

## ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building  
1930 Prairie Street, Glenview, IL 60025  
Regular Meeting Minutes  
Wednesday, December 10, 2014

### 1. Roll Call

Commissioner Casey called the meeting to order at 10:00 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Bill Casey, Mary Jean Coulson Charlie Kuhn, Dan Peterson, Ted Przybylo (left at 10:55 am), Dave Tosh and Executive Director Chuck Balling, Superintendent of Administrative Operations Barb Cremin, Superintendent of Special Facilities Cheryl Deom (left at 10:55 a.m.) and Park Board Treasurer Bill Moore and Attorney Sam Witwer (both left at 10:55a.m.)

Commissioners/Official Staff absent: None

### 2. Policy 2.40 Board Program Participation

Commissioner Peterson presented a proposed revision to the policy recommending that facility use benefits for former commissioners and any family members be discontinued. He also requested that the revised policy be put on the December park board agenda. The Park District Code provides that board members may not be compensated for their services to the District. There was considerable discussion as to whether providing the facility use benefits to former commissions and eligible family members constituted compensation as referenced in the Park District Code. Attorney Sam Witwer presented his legal opinion that the District's current practices with regard to this policy were valid and Commissioner Peterson disagreed. Committee members suggested that the proposed policy be discussed further at the January Administrative Operations Committee prior to putting the topic on the park board agenda. Commissioner Peterson reiterated his request that the revised policy be put on the December park board agenda. He stated that the board will have the option to send the policy back to committee for further review, if it so desires.

The Administrative Operations Committee meeting was temporarily suspended at 10:55 am to allow Commissioners to attend a Special Facilities Committee meeting and reconvened at 11:32a.m.

### Strategic Plan

Commissioner Casey suggested that all commissioners be asked to provide any revisions to the Strategic Plan by Friday, December 19 so that the final draft can be reviewed by the Administration Committee, posted on the website prior to board approval and then formally approved at the January 15th Board meeting.

### Policy 1.65 Inspection Of Public Records

The Committee reviewed the policy revisions as shown in the Committee packet and accepted the revisions. Superintendent Cremin stated that changes to the Freedom of Information Act were recently approved by the legislature that will become law and those changes were not yet included in the revised policy. Cremin reported that she has

prepared an updated policy to reflect those changes and has sent it to Attorney Witwer for review. The Committee will postpone further consideration of the policy until the most recent changes have been incorporated into the policy.

### **Policy 2.20 Park Board Rules and Order of Business**

The Committee reviewed the policy and suggested some changes to the wording. Commissioner Peterson requested that staff verify the wording referring to the process of filling a vacancy on the board if the vacancy occurs with more than 28 months left in the term. Superintendent Cremin later verified that the wording in the policy as presented was consistent with the wording in the Illinois Compiled Statutes (70 ILCS1205/2-25).

### **Mobile Technology Update**

Superintendent Cremin updated the Committee on Commissioner Kuhn's request to explore the feasibility for scanning park district membership cards stored in a patrons' smart phone. This feature will require the replacement of approximately 10 scanners at a cost of approximately \$6,500. The feature is planned to be implemented by April.

### **Executive Director Search**

Superintendent Cremin reported that the search firm has received 81 applications for the Executive Director position. The Executive Search firm will conduct initial screening and present approximately 10 candidates to the Board for initial consideration.

- 3. @Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics Personnel (c1) Director Search**  
No Executive Session was held.
- 4. @Action on items that were discussed in Executive Session, if any**  
None
- 5. Matters from the Public**  
None
- 6. Other**  
None
- 7. Committee Recommendation/Direction(s)**
  - Postpone further consideration of Policy 1.65 until the most recent changes from HB 3796 have been incorporated into the policy.
  - To recommend board approval of Policy 2.20 Park Board Rules and Order of Business and the corresponding revisions to sections 3.4 Vacancies and 5.16 Public Input in the Board of Commissioners General Practices Manual.
  - Postpone review of Policy 2.40 until the January committee meeting allowing more time for study and review.
  - Request that all commissioners submit any revisions to the Strategic Plan document by Friday, December 19, 2014.

**8. Adjourn**

The meeting was adjourned at 12:28 p.m.

**ATTEST:**

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Mary Jean Coulson  
Board President

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Charles T. Balling  
Board Secretary

Approved this 18th day of December 2014