

Cary Park District
Board of Commissioners
Administration, Finance & Personnel Committee Meeting
September 8, 2016
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 and Emma

Guest Present: None.

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

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

The Pledge of Allegiance to the Flag was recited.

The minutes from the August 11, 2016 Administration, Finance, and Personnel Committee meeting were presented for approval.

Renner moved to approve the minutes; second by Frangiamore.

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

There were no matters from the public or staff.

Commissioner Emma announced that he will be resigning from the Board of Commissioners, because he has accepted a job out of state. He will provide the Board with more information when it becomes available.

Under direction items, a quadrennial review of Board and Personnel Policies was reviewed. Jones stated that as part of best practices and being an accredited agency, a review of policies needs to be done every four years. He feels that it will take a few meetings to complete the process. The agency put together a committee of employees that went through and reviewed personnel policies and procedures. Staff feels there are seven policies needing updated. Jones explained that Rea would explain the proposed changes in the policies to the Board.

Rea explained that items italicized on the policies provided to the Board show what new content was added. The following policies were discussed.

Language and grammar was cleaned up in policies 4-001.r3 – Philosophy on Human Resource Management; 4-002.r2 – Definitions of Personnel Categories Employed by or Associated with the Park District; 4-007.r2 – Employee Compensation and Benefits; and 4-009.r2 – Employee Positions and Position Job Descriptions.

Policy 4-013c.r2 – Leaves of Absence, Family Medical Leave Act (FMLA). Item 19 was added for any employees who chose to ask for an extension of their FMLA beyond the scope covered by the law.

4-013d.r2 Leaves of Absence, Other Leaves of absence, other. Language was added to explain how an employee would request time off for jury duty, and a line was created to reflect a new law allowing a longer bereavement period for the death of a child.

Policy 4-018.r1 Drug/Alcohol Free Workplace Compliance. The term “medical marijuana” was added.

Jones stated that after the Board gives final approval, personnel policies would be given to the attorney for a review before they become final.

Next, the Commissioners started to review the remainder of the Personnel Policies that did not have suggested changes from staff from Policy 4-001.r3 thru 4-010a.r1. B. Krueger stated he would like the Committee to pull out and review policy 4-005.r3 – Full-time Employee Salary & Wages Philosophy, at a future time. No other changes were noted in the reviewed documents.

Stanko moved to recommend Board approval of Policies 4-001.r3 Philosophy on Human Resource Management; 4-002.r2 Definitions of Personnel Categories Employed by Or Associated with the Park District; 4-007.r2 Employee Compensation & Benefits; 4-009.r2 Employee Positions and Position Job Descriptions; 4-013c.r2 Leaves of Absence, Family Medical Leave Act; 4-013d.r2 Leaves of Absence, Other; and 4-018.r1 Drug/Alcohol Free Workplace Compliance as presented. Second by Frangiamore.

Renner moved to adjourn the meeting. Second by Frangiamore.

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

Meeting adjourned at 7:01 PM.