

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview, IL 60025

Regular Meeting Minutes
Thursday April 11, 2013

1. Roll Call

Commissioner Coulson called the meeting to order at 6:05 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners MJ Coulson, Dan Peterson, Bill Casey, Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin, Human Resource Manager Laila Bashia

Commissioners/Official Staff absent: None

2. Agenda Topics

- a. **Board of Commissioners General Practice Manual Updates**-The Committee reviewed the proposed updates and recommended some additional revisions. The additional revisions will be included in the document presented to the Board for consideration at the April Board meeting.
- b. **Full-Time Pay Ranges**-The Committee reviewed the proposed pay ranges for full time employees and the supporting market data. The proposed ranges included a 1.7% pay range adjustment to all pay grades and an increase in the spread between the minimum and maximum of the pay grades from 50% to 60% for pay grades 5-9.
- c. **Policy 3.44 Reduced Fees for Military Personnel**-The committee discussed whether the scope of those eligible for the military discounts was too broad. Commissioner Casey proposed limiting the eligibility to military personnel within the boundaries of the Glenview Park District and to also consider excluding reservists and National Guard members. The Glenview Park District has an existing policy which gives military personnel resident rates if they live in Navy housing at the Glen. Commissioner Peterson was in favor of the policy as proposed. Commissioner Coulson indicated that she would like to obtain clarification of the Board's intent when recommending that a policy be developed to enhance the discounts for military personnel. No action on the policy was recommended pending further Board clarification.
- d. **Policy 8.40 Drug Free Workplace Policy Updates**-The policy was not discussed and will be put on the agenda for a future meeting.
- e. **Section 10.01 of Personnel Guidelines-No Harassment Policy**-The policy was developed based on the PDRMA model and has been reviewed and approved by Park District attorney, Sam Witwer. The Committee reviewed the policy and recommended some additional revisions. The additional revisions will be included in the document presented to the Board for consideration at the April Board meeting.
- f. **Strategic Plan 2014-2017**-Executive Director Chuck Balling reviewed the strategic planning process and tentative timeline for the development of the 2014-2017 Strategic Plan. The process is similar to the one used previously with the exception that a Board retreat is being recommended as part of the strategic

- planning process. The Committee agreed with plans to include a Board retreat at the start of the process to help identify the potential high-level, strategic initiatives and to also include a workshop on Board governance. Executive Director Balling will be contacting the Commissioner to set a date in September for the retreat.
- g. **Other**-Superintendent Cremin reported to the Board that two items were inadvertently omitted from the budget documents presented at the April 10, 2013 Finance Committee of the Whole but had been referred to in the discussion. The items were \$25,000 for tuition reimbursement and \$20,000 for employee development planning and implementation. The Committee agreed that the items should be included in the final budget document.

3. Matters from the Public

None

4. Committee Recommendation(s)/Direction

- a. **To approve the proposed updates to the Board of Commissioners General Practice Manual.**
- b. **To approve the 2013-2014 Full-Time Pay Ranges.**
- c. **To approve the proposed revision to Section 10.01 of the Personnel Guidelines-No Harassment Policy.**
- d. **To set a date for a Board retreat in September 2013.**

5. Adjourn

The meeting was adjourned at 7:30 p.m.

ATTEST:

Robert J. Patton
Board President

Charles T. Balling
Board Secretary

Approved this 25th day of April 2013