

## ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building  
1930 Prairie St. Glenview IL60025

Regular Meeting Minutes  
Friday, May 2, 2014

### 1. Roll Call

Commissioner Coulson called the meeting to order at 8:02 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners MJ Coulson, Dan Peterson;  
Executive Director Chuck Balling and Supt. of Administrative Operations Barb Cremin

Commissioners/Official Staff absent: None

### 2. Agenda Topics

- a. **Travel Policies 9.30 and 9.71**-The Committee reviewed the policies and concurred that policy 9.71 should be rescinded since it is a procedural form and should not be a separate policy. The Committee also recommended some wording changes to further clarify our existing policy that alcoholic beverages are not reimbursable expenses as part of business meals. Wording was also clarified to address the use of per diem allowances as part of business meals. The recommended changes are being incorporated into the policy that will be presented to the Board for approval at the May board meeting.
- b. **Safety Committee Policy**-The proposed policy 8.30 was revised to reflect the current role and responsibilities of the District's Safety Committee and incorporate parts of policies 9.90, 9.901 and 9.902. This will update and consolidate three separate policies into one. The Administrative Operations Committee accepted the proposed policy changes to Policy 8.30 Safety Committee and the rescission of policies 9.90, 9.901 and 9.902.
- c. **Board Retreat Follow-up**-Barb Cremin discussed the potential of asking Dave Phillips from Speer Financial to assist in providing financial training to the Board due to his experience with financial issues as a Park District Executive Director as well as his knowledge of financing vehicles used by park districts.
- d. **Strategic Planning**-Chuck Balling reviewed the chart of the strategic planning process that had been updated with the timeline and other changes recommended previously by the Committee. The role of the Strategic Plan Advisory Committee (SPAC) was discussed. Because of the focus on internal operational issues in this strategic plan that require a detailed knowledge of the District's processes and procedures, the role of the SPAC will be modified and the process condensed for efficiency. The Committee is recommending that an overview of the entire strategic plan be presented to the SPAC for informational purposes and feedback from the SPAC will be requested on the issues related to community services offered by the District such as programming, capital projects and customer service etc. The Committee also discussed the capital project list for the strategic plan and the difference between items that need an assessment or feasibility study and those that are

ready for consideration to move forward with prioritization and project planning. The Committee felt it would be helpful to have a process that identified steps to be taken in order for capital projects to be included in the strategic plan. Staff will be working with the committee on developing a process.

A wording change was requested by the Committee in the definition of the Employer of Choice issue to clarify that the District will take steps to assure it remains an Employer of Choice.

**3. Matters from the Public-None**

**4. Committee Recommendation(s)/Direction**

- a. **The Committee is recommending Board approval of Travel Policy 9.30 and the rescission of Policy 9.71 Expense Form - Conference or Meeting.**
- b. **The Committee is recommending Board approval of Safety Committee Policy 8.30 and the rescission of Policy 9.90 Safety Policy Statement, Policy 9.901 Employee Safety Committee Co-chairs and Policy 9.902 Employee Safety Committee**
- c. **The Committee is recommending that an overview of the entire strategic plan be presented to the SPAC for informational purposes and that feedback from the SPAC be solicited on the strategic plan issues related to community services offered by the District.**
- d. **The Committee is recommending that staff work with the Committee to define a process for including projects on the strategic plan.**

**5. Adjourn**

The meeting was adjourned at 9:40 a.m.

**ATTEST:**

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William M. Casey  
Board President

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Charles T. Balling  
Board Secretary

Approved this 22nd day of May 2014