

ADMINISTRATIVE OPERATIONS AND MARKETING COMMITTEE MEETING  
Glenview Park District Administration Building  
1930 Prairie Street, Glenview, IL 60025  
Regular Meeting Minutes  
Tuesday, October 13, 2015 @ 9:00 a.m.

**1. Roll Call**

Chairman Bob Patton called the meeting to order at 9:08 a.m. and the roll was called.

**Commissioners/Official Staff present:** Commissioners Bob Patton, Angie Katsamakis, Dave Dillon Charlie Kuhn, Dan Peterson and Dave Tosh; Executive Director Mike McCarty, Superintendent of Administrative Operations Barb Cremin, Superintendent of Park and Facility Services James Warnstedt, Superintendent of Special Revenue Facilities Lori Lovell, Human Resource Manager Laila Bashia, Administrative Assistant Tanya Trapani, Recording Secretary Cheryl Noll

**Guests:** None

**Late Arrivals, Early Departure:** None

**Commissioners/Official Staff absent:** None

**2. Agenda Topics**

**a. Smoking Prohibition Policy 4.13**

The original policy limited smoking to within 15 feet from the perimeter of all Park District buildings rather than 15 feet from the entrances as required by the Smoke Free Illinois Act. The original policy as written would not have allowed for smoking on the patio deck of the GPGC clubhouse which is a desired amenity for golfers. Writing the policy to match the Smoke Free Illinois Act provides a basis for enforcement and rationale for addressing conflicting interests of both smokers and non-smokers.

The committee recommends the Board approve the revised Smoking Prohibition Policy 4.13.

**b. Social Media Policy**

The District's existing Social Media policy was updated to hold both employees and commissioners to the same general standards.

The Committee recommends Board approval of the revised Social Media Policy # 9.73.

**c. Affordable Care Act**

Under the ACA, a seasonal employee is defined as an employee in a position which the customary period of employment during the calendar is 6 months or less and begins at approximately the same time each year. While most of the district's seasonal employees fit this description, about 25 seasonal employees in maintenance positions are affected. To address this situation, the District plans to modify the current staffing models used in park Services and Golf Maintenance. Seven positions would be re-classified as PT4 and work 30 hours or less per week year round, nine positions would be re-classified as summer only positions working less than a 6 month season. The staffing model for the remaining nine positions is still under review.

The committee is recommending that the Board approve 7 PT4 positions.

**d. Personnel Guidelines-Section 6- Salaries and Allowances and Section 10 – Health and Safety**

Staff has been working closely with the employment attorneys at Laner, Muchin, Dombrow, and Becker to review and revise the personnel guidelines. Staff is presenting the revisions in sections, rather than the entire document at one time to make the review of the policies more manageable. While sections will be approved incrementally, the effective date would be delayed until the full manual is updated. Staff presented section 6 and 10 for Committee review. Changes to section 6 were primarily clarification of existing policies. It also reflects a change as to how compensatory time off is used in overtime calculations. Section 10 has been renamed Health and Safety and includes new policies based on the PDRMA recommended model policies including Statements of Admission, Indemnification and Liability Insurance, Security of Park District Property and Employee Personal Property. The final sections, Sections 7 and 11 will be ready in November for the Committee to review.

The committee is recommending the Board approval of Section 6 and 10 of the Personnel Guidelines.

**3. Matters from the Public**

**4. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Litigation (c11), Land Acquisition/Lease (c5 & c6), Personnel (c1)**

Commissioner Katsamakias moved, seconded by Commissioner Bob Patton to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 9:31 a.m. to discuss Personnel (c1). Roll Call Vote: Ayes: Commissioners Tosh, Kuhn, Dillon, Peterson Nays: None. Motion Carried.

Commissioner Patton moved seconded by Commissioner Katsamakias to adjourn the Executive Session and move back into Open Session at 10:08 a.m. Roll Call Vote: Ayes: Commissioners Tosh, Kuhn, Dillon, Peterson Nays: None. Motion Carried.

**5. Adjourn**

Commissioner Katsamakias moved seconded by Commissioner Dillon to adjourn the Open Session at 10:10 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 22nd day of October, 2015