

ADMINISTRATIVE OPERATIONS AND MARKETING COMMITTEE MEETING  
Glenview Park District Administration Building  
1930 Prairie Street, Glenview, IL 60025  
Regular Meeting Minutes  
Wednesday, November 11, 2015 @ 8 a.m.

**1. Roll Call**

Chairman Bob Patton called the meeting to order at 8 a.m. and the roll was called.

**Commissioners/Official Staff present:** Commissioners Bob Patton, Angie Katsamakakis, Dave Dillon, Charlie Kuhn, Dan Peterson and Dave Tosh; Executive Director Mike McCarty, Human Resource Manager Laila Bashia, Recording Secretary Cheryl Noll

**Guests:** None

**Late Arrivals, Early Departure:** Commissioner Katsamakakis arrived at 8:08 a.m.

**Commissioners/Official Staff absent:** Superintendent of Administrative Operations Barb Cremin

**2. Agenda Topics**

**a. Personnel Guidelines Sections 7 and 11**

Currently, the District has two versions of Personnel Guidelines, one for full time employees and another for part time employees. These documents serve as our primary source of employment-related policies which help guide employment-related decisions. Our strategic plans called for a comprehensive review of these documents and staff has been working closely with the employment attorneys at the specialized employment law firm of Laner, Muchin, Ltd. to review and revise these personnel guidelines, using the PDRMA model as a reference point.

This is a large undertaking and in an effort to make the review more manageable, staff is presenting the revisions in sections. While sections will be approved incrementally, the effective date would be delayed until the full manual is updated. Staff presented the final two sections, 7 and 11, to the committee for review.

Changes to Section 7 were regarding vacation time, floating holidays and designated holidays. After much discussion, the committee was in agreement with first four recommendations as presented which included changes to the accrual schedule for vacation time. However, the committee did not approve the fifth recommendation for Discretionary Days for full time exempt employees and amended the sixth which pertained to half day holidays for Christmas Eve and New Year's Eve. If approved by the Board, these revised policies will be implemented in January 2016.

Commissioner Peterson noted a repeated sentence in paragraph one that staff will delete and he also asked that staff to modify the language in section 7.10 IMRF. Commissioner Kuhn asked for more descriptive language in the use of equipment and supplies in section 7.15 Internal Benefits, which staff will also address and bring back to the Board in December.

Changes to Section 11 were regarding general conditions of employment. The committee approved the changes proposed in Section 11. Staff will review the first two sentences in 11.14 and bring back their suggestions to the Board in December.

Executive Director McCarthy thanked Laila for her diligence, expertise and time consuming work on this project especially with the absence of the Superintendent of Administrative Operations Barb Cremin, who is out on medical leave.

**b. Other**

None

**3. Matters from the Public**

None

**4. Adjourn**

Commissioner Katsamakidis moved seconded by Commissioner Dillon to adjourn the Open Session at 9:26 a.m. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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William M. Casey  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 19th day of November, 2015