

**APPROVED**

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

**PERSONNEL AND POLICY COMMITTEE MEETING  
7:05 p.m.  
Tuesday, July 31, 2012**

Roll Call. The meeting was called to order at 7:05 p. m. and the roll was called. Present were Andre Lerman (Chair), Max Retsky (President), and Bob Kimble. Also present was Vice President Trent Cornell. Staff present included Interim Executive Director/ Secretary Steve Nagle, Director of Finance/ Human Resources Carol Mensinger, and Director of Recreation Cheryl DeClerck.

Also in attendance was Irv Leavitt, Pioneer Press reporter.

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

Discussion and Review of Board Policy Manual. Vice President Cornell indicated at the August 25, 2011 meeting the Board discussed the revised and then approved the Board Policy Manual. He stated at the September 20, 2011 there were additional revisions and changes, which were then incorporated in the newly approved Board Policy and Manual and that document was then approved by the Board. He stated that document was never presented as a final document. It was the consensus of the Committee to again review the Board Policy Manual for additional changes, which are now appropriate to revise, i.e. Article 3; the length of term of a Commissioner was reduced by Board approved resolution in April 2012. Commissioners were asked to get their changes to Mr. Lerman by August 10. It is anticipated the Board Policy Manual discussion and approval will be included on the August 28, 2012 regular agenda.

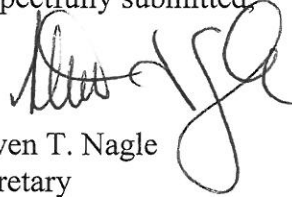
Discussion of Interim Executive Director's Role and Responsibilities President Retsky indicated this item is on the agenda at the request of staff regarding the role and responsibilities of the Interim Executive Director. Ms. Retsky stated from her perspective there was no difference between the Interim Executive Director and the Executive Director with regard to the day-to-day operations of the District. It was the consensus of the Committee that the Interim Executive Director has the same responsibilities and authority as described in the Full-Time and Part Time Personnel Policy Manuals as the Executive Director. The Interim Executive Director reports to the whole Board.

The Commissioners were asked to review a section related to grievance procedures in the Full Time and Part Time Personnel Policy Manuals and get their comments to Commissioner Lerman for possible review at the August 28, 2012 Board meeting.

Other Business Commissioner Lerman moved to approve the minutes of the Personnel and Policy Committee meeting held

Adjourn With no further business, the meeting adjourned at 7:25 p.m. on a motion from Commissioner Lerman and a second from Commissioner Lee.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steven T. Nagle', written in a cursive style.

Steven T. Nagle  
Secretary