

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

**PERSONNEL AND POLICY COMMITTEE MEETING
6:30 p.m.
Tuesday, December 13, 2011**

Roll Call. The meeting was called to order at 6:33 p. m. Present were Hilary Lee (Chair), and Andre Lerman. Also present was President Trent Cornell. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Finance/Human Resources Carol Mensinger, and Executive Assistant Nancy Symonds.

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

Approval of Meetings Minutes Committee Chair Lee moved to approve the minutes of the Personnel and Policy Committee held on October 17, 2011. Commissioner Lerman seconded the motion which passed by unanimous voice vote.

Discussion – New Recommended Personnel Policies Director of Finance/Human Resources Mensinger began the discussion by stating the District’s full-time and part-time personnel policies need to be updated, and some new policies need to be adopted. She continued by indicating the revisions are based on a review/information received from legal counsel. She stated, for example, when the District implemented its current e-mail policies in 2001, social networking was in its infancy.

Discussion ensued. It was the consensus of the Committee to include the recommended policies.

Discussion Regarding the Update of Full-Time and Part-Time Personnel Manuals by District Legal Counsel Ms. Mensinger reiterated that the District’s legal counsel has reviewed the revised manuals. Discussion continued. It was the consensus of the Committee to expand the definitions referenced in Appendix B to include definitions of all types of harassment, as outlined in Title VII of the Civil Rights Act of 1964. In addition, to be included in the revised personnel policy manuals is the District’s current driving standards policy, which now is in the District’s Safety Manual.

Discussion continued. The Committee will review the revised manuals in January for further discussion and recommendation prior to Board approval.

Discussion – Posting Requirements Ms. Mensinger began the discussion of this agenda item by stating there is a requirement of Public Act 07-0609, which amends the Open Meetings Act. This requires that the District post the names of all District employees who received total compensation packages that exceeds \$75,000 per year. Included in this calculation are salary and health insurance benefits that are paid by the District. The information must be posted within six days of the approval of the District’s fiscal year budget (in March 2012).

After discussion, it was the consensus of the Committee to have this information posted on the District's website after the new Fiscal Year 2012/2013 has been approved.

Other Commissioner Lerman inquired about a possible Board resolution to change the number of members of the Board of Park Commissioners from five to seven and also to change the years of service from six to four. Committee Chair Lee indicated further discussion on this item would be placed on the next agenda for the Committee.

President Cornell stated this item is something the Committee and the Board might want to discuss. Committee Chair Lee stated reducing the years of service from six to four might be a great start. Commissioner Lerman thought that shortening the term might get more candidates for the caucus to interview.

Discussion continued. Commissioner Lerman stated other governmental agencies in Glencoe have four-year terms and seven members. The logistics of an election which would be held in 2013 were discussed if the expanded Board was approved. Commissioner Lerman thought changing the number of Board members and their length of service could be in the best interest of the community and he would like to have the resident comment on this proposal.

After further discussion, this was the consensus of the Committee to discuss this item further at the new Committee meeting.

Adjourn With no further business, the meeting adjourned at 7:12 p.m. on a motion from Committee Chair Lee and a second from President Cornell.

Respectfully submitted,

Donald P. Van Arsdale
Secretary