

Cary Park District
Board of Commissioners
Administration, Finance & Personnel Committee Meeting
May 11, 2017
6:30 PM
Community Center
255 Briargate Road
Cary, IL 60013

Minutes

Committee Members Present: Renner and Frangiamore

Committee Members Absent: Stanko

Commissioners Present: B. Krueger and Hauck

Guest Present: None

Staff Present: Jones, Raica, Kelly, Rogus, V. Krueger, Nesler, Hughes, and Lee.

V. Chair Renner called the meeting to order at 6:32 PM.

The Pledge of Allegiance to the Flag was recited.

There were no matters from the public.

The minutes from the March 9, 2017 Administration, Finance, and Personnel Committee meeting were presented for approval.

Frangiamore moved to approve the minutes; second by Renner.

Voice vote: 2-0. All voting yes. Motion carried.

Under Direction Items, Development of an Ergonomic Policy and Shared Drive Policy were presented. V. Krueger explained that as part of the PDRMA review, the Park District was asked to adopt an Ergonomic Policy for the district. Once this Policy is in place, specific procedures will be developed to go under them.

The Ergonomic Policy has to do with injury in the work place and how it can be prevented. This would be located under the safety section of the Policy manual.

Frangiamore moved to recommend Board approval of Policy 8-005, Ergonomics as presented. Second by Renner.

Voice vote: 2-0. All voting yes. Motion carried.

V. Krueger stated currently staff utilizes a Shared Drive so items can easily be shared between staff as well as a way to share large documents that can't be sent through email. Over time the

drive has become very large in size, so over the past year, staff has cleaned up the Shared Drive and only kept relevant, current documents on there. It is important to put guidelines in place so the drive maintains its usefulness for the Park District. The new Policy permits centralized network file storage, establishes time frames for the length items can be posted, and many other uses.

Frangiamore moved to recommend Board approval of Policy 7-001 Shared Drive, as presented. Second by Renner.

Voice vote: 2-0. All voting yes. Motion carried.

V. Krueger explained that several times a year the Park District updates the disposal list with items to be sold from the CERF. These are items staff will be taking to auction and trying to sell. The Park District tries to make the bids more conservative so items will be sold and bid at higher prices than listed.

Frangiamore moved to recommend Board approval of Ordinance O-2017-18-02, "An Ordinance Authorizing the Sale or Conveyance of Personal Property belongings to the Cary Park District." Second by Renner.

Voice vote: 2-0. All voting yes. Motion carried.

Frangiamore moved to adjourn the meeting. Second by Renner.

Voice vote: 2-0. All voting yes. Motion carried.

Meeting adjourned at 6:45 PM.