

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St., Glenview IL60025
Regular Meeting Minutes
Friday, February 6, 2015

1. **Roll Call**

Commissioner Casey called the meeting to order at 8:35 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Bill Casey, Mary Jean Coulson Charlie Kuhn, Dan Peterson, Dave Tosh, Executive Director Chuck Balling and Superintendent of Administrative Operations Barb Cremin.

Commissioners/Official Staff absent: None

2. **Policy 1.65 Inspection of Public Records:** The committee reviewed the proposed changes to the existing policy. The policy was updated to reflect changes to the Freedom of Information Act and to include some additional sections of the Freedom of Information Act in the policy which are pertinent to district operations to provide more clarification for staff.
3. **Policy 8.80 Drone Use Policy:** The Committee reviewed the proposed new policy to govern the use of the Park District's drone. Since drone use is a relatively new issue and there are many different types and uses of drones, there is limited guidance and regulation available at this time from the FAA or other sources. FAA Advisory Circular 91-57 on Model Aircraft was used for as the basis for the usage limitations. PDRMA considers the park district drone a remote control model airplane equipped with a camera and its use is covered under our PDRMA insurance. The Committee will continue to monitor regulations governing drones and will modify the policy as required as FAA regulations are approved.
4. **Part-time Pay Ranges:** The Committee reviewed the proposed revision to the part-time pay ranges. The purpose of the changes is to continue to better align positions internally, reduce the number of pay ranges where appropriate and remain competitive in the market. The only changes are for positions in the aquatics area. The Committee will continue to monitor any updates to the minimum wage legislation and will provide a revised schedule as necessary in the event that legislation is passed.
5. **Full-time Pay Ranges:** The Committee reviewed the proposal to adjust the full time pay ranges by 2.2% based on the Employment Cost Index (ECI). This does not result in an across the board increase but only provides an opportunity for a merit increase, if warranted, to those at the top of the current range and sets a new minimum rate. The Committee concurred with staff's proposal.
6. **Full-time Merit Increase Budget:** The Glenview Park District uses a merit based system to allocate the approved budget to individual employees to reward employees for their performance. This also helps to keep wages competitive in the marketplace. The District does not give cost of living increases or other across the board increases to employees. The Committee reviewed benchmark data from comparable agencies including other park

districts, local government jurisdictions and information provided by reliable compensation consulting firms. The Committee agreed with staff's recommendation that a 2015 merit increase budget of \$179,500 (equivalent to 3% of salaries) would be appropriate.

7. **“Experience It”**: There was nothing new to report on the use of the “Experience It” Trademark.

8. **Matters from the Public**
None

9. **Other**

Committee Recommendation/Direction(s)

- a. The Committee recommended board approval of the revised Policy 1.65*
- b. The Committee recommended that the board approve the revised Policy 8.80*
- c. The Committee recommended board approval of the revised Part-time Pay Ranges effective May 1, 2015.*
- d. The Committee recommended board approval of the revised Full-time Pay Ranges effective May 1, 2015.*
- e. The Committee recommended board approval of a \$179,500 budget for the full time merit increase pool. (approximately 3%).*

10. **Adjourn**

The meeting was adjourned at 9:53 a.m.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of February 2015