

**WHEELING PARK DISTRICT
ADMINISTRATION COMMITTEE
MINUTES OF MEETING
FEBRUARY 9, 2010**

The rescheduled Regular Meeting of the Administration Committee of the Wheeling Park District, Cook and Lake Counties, Illinois, was held in the Boardroom of the Community Recreation Center, 333 W. Dundee Road, Wheeling, Illinois.

The meeting was called to order at 6:02 p.m. by Chair Pecka.

The following members were present when the roll was called: S. Stein, R. Rosen, J. Buchs, and K. Pecka.

Staff members present were E. Becker, A. Rivas, M. Wehby, and M. Jendreas.

Also present were Commissioners C. Klumpp, B. Lichtenberger, and M. Kurgan (present at 6:32 p.m.).

AGENDA ADDITIONS/DELETIONS/CORRECTIONS – None

APPROVAL OF MINUTES OF REGULAR MEETING OF JANUARY 5, 2010

Commissioner Stein moved, seconded by Commissioner Rosen, to approve the minutes of the Regular Meeting of January 5, 2010.

On the roll call, the vote was as follows:

AYE: J. Buchs, K. Pecka, S. Stein, R. Rosen

NAY: None

ABSTAIN: None

ABSENT: None

Motion carried.

ITEMS FOR DISCUSSION

Personnel Policy Manual Revisions

Director Rivas stated that the purpose of the Park District's Personnel Policy Manual is to describe personnel policies and procedures of the District as they apply to all employees. She said the Manual needs to be modified from time to time due to rapidly changing local laws and ordinances.

Director Rivas highlighted proposed changes in the draft Personnel Policy Manual that pertain to the following sections: Nepotism, Introductory Period, Crisis Management Plan, Sexual

Harassment, Use of Park District Vehicles and Equipment and Other District Property, Community Service Days, Health Day, Proof of Affidavit for Domestic Partner, Leave of Absence, Savings Bonds, and Americans with Disabilities Act.

After discussing and agreeing upon some amendments to the proposed changes, there was consensus to bring them to the full Board for approval.

Scholarship Policy Revision

Director Becker explained that in the past, the District has awarded scholarships to those guests who have provided evidence of financial need in order to participate in Agency programs. These funds have been supplemented by net revenues raised during the course of the year at events, such as the scholarship golf outing. This policy was created and approved by the Board in June 2006. Staff has become aware of some changes that need to be made to prevent abuse by residents and to make the process fair to all. Staff is proposing to revise the policy as follows:

- Camp scholarships should be limited to no more than one per season, per person.
- Contracted programs are not eligible for scholarships.
- No more than two scholarships are allowed per family member.

The Committee concurred with the changes and gave its support to presenting the revised Recreation Programs Scholarship Policy to the full Board for approval.

WRITTEN COMMUNICATIONS – None

VERBAL COMMUNICATIONS – None

ADJOURNMENT

There being no further business, Commissioner Stein moved, seconded by Commissioner Rosen, to adjourn the meeting at 6:48 p.m.

On the roll call, the vote was as follows:

- AYE:** K. Pecka, S. Stein, R. Rosen, J. Buchs
- NAY:** None
- ABSTAIN:** None
- ABSENT:** None

Motion carried.

Respectfully submitted,

Keith Pecka, Chair

Administration Committee
Wheeling Park District
Approved this 1st day of June 2010