

ADMINISTRATIVE OPERATIONS AND MARKETING COMMITTEE MEETING  
Glenview Park District Administration Building  
1930 Prairie Street, Glenview, IL 60025  
Regular Meeting Minutes  
Friday, September 11, 2015 @ 8:30 a.m.

**1. Roll Call**

Chairman Bob Patton called the meeting to order at 8:31 a.m. and the roll was called.

**Commissioners/Official Staff present:** Commissioners Bob Patton, Angie Katsamakakis, Dave Dillon, Charlie Kuhn, Dan Peterson and Dave Tosh; Executive Director Mike McCarty, Superintendent of Administrative Operations Barb Cremin, Superintendent of Special Facilities Elsa Fischer, Human Resource Manager Laila Bashia, Facilities Supervisor Kris Mikkelsen, Risk Manager Henry Urbina, Recording Secretary Cheryl Noll

**Guests:** None

**Late Arrivals, Early Departure:** Mike McCarty and Laila Bashia arrived at 8:35 a.m., Laila Bashia left at 8:54 a.m., Henry Urbina and Kris Mikkelsen arrived at 8:55 a.m., Henry Urbina and Kris Mikkelsen left at 9:07 a.m.

**Commissioners/Official Staff absent:** none

**2. Agenda Topics**

**a. Personnel Guidelines**

Barb Cremin explained that the Human Resources Department is working to update the Personnel Guidelines to reflect regulatory changes and to consolidate the manual for full time employees and another for part time employees into one comprehensive manual. The Personnel Guidelines serve as the District's primary source of employment-related policies which help guide employment-related decisions. Staff has been working closely with the employment attorneys at the specialized employment law firm of Laner, Muchin, Dombrow, and Becker to review and revise these personnel guidelines. This is a large undertaking and in an effort to make the review more manageable, staff is presenting the revisions in sections, rather than the entire document at one time. While sections will be approved incrementally, the effective date would be delayed until the full manual is updated. Staff presented sections 5, 8 and 9 for committee review. After discussion, the committee had several minor changes that staff will address and present to the board for approval at the September Park Board meeting.

**Recommendation:** The committee is recommending board approval of sections 5, 8 and 9 of the Personnel Guidelines as amended by the committee.

**b. Thor Guard Replacement**

The current lightning prediction system has been in place for more than 13 years. Staff is recommending replacing the system due to the age of the system, ongoing need for maintenance

and repairs and the perceived false that are causing the public to disregard the warnings. As part of the discussion, staff explained the difference between a lightning prediction system and a lightning detection system. Staff was asked to contact other park districts to validate the cost estimates for the lightning detection system.

**Recommendation:** The Committee recommends going out to bid for the replacement of the current Thorguard system with Strike Guard or similar lightning detection system.

**c. Other**

Elsa Fisher reported on the 4<sup>th</sup> of July Advisory Committee Meeting held on September 10, 2015. Although a majority of the 12 members present voted for moving the twilight show back to the Glenview Park Golf Course, several of those members further commented that change is good and wouldn't be opposed to the Gallery Park location. Staff still needs to solicit the votes of the committee members that were not in attendance. The Advisory Committee's recommendation along with the survey results and other available information will be presented to the Board of Park Commissioners who will make the final decision.

An Administrative Operations and Marketing Committee of the Whole meeting will be scheduled in the coming months at Park Center.

**3. Matters from the Public**

**4. Adjourn**

Commissioner Katsamakos moved seconded by Commissioner Tosh to adjourn the Open Session at 9:40 a.m. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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William M. Casey  
Board President

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Michael D. McCarty  
Board Secretary

Approved September 24, 2015