ROLL CALL. The meeting was called to order at 5:40 p.m. Present were Committee members Max Retsky (Chair) and Andre Lerman. Also present was President Trent Cornell. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Parks Rick Bold, Director of Finance/Human Resources Carol Mensinger, Director of Operations Steve Nagle, Director of Recreation Cheryl DeClerck, and Executive Assistant Nancy Symonds.

APPROVAL OF MEETING MINUTES Commissioner Lerman moved to approve the minutes of the Committee meeting held April 20, 2010. President Cornell seconded the motion. The result of a roll call vote follows:

AYES: Cornell, Lerman, Retsky
NAYS: None
ABSENT: None

MATTERS FROM THE PUBLIC. There was no one present wishing to Committee.

DISCUSSION OF THE “MISSION” OF THE COMMITTEE AND TIMETABLE FOR GATHERING CURRENT POLICIES Committee Chair Retsky indicated she thought the mission of the Policy Committee of the Board should be expanded to review all Park District’s policies. She stated that personnel policies should be reviewed by the Policy Committee.

President Cornell wondered why there were so many Board committees. He said some committees meet regularly and some meet rarely.

Director of Finance/Human Resources Mensinger stated she felt it was important to split responsibilities for the committees, i.e. have the Personnel Committee review personnel issues and have the financial issues considered by the Finance Committee of the Whole due to the uniqueness of the individual policies.

Chair Retsky asked if there was a specific “policy book” containing all the District’s policies.

Ms. Mensinger indicated staff creates policies and the Board approves them. For example, Ms. Mensinger said the Personnel Policy needs to be updated and revised to include new employment laws which have recently been enacted.
President Cornell recommended that certain issues need to be discussed separately with staff members with appropriate knowledge first, then to the Board to consider. He indicated the Board Policy Manual is to be reviewed every two years and the revised version being reviewed later in the meeting is only a red lined version. He inquired about getting all the policies together and moving forward.

Director of Operations Nagle indicated the Ordinance No 700, the Conduct Ordinance, should be reviewed because it has a day-to-day impact on the District.

Chair Retsky indicated some of the policies cross over.

Director of Operations Nagle indicated he thought there should be a master overview of the policies annually.

Chair Retsky indicated she was concerned about the final ownership of a District process. She inquired about marketing and communication. For example, she stated there was misinformation in a recent District program brochure and she was wondering who was responsible for not noticing the error; was it a staff member and, if so, who was responsible? She wanted the staff to work toward one goal. She was wondering who was ultimately accountable.

Executive Director/Secretary Van Arsdale stated he is the chief executive officer of the District and he ultimately he is accountable for the District operations including the brochure.

President Cornell inquired about getting policies from staff for an overview to see if everything that is done is right.

President Cornell stated it was important to review policies regularly, especially with new staff members and new Board members.

Executive Director/Secretary Van Arsdale said he felt it would be important to have a policy binder which would be updated as necessary. He would get examples of Policy Manuals from other Districts and have information available at the next Committee meeting to be scheduled in September.

**Discussion of Draft of Revised Board Policy Manual** Chair Retsky shared with the Committee proposed revisions to the Board Policy Manual and she would share this with other Commissioners.

Commissioner Lerman indicated one of the revisions is changing the make up of the Board from five Commissioners to seven and to change the length of their term from six years to four years with the possibility of a Commissioner being on the Board for two terms. These changes might need a referendum or a Board resolution.

He continued by indicated in the revised Board Policy Manual the number of Board committees would be reduced from eight to five by combining some of the committees and the committees would meet on a regularly scheduled basis. He would like to have three
Commissioners on more committees to get more circulation of ideas and make it easier to have quorums.

Commissioner Retsy indicated the strategic plan “road map” should be discussed in a committee. She also indicated she wanted the District’s attorney’s input on policies. She was concerned about what may be missing.

President Cornell stated staff review is critical. He wanted staff input to see what works and what doesn’t.

Other There was no further business for the Committee at this time.

Adjourn With no further business, the meeting adjourned at 6:30 p.m. on a motion from Commissioner Lerman and a second from President Cornell.

Respectfully submitted,

Donald P. Van Arsdale
Board Secretary