

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview IL60025
Regular Meeting Minutes
Monday July 14, 2014

1. Roll Call

Commissioner Coulson called the meeting to order at 8:15 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Bill Casey, MJ Coulson;
Executive Director Chuck Balling; Supt. of Administrative Operations Barb Cremin and
Supt. of Leisure Services Robert Quill

Commissioners/Official Staff absent: None

2. Agenda Topics

- a) **Reclassify Position to PT4**—Supt. Quill explained that the GTAC program has developed into one of the Glenview Park District's longest running and most successful programs. The program involves 52 hours per week of swim practices and as many as 30 swim meets per year. The head coach position is a part time position. Staff is seeking approval to increase the number of hours for the head coach position in order to maintain and ensure the quality of this program and to continue to provide a high level of coaching expertise. This will allow the head coach to participate directly in more practices and meets. This will increase the total number of approved PT4 positions from 8 to 9.
- b) **Other**—Director Balling informed the committee that, due to the unseasonably cool and wet season, the outdoor pools have been closing due to low attendance. Staff is taking steps to alert incoming customers of the potential for closing due to low attendance and to closely monitor conditions to keep the pools open as much as possible while considering financial implications.

Commissioner Casey asked staff to consider implementing a process similar to the airlines to encourage anonymous self-reporting of potential safety issues to supplement existing efforts to identify and address potential safety issues as quickly as possible.

3. Matters from the Public

None

4. Committee Recommendation(s)/Direction

- a) **The Committee is recommending Board approval to reclassify the Glenview Titan Aquatic Club (GTAC) Head Coach position to a PT4 position.**
- b) **The Committee is recommending that the Safety Committee implement a process to encourage self-reporting of potential safety issues.**

5. Adjourn

The meeting was adjourned at 9:15 am.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 24th day of July 2014