

APPROVED

MINUTES OF JUNE 5, 2018 PERSONNEL AND POLICY COMMITTEE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03pm and roll was called.

Committee Members present:

Josh Lutton, Chair/Commissioner

Lisa Brooks, President

Dudley Onderdonk, Treasurer

Staff present:

Lisa Sheppard, Executive Director/Secretary

Chris Leiner, Director of Parks/Maintenance

Bobby Collins, Director of Recreation/Facilities

Commissioners present:

Stefanie Boron, Vice President

Steve Gaines, Commissioner

Members of the Public in attendance who signed in or spoke: No members of the public were in attendance.

Review of Personnel and Board Policies: Executive Director Sheppard explained that many policies and procedures will be reviewed by the Board in the coming months for Distinguished Accreditation. These are policies the District has been doing for years and DA requires us to put them into writing for best practices.

The committee reviewed the Administrative Release Policy, Commissioner Privileges, Ethics and Conduct Policy, Comprehensive Assessment Policy, Comprehensive Year-Round Recreation Programs Policy, Continuing Education Opportunities Policy, Environmental Policy, Soccer Goal Safety and Education Policy, Recreation Planning, Development, and Evaluation Policy and the Toxic Substances Disclosures to Employees Act. Discussion ensued and Sheppard answered all Commissioner questions.

Resulting from the Ethics and Conduct Policy discussion, Commissioners agreed that they should declare in writing any Glencoe organization affiliations or organizations that work directly with the Park District. Commissioner Gaines declared verbally that a lack of said document is his declaration that he currently has no affiliations.

A change was made to the Comprehensive Year-Round Recreation Programs Policy to read as "Provide for financial assistance to residents of fees or other waivers for persons who find the fees so financially burdensome that it would preclude such person from participating in the proposed activity."

The committee agreed to add to the Continuing Education Opportunities Policy that it must be an in-state public institution, submitted before the budget, be approved by the Executive Director, be approved by the Board through budget approval, and the choice

to pay the difference if staff want to attend a private institution. Sheppard will have legal counsel review the policy with changes.

The Environmental Policy was changed to include another bullet point, "Follow all state and federal laws regarding testing and disposal on page one. On page three, number 12 was added to include, "Eliminate the use of plastic water bottles at meetings and events."

Our Environmental Scorecard through IPRA is 85 and our goal to be a leader in the industry is in the 90's. The District's new Green Team was reviewed.

Following committee discussion, Chair Lutton forwarded all reviewed policies as presented with changes as discussed for approval at the June Regular Board meeting.

Other Business: There was no other business.

Adjourn: Chair Lutton moved to adjourn the meeting at 7:45pm, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary