

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview IL60025

Regular Meeting Minutes
Thursday, August 15, 2013

1. Roll Call

Commissioner Peterson called the meeting to order at 3:30 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners MJ Coulson, Dan Peterson, Charlie Kuhn, 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. **Social Media Policy**- The committee reviewed the policy with the updated revisions and recommended that it be put on the Board consent agenda with no additional changes.
- b. **Implementation of the Affordable Care Act**- Barb Cremin reviewed the staff's approach to identifying 8 positions that would be eligible for the District's group health insurance benefit under the ACA, the proposed coverage for dependents which would include children but no spouse, proposed employee contributions toward the premiums paid for the group coverage and the addition of the group life insurance and Employee Assistance program benefits as required by the PDRMA Health Plan. Staff has been tracking part time hours since November 2012 in anticipation of the January 1, 2014 implementation deadline. The federal government deferred the requirement for employers to offer health insurance coverage to all employees working an average of 30 hours per week or pay a penalty until January 2015. The Committee discussed whether health benefits should be offered to the 8 key positions in January 2014 as part of a benefits upgrade for these positions. The Committee deferred a decision on the matter and requested another Committee meeting to further discuss and gain additional feedback from the other commissioners.
- c. **Board Retreat**- The Board retreat is planning a day-long retreat on November 16, 2013. The morning session will be a self-evaluation session and the afternoon will be to consider issues for the 2014-2017 Strategic Plan. Potential objectives were distributed for discussion. Committee members provided feedback and some revisions. Commissioner Coulson will report on it at the September Board meeting and then the objectives will be sent to the facilitators for planning the sessions.

3. Matters from the Public-None

4. Committee Recommendation(s)/Direction

- a. To recommend Board approval of the Social Media policy**
- b. To defer a decision on the proposed implementation of the Affordable Care Act or providing additional benefits for select part –time positions pending another Administrative Services Committee meeting to further discuss the issue with participation and feedback from the other Board members.**

5. Adjourn

The meeting was adjourned at 4:40 pm.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of September 2013