



**Park District Board of Commissioners
Committee Meeting Minutes
Personnel and Policy Committee
April 12, 2019**

Call to Order:

Commissioner Gallagher called the meeting to order at 10:00 AM

Commissioners Present: Debbie Gallagher, Cathy Cagle, Michele Hartwig, Larry Wheeler

Staff Present:

Jason Herbster, Executive Director, Anne Sandor, Recording Secretary

Approval of Agenda:

Commissioner Hartwig moved to approve the agenda.

Seconded by Commissioner Gallagher. All were in favor.

Matters from the Public: None.

Approval of Personnel and Policy Committee Meeting Minutes
February 13, 2019 and March 4, 2019:

Commissioner Gallagher moved to approve the Personnel and Policy Committee Meeting Minutes of February 13, 2019 and March 4, 2019, as presented. Seconded by Commissioner Wheeler. All were in favor.

The Committee discussed approving committee meeting minutes. The minutes will be reviewed by the Executive Director, and emailed to Committee members for their review and approval. Once approved, the following Regular Board meeting agenda will reflect the approval under Committee reports.

Discussion: Ordinance 11.41.1 Parks and Property Owned and Controlled by the
Crystal Lake Park District

Executive Director Herbster distributed a draft of revisions made to Ordinance 11.41.1. The Committee reviewed the ordinance and made additional revisions. The Committee agreed to set a date for a Workshop meeting for the entire Board to discuss the revisions to the draft ordinance.

Discussion: Ordinance 08.09-03, an ordinance prohibiting Funneling along Crystal Lake. Executive Director Herbster reported Legal Counsel confirmed the District has rights to enforce this ordinance. The Committee agreed to set a date for a Workshop meeting for the entire Board to discuss the ordinance.

The Personnel and Policy Committee reviewed the following Policy Manuals and revisions made by staff. Listed below are proposed revisions made by the Personnel and Policy Committee members.

General Practices Manual Review

The Committee reviewed the General Practices manual and proposed the following revisions.

- 3.3 and 3.4: reference ADA /accommodating people with disabilities
- 8.9: add selection of tree species
- 9.1.8: review/updates must be done in 10 years
- 9.23: donations of land fit within the guidelines of 3.2
- 5.5: meeting attendance: change 3 to 2 consecutive months and change 6 to 3 regular or special meetings

Park Policy Manual Review

The Committee reviewed the Park Policy manual and agreed with the proposed revisions.

Employee Policy Manual Review

The Committee reviewed the Employee Policy manual and proposed the following revisions.

- 2.03: add employee is entitled to receive a copy of their personnel file
- 4.03: replace Columbus Day with Floating Holiday –floating holiday not to be carried over to next year.
- 6.12: Executive Director Herbster reported there will be a total revision of the Proper Dress and Appearance policy.
- 9.1 and 9.2: replace the word “sex” with “gender”

Commissioner Gallagher requested a list of program fees.

Executive Director Herbster will revise the manuals as discussed and stated that an Ordinance will be needed to change the attendance of the General Practices manual.

The Committee agreed to present the policy manual revisions for approval at the April 18, 2019 Regular Park Board meeting.

Adjourn: Commissioner Gallagher moved to adjourn the meeting at 12:20pm. Seconded by Commissioner Hartwig. All were in favor.