

MINUTES FOR THE COMMITTEE OF THE WHOLE OF  
THE BLUE ISLAND PARK DISTRICT HELD ON JUNE 6, 2023, AT 7:30PM

Call to order: 7:31pm

Pledge of Allegiance: Led by Cinthia Bartczak

Commissioners Present: Cinthia Bartczak, Bianca Espinoza, Tonya Howard

Absent: William Ochoa and Brandon Richardella

Staff: Executive Director Theodore Ruthenberg, Park District Attorney Ann Williams, Director of Operations Octavio Carbajal, Pool Manager David Garcia, Supervisor of Maintenance Ken Bereta, Director of Recreation Joshua Edwards, Recreation Coordinator Luiz Montoya, Minutes Secretary Karen Zielinski.

Others Present: Sean Howard and Travis Atkins of Catalyst Partners

Comments: Commissioners introduced themselves and staff stated their names, titles and departments and titles.

AGENDA:

1. **DISCUSSION** – Professional Marketing Service. Travis Atkins, communications specialist from Catalyst Partners marketing company. Mr. Atkins addressed the commissioners regarding his marketing company and their work with communities on communications, social media, newspapers, and websites. They also specialize in feature writing, press releases, promoting programs and highlighting people behind the programs and events.
2. **DISCUSSION** – Comprehensive Master Plan Discussion. Tabled to another date.
3. **DISCUSSION** – Great Lakes Urban Forestry Management Proposal. Tabled to another date.
4. **DISCUSSION** – Summer Programming. Joshua Edwards, Recreation Director explained his role with programs current schedule from June to August, both in house and conjunction with the library. Mr. Edwards also works with social media, and the park district website. Director Ruthenberg explained that Joshua Edwards works with youth baseball and youth basketball, two very successful programs for the districts. Luiz Montoya runs the youth soccer program and just started the youth girls' softball program. Luiz Montoya, Recreation Coordinator explained that our programs are based on listening to the community and then implementing the classes. Park district provides free events to bring the public in and back them up with paid programming. Commissioners asked if the park still provides brochures, Director Ruthenberg stated that the park scaled back since Covid 19. Flyers, email blasts and social media are used to advertise our current programming. The Peach Jar program has been used to distribute to District 130 at a cost. Listing of programs will be provided to the board.

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**5. DIRECTORS REPORT:**

- a. Director Ruthenberg will be working on the next budget and will present it to the board for approval in the next couple of months.
- b. The park district is currently in the beginning of the annual audit. Because of Covid, we are behind, but will be completed in the next couple of months.
- c. Summer camp starts on June 12, 2023, and 80 children are enrolled for the first session. We are currently down by two counselors and have one counselor for every 10 campers. Cam director will be providing an event/activity schedule for each session at the beginning of camp. Swimming is part of the activities weather permitting.
- d. Pool – Director Carbajal updated the board regarding lifeguard status and training, swim lessons, balancing chemicals, and pool hours of operation.
- e. Ann Williams, park attorney addressed the commissioners regarding a training webinar June 13, 2023, from with IAPD (Illinois Association of Park Districts). New commissioners have received an information packet. Topics will include the Open Meetings Act, limitations of closed session topics and the Freedom of Information Act.

**Adjournment**

Motion to adjourn was made by Commissioner Howard and seconded by Commissioner Espinoza. All aye, meeting adjourned at 8:25pm

Approved

  
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William Ochoa, Treasurer  
Blue Island Park District

  
Date