

ADMINISTRATION OPERATIONS COMMITTEE

Glenview Park District – Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Tuesday, June 12, 2018 @ 7:00 p.m.

1. Roll Call

Commissioner Bob Patton called the meeting to order at 7:00 pm and the roll was called.

Commissioners present: Dave Tosh, Bob Patton, Dan Peterson, Jen Roberts, Bill Casey (via phone), Dave Dillon

Official Staff present: Deputy Director Katie Skibbe, Executive Director Mike McCarty, Human Resources Manager Sarah Bagley, Recording Secretary Amy Wille

Late Arrivals, Early Departure: Bob McCabe arrived at 7:10 pm

Commissioners/Official Staff absent: None

District Attorney: Bob McCabe of Ancel Glink

2. AGENDA TOPICS

a. Prevailing Wage Ordinance

Deputy Executive Director Katie Skibbe presented this year's Prevailing Wage Ordinance No. 2018-09. Annually in the month of June, public bodies are required by the Prevailing Wage Act of the State of Illinois to ascertain the prevailing rate of wages in their locality and formally adopt them by Ordinance. Skibbe reported that the District's rates match the rates posted by the State, which were last updated in September 2017.

The commissioners present recommended the acceptance of the Prevailing Wage Ordinance No. 2018-09 and move it to the full Board for approval.

b. Policy 6.60 Cooperative Operations

Deputy Executive Director Skibbe presented a draft of Policy 6.60 Cooperative Operations. This policy was created to align with the Illinois Association of Park Districts' Distinguished Agency process. The policy was written to formalize the current practices of the Glenview Park District in regards to establishing working relationships and cooperative agreements with outside organizations. The policy also indicates when an agreement would be favorable to the District in order to serve and enhance recreational opportunities in the community.

The commissioners present recommended the acceptance of Policy 6.60 Cooperative Operations and to move it to the full Board for approval.

c. Policy 7.10 Recreation Programming

Deputy Executive Director Skibbe presented the updated draft of Policy 7.10 Recreation Programming that was revised in order to cover several criteria of the IAPD accreditation process. Some of the requirements for the policy included stating the agency's

philosophy on providing a variety of recreation programs to all residents, the direction and process on obtaining a comprehensive needs assessment, the maintenance of statistical information, and the utilization of cooperative agreements with other organizations. Skibbe noted that the policy was updated to formally document current practices.

Commissioner Dan Peterson recommended an edit to the policy.

The commissioners present recommended the acceptance of Policy 7.10 Recreation Programming and to move it to the full Board for approval.

d. Policy 7.15 Code of Conduct

Deputy Executive Director Skibbe presented the draft of Policy 7.15 Code of Conduct that was reviewed and updated as part of the Distinguished Agency accreditation process using input from both staff and the park district attorney. The policy was expanded to specifically include expected behaviors for spectators in addition to participants and added an appeals process. Since it is difficult to name all of the types of prohibited behavior, the most commonly faced situations are mentioned and then general wording was added to provide staff with assistance in addressing behaviors not specifically mentioned.

Commissioner Bob Patton asked how the District audits its affiliates' compliance with this policy and the District's response to violations of the policy. He requested examples of violations by affiliates and the District's actions towards violations. Executive Director Mike McCarty responded that staff could have examples available for discussion at a Youth Task Force committee meeting. The commissioners discussed the appeals process and staff's involvement, especially with spectators.

Commissioner Jen Roberts asked about the behavioral expectations for individuals. She specifically requested that language be added to the list of disparaging remarks in order to cover any comments not included in the categories listed. Staff will make the appropriate changes to the policy. In addition, Commissioners and staff discussed and agreed to look into addressing cyber-bullying within the Code of Conduct in the future.

The commissioners present recommended the acceptance of Policy 7.15 Code of Conduct and to move it to the full Board for approval.

e. Policy 8.22 Administration of Medicine

Deputy Executive Director Skibbe presented the draft of Policy 8.22 Administration of Medicine that was newly updated as a part of the accreditation process and reviewed and approved by legal counsel at PDRMA. In the event of a lawsuit related to this issue, PDRMA would handle the District's legal defense and therefore it is critical that the policy be carefully drafted to support their legal position.

Commissioner Jen Roberts asked if the District's Policy 8.22 aligns with the Northern Suburban Special Recreation Association (NSSRA) policy for administration of medicine. Skibbe responded that NSSRA has a different policy since their employees include one-on-one aides that have specific training.

The commissioners present recommended the acceptance of Policy 8.22 Administration of Medicine and to move it to the full Board for approval.

f. Policy 9.74 Protection of Payment Card Information

Deputy Executive Director Skibbe presented the new Policy 9.74 Protection of Payment Card Information. She explained that the policy was written to align with the Distinguished Agency process and to formalize practices that the Glenview Park District already have in place. The language was modeled after other districts that have gone through the accreditation process and written at a high level within getting into details.

Commissioner Dan Peterson asked about the District's practice with credit card numbers in written form, such as registration through fax. Skibbe responded that the District is very careful and has many safety measures in place to protect credit card numbers. Most significantly, the District does not store any credit card information on the District's servers. Credit cards are processed through a third party vendor who is PCI compliant.

Commissioner Bob Patten suggested that the District eventually evolve and move away from the practice of written credit card numbers. The committee members and staff agreed to consider this option for future District goals. Currently, written credit card numbers are blacked out with a secure redacting marker as soon as the credit card transaction has been processed. The paperwork is then shredded or stored in a secure location.

The commissioners present recommended the acceptance of Policy 9.74 Protection of Payment Card Information and to move it to the full Board for approval.

g. Discussion on Policy 9.75 Transgender Employees and Policy 9.76 Transgender Patrons and Participants

Deputy Executive Director Skibbe presented drafts of Policy 9.75 Transgender Employees and 9.76 Transgender Patrons and Participants and introduced Attorney McCabe of Ancel and Glink as part of the team that wrote the policies.

Skibbe explained that it is in the best interest of the Park District to have a policy to properly prepare staff to handle situations that involve a transgender participant and/or employee even though the current law does not require the District to address this topic. She further explained the District's desire to ensure that all staff and participants are treated respectfully, that the District continues to be inclusive, and that the District takes proactive steps to prevent the legal consequences that may arise from a lack of preparation and understanding of transgender issues.

For Policy 9.75 Transgender Employees, Commissioner Jen Roberts inquired about the employee's responsibility to notify the employer at least sixty days prior to the planned transition and showed concern that the entire employee's responsibility section was intrusive to the employee's privacy. Attorney McCabe responded that employees are given the option and are not required based on the anti-discrimination laws in Illinois that are not set at a federal level. Furthermore, he stated that the employee responsibility section was written to encourage employees to make a transition plan with the District in order to create a comforting, inclusive work environment.

For Policy 9.76 Transgender Patrons and Participants, the commissioners and staff discussed the complexity of creating a policy for patrons and participants to feel comfortable in a recreational setting. Attorney McCabe noted that training has already begun at the park district level in Illinois over the last couple years. He explained the need to create a safe recreational environment with equal access for all participants and patrons. Policy 9.76 should be used as a guideline with each situation that occurs.

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Commissioner Jen Roberts showed concern over the requirement to provide a letter from a doctor or therapist for all participants and patrons that wish to register under an affirmed gender. The commissioners and staff discussed the legalities and enforcement of this requirement. Attorney McCabe noted that the purpose of this requirement was to minimize the potential misuse of the transgender policy. Commissioner Dan Peterson suggested changing the language to give the District the option of requiring a letter.

The commissioners present recommended the acceptance of Policy 9.75 Transgender Employees and Policy 9.76 Transgender Patrons and Participants with the recommended changes and to move it to the full Board for approval.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Bob Patton moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 7:48 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

David M. Dillon
Board President

Michael D. McCarty
Board Secretary

Approved this 28th day of June 2018.