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ADMINISTRATION OPERATIONS COMMITTEE

Glenview Park District – Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Monday, August 20, 2018 @ 6:00 p.m.

1. Roll Call

Chairman Bob Patton called the meeting to order at 6:00 pm and the roll was called.

Commissioners present: Jen Roberts, Dan Peterson, Dave Tosh, Bob Patton

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Superintendent of Park & Facility Services Jim Warnstedt, Park Planner Ken Wexler, Manager of Park & Facility Services Kris Mikkelsen, Human Resources Manager Sarah Bagley, Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Policy 7.11 Use of Public Input

Deputy Executive Director Katie Skibbe stated the need to create new policies and revise old policies in order to be compliant with the criteria outlined in the Illinois Association of Park Districts' Distinguished Agency process.

Skibbe presented a draft of Policy 7.11 Public Input that was revised to more adequately show the District's methods of obtaining public input. Most feedback received on recreational activities is obtained through program evaluations, surveys, and focus groups. The policy was expanded to reflect that the Board authorizes and encourages the use of these additional methods to solicit feedback from residents and program participants.

The committee recommended the acceptance of Policy 7.11 Use of Public Input to be moved to the consent agenda for full Board approval.

b. Policy 9.62 Distribution and Access to Resource Materials

Deputy Executive Director Skibbe presented a draft of the new Policy 9.62 Distribution and Access to Resource Materials.

Commissioner Dave Tosh asked about the District's practice of reviewing job descriptions every five years. Skibbe explained that staff look at job descriptions at least every five years and perform a thorough review of job descriptions for positions that become vacant. Commissioner Dan Peterson requested the language to include "at least every five years", which clarifies the District's practice.

The committee recommended the acceptance of Policy 9.62 Distribution and Access to Resource Materials to be moved to the consent agenda for full Board approval.

c. Policy 3.34 Revenue Policy

Deputy Executive Director Skibbe presented the draft of the new Policy 3.34 Revenue Policy. She noted that this policy would replace Policy 3.33 Financing Revenue Facilities, which was approved in 1982 but no longer matches current practices.

Commissioner Dave Tosh asked about the statement included under Enterprise Services that indicates non-residents make up a significant percentage of the users. Skibbe explained that it was included to show that support for non-residents will come from user fees rather than taxpayer money. Commissioner Dan Peterson noted that the statement does not work with the purpose of the paragraph and requested it be removed. Staff agreed to remove the statement.

Commissioner Jen Roberts asked about the section in Policy 3.33 that differentiated adult-oriented facilities and youth-oriented facilities and asked why it wasn't included in Policy 3.34. Commissioners and staff discussed whether age should be incorporated into the new policy. Executive Director McCarty indicated that we should not limit ourselves for future recreational opportunities and should keep the policy at a high level rather than a business plan level.

The committee recommended accepting Policy 3.34 Revenue Policy pending its approved edits and rescinding Policy 3.33 Financing Revenue Facilities to be moved to the consent agenda for full Board approval.

d. Policy 10.01 Environmental Policy

Superintendent of Park & Facility Services Jim Warnstedt presented the new Policy 10.01 Environmental Policy. This policy was renumbered for housekeeping purposes and will replace the original Policy 1.80 Environmental Policy. Warnstedt noted that minor changes were made to meet the criteria of the accreditation process and help guide the initiatives of the Environmental Team.

Commissioner Jen Roberts stated that "reduction and handling of waste" should be included within the policy. Superintendent Warnstedt responded that it is currently integrated within the background portion, but not directly labeled. Executive Director Mike McCarty stated that the environmental initiative should be included on its own within the policy as it ties in with the current Strategic Plan. Staff agreed to add it as another environmental guiding principle.

The committee recommended the accepting Policy 10.01 Environmental Policy pending its approved edits and rescinding Policy 1.80 Environmental Policy to be moved to the consent agenda for full Board approval.

e. Americans with Disabilities Act Plan

Deputy Executive Director Skibbe stated that the Americans with Disabilities Act (ADA) Plan is an integral and mandatory piece of the Distinguished Agency accreditation process. Skibbe mentioned that the District has had an ADA plan in place since 2012, but is reintroducing the plan to the Board in order to formally approve it in order to comply with the accreditation process. Superintendent Warnstedt added that the ADA plan and the consultants were brought to committee originally when it was created and had been reviewed by the Board at the time, but was not included as a formal consent agenda item.

Superintendent Warnstedt stated that the ADA plan was created through an accessibility assessment of the District's facilities performed by Recreation Accessibility Consultants (RAC) and documented in six binders. He presented the progress report of the ADA plan created by the plan's coordinator, Kris Mikkelsen, that provided an overview of the

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District's accessibility efforts at each facility. Executive Director McCarty added that the District is following an ADA plan that was streamlined by ACT Services and the progress report is based on the streamlined version.

Commissioner Dan Peterson expressed concern over the documentation of the ADA plan that was presented to the Board. He explained that the assessment by RAC and the progress report by Kris Mikkelsen should not be considered the ADA plan. The committee and staff discussed the requirements of the accreditation process in conjunction with the documentation of the ADA Plan provided to the Board. Staff agreed to collect data from past and present accessibility initiatives to develop a plan.

Staff agreed to revisit the ADA Plan and will bring a new draft to the Board. The committee recommended acceptance of the Americans with Disabilities Act Plan, pending edits, to be moved to a future consent agenda for full Board approval.

Policy 3.55 Developer Land/Cash Donations

Deputy Executive Director Skibbe presented the draft of the new Policy 3.55 Developer Land/Cash Donations, which was created based on the District's intergovernmental agreement with the Village of Glenview and the Village's municipal code.

Commissioner Dan Peterson indicated that the entire policy reads as background information rather than a policy and restates the language from the Village municipal code. He noted that the policy should indicate what the District spends the donation money on rather than where the donations come from. Skibbe explained that the policy was written in order to comply with the accreditation criteria.

Staff agreed to revisit the wording of this policy and will bring a new draft to the Board. The committee recommended acceptance of Policy 3.55 Developer Land/Cash Donations, pending edits, to be moved to a future consent agenda for full Board approval.

f. Safety Manual

Deputy Executive Director Skibbe presented the Safety Manual, which addresses overall employee safety of the Glenview Park District. She added that each facility has its own safety manual tailored to the facility's needs.

The committee provided positive feedback regarding the Safety Manual and its content.

The committee recommended the acceptance of the Safety Manual to be moved to the consent agenda for full Board approval.

g. Policy 8.25 Communicable Diseases

Deputy Executive Director Skibbe presented the draft of the new Policy 8.25 Communicable Diseases. She noted that this policy would replace the current Policy 8.23 Persons with Chronic Communicable Diseases and current Policy 8.24 Bloodborne Pathogens-Exposure Control Plan, which were approved in 1988 but no longer match current practices. She mentioned that the new policy was reviewed by Ancel Glink and PDRMA.

Commissioner Dave Tosh asked if employees are required to watch a bloodborne pathogen video. Human Resources Manager Sarah Bagley responded that the District uses a PDRMA training video on bloodborne pathogens to train employees during annual safety training.

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The committee recommended accepting Policy 8.25 Communicable Diseases and rescinding Policy 8.23 Persons with Chronic Communicable Diseases and Policy 8.24 Bloodborne Pathogens-Exposure Control Plan to be moved to the consent agenda for full Board approval.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Chairman Bob Patton moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 6:52 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

David M. Dillon
Board President

Michael D. McCarty
Board Secretary

Approved this 20th day of September 2018.