

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

**PERSONNEL AND POLICY COMMITTEE MEETING**

**6:45 p.m.**

**Tuesday, January 17, 2012**

**Roll Call.** The meeting was called to order at 6:33 p. m. Present were Hilary Lee (Chair), and Andre Lerman. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Finance/Human Resources Carol Mensinger, Director of Recreation Cheryl DeClerck, and Executive Assistant Nancy Symonds.

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

**Approval of Meetings Minutes** Committee Chair Lee moved to approve the minutes of the Personnel and Policy Committee held on December 13, 2011. Commissioner Lerman seconded the motion which passed by unanimous voice vote.

**Discussion of Dental Insurance Renewal** Director of Finance/Human Resources Mensinger stated the District's dental insurance renewal date for full-time staff is February 1, 2012. She continued by stating she received an initial quote from Humana with an 8.84% increase; however, the District's insurance broker was able to negotiate the increase down to 3.9% for the year, which would equate to an annual increase of \$748 to the District. There are no changes in benefit levels.

After discussion, the Committee recommended approval of the dental insurance renewal at the next regular Board meeting.

**Discussion of New Personnel Policies**

- A. Policy on Acceptable Use of Internet, Email, Computers, Phones, Cellular Phones, and Other Park District Provided Communication Devices
- B. Social Networking Policy
- C. Political Activities Policy
- D. Victims' Economic Security and Safety Act ("VESSRA") Policy
- E. Americans with Disabilities Act Policy Statement

Ms. Mensinger stated the above policies would be included in the revised Full-Time and Part-Time Personnel Policy Manuals and the District's attorney reviewed them.. The policies incorporate changes previously reviewed by the Committee.

Discussion continued . To a question from Commissioner Lerman, Ms. Mensinger stated that all part-time, full-time, and seasonal employees are given the current Personnel Policy Manual and will be given the revised Personnel Policy Manual when approved. The employees will sign acknowledging receipt of the revised Personnel Policy manual.

Discussion of Increasing Number of Commissioners and Length of Term Committee Chair Lee indicated this topic was discussed previously and would be discussed at the next meeting of the Board of Park Commissioners.

Other Commissioner Lerman inquired about stipend requests from Glencoe Youth Services and Glencoe Junior High Project, which are on the agenda for the regular Board meeting later on this date. He indicated he thought a Committee of the Board should review stipend requests first, and then have the requests go to the Board for consideration and approval. He stated other local governmental entities have philanthropic requests reviewed by a committee first and then presented for approval later. Mr. Lerman felt a committee review would be an opportunity to ask questions; however, the Committee to review the stipend requests was not determined.

Adjourn With no further business, the meeting adjourned at 7:05 p.m. on a motion from Commissioner Lerman and a second from Committee Chair Lee.

Respectfully submitted,

Donald P. Van Arsdale  
Secretary