

DRAFT

ADMINISTRATION OPERATIONS COMMITTEE OF THE WHOLE

Glenview Park District – Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Tuesday, March 13, 2018 @ 6:00 p.m.

1. Roll Call

Chairperson Angie Katsamakakis called the meeting to order at 6:06 pm and the roll was called.

Commissioners present: Jen Roberts, Angie Katsamakakis, Dave Dillon, Dan Peterson, Bob Patton

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Superintendent of Special Revenue Lori Lovell, District Attorney Jim Rock, Recording Secretary Amy Wille

Late Arrivals, Early Departure: Superintendent of Special Revenue Lori Lovell left at 6:14 pm, District Attorney Jim Rock left at 6:38 pm, Barb Cremin and President Bob Patton arrived at 6:38 pm

Commissioners/Official Staff absent: None

Guests: Barb Cremin

2. AGENDA TOPICS

a. Recognition Team, Impact Nomination Review

Superintendent of Special Revenue Lori Lovell notified the Board of the work done by the Recognition Team to create an award that recognized innovation at the Glenview Park District. The result was the IMPACT award, which recognizes park district staff that successfully implements an innovative idea to develop a new or improved process, system, program, product or service.

Superintendent Lovell continued with the Recognition Team's review of twelve nominations that were submitted across the District, which included 48 staff members. The team chose nine nominations that were reviewed by the Leadership Team, of whom chose five finalists. The Board was given the documentation for the five finalists with instructions to submit their scoring of the nominations by March 22, 2018.

Superintendent Lovell concluded that a luncheon will be held in April for the final nominees and commissioners, in which the IMPACT award winner will be announced.

Commissioners Jen Roberts and Angie Katsamakakis praised the staff's efforts to recognize innovation and all of the work done by the Recognition Team.

The commissioners asked questions about scoring the submissions. Superintendent Lovell explained that the Recognition and Leadership Teams recognize that the scoring is subjective and hope to refine it in later years.

b. Park Board General Practices Manual

Deputy Executive Director Katie Skibbe presented a draft of the Park Board General Practices Manual that was updated to include certain criteria of the IAPD Distinguished Agency. She described the updates made to certain sections, including references to the Local Government Prompt Act and Public Officer Prohibited Activities Act. She also explained the elimination of certain wording for housekeeping purposes.

Commissioners made a few suggestions for better wording. Commissioner Jen Roberts also requested the removal of Glenview Blades from the organizations listed as programs run by their own management since the Blades run through the District. Staff agreed to make these changes.

Per Commissioner Dan Peterson's comments brought to staff's attention prior to the meeting, Deputy Executive Director Skibbe presented a new draft of the page regarding the gift ban and prohibited political activities. The changes were made to align to the proposed Ethics Policy.

The committee recommended the acceptance of the Park Board General Practices Manual to be moved to the consent agenda for full board approval.

c. Policy 3.10 Ethical Conduct and Ethics Ordinance No. 2018-03

Deputy Executive Director Skibbe presented the updated Policy 3.10 Financial Practices and the new Ordinance No. 2018-03 An Ordinance Repealing Ordinances 2005-08 and 2017-22. At the October 12, 2017 Administration Committee Meeting, the committee requested the requirements indicated by the State Officials and Employees Ethics Act (P.A. 93-615) after discussing if a policy is needed.

Skibbe explained the decision to adjust the language of the District's original ordinance to adhere to the requirements of the State Officials and Employees Ethics Act (P.A. 93-615). The policy was created as a guide to the ordinance and was written for operating purposes since staff is directed to the policy manual.

The committee recommended the acceptance of Policy 3.10 Financial Practices and Ordinance No. 2018-03 An Ordinance Repealing Ordinances 2005-08 and 2017-22 to be moved to the consent agenda for full board approval.

d. Review New Evaluation Form

Park Board President Bob Patton presented an updated evaluation form to the Board as an option that could be used to create a more efficient evaluation process for the Executive Director position. President Patton explained the need to simplify the form and its metrics in order to create a more streamlined process that is more comprehensive for Board members to complete towards the end of every fiscal year.

Barb Cremin and President Bob Patton presented the changes made to the evaluation form. The committee discussed and agreed to move forward with the proposed draft evaluation form with the inclusion of additional edits discussed in the meeting.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Chairperson Angie Katsamakidis moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 7:30 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 26th day of April 2018.