

ADMINISTRATION OPERATIONS COMMITTEE

Glenview Park District - Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

Thursday, September 14, 2017 @ 9:30 a.m.

1. Roll Call

Commissioner Angie Katsamakakis called the meeting to order at 9:36 am and the roll was called.

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

Official Staff present: Deputy Director Katie Skibbe, Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: Executive Director Michael McCarty

2. AGENDA TOPICS

a. Policy 3.70: Debt Management

Deputy Director Katie Skibbe informed the committee of the need to update policies as a part of the Illinois Association of Park Districts' Distinguished Agency process. Part of the process includes updating financial policies. Skibbe presented Policy 3.60: Debt Management which outlines when the issuance of debt may be appropriate, when the District may choose to seek a credit rating, and the methods the District may use for sale of the bonds.

The committee recommended the acceptance of Policy 3.60: Debt Management to be moved to the consent agenda for full board approval.

b. Policy 8.40: Drug and Alcohol Use

Deputy Director Skibbe presented a draft of Policy 8.40: Drug and Alcohol Use that includes several significant changes and replaces the previously named Policy 8.40: Drug Free Workplace. The 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. In addition, the implementation of a drug free workplace policy is a requirement for seeking federal, state or county grants.

Commissioner Dan Peterson requested a change to be made to one of the prohibited acts. Staff agreed to make the change and will bring a new draft of Policy 8.40: Drug and Alcohol Use to the next Administration Committee Meeting on October 12.

c. Policy 8.90: Suspected Child Abuse or Neglect

Deputy Director Skibbe presented the new Policy 8.90: Suspected Child Abuse or Neglect that follows the Abused and Neglected Child Report Act (325 ILCS 5/). The act has designated workers in certain professions such as Child Care workers (which include recreational program or facility personnel) as "Mandated Reporters" who have an obligation to report any suspected child abuse or neglect. The Park District requires all

employees be mandated reporters and ensures that staff understands the requirements under the Mandated Reporter program as part of the new hire process. This requirement has been in the Personnel Guidelines for many years though this is the first time it has been put into a separate policy. Commissioners asked questions pertaining to employee training and the involvement with Illinois Department of Children and Family Services.

The committee recommended the acceptance of Policy 3. 90: Suspected Child Abuse or Neglect to be moved to the consent agenda for full board approval.

d. Policy 9.70: Ethical Conduct

Staff requested consideration of the acceptance of the renumbered and revised Policy 9.70 (formally Policy 9.98): Ethical Conduct and Ordinance No. 2017-24: An Ethics Ordinance of the Glenview Park District, (repealing Glenview Park District Ordinances 99-15, 2000-01 and 2004-13) and move both Policy 9.70 and Ordinance No. 2017-24 to the full Board for approval.

Deputy Director Skibbe presented the new revisions of Policy 9.70: Ethical Conduct and Ordinance No. 2017-24: An Ethics Ordinance of the Glenview Park District. A few changes were made to the list of prohibited political activities and the Ethics Advisor as well as the Ethics Commission was removed. Skibbe also explained that there was a slight modification to the documents that cover the State Officials and Employee Ethics Act, which contains gift ban provisions that significantly limit the gifts government employees or officials can accept. The policy and ordinance now include a clause allowing gifts to be turned over to the Glenview Park Foundation or another appropriate tax exempt charity without violating the policy.

The commissioners had many questions about the Ethical Conduct Policy, specifically in regards to the section that lists prohibited political activities. They discussed their role in political activities outside of the District, their representation of the District in social media, and their participation in the current referendum process. Commissioner Dan Peterson asked if the gift ban act applied to the commissioners. Commissioner Jen Roberts requested legal precedence from District Attorney Jim Rock. Skibbe agreed to invite Attorney Rock to the next Administration Committee Meeting to be held on October 12, 2017. Staff will also take the commissioner's concerns and suggestions into account to present a new draft of the policy at the October meeting.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Angie Katsamakidis moved seconded by Commissioner Bill Casey to adjourn the Open Session at 10:15 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 26th day of October 2017.