

MINUTES OF FEBRUARY 3, 2015 PERSONNEL AND POLICY COMMITTEE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 8:21 p.m. and the roll was called.

Commissioners present:

Hilary Lee, President  
Seth Palatnik, Vice President  
Steve Gaines, Treasurer  
Bob Kimble, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Rick Bold, Director of Parks & Maintenance  
Dave Figgins, Director of Recreation & Facilities  
Jenny Runkel, Administrative Assistant

Commissioner absent:

Andre Lerman, Commissioner

Members of the public included: Dudley Onderdonk

Minutes:

Minutes of the August 12, 2014 were approved at the Regular Board Meeting on August 19, 2014 and were attached for review.

Matters from the Public:

There was no one wishing to address the Committee.

Policy Reviews:

Executive Director Sheppard explained that our goal is to gain Distinguished Accreditation within the next 5 years. Some policies should be up for review and others are being created and are required for Accreditation. Review and discussion ensued regarding the Financial Assistance/Scholarship Policy and Procedures, Refund Policy, Recreation Services Fees and Charges Policy, Categories of Glencoe Park District Services, Naming/Renaming Parks and Facilities Policy, Gift and Donations Policy.

Discussion on Inclusion Aids procedures with NSSRA:

Discussion on our responsibility to provide inclusion aids for our affiliates, for example, AYSO, GYB, and GJHP. Discussion ensued regarding charging back the cost of inclusion aids to affiliates and our responsibility for providing aids for drop in situations and special events. A new policy will be developed and If approved by the Board, this will be included in all agreements coming in the next year.

Discussion of how Park District Board meeting minutes are transcribed: Discussion ensued regarding the pros and cons of action, discussion, and verbatim minutes taking into account that verbatim audio recordings of Regular Board Meetings are now available on our website. Also reviewed was the difference between sharing of information and/or viewpoints and discussion of change or taking action. A consensus was reached to provide "action" minutes given that audio recordings are available to the public via our web site.

Discussion also ensued regarding action being taken at the same meeting as the presentation and the difference between recurring action, where action may be taken at the same meeting, and new action, where action should be taken at the following meeting. In either case, action should not be assumed to be automatic; deliberation may be necessary tabling the action until the following month.

No action was taken, these policies and procedures will be on the agenda for approval at upcoming regular Board meetings.

Other Business: There was no further business to discuss by the Committee.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:30 p.m. President Lee seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard  
Secretary