

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES – BOARD STUDY SESSION  
TUESDAY, NOVEMBER 6, 2018  
6:30 PM-8:00 PM  
PLANNING AND OPERATIONS FACILITY  
1011 E. KERR AVENUE  
URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, November 6, 2018 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 pm. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. Also available for inspection are all documents that were reviewed or approved at the meeting.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Lashaunda Cunningham	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;  
Derek Liebert, Planning and Operations Superintendent;  
Corky Emberson, Recreation Superintendent;  
Caty Roland, Business Manager;  
Rich McMahon, Grounds Maintenance Supervisor;  
Keith Ewerks, Construction Maintenance Supervisor;  
Alex Ivanova, Human Resources Manager;  
Tom Brown, Arthur J. Gallagher & Co;  
Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 6:33 PM.

**A. Remote Attendance**

There was no request for remote attendance at this time.

**II. Accept Agenda**

**COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID AYE, MOTION CARRIED UNANIMOUSLY.**

**III. Public Comment**

There were no comments from members of the public.

**IV. Discussion Items**

A. Insurance Update

Tom Brown and Alex Ivanova presented information to the Board regarding the staff insurance benefit program and the upcoming open enrollment period. They provided a background and history on pricing, an overview of the local insurance market, information on the insurance providers submitting quotes, the process of agreeing to a contract, and the cost and benefit to the employees. They also discussed implementation of the new plan and discussed what the Board might expect for the future.

B. Safety Review

Staff presented information on the work of the UPD Safety Team, including background, history, and make-up of the Safety Team, purpose and goals, trainings, resources, workers compensation process and information, Standard Operating Procedures, Job Safety Analysis forms, Emergency Action Plans, Safety Manual updates, and implementation of various procedures.

**V. Comments from Commissioners**

Director Bartlett discussed National Philanthropy Day coming up on 11/16/18.

Board and staff discussed ideas to maximize discussion times during Study Session and ways to combine multiple topics to cover as much information as possible.

**VI. Adjourn**

President Walker adjourned the meeting at 8:24 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: December 11, 2018