



It is the mission of the Urbana Park District to:

- *Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,*
- *Pursue excellence in a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the overall health of the community.*

**NOTICE AND AGENDA OF MEETING
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
BOARD STUDY SESSION
TUESDAY, OCTOBER 6, 2020
6:30 PM
REMOTE MEETING VIA ZOOM
VIDEO LINK: <https://us02web.zoom.us/j/82477883253>
PHONE: (312) 626-6799
MEETING ID: 824 7788 3253
PASSWORD: 860883**

Board Study Sessions are designed for the Board to study, review and discuss specific topics. Actions are not typically taken during a Study Session, unless specifically noted on the agenda.

I. Call to Order and Introductions

A. Remote Attendance

The Board is suspending the usual Remote Attendance Policy, and is allowing all commissioners to attend remotely pursuant Illinois Public Act 101-0640. Though commissioners will be conducting the meeting remotely, the regular meeting location (Urbana Park District Planning and Operations Facility at 1011 E. Kerr Avenue, Urbana, IL 61802) will be open to the public.

II. Accept Agenda

III. Public Comment

Any member of the public may make a brief statement at this time within the public participation rules of the Board. Please see the attached document for details regarding attendance and public comment via Zoom.

IV. Discussion

A. UPD Matrix Teams

V. Comments from Commissioners

VI. Adjourn

Note: This Meeting Agenda and its supporting materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html>, choose the "Public Meetings" category and search for the meeting information you wish to download.

Public Input for Urbana Park District Study Session Meeting (Tuesday, October 6, 2020)

MEETING ID: 824 7788 3253

PASSWORD: 860883

Anyone can attend the meeting virtually via Zoom. The regular meeting location at 1011 E. Kerr Avenue, Urbana, IL will also be open for public attendance and comment, though the meeting itself will be conducted remotely. Any member of the public may make a brief statement during the Public Comment portion of the agenda. Per Board rules, comments will have a two minute time limit. The Board accepts comments, but neither the Board nor staff will respond to individual comments during the meeting.

You will be able to use a phone to call in:

- Join by calling (312) 626-6799.
- Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is 824 7788 3253.
- Enter meeting password 860883, followed by the # key.
- We ask that you please mute yourself until the time for public comment.
- You can toggle between mute and unmute by dialing *6.

You will be able to use a computer to address the Urbana Park District Board using Zoom:

- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself for the record if you do speak.
- You do not need to install software to use Zoom. You can click "Join from your browser." It appears that Zoom prefers for users to download and install their meeting client software on your computer. Use whichever option you are most comfortable with, and note it may be browser-specific.
- You see the meeting video stream through Zoom and hear people talking. The link to join by computer is:
<https://us02web.zoom.us/j/82477883253?pwd=aXJFcDNGTXN0eXkvMVZCYmdtTy9lQT09>
- If you do not want to be seen, please turn off your webcam video feed, as everyone connected will be able to see you and your background.
- This Zoom session will be recorded as part of the record.
- We ask that you please mute yourself until the time for public comment.
- We will not be using the Chat or Participant windows for this meeting.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

If you are unable to call or video in to the Zoom Meeting, or would prefer to write in, public input can also be received before the meeting via email. Please submit your comments via email by 6:30 pm to tabartlett@urbanaparks.org – these will be read per Urbana Park District Board rules and time limits.

UPD Matrix Teams

AN OVERVIEW

Matrix Teams at Urbana Park District

1. “You Belong Here” Matrix
2. Aquatics Matrix
3. Arts & Culture Matrix
4. Safety Team
5. Green Team
6. Technology Team

Matrix teams were developed as a means to increase communication, invite new ideas, elevate employee voices, and collaborate across the district.

You Belong Here Matrix

Members

- Elsie Hedgspeth (co-chair)
- Nicole Hilberg (co-chair)
- Sandra Baker
- Kayla Boparai
- Heather Britsky
- Anna Calcagno
- Ashley Dennis
- Lexi Dick
- Cherish McMullen (CUSR Adult & Events Coordinator)
- Karen Millan
- Kyle Mills
- Chelsea Prah
- Andy Rousseau
- Clay Taylor-Sanford

Goals

- More effectively reach and communicate with community members for whom English is a second language.
 - Hire at least one part-time bilingual staff member.
- Strive to create an environment in which all UPD staff appreciate and promote the importance of diversity and inclusion.
 - Contract with a diversity consultant to evaluate the district's policies and practices to create a districtwide Inclusion Policy read for board submission.
 - Utilize the consultant to conduct at least one full-time staff training regarding the differences and expectations of diversity, equality, inclusion and cultural awareness.
- Seek opportunities in which UPD can bring activities to neighborhoods and be responsive to interests of community groups.
 - Create a steering committee of neighborhood advocates and/or leaders from under-represented populations to meet for input once per program guide season.

Aquatics Matrix

Members

- Leslie Radice (co-chair)
- Joseph Schmidt (co-chair)
- Jake Bragg
- Heather Britsky
- Anna Calcagno
- Ed Morford
- Jennifer Nierenhausen
- Sandy Ott
- Mark Schultz

Goals

- Research three different apps and programs for aquatics maintenance management by October 2, 2020 with a final program to be chosen by October 31, 2020.
- Send quarterly newsletters to all of the members and individuals signed up for the Aquatics Newsletter through Mail Chimp.
- Reach out to J Tandy to get proposals for the new BrightSign system at the Urbana Indoor Aquatic Center by October 15, 2020 to be brought back to the Aquatics Matrix Team and the Leadership Team for approval.

Arts & Culture Matrix

Members

- Niki Hoesman (co-chair)
- Janet Soesbe (co-chair)
- Tim Bartlett
- Lexi Dick
- Corky Emberson
- Ellen Kirsanoff
- Derek Liebert
- Judy Miller
- Shane Newell

Goals

- Adapt pre-planned art-centric events, programs, and classes to support COVID-19 restrictions.
- Offer one new virtual art opportunity.
- Organize one new mural project by a person that identifies as a black or indigenous person of color.

Safety Team

Members

- Keith Ewerks (Co-chair)
- Alex Ivanova (Co-chair)
- Ashley Dennis
- Georgena Donoho
- Corky Emberson
- Derek Liebert
- Della Lutz
- Rich McMahon
- Shane Newell
- Leslie Radice
- Charles Rogers
- Joseph Schmidt

Goals

- Establish creative, effective ways of distributing information (like Standard Operating Procedures, Toolbox Talks, Emergency Action Plans, Training Schedules, etc.) while taking COVID-19 restrictions into consideration.
- Ensure that the school district's potential use of park district facilities is as safe as possible for both entities.
- Evaluate workers' compensation claims and trends over the past 10+ years to identify any patterns or training opportunities.

Green Team

Members

- Savannah Donovan (co-chair)
- Kara Dudek (co-chair)
- Matt Balk
- Niki Hoesman
- Ellen Kirsanoff
- Rich McMahon
- Ed Morford
- Chelsea Prah
- Jeff Sanders
- Mark Schultz

Goals

- By March 2021, present the new “UPD Climate Action Plan” to the board for acceptance.
- Create at least two short educational videos for staff on internal sustainability practices.
- Create and distribute at least 50 prairie seed packets to the public including information on the environmental value of planting native species.

Technology Team

Members

- Corky Emberson (co-chair)
- Derek Liebert (co-chair)
- Caty Roland (co-chair)
- Kelsey Beccue
- Kayla Boparai
- Nicole Hilberg
- Andy Rousseau
- Janet Soesbe

Goals

- Work with MCS to create facility network maps.
- Streamline firmware/software and digital access for all security cameras districtwide.
- Research and demo digital signature programs (e.g. DocuSign) for district forms.
- Research and demo timekeeping software that integrates with BS&A.
- Contract with a third party to develop and implement an Urbana Park District mobile app that integrates Activenet, Rainout Line, and ArcGIS maps.