

Cary Park District  
Board of Commissioners  
**Administration, Finance & Personnel Committee Meeting**  
January 12, 2017  
6:30 PM  
Community Center  
255 Briargate Road  
Cary, IL 60013

**Minutes**

Committee Members Present: Renner, Frangiamore, and Stanko

Committee Members Absent: None

Commissioners Present: B. Krueger

Guest Present: Erin Hauck.

Staff Present: Jones, Raica, Hedlund, Kelly, Nesler, N. Herbster, Rogus, Hughes, and Lee.

Chair Stanko called the meeting to order at 6:30 PM.

The Pledge of Allegiance to the Flag was recited.

There were no matters from the public.

Stanko asked V. Krueger about the Economic Interest Form and when it would become available. V. Krueger stated that Commissioners and staff would be informed via email when the form becomes available.

Jones next introduced Paul Rogus to the Commissioners. Rogus was recently hired as the new Superintendent of Parks and Facilities.

The minutes from the December 8, 2016 Administration, Finance, and Personnel Committee meeting were presented for approval.

***Frangiamore moved to approve the minutes; second by Renner.***

Voice vote: 3-0. All voting yes. Motion carried.

Under direction items, Jones explained that the attorney reviewed the changes made to Policies in section 4, and he is bringing those Policies back before the Committee for a final approval.

Jones explained that section 4 was reviewed by staff and then any suggested changes went through the committee and were approved per final attorney review. The attorney provided feedback on eight policies and those policies are being presented to the Committee this evening. If the Committee has any changes they recommend, those recommendations can be discussed

during the meeting. If there are no changes, then the Committee can vote on recommendation to the Board for approval.

Stanko asked the Committee if there were any changes on the eight policies presented this evening. Renner, Frangiamore, and Stanko did not have any suggested changes.

Stanko asked for the Committee to approve the changes to the policies in section four.

***Renner moved to recommend Attorney revised Section 4 policies to the Board of Commissioners for approval as follows: 4-002 – Definitions of Personnel Categories Employed by Or Associated with the Park District; 4-004 – Equal Opportunity Employer; 4-007 – Employee Compensation & Benefits; 4-009 – Employee Positions and Position Job Descriptions; 4-013a – Leaves of Absence, Vacation; 4-013c – Leaves of Absence, Family Medical Leave Act; 4-013f – Leaves of Absence, United States Armed Forces and Reserves and Illinois National Guard; and 4-016 – Non-Discrimination And Anti-Harassment. Second by Frangiamore.***

Voice vote: 3-0. All voting yes. Motion carried.

Jones explained that after the initial review of section 1 Policies, Committee members asked for a number of revisions to the policies. Those revisions are included in the packet for the Committee to review.

Stanko asked about 1-005b.r2 and said there could be a situation in which a special meeting is verbally announced at a Committee meeting or Board meeting. He asked if all Commissioners are not present, should there be a subcategory to say that a verbal notice is provided to all Commissioners not in attendance? Jones stated that verbal notice would be written into the policy to cover this situation.

***Renner moved to recommend revised Section 1 policies to the Board of Commissioners for approval as follows: 1-001 – Development of Policies; 1-005 – Board Meeting Structure; 1-005b – Special Meetings; 1-005g – Use of a Consent Agenda; 1-005i – Board Meeting Closed Session – Recording of Minutes; 1-005j – Remote Attendance at Board/Committee Meetings; 1-006 – Board Member Installation; 1-010a – Commissioner Use and Review of Parks, Recreation Programs, Facilities & Services; 1-013 -- Prospective Candidate Information; 1-018 – Policy Manual Availability and Distribution; 1-020 – Board Member Office Vacancy; and 1-103 – Mission Statement, Vision, and Long Range Goals Review Process. Second by Frangiamore.***

Voice vote: 3-0. All voting yes. Motion carried.

Jones next discussed policy 4-005 – Philosophy of Employee Wages. He explained Commissioner B. Krueger asked the Board to review this policy. He explained that he reached out to some of his peers at agencies that in the past have been used as a comparable to the Cary Park District. He discussed with them the Park District's Philosophy of Employee Wages, and he asked them how their agency tackles the same topic.

Jones explained that this evening, the results of those discussions have been provided. Of the agencies talked to, half of them didn't have anything in place to handle this issue. Other agencies like Mundelein did have a list of agencies that are comparable to their own agency that are used for reviews in regards to wages. Another agency spoken to was Darien Park District, and they review and modify wages every 3 years and if there was anything outside of the merit pool, they would have to go to the Board. He explained he provided options for the Committee and asked them what they would like to do next.

Stanko asked what direction the Committee would like to head in respect to 4-005.

B. Krueger stated he still feels that a policy isn't needed. Frangiamore would like to review it further. Renner would like to keep the current Policy how it is with a few exceptions. He doesn't think the Board needs to be involved in the selection of salary ranges for staff unless there is high turnover. He hasn't always agreed with the agency comparables used, and he acknowledges that it is difficult to obtain proper ones due to all Park Districts being unique with various aspects. He would like to look elsewhere for other comparable agencies. Stanko is for leaving the policy alone.

Stanko did a straw poll of the Committee and the result was to leave Policy 4-005 as is.

Next, the quadrennial review of District Policies was continued. Jones explained that sections 1 and 4 have already been completed, and the next sections to be completed are sections 2 and 3.

Jones explained that in Policy 2-005.r1 – Chain of Command – Executive Director Succession, that item 2 should be removed due to it being inconsistent and conflicting with item 1.

Policy 2-010.r1 – Paid Advertising Involving Park District Materials and Settings, was also discussed and Jones explained it would be going to the attorney for further review to make sure it complies with the law.

A review of section 3 Policies began after the completion of Section 2. Policy 3-003-r1 – Purchasing Authorization, was requested to be updated to reflect changes in the law stating. The new threshold would be \$25,000 instead of \$20,000, and the Executive Director would have a purchase limit of up to \$24,999.

Jones stated he would like Policy 3-018 – Economy of Resources, to be changed to add under item 1 “or assigned delegate” so that he can authorize other staff to enter into cooperative purchasing agreements.

Jones explained that all Policies not reviewed under Section 3 this evening would be looked at during a future meeting.

Stanko stated he would like something on a future agenda to talk about filling the vacancy on the Board. B. Krueger asked that filling the vacancy be listed as an action item in the February Board meeting.

*Approved*

***Frangiamore moved to adjourn the meeting. Second by Renner.***

Voice vote: 3-0. All voting yes. Motion carried.

Meeting adjourned at 7:20 PM.