

APPROVED

MINUTES OF MAY 12, 2020 SPECIAL COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
-VIA ZOOM VIDEO/AUDIO CONFERENCE-

The meeting was called to order at 7:04pm and roll was called.

Committee Members present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Stephani Briskman, PM: Arts/Enrich/Youth/Camps
Liz Visteen, PM: Spec. Events/Active Adults/Teens
Adam Wohl, Takiff/Watts Facility Manager
Shannon Stevens, PS: Athletics/Teen Camp
Liz Stowick, Accounting/HR Manager
Jenny Runkel, Administrative Assistant
Ann Scheuer, Recreation Administrative Assistant

Members of the Public in attendance who signed in or spoke: There was one unidentified member of the public in attendance.

Matters from the Public: There were no comments received via email.

Discussion of Potential Summer Camp Operations: Executive Director Sheppard thanked the Recreation Team for their efforts in coming up with a plan for what youth care will look like this summer. Director Collins reviewed the parent survey results attached to these minutes which included summer care questions on the program, coronavirus safety, and staffing. The summer care plan attached to these minutes was reviewed.

Staff answered committee questions and discussion ensued on the many facets awaiting guidance from the state, what camp will look like, the aspirational view of summer care versus the reality of coronavirus fears parents are feeling and its influence on planning and participation, care as a service to the community not as a revenue generator, differences between phase 2 and 3, revenue should cover fixed costs, safety precautions and logistics, and difficulty of staffing.

Executive Director Sheppard asked the Board if they agree and staff should go ahead with the plans as presented. Discussion ensued on breaking down training barriers, closing down a room or more, staffing, essential workers children only or anyone, incremental approach in support of essential workers and students, and that the true financial picture is not available yet.

The next step would be creating an implementation plan by early next week. The governor is dictating the phase schedule.

Manager Stockl updated the Board on Emergency Day Care, which is going well with a total of ten kids split in four rooms due to age range, a DCFS recommendation.

The committee was in agreement with the staff recommendation to move forward with the phase 2 possible expansion, and then look forward to phase 3 when the restrictions are lifted.

Other Business:

Tennis Courts

Following direction from the last Committee meeting, Executive Director Sheppard indicated that staff communicated the launch of tennis today via email and almost immediately we received 15 reservations, which is now over 60 reservations for Saturday through next Tuesday. Central Park and West Park tennis courts will have two courts open at each park. Social distancing, play safety guidelines, reservations, court supervisor, hours, open more courts if needed, Winnetka and Highland Park opening their courts as well, and courts locked at night were reviewed and discussion ensued.

Following commissioner's recommendations, staff will make changes to the press release and signage including that children can play if accompanied by an adult and remove "adult" from "single play between adults only."

Disc Golf

Staff held off on Disc Golf to work out tennis and the beach first, due to the higher demand and feedback. Staff are having a hard time figuring out the baskets for safe use and are waiting until June 1, hoping restrictions lifted.

Staff liked President Brooks suggestion to paint a circle on the ground around the pole as a disc golf "basket".

Beach Announcement

Based on feedback at the last Committee meeting, visitors may only gain access to the beach with a season beach pass only due to COVID-19 safety. No one is happy about this and staff shared a list of reasons why this was the only option. A press release will go out tomorrow morning. Social distancing on the beach, variables of changing water levels and different group sizes makes it difficult to formulate the max attendance while leaving 10 square feet of space around households, and the schedule of 6:00-9:00am open for walkers only (no pass needed) and from 9:00am-9:00pm for pass holders only were discussed.

Changes to the press release and signage per Commissioners' request, staff will remove the content "10 square feet per person" and change it to 50% capacity or reduced limited capacity, but leave 10 feet around households. They also want it made very clear that there is the possibility they may be turned away with the limited capacity.

Northbrook officially closed their pool for the season and will drive people to our beach.

The Board meeting next Tuesday will include operations last month, grants, Linden house update, and the election of officers.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:19pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

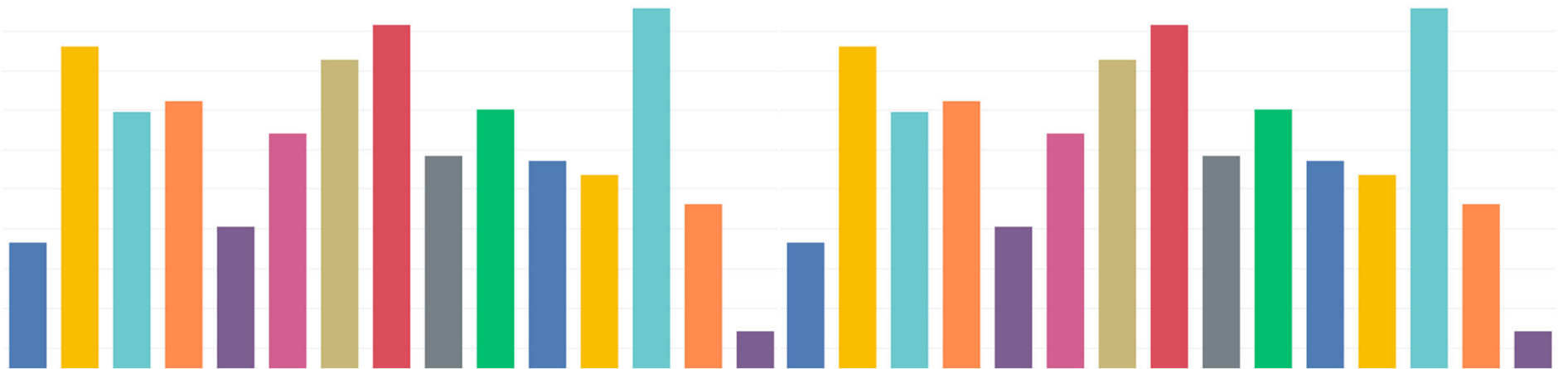
Respectfully submitted,

Lisa M. Sheppard
Secretary



Summer Camp 2020 Survey

Monday, May 11, 2020



Survey Results

147

Total Responses

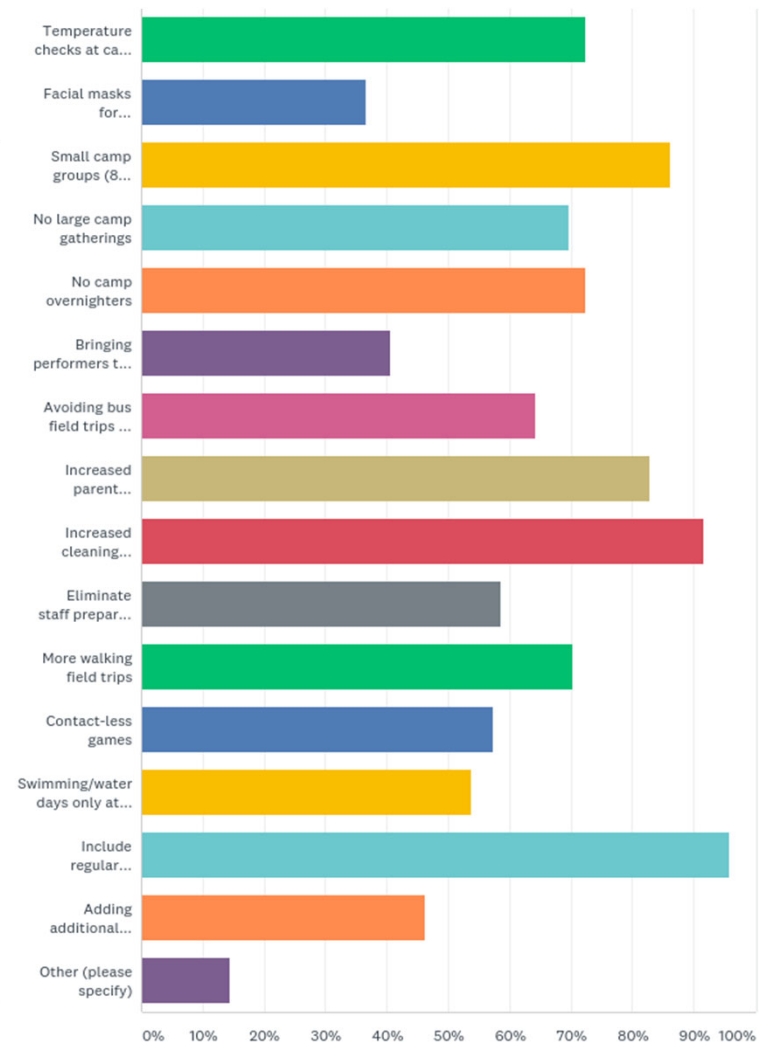
Date Created: Monday, April 20, 2020

Complete Responses: 147



Q1: The Glencoe Park District is exploring a number of safety options for summer camp. Some of the safety measures we are considering implementing are listed below. Please check all that you support. If you have additional safety measures you would like us to consider, please list them in the comments section:

Answered: 145 Skipped: 2

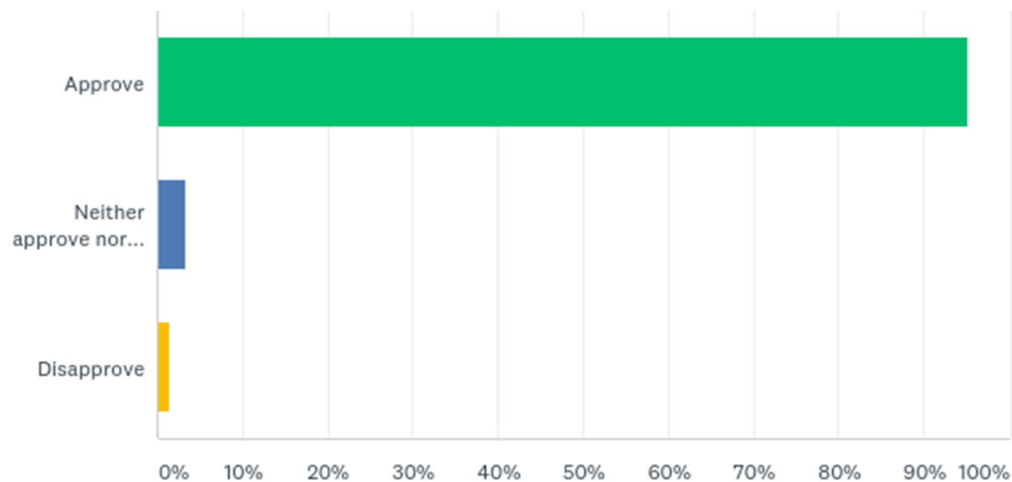


Q1: The Glencoe Park District is exploring a number of safety options for summer camp. Some of the safety measures we are considering implementing are listed below. Please check all that you support. If you have additional safety measures you would like us to consider, please list them in the comments section:

ANSWER CHOICES	RESPONSES	
Temperature checks at camp drop-off	72.41%	105
Facial masks for participants	36.55%	53
Small camp groups (8 campers/2 staff members per group)	86.21%	125
No large camp gatherings	69.66%	101
No camp overnights	72.41%	105
Bringing performers to Park District facilities	40.69%	59
Avoiding bus field trips to maintain social distance	64.14%	93
Increased parent communication about camper health	82.76%	120
Increased cleaning protocols	91.72%	133
Eliminate staff preparing meals (only bring food from home)	58.62%	85
More walking field trips	70.34%	102
Contact-less games	57.24%	83
Swimming/water days only at Glencoe Beach or Glencoe facilities	53.79%	78
Include regular hand-washing in day's schedule	95.86%	139
Adding additional specialty instructors/classes to the day	46.21%	67
Other (please specify)	14.48%	21
Total Respondents: 145		

Answered: 145 Skipped: 2

Q2: Glencoe Park District custodians will increase cleanings of high-touch areas, in addition to regular cleanings throughout the day. Camp counselors will also be given sanitizer and cleaning wipes to use throughout the day. Do you approve of the additional cleaning measures Glencoe Park District is implementing?



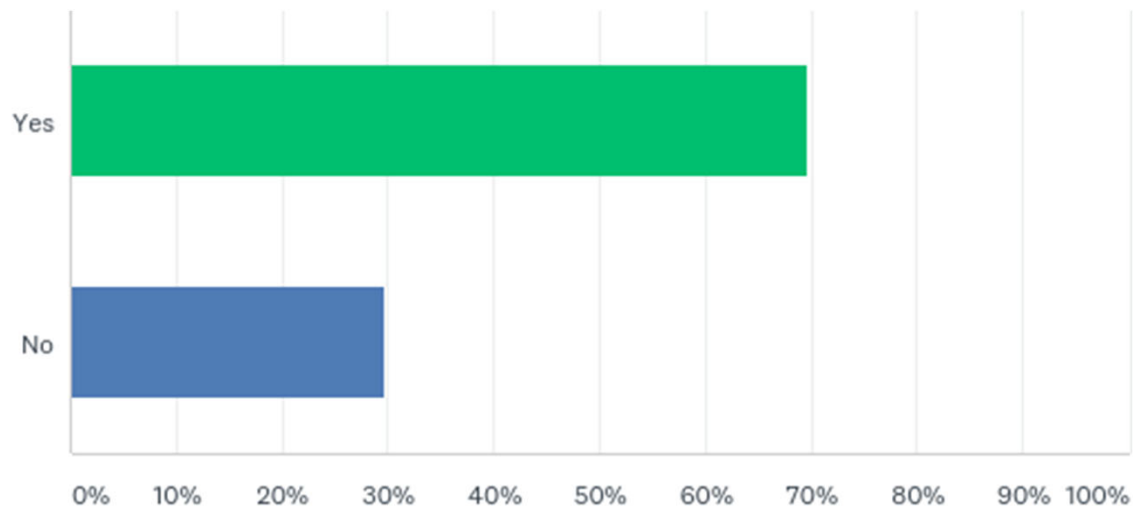
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ANSWER CHOICES	RESPONSES	
Approve	95.17%	138
Neither approve nor disapprove	3.45%	5
Disapprove	1.38%	2
TOTAL		145

Answered: 145 Skipped: 2

Q3: Glencoe Park District is considering implementing temperature checks during camp drop-off. This may create a slower drop-off protocol for camper families. Do you agree it's necessary to implement temperature checks before drop-off?



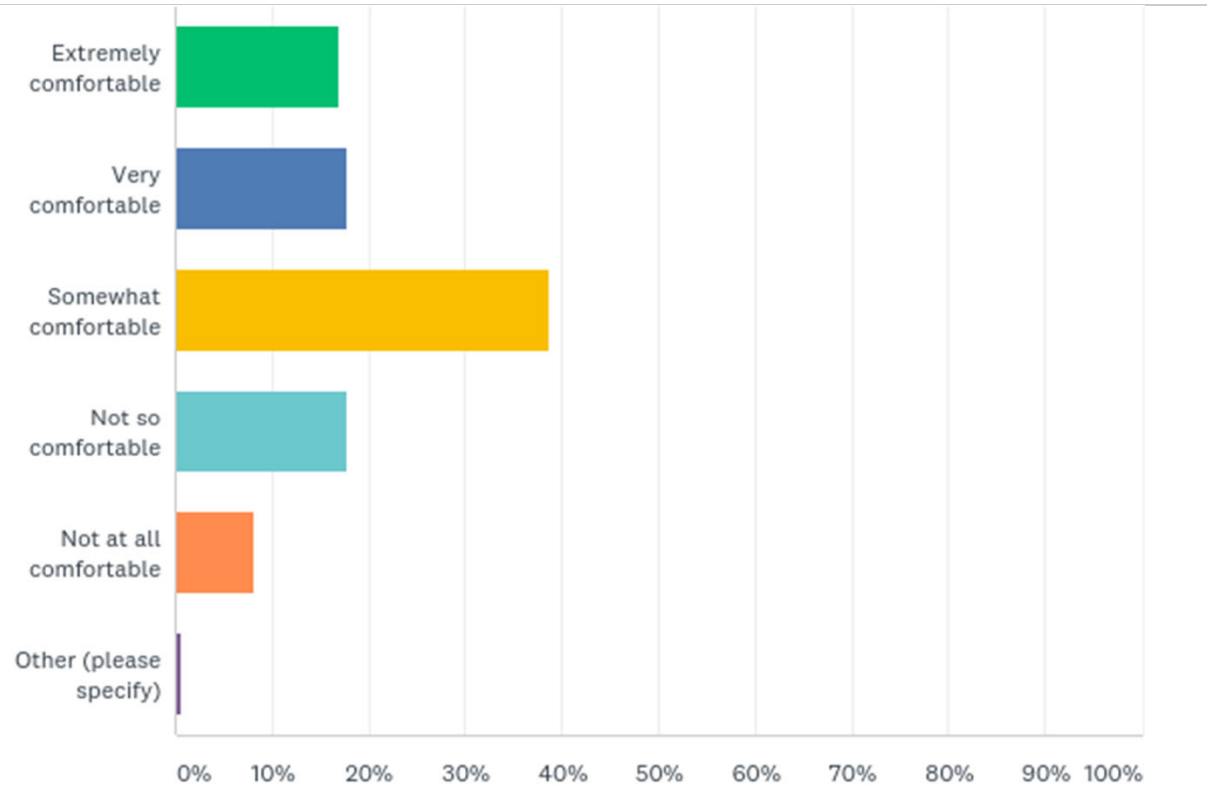
Answered: 145 Skipped: 2

Q3: Glencoe Park District is considering implementing temperature checks during camp drop-off. This may create a slower drop-off protocol for camper families. Do you agree it's necessary to implement temperature checks before drop-off?

ANSWER CHOICES	RESPONSES	
Yes	69.66%	101
No	29.66%	43
TOTAL		145

Answered: 145 Skipped: 2

Q4: How comfortable are you about sending your child to camp this summer at Glencoe Park District?



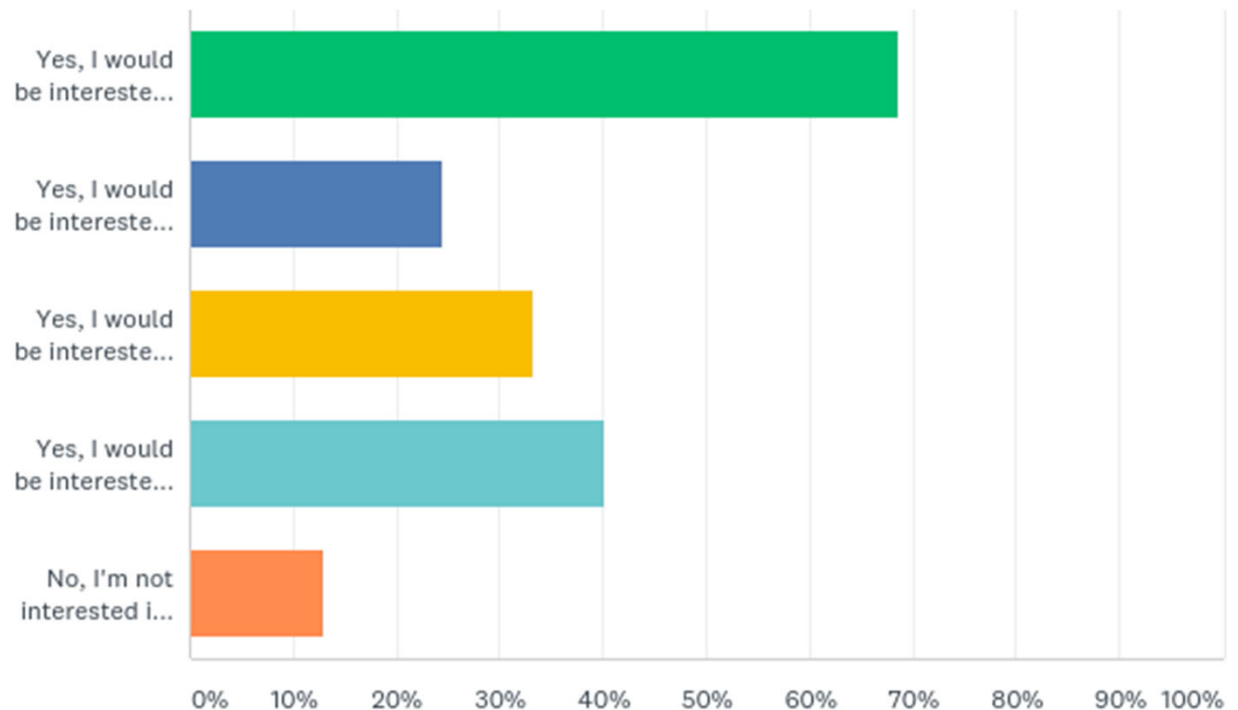
Answered: 147 Skipped: 0

Q4: How comfortable are you about sending your child to camp this summer at Glencoe Park District?

ANSWER CHOICES	RESPONSES	
Extremely comfortable	17.01%	25
Very comfortable	17.69%	26
Somewhat comfortable	38.78%	57
Not so comfortable	17.69%	26
Not at all comfortable	8.16%	12
Other (please specify)	0.68%	1
TOTAL		147

Answered: 147 Skipped: 0

Q5: The Glencoe Park District will be hosting a Zoom meeting with camp parents to address concerns and answer questions before camp starts. Are you interested in attending this type of meeting? If yes, please indicate all times that you are available.



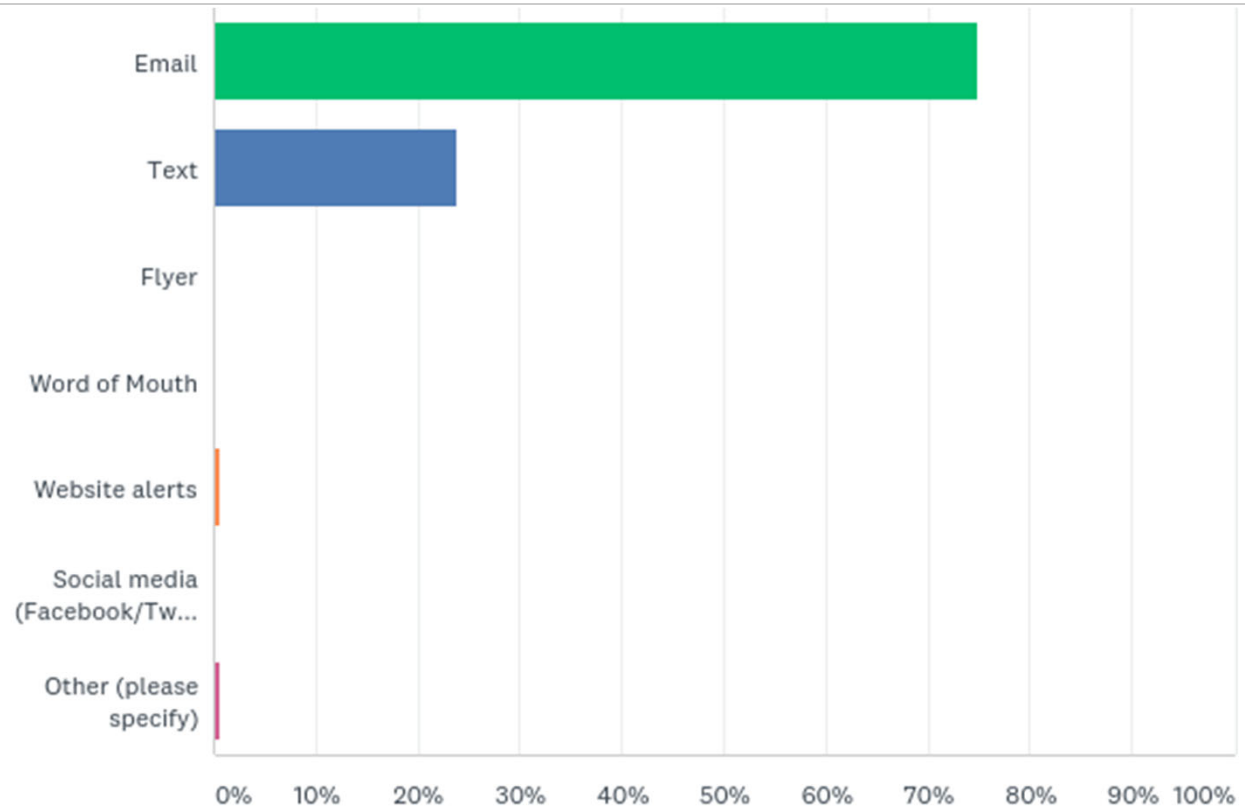
Answered: 147 Skipped: 0

Q5: The Glencoe Park District will be hosting a Zoom meeting with camp parents to address concerns and answer questions before camp starts. Are you interested in attending this type of meeting? If yes, please indicate all times that you are available.

ANSWER CHOICES	RESPONSES
Yes, I would be interested in attending this type of meeting on weeknight.	68.71% 101
Yes, I would be interested in attending this type of meeting on a weekday morning.	24.49% 36
Yes, I would be interested in attending this type of meeting on a weekday afternoon.	33.33% 49
Yes, I would be interested in attending this type of meeting on a weekend morning.	40.14% 59
No, I'm not interested in attending this type of meeting.	12.93% 19
Total Respondents: 147	

Answered: 147 Skipped: 0

Q6: How would you like to be communicated with about changes to the schedule, updates about health/safety, etc.?



Answered: 147 Skipped: 0

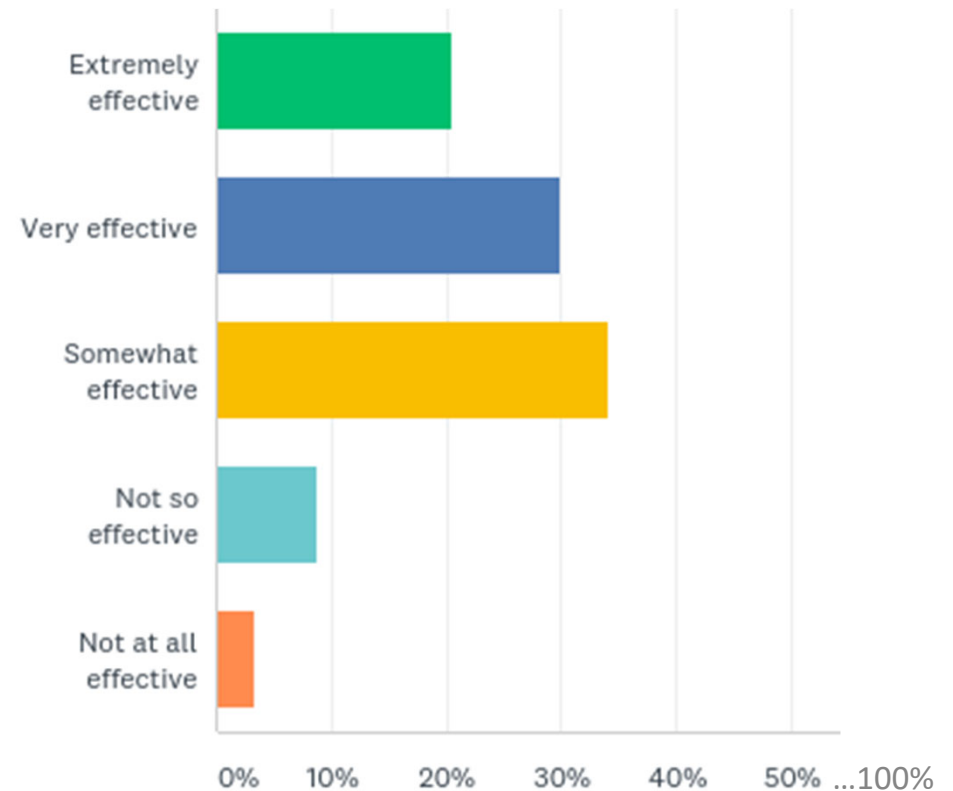
Q6: How would you like to be communicated with about changes to the schedule, updates about health/safety, etc.?

ANSWER CHOICES	RESPONSES	
Email	74.83%	110
Text	23.81%	35
Flyer	0.00%	0
Word of Mouth	0.00%	0
Website alerts	0.68%	1
Social media (Facebook/Twitter/Instagram)	0.00%	0
Other (please specify)	0.68%	1
TOTAL		147

Answered: 147 Skipped: 0

**Q7: Our camp illness policy is as follows:
For the protection of all the children and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: productive or dry cough, temperature, diarrhea or vomiting, rash, thick nasal discharge, or discharging eyes or ears. Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until he/she is asymptotic. Campers who display symptoms will be sent home.**

Do you think our illness policy is effective?



Answered: 147 Skipped: 0

Q7: Our camp illness policy is as follows:

For the protection of all the children and staff, and for the comfort of your child, please keep your child home if he/she has any of the following symptoms: productive or dry cough, temperature, diarrhea or vomiting, rash, thick nasal discharge, or discharging eyes or ears.

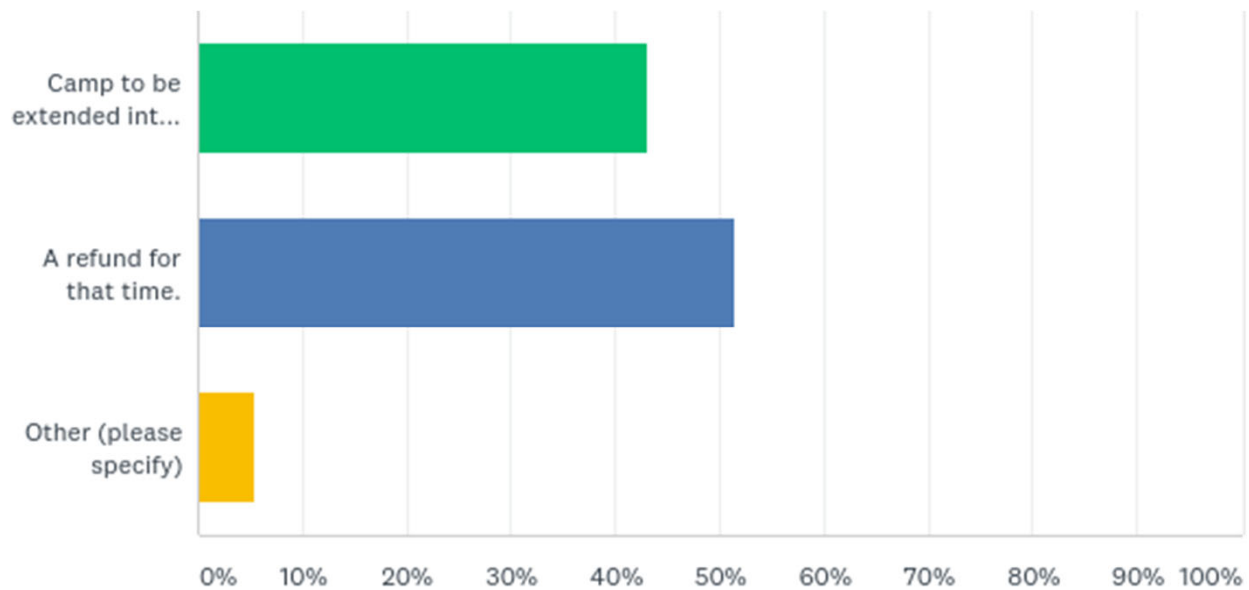
Please remember that a virus is contagious even though it cannot be treated with antibiotics. When a child's physician has determined that symptoms are caused by a virus, that child should not return to camp until he/she is asymptotic.

Campers who display symptoms will be sent home. Do you think our illness policy is effective?

ANSWER CHOICES	RESPONSES	
Extremely effective	20.41%	30
Very effective	29.93%	44
Somewhat effective	34.01%	50
Not so effective	8.84%	13
Not at all effective	3.40%	5
TOTAL		147

Answered: 147 Skipped: 0

Q9: If the start of camp is delayed, would you prefer... (select one)



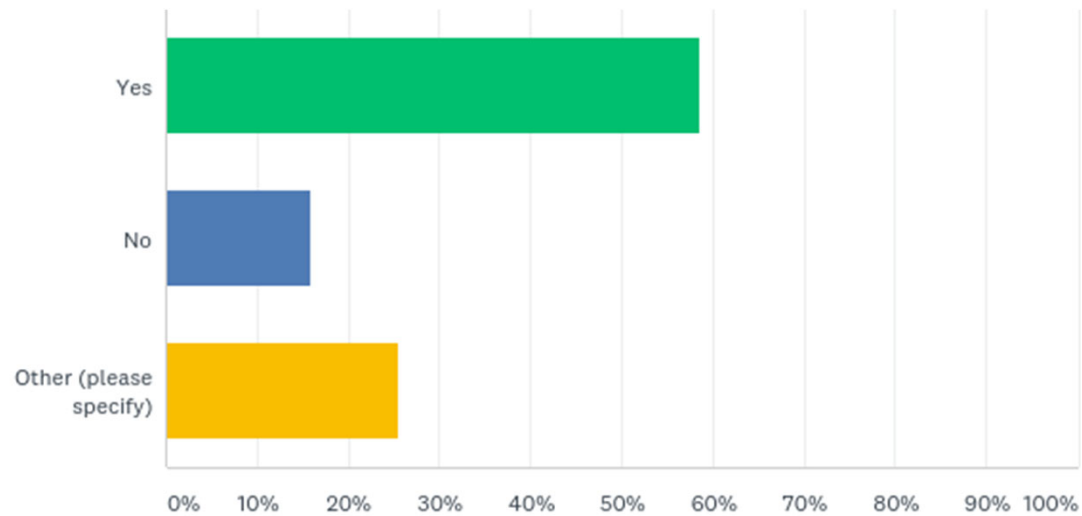
Answered: 146 Skipped: 1

Q9: If the start of camp is delayed, would you prefer... (select one)

ANSWER CHOICES	RESPONSES	
Camp to be extended into August	43.15%	63
A refund for that time.	51.37%	75
Other (please specify)	5.48%	8
TOTAL		146

Answered: 146 Skipped: 1

Q10: Do you think the Glencoe Park District should hold in-person camp this summer?



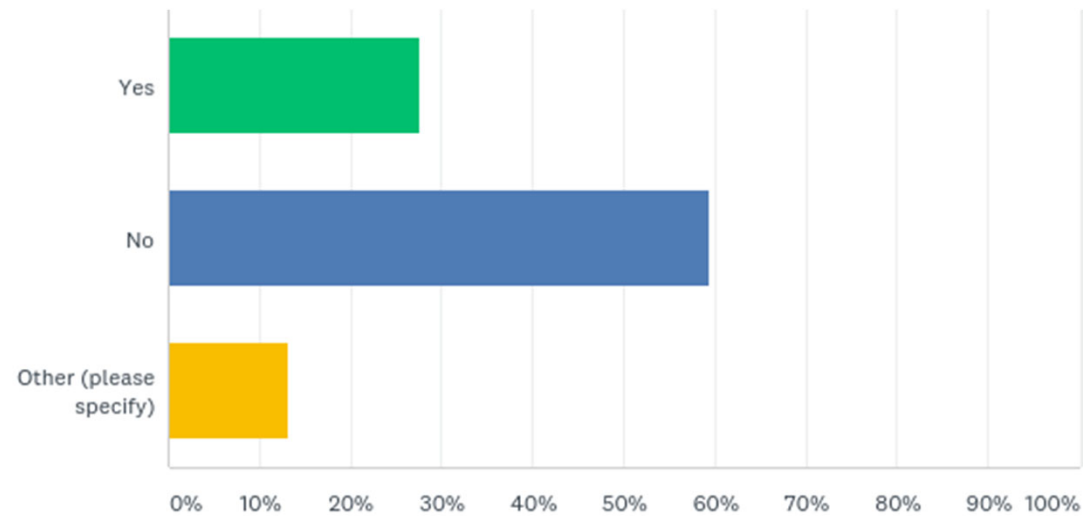
Answered: 145 Skipped: 2

Q10: Do you think the Glencoe Park District should hold in-person camp this summer?

ANSWER CHOICES	RESPONSES	
Yes	58.62%	85
No	15.86%	23
Other (please specify)	25.52%	37
TOTAL		145

Answered: 145 Skipped: 2

Q11: If offered, would you participate in virtual enrichment programming prior to the start of in-person camp?



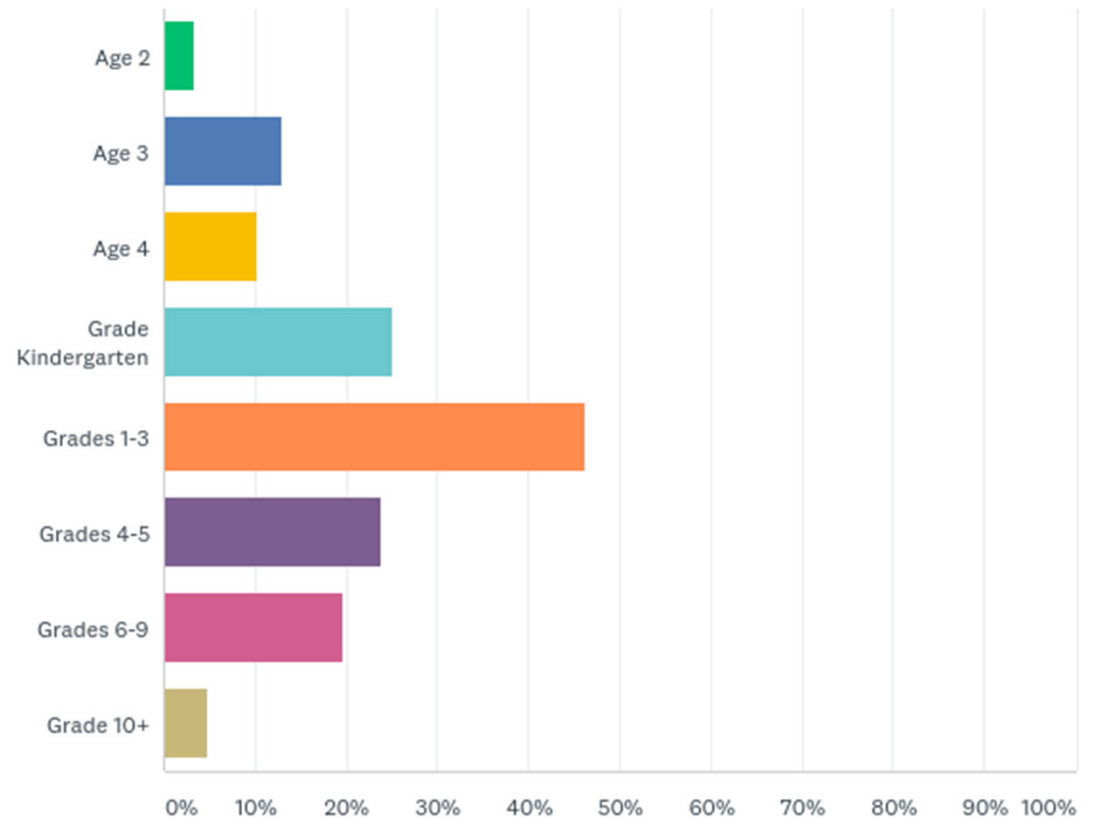
Answered: 145 Skipped: 2

Q11: If offered, would you participate in virtual enrichment programming prior to the start of in-person camp?

ANSWER CHOICES	RESPONSES	
Yes	27.59%	40
No	59.31%	86
Other (please specify)	13.10%	19
TOTAL		145

Answered: 145 Skipped: 2

Q13: How old is your camper? Select the appropriate age/grade group for each child you enrolled in camp.



Answered: 147 Skipped: 0

Q13: How old is your camper? Select the appropriate age/grade group for each child you enrolled in camp.

ANSWER CHOICES	RESPONSES	
Age 2	3.40%	5
Age 3	12.93%	19
Age 4	10.20%	15
Grade Kindergarten	25.17%	37
Grades 1-3	46.26%	68
Grades 4-5	23.81%	35
Grades 6-9	19.73%	29
Grade 10+	4.76%	7
Total Respondents: 147		

Answered: 147 Skipped: 0

Summer Care Program Plan

All phases listed below are in line with the Governor's Restore Illinois Plan.

Hours: 7:00am-6:30pm (all phases)

Staffing: We would have a morning shift of staff and an afternoon shift of staff.

Phase 2:

- Proposed start date for phase 2 camp: June 1
- Tuition is billed on a monthly basis
- Get 3 different licenses from DCFS by June 1
 - 1: re-license EC wing (max children: 50)
 - 2: license enrichment wing (max children: 50)
 - 3: license community wing (max children: 50)
 - Possibility license Watts (max children: 10)
- Pick up and drop off:
 - Staff member who isn't working with any of the children will run pick up and drop off.
 - Staff member is required to wear gloves, disposable mask, and scrubs.
 - Staff member will take child's temperature once the child steps out of the car.
 - If temperature is okay, staff member will walk the child to their assigned group inside the building.
 - Children cannot have any contact with other children that are not in their assigned group.
 - Staff member will then need to dispose of gloves and mask and put on new for next child.
 - This entire process takes about 10 minutes per child.
- This camp would be offered for children 12 and younger.
- Children would be placed in camp groups of 10 or less.
- Staff would be required to be DCFS assistant teacher qualified.
 - Requirements:
 - High School diploma
 - DCFS packet of necessary training
 - Medical exam
 - Background check
- Set up community rooms as classrooms with required equipment in each classroom.
- Staff would be required to wear facemasks while working with children.
- Per CDC recommendation, staff would be required to wear scrubs while at work.
 - Scrubs purchased by park district
 - Left at park district and washed by park district staff member each night
- Determine who is eligible for camp
 - Set specific qualifications for who is eligible for camp
 - After that, first-come, first-serve basis
- Cancel all specialty camp programs
 - Sailing
 - Aquatics

- Not leaving Takiff Center for any reason
- Groups will be 10 children with 2 staff members
 - Children would not be able to leave their groups.
 - Staff would not be able to leave their groups.
 - Should a staff member call out for illness, the director would have to step into classroom.
 - Children cannot share equipment.
 - Equipment would be placed in bins and assigned to specific groups.
 - Only certain toys would be put out in the classroom.
 - Toys would then be placed on the “dirty” table.
 - Toys would run through the sanitizer for use later.
- No in-house or outside entertainers would be able to come to camp.
- One maintenance person would be assigned to each licensed part of the building
 - 1 for EC Wing
 - 1 for Enrichment Wing
 - 1 for Community Wing
- Jessica, Amanda, and Stephani are director qualified.
 - Jessica, Amanda, and Stephani would be assigned to specific groups.
 - e.g.: Jessica-EC Wing, Amanda-Enrichment Wing, Stephani-Community Wing
- Outside members of the public would not be allowed in the building.
- Under DCFS license: all food would need to be provided
 - 2 snacks, 1 meal, and breakfast (breakfast optional)
 - Ellie would need an assistant to keep up.
 - Assistant would need a Food Handler License.

Phase 3:

- Proposed start date: July 1
- Very similar to Phase 2
- Tuition would be billed on a monthly basis.
- Enrichment and Community Wings would not be required to run under DCFS license.
- Can utilize staff that would not be eligible for DCFS teacher requirements.
- Possibly use outdoor space
 - Use 20’ x 20’ tents for additional outdoor space
- Possibly be able to share equipment
- Would not have to provide food for campers
- No in-house or outside entertainers would come to camp.
- Building would allow outside members of the public to enter.
- Staff would be required to wear facemasks while working with children.
- Per CDC recommendation, staff would be required to wear scrubs while at work.
 - Scrubs purchased by park district
 - Left at park district and washed by a park district staff member each night
- Start utilizing other large spaces within the park district.
 - Convert fitness/yoga studio for camp program

- Fitness equipment can be stored for children to be able to use rooms.
- Divide the gym in 3 for camp program
- Utilize more space at Watts
 - Kids Club classroom
 - Lobby
 - Recreation Room
- Pick up and drop off:
 - Staff member who isn't working with any of the children will run pick up and drop off.
 - Staff member is required to use a re-usable mask .
 - Staff member will take child's temperature once the child steps out of the car.
 - If temperature is okay, staff member will walk the child to their assigned group waiting outside of the building.

Phase 4:

- Proposed start date: Based on governor's guidelines
- In-house and outside entertainers could visit camp
 - 2-3 groups could attend a concert staying 6 feet apart from each other
- Utilize inflatables in small groups
 - Inflatable would need to be adequately cleaned between groups
- Drop-in camp
 - Hosted at different parks in Glencoe
 - Families would have to pre-register for program
 - Camp would run 2 hour program
 - Contractors could run programming