

Cary Park District
Board of Commissioners
Administration, Finance & Personnel Committee Meeting
June 11, 2009
Cary Community Center
255 Briargate Road
Cary, IL

Minutes

Committee Members Present: Hill, Renner, Krueger
Commissioners Present: Harvey

Staff Present: Cherveney, Glenn, Mayer, Hughes, Jones, Raica

Chair Hill called the meeting to order at 6:30pm.

The Pledge of Allegiance was recited.

The minutes from the May 14, 2009 Administration, Finance and Personnel Committee meeting were presented for approval. Hill had one revision to the minutes that was accepted.

Motion by Krueger; second by Renner. All voting aye. Minutes approved as revised.

There were no items from the Public, Staff, or Commissioners.

Under Discussion Items, Ordinance *O*-2009-10-02 was presented. Motion by Krueger to recommend Board approval of Ordinance *O*-2009-10-02, the Annual Prevailing Wage Ordinance as presented. Second by Renner. All voting yes. Motion carried; placed on Regular Agenda.

Resolution *R*-2009-10-01 was presented. Cherveney and Hughes noted that the Village of Cary had already approved the resolution at the Village level, and that other Villages were asked to do the same. Motion by Krueger to recommend Board approval of Resolution *R*-2009-10-01, "A Resolution Recognizing July 2009 as National Recreation and Parks Month" as presented. Second by Renner. All voting yes. Motion carried; placed on Regular Agenda.

Cherveney noted that the District spent a year with an employee task force to review the Personnel Policy & Procedures manual. The policies will be presented to the Board over the next several months for review and any revisions to consider. After Board review, the entire manual will be sent to Rob Bush, Attorney, for his review.

The Committee reviewed the following policies:

- 4-001, Philosophy of Personnel Operations, Rev.
- 4-002, Definitions of Personnel, Rev.
- 4-003, At-will Employment, Rev.
- 4-004, Equal Opportunity Employer (*No Changes*)

- 4-005, Full-Time Employee Salary & Wages Philosophy (*No Changes*)
- 4-006, Salary Administration (*No Changes*)
- 4-007, Employee Compensation & Benefits, Rev.
- 4-008, Employee Performance Appraisals (*No Changes*)
- 4-009, Employee Positions and Position Job Descriptions (*No Changes*)
- 4-010, Consolidated Omnibus Budget Reconciliation Act (COBRA) & Health Insurance Portability Administration Act (HIPAA) Compliance (*No Changes*)

During the review, members made suggested changes that were incorporated into the final revision submitted to the Board. The Committee asked to have staff further review Policy 4-002 and Policy 4-010 and re-submit back to the Committee for additional review.

The Committee recommended Board approval of the review and revisions presented, with exception to the two policies removed for further consideration. Motion by Krueger, second by Renner. Voice vote: all ayes. Motion carried; consent agenda.

Cherveney and Glenn presented a new policy for Board consideration based on a recent PDRMA review suggestion. Policy 4-009a, Modified Work Duty, was presented and reviewed by the Committee. After several comments and questions, the policy was directed back to staff for additional information prior to recommendation.

There was no need for closed session.

Motion to adjourn by Krueger; second by Renner. All voting yes; motion carried.

The meeting adjourned at 7:10pm.