PERSONNEL AND POLICY COMMITTEE MEETING
Tuesday, February 3, 2015
Immediately following the 7:00 p.m. Finance Committee of the Whole Meeting
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 12, 2014
4. Matters from the Public
5. Policy Reviews
   a. Financial Policy and Procedures
   b. Refund Policy
   c. Recreation Services Fees and Charges Policy
   d. Categories of Glencoe Park District Services
   e. Policy on Naming or Renaming Parks and Facilities
   f. Policy on Gifts and Donations
6. Discussion on Inclusion Aids procedures with NSSRA
7. Discussion of how Park District Board meeting minutes are transcribed
8. Other Business
9. Closed Session in accordance with Section 2(c)1 of the Open Meetings Act
10. 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
The meeting was called to order at 6:09 p.m. and roll was called. Commissioners present: Committee Chair Bob Kimble, Committee Member/President Hilary Lee, Committee Member/Treasurer Steve Gaines, Vice President Seth Palatnik; Staff present: Executive Director/Board Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger

There were no members of the public in attendance.

Approval of Minutes from the August 23, 2013 Personnel and Policy Committee Meeting was tabled until the Regular Board Meeting.

Matters from the Public: There were no matters from the public.

Review of Personnel Policy Manuals: Director Mensinger stated that manuals are reviewed every three years or sooner depending on changes to Personnel Law. Rob Bush and Bob McCabe, our legal counsel at Ancel-Glink, reviews and generates changes to the manuals. All changes and clarifications are highlighted.

The committee reviewed both Part-time and Full-time Personnel Policy Manuals including changes to Pre-placement Testing, Nepotism Policy, Organizational Chart, and new policies added including Medical Cannabis, Weapons Policy, and Staff Apparel Guidelines.

Personnel Policy Manual review and approval is slated on the August 19, 2014 Regular Board Meeting Agenda.

Executive Session: The Board Committee did not enter into Executive Session.

Adjourn: Commissioner Kimble moved to adjourn the meeting at 6:43 p.m. President Lee seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary
To:       Board of Commissioners

From:  Lisa Sheppard, Executive Director

SUBJECT: Personnel and Policy Committee Meeting

Over the next two years we will be doing a comprehensive overview of all policies and procedures of the District in preparation for Distinguished Accreditation. New policies are being developed where there are no current written policies and others are being revised and formatted to be uniformly aligned. Below, I will note changes to existing policies. Some policies are in the old format and are a starting point for discussion if the Board wishes to make any changes. Prior to approval, they will be converted into the new format.

Please read over all policies and come prepared with questions, concerns, and changes to be discussed at the Personnel and Policy Committee meeting. No action on these policies will be taken at the Committee meeting.

The policy format has changed to align all policies together for Distinguished Accreditation.

1. Financial Assistant Policy:
   - Changes are highlighted below:
     - $3,000 for individual or $4,500 for a family annual max for ELC or Before and After School Adventures (If the family has scholarship money remaining after attending these programs the balance may be applied to Glencoe Park District summer camp.)

     - $1,500 for individual or $2,250 for a family yearly max for any other Glencoe Park District program excluding certain programs including contractual programs, one day trips and Children Circle.

   Note: In the past we had one $1,500 annual maximum for families. We felt this was a little low, and should have two tiers to be similar to above. This may increase our scholarship awards by $12,000 if all additional monies were used. We feel we have enough in the Recreation Fund to cover this increase and also feel that based on history, families do not reach maximum amounts.
2. Refund Policy:
   - Changes are highlighted below:
     Program fee refunds **less a service charge of 20% (not to exceed $20)** will be made if a request is received.

     Note: The prior policy was a $20.00 fee across the board. We felt this was not equitable for programs of a lower cost.

     - Changed name of Commitment to Quality to **100% Satisfaction Guarantee**. We also changed the “subject to a $20 service fee and prorated amount for number of classes attended”. We felt if we did not meet the quality that we guaranteed **they should not have to pay any fees**. They must fill out the 100% Satisfaction Guarantee form within 48 hours of the second class, so that we may make improvements in the program immediately and so that we have a written record of the dissatisfaction.

3. Recreation Services Fees and Charges Policy:
   This is a new policy. This information is what we have been doing, but some are new concepts to give additional direction to staff. This will be discussed in more detail at the Committee meeting.

4. Categories of Glencoe Park District Services:
   This is a new policy. These are the Board and Staff’s philosophical view on what programs should be subsidized, partially subsidized or fully funded of direct and indirect expenses. This will be discussed in more detail at the committee meeting.

5. Policy on Naming or Renaming Parks and Facilities:
   This is a copy of the old policy. I would like the Board to discuss and determine if any changes to this policy should be made moving forward. The policy will be reformatted once discussion takes place.

6. Policy on Gifts and Donations:
   This is a copy of the old policy. I would like the Board to discuss and determine if any changes to this policy should be made moving forward. The policy will be reformatted once discussion takes place.
Financial Assistance / Scholarship Program

The Glencoe Park District provides financial assistance/scholarships to residents who are interested in enrolling in a Park District Program but are unable to do so due to financial hardships. Based on the availability of funds, the Park District will attempt to provide financial assistance to those who qualify, if they meet the eligibility requirements. The Park District reserves the right to approve full or partial assistance or deny an applicant’s request.

Scholarships are limited to:

- $3,000 for individual or $4,500 for a family annual max for ELC or Before and After School Adventures (If the family has scholarship money remaining after attending these programs the balance may be applied to a Glencoe Park District summer camp.)

Or,

- $1,500 for individual or $2,250 for a family yearly max for any other Glencoe Park District Program excluding contractual programs, one day trips, and Children Circle

Qualifications and Limitations for Financial Assistance

- Applicant must reside within the boundaries of the Glencoe Park District
- Available for all general recreation programs except Children’s Circle, one-day trips and contractual/co-op programs
- Applications must be completed annually and processed by Family Services of Glencoe
- Approval does not ensure continued approval for succeeding programs or seasons
- Placement in requested programs is based on program availability
- The participant’s portion of payment is due before a registration can be processed. Registration for Day Camp may be completed prior to scholarship approval, if requested, with a $100 deposit per person, per program to ensure a spot in the program. Registration does not guarantee scholarship approval. The deposit will be returned if a scholarship is not approved.
- Delinquency on the participant’s portion of payment may result in ineligibility for future program participation and/or financial assistance.
- All registration policy and procedures apply to financial assistance/scholarship applicants.
- Scholarships are awarded on a first-come, first-serve basis, on need, as well as availability of funds. The Park District reserves the right to approve full or partial funding or deny an applicant’s request.
- Family Services of Glencoe evaluates each application submitted and makes the decision whether or not to grant the scholarship.
- Applicant must provide requested references.
- All scholarship recipients will receive the early bird rate for camp regardless of when they register.
Criteria to Determine Scholarship Eligibility

- The following household size and pre-tax income criteria will be used to determine initial eligibility for financial assistance. Other factors such as current participation in public aid, the food stamp program, subsidized housing, excessive medical bills etc. will also be considered in determining eligibility.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Qualifies for 90% Subsidy</th>
<th>Qualifies for 75% Subsidy</th>
<th>Qualifies for 50% Subsidy</th>
<th>Qualifies for 25% Subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$14,000 and under</td>
<td>$14,001 - $16,000</td>
<td>$16,001 - $18,000</td>
<td>$18,001 - $20,000</td>
</tr>
<tr>
<td>2</td>
<td>$18,000 and under</td>
<td>$18,001 - $21,000</td>
<td>$21,001 - $24,000</td>
<td>$24,001 - $27,000</td>
</tr>
<tr>
<td>3</td>
<td>$23,000 and under</td>
<td>$23,001 - $27,000</td>
<td>$27,001 - $30,000</td>
<td>$30,001 - $34,000</td>
</tr>
<tr>
<td>4</td>
<td>$27,000 and under</td>
<td>$27,001 - $32,000</td>
<td>$32,001 - $36,000</td>
<td>$36,001 - $41,000</td>
</tr>
<tr>
<td>5</td>
<td>$31,000 and under</td>
<td>$31,001 - $36,000</td>
<td>$36,001 - $42,000</td>
<td>$42,001 - $48,000</td>
</tr>
</tbody>
</table>

Application Procedures

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application and also provide the requested documents. Completed applications should be directed to Family Services of Glencoe to review the financial assistance request. The completed application should be submitted a minimum of four weeks prior to the start of the program. The applications will be reviewed and the applicant will be notified of a decision within two weeks of their financial assistance status.

Applications cannot be considered without submitting the documents listed on the application. Missing documentation will delay review of the application until all documents are received. Additional documents may be deemed necessary.

Procedures for Administering the Financial Assistance/Scholarship Program

- Funds must be set aside towards the scholarship program at the time the budget is Board approved.
- Any participants who wish to apply for a scholarship must obtain a scholarship packet from the Takiff Registration Office or Glencoe Park District website.
- Once completed, the financial assistance/scholarship applications should be given to a third party, Family Services of Glencoe (FSG), to determine scholarship eligibility. The applicant must schedule an appointment with FSG to discuss household financial needs.
- A decision will be made regarding the application within two weeks of its receipt.
- Once a decision is made, the top page of the application form will be forwarded to the Registration/Customer Service Manager, via e-mail from FSG.
- The Registration/Customer Service Manager will prepare a letter to be sent to the applicant regarding the decision made by FSG.
- The Registration/Customer Service Manager will enter the eligible scholarship amount, along with the expiration date, into the registration system.
- All scholarship information will be filed in a secure location.
- The participant’s portion of payment must be collected prior to processing the registration form.
- All programs must be entered in the system with the appropriate fee and the scholarship needs to be entered as a payment type.
- For those programs that are billed, the billing rate should be set to the patron’s portion due after the scholarship is applied during the billing process; payment should be entered in the system less the scholarship portion.
- A list should be created by the Registration/Customer Service Manager, using RecTrac, on a monthly basis with the amount of scholarship given to each participant.
- The scholarship account must be reviewed and reconciled on a monthly basis.

Approved by the Board of Commissioners: insert date once approved
Refund Policy

General

Program fee refunds less a service charge of 20% (not to exceed $20) will be made if a request is received at least seven days before the start of the program, by phone or in person, at the Takiff Registration Office. After that, refunds can only be given for medical reasons, and will be prorated. Refunds cannot be given for programs, or trips that require advance admission or entrance fees.

- Medical refunds require a doctor’s note and will be prorated based on the date the medical documentation is received.
- League refund requests are due seven days before the fee payment deadline. If a participant attends a clinic, but not any team practice or games, and requests a refund due to injury, or realizes after the clinic that the sport is not for their child, we will refund the league fee, minus $50 for the clinic, $6 for the jersey and a $20 service fee.
- For preschool, day camp, and Before and After School Adventures, see the program description (when applicable)
- When the Park District cancels programs due to insufficient registration, full refunds will be issued. Refunds will be issued within 7 days of a class cancellation.
- For refunds less than $10, a household credit will be issued on your account to be used toward payment for future programs. All refunds may be added to your household account, upon request.
- The Park District will not issue refunds for classes which are canceled due to inclement weather, or other circumstances beyond the District’s control. The Park District may schedule a make-up class, when possible.
- If the Park District cancels a class and is unable to schedule a make-up class, a credit/refund will be applied to your household account.
- All pre-paid fitness passport cards, Children’s Circle registration fees, Early Learning Center fees, day camp deposits, ice passes, beach passes, and boat space rentals are non-refundable and non-transferable.
- Other restrictions apply for rentals
- Relocation out of the area: Upon receipt of appropriate documentation that reflects imminent relocation, a prorated refund will be issued less 20% but not to exceed $20.
- Whether you register at the early bird rate or at the regular rate, refund requests will be issued less the deposit amount (where applicable) when requested seven (7) days before the start date of camp. Non-deposit camps will be charged a service charge of 20% (not to exceed $20) prior to the seven day drop. If you drop your child’s registration less than seven days prior to the start day of camp, no refund will be issued (except for medical reasons).

Wait List

All waitlisted customers will receive a refund if no class openings become available after 30 days from the start of a program. In the event openings occur, the Park District will notify the customer and payment will be due at that time.
100% Satisfaction Guaranteed

The Glencoe Park District is constantly striving to offer quality recreation programs to the public. If you feel our programs did not meet your expectations, due to the quality of instruction, facilities or program content, we will refund your money…100%. To be eligible for a refund you must:

1. Attend at least 2 classes and inform us within 48 hours after the second class, and,
2. Complete the 100% Satisfaction Guaranteed form

Your input on the 100% Satisfaction Guaranteed form is valuable to us as it will help determine where improvement is needed. The form is available at the Takiff Community Center and on the web. Filling out the form does not necessarily guarantee a refund will be issued.

The guarantee applies to recreation programs where Park District personnel instruct or supervise an activity. The policy excludes contractual programs, trips, leagues, special events, seasonal beach/ice passes and/or rentals.

Independent Contractors

In order to provide a wide range of recreational programs, the Glencoe Park District uses contractors as a means of providing experts in a variety of areas. Although we strive to offer top notch programs, there may be times when contractors do not meet our expectations. In these instances, we hope you will still keep us informed of your satisfaction with programs offered, but they are not included in the 100% Satisfaction Guarantee. When we use outside contractors for our programs, the class description will reflect it as a contracted program.

Approved by the Board of Commissioners: ______insert date once approved____
Recreation Services: Fees and Charges

Program Fee Structure

It is the responsibility of the Glencoe Park District to offer diversified and quality park and recreation experiences. Seeking to meet demands for new and expanded access to recreation program and activities, while experiencing the increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for the generation of supplementary revenue to tax dollars.

All Park District programs will give primary concern to resident’s ability to participate in programs offered by the Glencoe Park District. Programs and activities will be planned with community demographics in mind.

Fees and Charges

Will be evaluated annually to make sure that tax revenues are being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

Fee Approval

All program fees must be presented to the Executive Director for approval annually. Recreation and facility staff will submit with the budget, a report to the Executive Director, which will include the program name and new and old program resident/non-resident fees. The manager will indicate changes, giving specific explanations for any increase over 5%. If new program areas are implemented throughout the year, they shall be submitted to the Executive Director for approval.

Waiver of Fees

Glencoe Park District wants to give all residents the opportunity to participate in its programs and facilities regardless of financial hardships. Persons requesting scholarships are required to complete an application form and submit the form to Family Services of Glencoe (see Financial Assistance/Scholarship Policy for more details). Applications will be reviewed on an individual basis.

No fee may be reduced or waived without the consent of the Executive Director, and/or the appropriate department head.

Fees and Charges Guidelines

Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation programs, fees will take into account the financial objectives, market climate and surrounding competitors.
Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee for a program the following must be considered:

- Wages and Services
- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment
- Categories of Glencoe Park District Services to determine how much of direct and indirect expenses must be recovered.
  - Direct expenses include all direct expenses associated with a program including instructor and supplies. Fee should be set to recover all of the expense for the program. Based on expenses x minimum number of participants.
  - Indirect expenses include all expenses associated with a program including facility rental, supervisory time, clerical, maintenance, building costs, etc. Established successful program should include in the fee a charge to cover operations including supervisory time, clerical, maintenance and building costs.

**Resident/Nonresident Program Fees**

Since the facilities and programs are partially subsidized through taxes by residents of the Glencoe Park District, non-residents will pay a maximum increased fee of:

- 25% more than resident rates for recreation programs with the exception of trips, senior programming, select special events, Watts skating tokens and some programs taught at a commercial/private/Park District facility by staff of that facility. For programs that are billed on a monthly basis (Children’s Circle and ELC), the non-resident fee policy will be applied to the monthly fee.
- 25% more than resident rates for Takiff Center room rentals
- 25% more than resident rates for Watts Rink and birthday party packages
- 25% more than resident rates for Glencoe Beach season tokens
- 50% more than resident rates for Glencoe Beach daily fees and Trellis rentals
- 50% more than resident for Perlman Boating Beach boat storage

Occasionally, a program may warrant a reduction in the non-resident fee in order for the program to meet its minimum. The Director of Recreation and Facilities and the Executive Director must approve fees and charges for these programs.

Non-resident fees will be established in regard to the effect on resident participation using the following criteria:

- Size of class and limitations
- Ability to expand and grow
- Special limited interest classes
- Reciprocal agreements and shared programs
- Competitive costing of programs
Missed Classes

Missed classes cannot be made up and are non-refundable.

Prorated Fees to Programs

At the discretion of the Program Manager and Director of Recreation and Facilities, if the nature of the program allows, prorated class fees will be allowed.

Discounts to other entities

Village of Glencoe, Glencoe Library, and District 35 staff shall be eligible to receive an individual pass to Glencoe Beach at no charge (must show a business card or staff ID).

Fiscal Year

Categories of Glencoe Park District Services shall be determined and reviewed yearly by the Glencoe Park District Board of Commissioners.

<table>
<thead>
<tr>
<th>BASIC PUBLIC</th>
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<th>PRIVATE</th>
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<tbody>
<tr>
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<tr>
<td>(0-15%)</td>
<td>(16-29%)</td>
<td>(30% AND OVER)</td>
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Parks/Playgrounds/Shelters/Washrooms

Athletic Fields/Courts

Community Org Use of Facilities/Parks

Concessions

Glencoe Beach

Walls Ice Centers

Senior Programs

Summer Concert Series

Kids Concert Series

Teen Programs/Events

Special Events

Fourth of July

Dance

Arts - Drama/Crafts

Group Fitness Programs

Martial Arts

Travel Basketball

Contractual Sports Programs

Contractual Camp Programs

Parent/Jot Programs

LightedField Rentals

Birthday Parties

FacilityRentals

Fitness Programs

Open Gym

In House/Youth Baseball

GeneralAdult Programs

Note: The percentages below each category represents the % of revenue set aside after direct expenses. It is estimated that the overhead % in general is 30% of the program revenue.

Approved by the Board of Commissioners: ______insert date once approved____
# CATEGORIES OF GLENCOE PARK DISTRICT SERVICES

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<td>No Subsidy (30% AND OVER)</td>
</tr>
</tbody>
</table>

- Parks/Playgrounds/Shelters/Washrooms
- Athletic Fields/Courts
- Community Org Use of Facilities/Parks
- Concessions
- Glencoe Beach
- Watts Ice Center
- Senior Programs
- Summer Concert Series
- Kids Concert Series
- Teen Programs/Events
- Special Events
- Fourth of July

- Dance
- Arts - Drama/Crafts
- Group Fitness Programs
- Martial Arts
- Travel Basketball
- Contractual Sports Programs
- Contractual Camp Programs
- Parent/Tot Programs
- Lighted Field Rentals
- Birthday Parties
- Facility Rentals
- Fitness Programs
- Open Gym
- In House/Youth Basketball
- General Adult Programs

Note: The percentages below each category represents the % of revenue set aside after direct expenses. It is estimated that the overhead % in general is 30% of the program revenue.
GLENCOE PARK DISTRICT
Policy on
NAMING (RENAMEING) PARKS AND FACILITIES

1.0 Statement of Purpose. The parks and facilities of the District are important parts of community life and the selection of names for these recreation areas, if any, is a matter of considerable public interest. The following statements shall govern the naming or renaming of parks and facilities when the board determines it appropriate that a specific park or facility be designated by a name.

2.0 Community and Neighborhood Parks as Defined in the Open Space Master Plan, June 1996

2.1 The following criteria in the order listed in sections 2.11 through 2.14 shall be given priority over each succeeding paragraph in the naming and renaming of community and neighborhood parks:

2.11 Park features such as topography, natural assets, the purpose of the park or activities to be held in the park (i.e. Lakefront Park).

2.12 Names of areas, such as the neighborhood in which a park is located or after schools when park is adjacent (i.e. Central Park).

2.13 Major street names surrounding the park site.

2.14 Former Presidents of the United States or significant historical events (i.e. Memorial Park).

2.2 The additional criteria set forth in 2.21 and 2.22 below may also be used in the naming or renaming of neighborhood parks only.

2.21 Donations to the Park District wherein the donor’s name or that of a third party is used.

2.22 Names of former Park Commissioners, Village officials or citizens who have contributed substantial services in the expansion and growth of the District or who were closely associated with a significant community event.
3.0 **Special Conditions**  
The following special conditions shall prevail in the naming or renaming of parks:

3.1 A formal, written request must be received by the Board. A Board member may also submit a written request to his/her fellow Commissioners. The request must specify the proposed name and rationale in support of the request.

3.2 A minimum of 30 days shall transpire from the Board’s initial discussion of a request to name (or rename) until a formal vote may be taken.

3.3 A 4/5 affirmative vote of the Board is required to name or rename a park.

3.4 No park shall be named by reason of a donation to the District, unless:

3.41 The donation is of land for the park site or cash, services, or personal property donated equals the market value of the park site for which the name is proposed.

3.42 The proposed name to be used receives the consent of the person to be honored, if living, or if deceased, consent of the closest living family member(s).

3.5 When a park is named (or renamed) by reason of a donation, the term (length) of the naming (or renaming) shall be mutually agreed to by the prospective donor and the Board of Park Commissioners at the time the naming request is discussed.

3.6 A park may be named after a former Park Commissioner or Village official only after the individual has been retired from office for a minimum of ten (10) years. The waiting period may be waived if the individual is being honored posthumously.

3.7 The Board may conduct public contests for the naming of parks. Such contest shall be conducted in accordance with these policies.

4.0 **Facilities**  
Facilities (or portions thereof) and/or amenities within parks may be named or renamed in accordance with the following provisions. The naming or renaming of facilities or amenities to recognize a donation shall also be subject to the District’s Policy on Gifts and Donations.

4.1 A formal, written request must be received by the Board. A Board member may also submit a written request to his/her fellow Commissioners. The request must specify the proposed name and rationale in support of the request.

4.2 A minimum of 30-days shall transpire from the Board’s initial discussion of a request to name (or rename) a facility until a formal vote may be taken.
4.3 A 4/5 affirmative vote of the Board is required to name or rename a facility or portion thereof.

4.4 Notwithstanding other provisions, the Board of Park Commissioners, in its sole discretion, may, by a 4/5 affirmative vote name (or rename) a facility or a portion thereof to recognize a donation deemed deserving, provided a minimum of 30-days have transpired from the Board’s first discussion of the pending action.
GLENCOE PARK DISTRICT
Policy on
GIFTS AND DONATIONS

1.0 Statement of Purpose

The Board of Park Commissioners finds it of benefit to the residents of Glencoe to encourage and receive gifts for improvements made to the Park District. Gifts may be given for improvements or additions to parks and facilities as well as to provide for special programs and services. Guidelines have been established for procedures to be followed when gifts and donations are offered and received.

2.0 General Guidelines

A copy of these guidelines will be made available to prospective donors when requested.

2.1 Gifts or donations of less than $10,000 shall be processed under the direction of the Executive Director as further outlined herein.

2.2 Gifts or donations in excess of $10,000 and for which a purpose or need has been identified in the Park District's Open Space Master Plan, shall be processed under the direction of the Executive Director as further outlined herein.

2.3 Gifts and donations of a unique or unusual nature or those in excess of $10,000 in which the designated purpose or need is not identified in the Park District's Open Space Master Plan, shall be submitted to the Special Projects and Facilities Committee for review. The Special Projects and Facilities Committee will present its recommendation to the Board of Park Commissioners for its action.

2.4 Donors may select the gifts and indicate a preference as to where they are used. The Park District reserves the right to make the final determination of where and how the donation may be used to the greatest public benefit.
2.5 Once accepted, all donations become the sole property of the Park District to be administered by the Park District on behalf of a grateful community.

3.0 Methods of Providing for Recognition of Donations

The Glencoe Park District will recognize gifts and donations received. Gifts or donations of less than $10,000 shall be recognized as follows:

3.1 A written thank you/acknowledgment will be provided to each donor. The Park District will not attempt to appraise the value of gifts that are other than cash.

3.2 The donor shall be recognized on a "Friends of the Park District Donation Plaque," which will be displayed in a prominent location in the Community Center. The engraved plate shall include a brief description of the gift, donor's name, and honoree, if any.

3.3 The Park District shall cause to have published on an annual basis, the names of Friends of the Park District benefactor.

3.4 An individual staff member will be designated to record gifts/donations received as part of the permanent record of the Park District.

Gifts or donations between $10,000 and $24,999 shall be recognized as delineated in Section 3.1 through 3.4.

3.5 In addition, an engraved bronze plaque with language mutually agreed to by the donor and the Park District shall be placed at an appropriate and prominent location on or near the improvement made possible by the donation. The size of the plaque shall be in keeping with the size of the improvement made possible by the donation. In any case it shall not exceed 6" x 9."

Gifts or donations between $25,000 and $49,999 shall be recognized as delineated in Section 3.1 through 3.5, except,

3.6 The engraved plaque shall not exceed 9" x 12" in size.

Gifts or donations of $50,000 and above shall be recognized as delineated in Section 3.1 through 3.6, except

3.7 The engraved plaque shall be 14" x 18" in size.
3.8 The Park District may determine other means of public recognition as it deems appropriate.

4.0 Design Review

The donor of a gift in excess of $1,000,000 shall be given opportunity to review the design made possible by the donation. Final approval of the design shall rest solely with the Park District.

5.0 Implementation Donation/Improvement

5.1 As a general practice, every reasonable effort shall be made to implement the improvement within one year of the acceptance of a donation or gift.

5.2 When a gift or donation is to be used as a part of a larger overall planned improvement program, where Park District financial limitations require a phased approach, the one-year implementation time frame may be extended. The donor shall be notified of this situation at the time the gift or donation is being proposed.

6.0 Naming or Re-naming Rights

The Board of Park Commissioners has determined that there will be instances where a prospective donor may request that an improvement made possible by its donation be named (or re-named) in honor of an individual, family foundation, or other organization. Such requests should be made to the Park District in writing and will be reviewed and approved by the Board of Park Commissioners as stated herein and subject also to the District’s Policy on Naming (Renaming) Parks and Facilities.

6.1 For a donation of 20% or more of projects $1 million and over, a donor shall have the right to submit name(s) for approval by the Board of Park Commissioners to have the facility named to recognize the donation.

6.2 For donations of $50,000 to $1,000,000 donors shall have the right to submit a name(s) to be approved by the Board of Park Commissioners and assigned to a portion of the improvement, one or more parts of the interior of a building (Watts Ice Center, Glencoe Community Center) or a park amenity within a park to recognize the donation.

6.3 Names featuring, representing, or including alcohol or tobacco products, or other places of products deemed unsuitable by the Board of Park Commissioners, shall be rejected by the Board of Park Commissioners.
6.4 Donors shall be invited to review the design and placement of their name only, if accepted by the Board of Park Commissioners. The Board of Park Commissioners shall have final authority as to the name of the building or the spaces within the building.

6.5 The Board of Park Commissioners recognizes that all facilities and park amenities have a useful life a period after which the facilities or amenities need renovation and/or replacement. The term (length) of the naming (or re-naming) of an improvement made possible by a major donation shall be mutually agreed to by the prospective donor and the Board of Park Commissioners at the time the naming request is discussed. Useful life of improvements may be extended by provision and use of an endowment fund.

7.0 Tree Donations

To encourage active community involvement, a Tree Donor Program has been approved by the Board of Park Commissioners. Donations of trees (or cash for the planting of trees) will be administered in accordance with Sections 1, 2, and 3 of the policy on Gifts and Donations, except as follows:

7.1 Final selection of the site and type of tree to be planted will be made by the Park District, with full consideration given to donor preference.

7.2 Donors will have their name, species, location of tee and honoree, if any, placed on a special "Tree Donor Program" plaque to be displayed in a prominent location within the Community Center.

7.3 Donors will receive a certificate which states the name of the donor/honoree and type of tree and location of the planting.

7.4 The Park District will on an annual basis, cause to have published in the local media a listing of tree donations received. The listing will include the information as shown in Section 7 above.
To: Board of Commissioners

From: Lisa Sheppard Executive Director

Date: 1/30/2015

SUBJECT: NSSRA Inclusion Aids

Included in the committee packet is the policy change for the Inclusion Policy for NSSRA. The information is taken from the minutes of the November 5, 2014 Board Meeting. I would like to bring you up to date and have a discussion on this new policy and how it may affect our programs with affiliates and our inclusion budget.
POLICY COMMITTEE REPORT  
November 5, 2014  

A. Proposed NSSRA Inclusion Policy Changes*  
Culp worked with Steve Kleinman and Greg James on the noted changes to NSSRA’s Inclusion policies 3.1 and 3.2. The proposed changes are attached for the Board of Director’s review.  

Policy Committee Recommendation: that the Board of Directors approves the proposed changes to NSSRA Inclusion Policy 3.1 and 3.2.  

B. Proposed Sample Inclusion Policy for Partner Agencies*  
Culp worked with Steve Kleinman and Greg James on the attached proposed sample inclusion policy for partner agencies. The sample policy may serve as a model for NSSRA partner agency Boards to review, adjust and adopt.  

Policy Committee Recommendation: that the Board of Directors recommend the review and approval of the NSSRA Partner Agency Sample Inclusion Policy by all NSSRA Partner Agencies.  

C. Affiliates Rental, Use or Group Agreement Suggested Language  
At the Policy Committee meeting on September 10, there was a discussion with PDRMA counsel Steve Kleinman which involved best practices recommendations for language in affiliate rental, usage or group agreements – language that will maximize ADA/Inclusion compliance by outside groups/affiliates using partner agency property/facilities for public programs and activities conducted by the outside group/affiliate. Kleinman clarified that while the primary obligation of ADA compliance rests with the outside group/affiliate using partner property/facilities for their programs/activities, the partner agency is secondarily liable should the outside group/affiliate fail to comply with their obligations under the ADA. That is, it is the responsibility of an affiliate (i.e. Youth Soccer Association, Little League, Youth Football Association, etc.) to comply with the ADA for their programs/activities conducted on partner agency property and to provide reasonable accommodations to the registrants/participants in an affiliate event or program.  

Kleinman stated that if an affiliate does not make the necessary reasonable accommodations as required by law (i.e. refuses to provide a sign language interpreter to a hearing impaired participant), the obligation would then fall upon the partner agency and both the affiliate and the partner agency can be liable under the ADA for failing to make reasonable accommodations. Kleinman further noted that although a PDRMA member has never been subject to a formal charge of ADA discrimination associated with an affiliate or outside group’s failure to comply with their obligation under the ADA, such a risk exists.
POLICY COMMITTEE REPORT
November 5, 2014
Page 2

In light of this discussion, the Policy Committee has three recommendations:

1. That partner agencies communicate and reinforce the responsibility of providing reasonable accommodations under the ADA to affiliate and outside groups using (or requesting future use) partner agency property and facilities – encouraging affiliate groups to consult with their own legal counsel on their respective obligations under the ADA.

2. In the event that an affiliate does not provide the necessary reasonable accommodations, that the partner agency staff contact NSSRA Inclusion staff to assist the partner in providing the reasonable accommodations.

3. That Culp work with Kleinman to collect and share suggested language to be added to each partner agency’s affiliate agreements. Below is the suggested language to be incorporated into agreements.

- Activities, programs, and events sponsored by the Group/Affiliate shall not, other than to adhere to specific and essential eligibility criteria, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
- The Group/Affiliate shall comply with all applicable local, state, and federal laws, including, but not limited to the Illinois Human Rights Act, the American with Disabilities Act, and the Civil Rights Act of 1964. The Community Group/Affiliate shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, disability, sexual orientation, sex (except as an appropriate division for athletics programming), national origin, age (except as an appropriate division of programming levels for youth athletics programming), marital status, or any other protected characteristic as established by law.
- The Group/Affiliate shall adhere to all applicable facility and Park District/SRA ordinances, rules, regulations, policies, and procedures, including, but not limited to providing inclusion services and reasonable accommodations under the Americans with Disabilities Act and Illinois Human Rights Act.
- The Group/Affiliate shall indemnify and hold harmless the Park District/SRA and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney’s and paralegals’ fees and court costs), arising from or in any way connected with (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Group’s/Affiliate’s partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District/SRA property or facility, regardless of whether or not it is caused in part by a party indemnified hereunder; and (iv) any violation of civil rights or anti-discrimination laws, including but not limited to the Civil Rights Act of 1964, the Americans With Disabilities Act, and the Illinois Human Rights Act. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. The
Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District/SRA, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Group’s/Affiliate’s breach of any of its obligations under, or the Group’s/Affiliate’s default of, any provision of this agreement.
Section 3: The Inclusion Process

3.1 Types of programs eligible for support (Continued)

An example is a pilates class, open to the members for drop-in use, at a partner agency fitness center.

It is well known that truly spontaneous drop-in participation is very difficult if not impossible to support. Upon receipt of the request, we will attempt to convert the spontaneous drop-in participation to a schedule so that we can effectively and efficiently provide support.

3.1.4 Partner agency membership scheduled programs

NSSRA will, as requested and as required by law, provide support for scheduled programs for members at a partner agency facility.

The following three conditions must be met:

1. The facility must provide an employee or contractor to lead the program; and

2. Membership must be required; or

3. Pre-registration is required; or

4. “Reasonable” advance notice of the need for support must be provided to NSSRA, when pre-registration is not required by the scheduled program.

An example is a water aerobics class, open to the members at a partner agency aquatics center, but which requires a pre-registration.

It is well known that truly spontaneous drop-in participation is very difficult if not impossible to support. This scheduled drop-in can, with “reasonable” advance notice of the need for inclusion support and resources from the NSSRA Board of Directors, be more effectively facilitated.
1. Section 3: The Inclusion Process

3.2 Partner agency registration form and the registration process and requests for inclusion support

The purpose of this section is to describe best practices regarding partner agency program registration forms and registration processes any corresponding request for inclusion support.

The registration, membership or providing reasonable advance notice of the need for inclusion support at the partner agency by the person with a disability, or a representative of the person with a disability, triggers the process. There are several key elements in the discussion of registration and each is described below. Agencies who offer online registration need to ensure a process is set in place to support individuals to request inclusion support through on-line registration.

Each registration form must have language like that below so that registrants can indicate whether they need a reasonable modification. Reasonable modifications to be provided include, but are not limited to, I.D. contact person, extra staff, extra staff training, behavior plans, adaptive equipment, changes in rules and policies, home visits, sign language interpreters, and the removal of architectural barriers.

Registration forms must also include the name and phone number of the Inclusion Contact at the subject partner agency. Knowing this in advance, during the registration process, allows the partner agency and NSSRA to plan effective modifications.

Related to this, in the registration procedures, it must be clear that the registrar notifies partner agency staff who contacts NSSRA whenever a registrant circles “YES” on the registration form. A call, email, fax, letter or face to face from the parent/guardian to the partner agency constitutes a request for inclusion support.

“I need a modification because of disability to enjoy this program (circle one) Y N”

See pages 36-45 for sample modification statements from several NSSRA partner community brochures.
SAMPLE INCLUSION POLICY

Objective

The (identify partner agency) is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The (identify partner agency) is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

Northern Suburban Special Recreation Association (NSSRA)

The (identify partner agency) is a partner agency of Northern Suburban Special Recreation Association (NSSRA). NSSRA's mission is to enrich the lives of people with disabilities in our partner communities through quality recreation services, including providing inclusion services to partner agencies. The (identify partner agency) and NSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. NSSRA also provides programming which is available to its partner agencies' patrons.

Eligibility

The (identify partner agency) and NSSRA will engage in an interactive process to identify reasonable accommodations for eligible individuals with a disability to enable such individuals to participate in any public recreation opportunity, program, activity, or event provided or sponsored by the (identify partner agency).

Procedures

Requests for reasonable accommodation can be made directly to the (identify partner agency) Executive Director or Inclusion contact or through NSSRA. Patrons and families can learn more about NSSRA’s programs and inclusion services by visiting NSSRA’s website at: http://www.nssra.org/inclusion/ (add partner website here)

Participant, Patron, and Family Cooperation

Inclusion cannot be successful without the complete cooperation of the participant, patron, and/or family. Patrons and families are expected to politely, proactively, and constructively communicate with the (identify partner agency) and NSSRA, and timely share important and updated information that is relevant to the inclusion process. When patrons or families provide inaccurate, outdated, or incomplete information to staff, the agencies’ ability to adequately assess and address any situation is potentially compromised and participation may be delayed or temporarily suspended.

Consequently, it is important to provide the (identify partner agency) and NSSRA with as much advance notice as possible of the need for any accommodation.