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**ADMINISTRATION OPERATIONS COMMITTEE**

Glenview Park District - Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

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

**1. Roll Call**

Commissioner Angie Katsamakakis called the meeting to order at 10:06 am and the roll was called.

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

**Official Staff present:** Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Recording Secretary Amy Wille

**Late Arrivals, Early Departure:** None

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

**a. Policy 9.71 Sexual Harassment**

Deputy Executive Director Katie Skibbe presented the new Policy 9.71 Sexual Harassment based on SB 402/Public Act 100-0554 signed into law on November 16, 2017 by Governor Rauner. This new law is primarily intended to impose new sexual harassment training on legislators, state employees, and registered lobbyists. One provision of the new law also amends the State Officials and Employees Ethics Act to require units of government to adopt an ordinance establishing a policy to prohibit sexual harassment. As such, Skibbe presented Ordinance No. 2017-XX: An Ordinance Establishing an Updated Sexual Harassment Policy for the Glenview Park District in Order to Comply with Public Act 100-0554 in addition to the updated Personnel Guidelines.

Skibbe explained that the District is required to formally adopt a policy within 60 days of the enactment of the law, which means the review and adoption of the ordinance would be needed prior to January 15, 2018. She informed commissioners that supervisors have reached out to their staff reminding them of the District's sexual harassment policy (previously included only in the Personnel Guidelines). In addition, staff will be scheduling sexual harassment training in the first quarter of 2018. The training will be provided by Laner Muchn and will focus on the rights of employee's as well as supervisor and board responsibilities under the law.

Commissioner Angie Katsamakakis inquired about using Laner Muchin for training. Skibbe responded that Laner Muchin has worked with the District on several occasions in relation to employment law. The company also agreed to provide lower rates for the District on this particular training.

Commissioner Dan Peterson made suggestions for the policy that called for a clearer distinction between sexual harassment and discrimination. He requested different language to focus on the topic of sexual harassment throughout the document, rather than

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discrimination. Commissioner Jen Roberts and Commissioner Angie Katsamakis disagreed. There was further discussion on the word discrimination and whether it should be included in the policy.

Other questions were brought up in the discussion that included clarification of the commissioner role and the need for the District to provide sexual harassment training in other languages. Commissioner Jen Roberts requested an addition to the “Reporting Procedure” that enables someone to report to any of the commissioners. Staff agreed to include the request into the policy.

Since there was no consensus from the Administrative Operation Committee on whether or not to approve the policy, the policy was moved to the full board as a staff recommendation. Staff agreed to follow up with the District attorneys at Ancel Glink for further discussion regarding additional commissioner suggestions.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Chairperson Angie Katsamakis moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 10:22 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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Robert J. Patton  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 25th day of January 2018.