budget years, the budget has been developed as a balanced budget in both the Corporate and Recreation funds.

The process and timeline call for the budget to be approved this month (in tentative form) with the final adoption in May. A tentative Budget & Appropriation Ordinance has been posted and is available for public inspection until its final adoption. A copy of the ordinance was also included in the meeting information.

Recommended Action: That the Board of Park Commissioners approves the Operations Budget - Tentative - FY 2024-25.

V. ***FACILITY, PARKS & PLANNING***

A. Parks Department Update

The Parks Department Report was included in the meeting information and presented by Superintendent of Parks Piszczek.

Recommended Action: No action recommended.

VI. RECREATION

A. Recreation Department Update

The Recreation Department Report was included in the meeting information and presented by Superintendent of Recreation Analitis.

Recommended Action: No action recommended.

VII. UNFINISHED BUSINESS

There was no Unfinished Business.

VIII. NEW BUSINESS

There was no New Business.

IX. ADJOURNMENT

The Committee of the Whole Meeting adjourned at 7:01 p.m.



Mike McElroy, President
Board of Park Commissioners



Kelly Pezdek
Finance and Human Resources Manager
Secretary to the Board