

HUNTLEY PARK DISTRICT
Board Workshop Minutes
August 9, 2023

Commissioner Wold called the meeting to order at 7:10 pm.

Commissioners present: Keith Wold, Melissa Kellas, and Jim Blasky.
Commissioners absent: Jerry Nepermann, William Awe.

Staff present: Scott Crowe and Wesley Peete

Committee of the Whole: Keith Wold; Chairperson.

Executive Director, Scott Crowe presented an overview of the policies that are being reviewed for upcoming approval by the board. The Board Policy Manual and Personnel Policy Manual should be fully reviewed by staff and board at least every 5 years per state accreditation standards which the District is in the process of obtaining this year. All policies have been reviewed with our attorney and any feedback received tonight will also be reviewed with Corporate Counsel and PDRMA as necessary. In addition, HR Source (an HR-consulting company that we are members of) was also consulted on certain topics for clarification, consistency with the law, and to provide good examples of reason to have, or not have, certain policies.

It was further reviewed with the board the summary of what changes have been identified in the Board Policy Manual which will be presented to the board for approval at the August 2023 Board Meeting. A proposed new section on Board Procedures and Policies was discussed with the board which outlines expected Board procedures as afforded to the District under the Illinois Park Code. A few other policies such as a Security Camera and Video Surveillance Policy and Transgender Participant Policy were also discussed. Many policies that exist in the Board Policy Manual should be moved to the Personnel Policy Manual. Some belong there more appropriately and some are in both places. It is recommended that all employee-related policies move to only the Personnel Policy Manual and a renumbering and categorization of the remaining policies in the Board Policy Manual be done once those are moved out.

Executive Director, Scott Crowe reviewed the Personnel Policy Manual with the board as well which will be presented at the September Board Meeting for approval. In general, the manual we have follows most PDRMA recommended employment policies and language; however, the current manual is lacking a few policies per PDRMA's recommended manual. Because it is organized well and contains the most recent language based on labor laws, Executive Director Crowe recommends adopting the PDRMA Model Personnel Policy Manual but to update specific benefits, time off, etc. as the District feels is best for its operations. Some examples were shared of unclear policies, missing policies, and opportunities to update some existing policies.

In relation to the Personnel Policy Manual, employee benefits were also discussed. Vacation Time, Personal Time, Sick Time and Holidays were all discussed. Based on direction from the Board the Executive Director will do some additional research to clarify things such as why time off should be taken in certain increments (or not), and

seek additional clarification on the difference between Holidays, Floating Holidays, and Personal Days.

Executive Director Scott Crowe also updated the board on the OSLAD Grant application for Weiss Park. There will be a phone call with Hitchcock Design and the Illinois Department of Natural Resources (the Grant review agency) to review the details of our plan to ensure the elements in our plan meet the criteria to be eligible. After that call, any adjustments may be made as needed to qualify, and the application will be submitted within the next 1-2 weeks ahead of the August 31 deadline.

Commissioner Blasky informed the Board that the Huntley Historical Society is hosting a fundraising event at the Cosman Theater on Saturday, November 11. They are investigating the possibility of serving alcohol in relation to this event and indicated a formal request from the Historical Society may be coming to the board soon.

Motion to adjourn the Board Workshop at 9:20 PM was made by Commissioner Kellas and seconded by Commissioner Blasky.

Voice Vote - All ayes, Motion carried.

Respectfully submitted,

Scott Crowe
Secretary of the Board

Signature on file

Scott M. Crowe, Secretary Date