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**ADMINISTRATION OPERATIONS COMMITTEE**

Glenview Park District - Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

Thursday, January 11, 2018 @ 9:30 a.m.

**1. Roll Call**

Commissioner Angie Katsamakakis called the meeting to order at 9:32 am and the roll was called.

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

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

**Late Arrivals, Early Departure:** None

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

**a. Full Time Merit Increase Pool**

Deputy Executive Director Katie Skibbe presented the proposed 2018-2019 Merit Salary Increase pool of \$198,500 for the Board to consider. She explained the Park District's use of a merit based system to allocate the approved merit increase pool to individual employees. She presented survey data from comparable park districts as well as data from compensation consulting firms which reflect general salary increase trends; this data helps ensure the District keeps pace with external market pay rates.

The committee recommended the acceptance of the proposed 2018-2019 Merit Salary Increase pool (equivalent to 3% of salaries) to be moved to the consent agenda for full board approval.

**b. Full Time Salary Ranges**

Deputy Executive Director Skibbe gave a brief history of last year's compensation study that revised the pay grades along with the pay ranges and created minor adjustments to the salary structure. This year, Skibbe presented a proposal to adjust the full time pay ranges by 2.5% based on the Employment Cost Index (ECI). She further informed the Committee that adjusting the salary ranges only impacts employees who are below the minimum of the range or those who were previously at the maximum of the range, but now may be eligible for a merit increase up to the new maximum.

The committee recommended the acceptance of the full time salary ranges, as presented, to be moved to the consent agenda for full board approval.

**c. Part Time Salary Ranges**

Deputy Executive Katie Skibbe provided background to the changes that were made to the part time salary ranges last year in response to the minimum wage law in both Cook County and Chicago. Even though the District is exempt, part time salary ranges were increased closer to the Cook County minimum wage in order to remain competitive in the marketplace.

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Due to last year's adjustment and upcoming changes in the minimum wage, staff requested no change to the part time pay structure at this time. The Committee asked questions about certain part time positions and the compensation of part time staff based on the longevity of their employment.

The committee recommended the acceptance of the part time salary ranges, as presented, to be moved to the consent agenda for full board approval.

**d. Policy 9.50 Americans with Disabilities and Policy 9.51 Service Animals**

Deputy Executive Director Skibbe presented the rewritten Policy 9.50: Americans with Disabilities and the new Policy 9.51: Service Animals. Skibbe also presented the updated Personnel Guidelines that included staff's role changes and an updated timeline.

Skibbe addressed the significant changes made to the revised Policy 9.50 from the previous Policy 9.50 Grievances Under the Americans with Disabilities Act. The previous policy was expanded to include several additional components of the Americans with Disabilities Act. Sara Yager, representative of PDRMA, and Jim Rock, the District Attorney, were essential in creating the final drafts of these policies. Skibbe continued to give an overview of the changes to Policy 9.50 and the regulations regarding service animals in Policy 9.51. Commissioner Dan Peterson inquired about concerning situations involving service animals and suggested providing staff trainings. Staff agreed to consider this suggestion for future trainings.

The committee recommended the acceptance of Policy 9.50: Americans with Disabilities and Policy 9:51 Service Animals to be moved to the consent agenda for full board approval.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Commissioner Angie Katsamakidis moved seconded by Commissioner Dan Peterson to adjourn the Open Session at 9:58 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 22nd day of February 2018.