



PERSONNEL AND POLICY COMMITTEE MEETING
Tuesday, August 12, 2014 - 6:00 p.m.
Takiff Center

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting is the Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes – August 28, 2013
4. Matters from the Public
5. Discussion and Review of Personnel Policy Manuals
6. Other Business
7. Closed Session in accordance with Section 2(c)1 of the Open Meetings Act
8. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director E-mail address: lsheppard@glencoeParkDistrict.com

MINUTES OF AUGUST 28, 2013 PERSONNEL AND POLICY COMMITTEE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:10 p.m. and roll was called. Present: Commissioners Steve Gaines (Chair) and Hilary Lee. Staff present: Executive Director/Secretary Lisa Sheppard and Executive Assistant Nancy Symonds.

Approval of Meeting Minutes – September 4, 2012 Committee Chair Gaines moved to approve the minutes from the meeting held on September 4, 2012. Commissioner Lee seconded the motion which passed by unanimous voice vote.

Matters from the Public There was no one in attendance wishing to address the Committee at this time.

Other Commissioner Gaines stated the primary purpose for the meeting this evening was to begin a review and update of the Board Policy Manual.

Executive Director Sheppard then indicated the Board Policy Manual being reviewed at this meeting is one of the documents required by the District as it prepares for achieving Distinguished Accreditation Agency status through the Illinois Association of Park Districts and the Illinois Parks and Recreation Association. The Board originally approved the Board Policy Manual in 2009 and last approved it in August 2012.

Commissioner Palatnik arrived at 6:35 p.m.

Extensive discussion ensued. It was the consensus of the committee to revise the Board Policy Manual as discussed and to recommend that the revised document be approved at the September 17, 2013 regular Board meeting.

The committee then began a review of the District's Athletic Field Use guidelines. Executive Director Sheppard stated since the Board originally approved these guidelines that the District has received more requests to use fields by other organizations. The revised guidelines include more details on using District's fields. The committee reached consensus on the proposed changes to the Athletic Field Use guidelines.

Closed Session Chair Gaines stated that was no closed session needed.

Adjourn With no further business at 7:45 p.m., Commissioner Gaines moved to adjourn the meeting. Commissioner Palatnik seconded the motion which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary