

APPROVED

**GLENCOE PARK DISTRICT  
999 Green Bay Road  
Glencoe, Illinois 60022**

**PERSONNEL AND POLICY COMMITTEE MEETING  
7:30 p.m.  
Tuesday, October 17, 2011**

**Roll Call.** The meeting was called to order at 7:30 p. m. Present were Hilary Lee (Chair), Max Retsky (Vice President) and Andre Lerman. Staff present included Executive Director/ Secretary Don Van Arsdale, Director of Finance/Human Resources Carol Mensinger, and Executive Assistant Nancy Symonds.

**Matters from the Public** There was no one present wishing to address the Committee..

**Approval of Meetings Minutes** After discussion, Vice President Retsky moved to approve the meeting minutes of the Personnel Committee meeting held on October 19, 2010 and the Policy Committee meeting held on July 19, 2011. Commissioner Lerman seconded the motion which passed by unanimous voice vote.

**Discussion of Health Insurance Renewal** Director of Finance/Human Resources Mensinger reviewed with the Committee a memorandum outlining health insurance renewal recommendations for full-time staff. She continued by stating the District's health insurance program with PDRMA includes three coverages: medical, EAP, and life insurance. She stated the District committed to continuing in the PDRMA health program earlier this year. The PDRMA Health Program has 87 member agencies covering over 2,285 employees and nearly 3,900 covered lives. Discussion ensued.

She continued by stating the PDRMA Health Program Council approved a change in the PPO network from the current PHCS network to the new Aetna network. This change in network allowed for a savings to PDRMA; this savings allowed PDRMA to have only a 6.6% increase versus 11.5% had the PHCS network been retained. With this change in network, she stated there might be some employees who will learn that their current service providers are no longer in the network. She stated PDRMA has transition-of-care procedures for those participants who may be in the middle of treatment and would allow participants to request up to 90 days of in-network coverage for doctors and facilities not in the Aetna network.

Ms. Mensinger continued by stating the District has reimbursed employees \$200 of their \$500 insurance deductible. Staff was recommending that the net deductible in 2012 be increased from \$300 to \$400. And that the monthly employee contribution levels, which had not changed since 2008, be increased by \$5 - \$10 depending on coverage type.

Committee Chair Lee thanked Ms. Mensinger for her work.

Ms. Mensinger will schedule a full-time staff meeting to inform eligible staff of these changes so they can plan accordingly.

After discussion, the Committee reached consensus to recommend for Board approval that the District increases the net deductible from \$300 to \$400 and that there be a change in employee contribution levels.

Discussion of Flexible Spending Account (FSA) Plan Ms. Mensinger stated the FSA plan is a plan available for full-time employees which allows eligible employees to contribute pre-tax dollars to pay for medical expenses not paid for by the health insurance plan. This program is administered through a third party. Thirteen employees are currently enrolled in the plan and contributed \$13,400 to cover their medical expenses. She continued by explaining the cost to administer the plan is a \$100 annual renewal fee and a monthly administrative fee of \$5.50/per participant.

After discussion, the Committee reached consensus to recommend for Board approval the District's continued participation in the PACT Administrative Services Flexible Spending Account (FSA) plan for full-time employees effective January 1, 2012 and that the maximum employee contribution amount for medical expenses increase to \$1,750 per year.

Employee Holiday Bonus Executive Director/Secretary Van Arsdale stated for at least the past twenty years that District has given a holiday check to full-employees. Last year the amount given was \$200 per employee. Thus the total expense to the District for the 29 full time employees was \$5,800. An additional cost for IMRF (\$835) and FICA/Medicare (\$445) is also incurred. There is money in the current budget for this item.

After discussion, it was the consensus of the Committee to recommend approval of the holiday checks for full-time staff.

Employee/Board Recognition Event Executive Director/Secretary Van Arsdale stated this year has been extremely busy for staff. In past years, the District has held an event after work, usually on a Friday night, for full-time and permanent part-time staff members and their spouses or a guest. He continued by stating planning this event takes a tremendous amount of staff time and staff is already working hard. Mr. Van Arsdale stated that over the years the attendance at this function has declined. There is money in the budget for this event.  
Discussion ensued

After discussion, the Committee reached consensus to continue with the employee recognition event and have it for full time and part time employees and held after the holiday time. It is proposed that Messrs. Nagle and Bold be in charge of this event.

Discussion of Freedom of Information Act Request Acceptance Policy Executive Director/Secretary Van Arsdale stated that Freedom of Information Act (FOIA) requests can be accepted either orally or written. He said oral requests may not be as precise as written requests. Discussion ensued. After discussion, it was the recommendation of the Committee that all FOIA requests in the future be accepted in writing only.

Other Vice President Retsky inquired about the District's policy for searching children's backpacks. She recently learned of children's backpacks searched while a District program was being held at a School District #35 facility. Executive Director/Secretary Van Arsdale stated a backpack should never be searched. Discussion ensued.

Mr. Van Arsdale stated staff training on this privacy issue will be conducted and protocols on prohibition of personal searches will be included in updates of the District's full-time and part-time employee personnel manuals.

Adjourn With no further business, the meeting adjourned at 7:50 p.m. on a motion from Vice President Retsky and a second from Commissioner Lerman.

Respectfully submitted,

Donald P. Van Arsdale  
Secretary