

1. Call to Order

Personnel Committee Chairperson Maryfran Leno called the meeting to order at 1:39pm, at Northeast DuPage Special Recreation Association, 1770 W. Centennial Place, Addison, Illinois. The following individuals were present for Session:

Personnel Committee Members Present:

Cec Sullivan, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Tom Connolly, Medinah Park District
John Bealer, Village of Schiller Park

Personnel Committee Members Absent:

Laura Barron, Oakbrook Terrace Park District
Greg Gola, Village of Villa Park

Other Trustees Present:

Larry Reiner, Butterfield Park District
Greg Kuhs, Wood Dale Park District (Board Chairman also served as Recording Secretary)

NEDSRA Staff Present:

Director Greenwalt
Assistant Director Balling
Superintendent Deets

2. Approval of Personnel Committee Meeting Minutes

a. Personnel Committee Meeting – October 18, 2010

Chairman Leno asked if there were any questions regarding the minutes from the October 18, 2010 Personnel Committee Meeting. There being no questions or comments, Trustee Sullivan made a motion to approve the October 18, 2010 Personnel Committee Meeting minutes. Trustee Connolly seconded the motion. On a voice vote, the motion was passed unanimously.

b. Personnel Committee Meeting – November 8, 2010

Chairman Leno asked if there were any questions regarding the minutes from the November 8, 2010 Personnel Committee Meeting. There being no questions or comments, Trustee Sullivan made a motion to approve the November 8, 2010 Personnel Committee Meeting minutes. Trustee Connolly seconded the motion. On a voice vote, the motion was passed unanimously.

c. Personnel Committee Meeting – November 9, 2010

Chairman Leno asked if there were any questions regarding the minutes from the November 9, 2010 Personnel Committee Meeting. There being no questions or comments, Trustee Sullivan made a motion to approve the November 9, 2010 Personnel Committee Meeting minutes. Trustee Connolly seconded the motion. On a voice vote, the motion was passed unanimously.

3. Personnel Policy – Review of Recommendations

Chairman Leno asked Director Greenwalt to review the recommended changes to the NEDSRA Personnel Policies. Director Greenwalt indicated that approximately every three years, NEDSRA conducts a review of NEDSRA's Personnel Policies to ensure it is legally in compliance and comparable to other SRAs and NEDSRA's eleven Member Partners. Director Greenwalt noted that she would highlight changes of a significant nature and answer any question for each section of the policy. She indicated that NEDSRA's new legal counsel, Heidi Katz, also reviewed the policies and her recommendations were just received. These changes will be incorporated into the revisions that result from today's meeting.

Section I – Salaries and Other Compensation:

Items discussed but did not incur any changes included salary range updates, time off for overnights, nursing mother's policy,

Items with changes from committee included –

Page I-1, Salary Schedule item A.2. b. The committee deleted the suggestion of language to allow the director to make mid-year raise or position adjustments, as they felt the language in A. 4. already provided this flexibility.

Page I-6, Vehicle Use and Reimbursement Policies item C - it was determined that the option for staff to use hands-free or voice-activated mode while in their private vehicle during work time, would not be allowed per PDRMA model policies.

Section II –Employee Ethics, Conduct, Risk Management and Safety:

Items discussed but did not incur any changes included extensive PDRMA model policy changes to social media/blogging and electronic communication policies, new Romantic Relationships policy (however, the discussion resulted in change to Nepotism policy, page III-3), and new Children in the Workplace policy.

Item with changes from committee included - Page II-22, Item 18, Sleeping while on duty. The committee felt the exception of "while on lunch/breaks" was not necessary.

Section III – Employment:

It was noted that the minor changes throughout are from the PDRMA model policies. Items with changes from the committee included: Page III-3 Nepotism. The committee requested a change to reflect that should 2 full-time staff marry or enter into a civil union, one of the employees would have 12 months to find other employment, resign, or go on part-time employment with NEDSRA. However, they would not be allowed to work in the same department or be supervised by spouse/partner, per the nepotism policy.

Section IV – Professional Involvement and Education:

Items discussed but did not incur any changes included limited continuing education for part-time staff.

Section V – Absences and Leaves:

Items with changes from committee included –

Page V-1, Item A.4. Funeral Leave - The committee discussed funeral leave extensively. Several members indicated that their policies allow for 3 days of leave, but it is for each “death/funeral” occurrence. NEDSRA’s policy is 4 days (total) annually. The committee recommended to stay with the existing 4 days annually, as the policy already allows the Director to grant additional time off, if warranted, with the use of sick days, vacation days, etc.

Page V-9, Item F.4. Accumulation of Sick Leave – There was extensive discussion and review of Partner and SRA policies, which resulted in the following changes regarding the use of sick days toward IMRF service and/or cash conversion yearly or at separation:

- Sick days will now have a 90 day maximum, versus no current maximum accrual.
- Retain current provision that once a staff reaches 90 days, they can convert a max of 12 earned sick days to 3 annual paid days. It usually takes about 9 to 10 years of service and very little use of sick days to reach this level.
- Employee with 20 or more years of service can receive 50% value in paid days (max of 45) for up to 90 accrued sick days, upon resignation or retirement. Employee with less than 20 years service would receive no cash benefit upon separation for sick leave accrued.
- Annual “wellness day” - Change current provision to award a “wellness day off” to any staff who has 0 sick days used during a year, to new recommendation to allow the wellness day if 3 or fewer sick days were used during the year. The “wellness day” must be used as time off and cannot be added to accrued sick days.

Page V-12, Item M. 2. Vacations Requests – The Committee added language to prohibit employees with less than 6 months of service from taking vacation time unless it is without pay. Language was added to allow the Director to approve unearned vacation time off, of no more than 3 days, for employees with more than 6 months of service. Staff committee recommended language that any vacation time used, but not yet earned, would be deducted from pay if the staff person separates from his/her employment.

Page V-13, Item P.1. Agency Holidays – The Committee approved making New Year’s Eve a full day holiday instead of current half day. This brings the total NEDSRA holidays to ten (10), which is similar to majority of the Member Partners and SRAs.

Section VI – Insurances and Pensions:

Items discussed but did not incur any changes included Health Coverage. There were several needed changes to the current health policies due to the annual staff contributions for employee and dependent health costs, as well as the removal of certain sections defining a “specific” amount owed for dependent coverage. Those specific levels of contribution will be determined at budget time with input and approval by the Board.

Items with changes from committee included -

Page VI-2 – Item 2 Health Opt Out – Four of the five committee members concurred with staff recommendation to raise the Health Opt Out benefit for full-time staff to \$2,000. One committee member voiced that \$1,500 was generous enough for the Opt out benefit. Staff shared that the current \$1,500 was set 9 or 10 years ago and not raised since. Health premiums have doubled during this time. Staff indicated that keeping the incentive financially attractive could save the agency approximately \$6,000 a year if just one more staff took the Opt out incentive. Some partners don't yet offer an Opt out benefit, some have a benefit tied into % of premium saved, one gives a week's vacation, and one committee member was unsure of their level, but thought it was higher than \$1500. Staff stressed that the desire is not to be overly generous to the staff opting out of health, but to capitalize on the real, very large savings to the agency, for each staff that opts out.

Recommendations also included to continue a \$600 a year reimbursement for uncovered medical expenses for the two Professional part-time staff at NEDSRA, since these two employees are no longer eligible for health insurance per PDRMA guidelines. The majority of the committee recommended continuing this benefit, but only for the remaining two (2) staff that are eligible and currently receiving it.

The review of the policies concluded and staff was directed to prepare the recommended changes to the policies, have them reviewed by legal counsel, and send to the full board to review for discussion/approval at the January 11, 2012, Board meeting.

3. Executive Session – For the purpose of discussing issues related to the hiring, firing disciplining or compensation of personnel 5ILCS 120/2(c)(1)

Due to time constraints, there was no executive session held.

4. Take action, if any on items discussed in Executive Session

No executive session was held.

5. Next Meeting Date

The next Personnel Committee Meeting was scheduled for Tuesday, November 29, 2011, at 1:30 p.m. at Northeast DuPage Special Recreation Association.

6. Adjournment

There being no further business before the Personnel Committee, a motion to adjourn the meeting was made by Trustee Sullivan at 4:10 p.m. The motion was seconded by Trustee Bealer. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Jeena Greenwalt, Recording Secretary