

DRAFT

ADMINISTRATION OPERATIONS COMMITTEE

Glenview Park District - Park & Facility Services East

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Thursday, October 12, 2017 @ 9:30 a.m.

1. Roll Call

Commissioner Angie Katsamakakis called the meeting to order at 9:30 am and the roll was called.

Commissioners present: Dan Peterson, Jen Roberts, Angie Katsamakakis, Dave Dillon

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, District Attorney Jim Rock, Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Policy 9.70: Ethical Conduct and Ethics Ordinance No. 2017-24

As a follow up to the September 14, 2017 Administrative Operations Committee Meeting, Deputy Executive Director Katie Skibbe asked District Attorney Jim Rock to attend the meeting to provide clarification regarding Policy 9.70: Ethical Conduct and Ethics Ordinance No. 2017-24.

Commissioner Angie Katsamakakis expressed concern that the prohibited political activities listed in the Ethical Conduct Policy may conflict with the District's bond proposal for 2018. She specifically asked if staff members are violating the policy with the current activity involving the bond proposal. District Attorney Jim Rock responded that staff members are within the boundaries of the policy since they are not advocating for or against the bond proposal. He further explained that the commissioners are within the boundaries of the policy if they do not advocate while in their role as commissioner, but are free to do so outside of their commissioner role and as a private citizen. The committee discussed the separation further, including Commissioner Jen Roberts's concern with the policy interfering with political activity outside of the district. She requested the removal of "or any other manner".

Attorney Rock stated the need for an ordinance based on the requirements indicated by the State Officials and Employees Ethics Act (P.A. 93-615). He continued with the specifics from the act in relation to the District's proposed policy and ordinance.

The committee discussed the need for a policy in addition to the ordinance. According to the IAPD's Distinguished Agency process, the policy is not a requirement. Commissioner Dan Peterson requested a copy of the state act and the current Ethics Ordinance for the Glenview Park District. Staff agreed to follow up on the requested documents.

Commissioner Angie Katsamakakis asked about the use of social media as a commissioner. Attorney Rock agreed to follow up with a recommended disclaimer to be used for any social media platform.

b. Policy 8.40: Drug and Alcohol Use

Deputy Executive Director Skibbe presented the most recent draft of Policy 8.40: Drug and Alcohol Use that includes a slight change to one of the prohibited acts. The original draft was updated using PDRMA's model policy and was reviewed by District Attorney Jim Rock to ensure it complied with the Drug Free Workplace Act. PDRMA reviewed and approved the newest change.

The committee recommended the acceptance of Policy 3.40: Drug and Alcohol Use to be moved to the consent agenda for full board approval.

c. Policy 8.50: Criminal Background Checks

Deputy Executive Director Skibbe presented the newly revised Policy 8.50: Criminal Background Checks based on the new legislation, HB786/PA 100-472, that Governor Rauner signed into law on September 8, 2017. This legislation amends the Park District Code to require volunteers who report to and are under the direct supervision of a park district's administrative staff to complete an application certifying that the volunteer has not been convicted of a sex offense.

Commissioner Dave Dillon asked if this law pertains to affiliated organizations. Executive Director Mike McCarty stated that it does not and the park district is not required to do background checks on employees or volunteers of affiliated organizations. Skibbe added that the District's Memorandum of Understanding (MOU) with affiliated groups requires them to do the background checks themselves.

The committee recommended the acceptance of Policy 8.50: Criminal Background Checks to be moved to the consent agenda for full board approval.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Dave Dillon moved seconded by Commissioner Angie Katsamakidis to adjourn the Open Session at 10:25 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 16th day of November 2017.