

**WHEELING PARK DISTRICT
ADMINISTRATION COMMITTEE
MINUTES OF MEETING
JUNE 1, 2010**

The 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 Stein.

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

Also present were Commissioners C. Klumpp, J. Kolssak, B. Lichtenberger, and K. Pecka, and staff members E. Becker, A. Rivas, M. Wehby, L. Raffel (present at 6:16 p.m.), and M. Jendreas.

AGENDA ADDITIONS/DELETIONS/CORRECTIONS – None

APPROVAL OF MINUTES OF RESCHEDULED REGULAR MEETING OF FEBRUARY 9, 2010

Commissioner Rosen moved, seconded by Chair Stein, to approve the minutes of the Rescheduled Regular Meeting of February 9, 2010.

Motion passed by unanimous voice vote.

ITEMS FOR DISCUSSION

Data Security Policy

Director Becker stated that the Payment Card Industry Data Security Standards (PCI/DSS) were created in response to security concerns inherent with the use of credit cards, and to mitigate the risk of data theft. He presented a Summary of Options for PCI Compliance. The District currently operates as a Level-D merchant, which is extremely costly. Becoming a Level-C merchant is the District's best alternative, even though some costs would be incurred and processing fees would be increased.

Director Becker said that PCI/DSS compliance is enforced and required by the District's card processors. Although these processors have not published penalties for non-compliant merchants, staff has learned that a non-compliant merchant will risk penalties anywhere from drastically higher processing costs to termination of merchant account. Director Becker said that as part of the action plan, a data security systems policy should be adopted by the Board of Commissioners. He advised that the deadline is July 1, 2010.

After some discussion, Chair Stein said that the Administration Committee was in favor of recommending to the Board of Commissioners that it approve the action plan (including converting to a Level-C merchant status) and Data Security Policy, at the June 15, 2010, meeting of the Board of Commissioners.

RFP for Accessibility Assessment of Facilities and Property

Executive Director Buchs explained that the last Accessibility Assessment of the Park District's facilities was conducted in 1992.

Executive Director Buchs said that conducting this Accessibility Assessment of Park District facilities and property is included in the Agency's Goals for 2010. The assessment will be conducted by a qualified consultant selected through a Request for Proposals and an interview process. The Administration Committee is projected to conduct interviews with the selected, qualified consultants in July. She said staff also recommends that the Director of the Northwest Special Recreation Association (NWSRA), participate alongside the Committee members in interviewing the candidates.

After a brief discussion, Committee members were in support of moving forward with the process to solicit proposals from qualified consultants for the purpose of performing an Accessibility Assessment and furnishing a Transition Plan.

WRITTEN COMMUNICATIONS – None

VERBAL COMMUNICATIONS – None

ADJOURNMENT

There being no further business, Commissioner Rosen moved, seconded by Chair Stein, to adjourn the meeting at 6:31 p.m. Motion passed by unanimous voice vote.

Respectfully submitted,

Sue Stein, Chair
Administration Committee
Wheeling Park District

Approved this 6th day of July 2010