

MINUTES OF SEPTEMBER 1, 2015 PERSONNEL AND POLICY COMMITTEE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:30 p.m. and the roll was called.

Committee Members/Commissioners present:

Seth Palatnik, Chair/President
Steve Gaines, Member/Commissioner
Lisa Brooks, Member/Commissioner

Commissioner present:

Dudley Onderdonk, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance & Human Resources
Chris Leiner, Director of Parks & Maintenance

Members of the Public who signed in or spoke: No attendees

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 Refund Policy and Inclusion Policy. Both policies were recommended for approval at the next Board meeting.

The Committee then discussed the Playground and Asset Replacement Process. This was also presented at the Special Projects and Facilities Committee meeting. While this is a process and does not require Board approval, Executive Director Sheppard requested Commissioner input. Discussion ensued with an informal voice affirmative vote approving the process.

Discussion on Lease Agreement for Holmes Shelter: Glencoe Youth Services currently uses the shelter for their programs. Executive Director Sheppard said staff did an exhaustive search and contacted the past Administrative Assistant who did not believe there was ever an agreement, but there was approval to let the organization utilize the facility for \$1 a year.

Executive Director Sheppard recommended that we have our attorney draw up a lease agreement, so that the terms of the lease are spelled out. A discussion ensued in regards to the rent that the organization should pay and the maximum amount that the District was willing to pay towards any facility improvements. They agreed to continue to charge \$1 a year for rent. The committee also agreed to put a \$2,000 yearly maintenance/facility improvement cap on the facility. It would be up to District staff on how that \$2,000 was

spent. If there is an improvement that cost more than \$2,000, it would need to be brought to the Board for approval, or if approved by the Board, a donation could be made by GYS. The Board also agreed with Executive Director Sheppard that should she determine that the facility was no longer deemed safe for public programs that a room at Takiff would be made available for the program. The Committee instructed Executive Director Sheppard to work with the attorneys to draw up a lease agreement and bring it to the Board for approval at the September Board meeting.

Discussion on Parks Department Staffing Plan: Executive Director Sheppard, Director of Parks and Maintenance Leiner and Director of Finance and Human Resources Mensinger addressed the Committee in regards to staffing additions in the Parks Department. Executive Director Sheppard said they will be adding a Facilities Trade Specialist to work under the Facility Maintenance Coordinator and they will be changing a Parks Laborer position to a Parks Trade Specialist. Director of Finance and Human Resources Mensinger stated that they are doing this without a financial increase to the District, using the full-time position that was unfilled due to the Department Head reorganization and salary savings from two long-term recent retirees. Discussion ensued about the advantages of adding this position. Executive Director Sheppard indicated that this does not need Board approval, but wanted to keep them informed.

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

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:53 p.m. President Palatnik seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary