



**GLENCOE PARK DISTRICT
COMMITTEE OF THE WHOLE MEETING
Tuesday, May 1, 2018 - 7:00pm
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.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Strategic Plan Discussion
- V. Presentation on Children's Circle Expansion
- VI. Discussion on Updated Board Policy
- VII. Other Business
- VIII. Matters from the Public
- IX. Adjournment

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 Email: lsheppard@glencooparkdistrict.com

IV. Strategic Plan Discussion

Commissioners, please refer to the draft documents provided via email.

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V. Presentation on Children's Circle Expansion

**No documents,
presentation will be shared at the meeting.**

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VI. Discussion on Updated Board Policy

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Excerpt from the Board Policy Manual approved 9/17/2013

3.04 Ethics and Conduct

A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Cook County (5 ILCS 420/1-101).

B. Representation

Board members represent all of the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

C. Code of Conduct

The Glencoe Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a board member. Accordingly, each board member will:

1. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
- ~~2. Represent all the people of the community while avoiding partisanship based on special interests.~~
- ~~3. Engage in no self-dealing or the conduct of any private business of personal services between any Board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.~~
4. Recuse himself/ herself from discussing or voting on an issue about which he or she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his/her position to obtain employment for him/herself, for family members or close associates (Should a member desire employment, he/she must first resign.)
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not

conducive to sound decision-making; and understand that respecting the opinions of fellow board members is vital.

8. Accept the principle of Board unity by supporting majority decisions of the Board.
9. Respect the Board's commitment to work with the Executive Director by:
 - a) requesting desired information about the agency's programs directly from him/her
 - b) referring to his or her suggestions for new policies
 - c) seeking his or her professional advice
 - d) refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report to the Board, and
 - e) Wholeheartedly supporting Board-approved actions of the Executive Director and his/her staff.
10. Recognize that the individual Board member has no more authority over agency policies or operations and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
11. Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff. The Board's responsibility is to ensure that the agency is well managed – not to manage the agency.
12. Consider unethical and thus avoid "secret" sessions of the Board held without the presence of the Executive Director.
13. Respect the confidentiality appropriate to issues of a sensitive nature.
14. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
16. Evaluate the Executive Director at least annually.
17. Participate in community activities.
18. Participate in Board development opportunities.

19. Develop productive relationships with other elected officials at the state, local and national levels.
20. Be available and responsive to residents by interpreting the needs of citizens to the agency and by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
21. Keep the best interests of the agency in mind by considering himself/herself a “trustee” of the agency and doing his/her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.
22. Respect, listen and communicate with fellow Board members and the Executive Director. Make a committed effort to continuing education and to be well informed about issues and trends that could affect the agency.

23. While a Park District Board Member may remain affiliated with or join a not for profit or private organization committed to some special interest within the Glencoe community, a Board member shall not take any leadership or spokesperson role, either permanent, temporary or ad hoc, in any such outside organization while on the Park District Board.

24. Any Park District Board member who is also a member of any not for profit or private organization with special interests or activities within the Glencoe community shall not participate in any public or private discussion or participate in any vote by said organization on any topic of business which might directly or indirectly affect the Glencoe Park District.

25. Shall not conduct any business or personal services on behalf of any Park Board member or the Park District with any outside organization except as specifically authorized by the Park District Board of Commissioners to assure openness, competitive opportunity and equal access to all relevant information.

D. Gift Ban Law

Board members (as well as employees) are responsible for understanding and adhering to the State of Illinois Gift Ban Law.

1. Public officials should not intentionally accept gifts in types and amounts which will improperly influence their decisions from a “prohibited source”. The Ethics Law affects elected or appointed officers, all employees including contractual employees, spouses or immediate family members living with the officer or employee. A prohibited source is any person or entity that:
 - a) Wants the Park District officer or employee to take some kind of official action on his/her behalf or to get the employee’s supervisor to do so.

- b) Does business with the Park District or hopes to do business with the Park District in the future.
 - c) Conducts activities that are regulated by the Park District official or employee.
 - d) Has an interest that may be affected in a good or bad way by the performance or non-performance of the Park District official or employee's official duties.
1. A "gift" is anything having a monetary value including cash, food or drink. For example, it includes any gratuity (tip), discount, entertainment, or hospitality.
 2. Exceptions to this law are:
 - a) A Board member may accept food or refreshments not exceeding \$75 per person on a single calendar day provided it is consumed on the premises or catered.
 - b) Any item or items from any one "prohibited source" during any calendar year that have a total value of less than \$100.
 - c) Opportunities that are available on the same conditions as the general public.
 - d) Anything that the officer or employee pays fair market value.
 - e) Any lawful contribution (under the Election Code) to support a candidate or political organization.
 - f) Educational materials.
 - g) Travel expenses for a meeting to discuss business.
 - h) A gift from a relative.
 - i) Anything provided to a Board member by a personal friend only on the basis of friendship.
 - j) Anything provided to a Board member (e.g. food, lodging, transportation, etc.) because of an outside business or employment activity that you are involved in. It cannot have any connection to your official Park District position.
 - k) Any gift given by a Park District officer or employee to another Park District officer or employee. ("Intra-governmental gift").
 - l) Any gift given by a Park District officer or employee to an officer or employee of another taxing body. ("Inter-governmental gift").

4. If a Board member receives a gift that is prohibited under this law, he/she does not violate the policy if he/she (or his/her spouse or immediate family member) make a reasonable attempt to return the gift or give the gift or an amount of equal value to an appropriate charity that is exempt from income tax under Section 501 (c)(3) of the IRS Code.

E. Prohibition of Political Activities

1. Illinois law restricts the use of governmental funds and facilities for political purposes. It applies to units of local government and school districts. The law defines “officer” as an elected or appointed official whether the official is compensated or not. “Employee” is defined as full time, part time or contractual. The law states:
 - a) No officer or employee shall perform any prohibited political activity during the time he/she is being compensated by the Park District (work time).
 - b) No officer or employee can use any property or resource of the Park District for any prohibited political activity.
 - c) No officer or employee can require any other officer or employee of the District to perform any prohibited political activity as part of that person’s work duties, as a condition of employment, or during paid time off (such as vacation, holidays, etc.).
 - d) No officer or employee can be made to participate in prohibited political activity by being promised additional compensation, salary adjustment, bonus, compensatory time off, continued employment, etc. No one can be rewarded with additional compensation for participating in a prohibited political activity. Compensated time is any time worked by or credited to an employee that counts as work time required for continued employment.

“Compensated time” does not include vacation, personal or compensatory time off. (Meaning employees are allowed to participate in these “prohibited political activities” during their vacation, personal time, etc.).
2. A prohibited political activity is:
 - a) Preparing for, organizing or participating in a political meeting, rally, demonstration etc.
 - b) Soliciting contributions including selling, distributing or receiving payment or political fundraiser tickets, meetings, etc.
 - c) Soliciting, planning solicitation, or preparing any document regarding anything of value intended as a campaign contribution.

- e) Planning, conducting, or participating in a public opinion poll in connection with a campaign for office, a political organization or for/against any referendum question.
- f) Surveying potential or actual voters in an election to determine probable vote outcomes.
- g) Assisting at the polls on Election Day on behalf of any political candidate, organization or referendum question.
- h) Soliciting votes on behalf of a candidate, organization, or referendum question or helping to get voters to the polls.
- j) Initiating for circulation, preparing, circulating or filing a petition on behalf of a candidate, organization or referendum question.
- k) Making contributions on behalf of any candidate for elective office.
- l) Distributing, preparing or mailing campaign literature, making signs, etc. for a candidate for elective office or regarding a referendum question.
- m) Campaigning for office, or for/or against any referendum question.
- n) Managing or working on a campaign.
- o) Serving as a delegate to a political party convention.
- p) Participating in a recount or challenge to the outcome of any election.