



NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION
PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, November 29, 2011

1. Call to Order

Personnel Committee Chairperson Maryfran Leno called the meeting to order at 1:40pm, 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
Laura Barron, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park
Greg Gola, Village of Villa Park

Personnel Committee Members Absent:

None

Other Trustees Present:

Steve Cherveney, Bensenville Park District
Larry Reiner, Butterfield Park District
Paul Friedrichs, Lombard Park District
Greg Kuhs, Wood Dale Park District

NEDSRA Staff Present:

Director Greenwalt
Assistant Director Balling
Superintendent Deets
Recording Secretary Furman

2. Approval of Personnel Committee Meeting Minutes

a. Personnel Committee Meeting – November 16, 2011

Chairman Leno asked if there were any questions regarding the minutes from the November 16, 2011 Personnel Committee Meeting. There being no questions or comments, Trustee Connolly made a motion to approve the November 16, 2011 Personnel Committee Meeting minutes. Trustee Bealer seconded the motion. On a voice vote, the motion was passed with an abstention from Trustee Barron and Trustee Gola.

3. Personnel Policy – Review of Recommendations

All of the Personnel Committee members were present. In addition, 10 of the 11 Member Partner's were present for the meeting. Committee Chairman Leno turned the meeting over to Director Greenwalt.

Director Greenwalt indicated that the amendments to the personnel policies were highlighted in different colors:

Red Font – Original recommendations from the NEDSRA committee (comprised of staff members)
Yellow Highlight – Revisions from Personnel Committee meeting on November 16, 2011
Blue Highlight – Attorney Katz revisions

Director Greenwalt went through the Personnel Policies and pointed out the amendments that were made to the document as a result of the November 16, 2011 meeting in addition to revisions made by Attorney Katz.

Items that incurred the most significant recommendations for changes are as follows:

In Section V.F. 4. Accumulation of Sick Leave (page V-9). Director Greenwalt indicated that our Member Partners and other SRAs typically have some type of sick day benefit as a result of their involvement in IMRF. NEDSRA employees can currently cash-out up to three sick days per year if more than 90 are accrued. The recommendation that was initially brought to the Personnel Committee was that employees could accumulate up to 90 sick days and get paid for 50%, with a maximum of 60 days. The Personnel Committee recommended that the maximum would be 90 sick days, and they could get paid for 50% with a maximum of 45 days. Chairman Leno indicated that much discussion had occurred at the previous Personnel Committee meeting regarding this topic. Trustee Leno indicated that 20 years of consecutive service should be included. Director Greenwalt indicated that employees can't roll over their sick days if they leave and return to work for NEDSRA, so this would not be an issue. Chairman Leno indicated that she has had employees who started part-time and then go to full-time and think that the start of their benefit date was when they first started working in a part-time capacity. The Board Members indicated that they were in agreement with 90 days of accumulated sick time. Trustee Leno asked the Board if they concurred with employees who have 20 or more years of service, being eligible to receive 50% of the value of sick days, with a maximum of 45 days upon resignation or retirement.

Director Greenwalt indicated that she felt strongly that NEDSRA employees should have comparable benefit of their sick days, just as IMRF members have with their sick day accumulation, regardless if it's based on retirement or resignation.

There was some discussion regarding short term disability. Assistant Balling indicated that NEDSRA self-insures employees for short term disability insurance. She indicated that long term disability insurance begins at day 91, which employees sign up for when they start employment. Trustee Cherveney recommended that NEDSRA have a shorter amount of accumulated days in order to qualify for long term disability.

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There was discussion regarding part-time employees and eligibility for sick time pay-out. It was noted that under Section V. F. 2. Eligibility and Schedule (p. V-8) included professional part-time employees and their ability to earn sick leave based on the number of regular work days a week worked during the year. Director Greenwalt clarified that “professional part-time” included individuals who had previously worked as professional full-time, but later went to a part-time status. Trustee Sullivan indicated that this classification should be honored in the new policy only for professional part-time. Chairman Leno suggested that the current policy should indicate hours vs. days worked during the year for professional part-time staff. Director Greenwalt indicated that the agency will be moving away from these employment scenarios, so this will not be an issue in the future.

Director Greenwalt reported that staff are eligible for a Wellness Day if they take no sick days during the year. There have been very few staff who’ve acquired this. NEDSRA’s committee felt that they still wanted to provide an incentive to use fewer sick days, but not be as stringent so that employees aren’t coming to work sick.

Six (6) out of ten (10) Board members agreed with all the provisions as discussed by the Personnel Committee and as presented in the summary document with the exception of the bonus wellness day recommendation. Eight (8) out of ten (10) members present agree with eliminating the bonus wellness day.

In Section V. M. 2. Vacations Requests (page V-12), it was the consensus of all present Board Members to eliminate language pertaining to vacation days not being granted in excess of accumulated days earned. It was recommended that the language indicating, “Employees with less than 6 months of service may be granted vacation time off without pay, at the Director’s discretion. The Director must approve the request in writing,” was sufficient.

In Section VI.A.2. Health Care Coverage Opt-out Provision (page VI-2), the discussion resulted in eight (8) out of ten (10) members in favor of increasing the full-time staff opt out incentive to \$2,000 yearly, as previously presented and discussed, to incent employees and save the agency \$5,000 or more per each new employee who chooses to opt out.

In addition, seven (7) out of ten (10) members are in favor of retaining the \$600 yearly health expense reimbursement for Professional part-time staff, but only for the two (2) remaining staff who currently receive this benefit as of December 1, 2011.

Committee Chairman Leno asked for a motion from the Personnel Committee regarding the personnel policies. Trustee Sullivan made a motion to recommend approval of the personnel policies with the amendments discussed during today’s Personnel Committee meeting, pending attorney review and Board approval. Trustee Bealer seconded the motion. Committee Chairman Leno suggested that three areas be voted on separately. Vice Chairman Sullivan indicated that one vote should be taken. Discussion concluded with a Personnel Committee vote of 5 ayes and 1 nay from Trustee Leno.

The review of the personnel policies concluded and staff was directed to prepare the recommended changes to the policies, have them reviewed by legal counsel, and send the revised edition to the full board to review for discussion/approval at the December 7, 2012, Board meeting.

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

Trustee Bealer made a motion to adjourn to Executive Session at 3:09 p.m. for the purpose of discussing issues related to the hiring, firing, disciplining or compensation of personnel. 5 ILCS 120/2/(c)(1). Trustee Sullivan seconded the motion. On a roll call vote, the motion was passed unanimously.

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

There was no action on items discussed in Executive Session. Trustee Barron made a motion at 3:45 p.m. to reconvene the regular Personnel Committee meeting. The motion was seconded by Trustee Sullivan. On a roll call vote, the motion was passed unanimously.

6. Next Meeting Date

No Personnel Committee was scheduled, however the next Board of Trustees meeting is scheduled for December 7, 2011, at which time the Personnel Policies will be reviewed for approval.

7. Adjournment

There being no further business before the Personnel Committee, a motion to adjourn the meeting was made by Trustee Sullivan at 3:46 p.m. The motion was seconded by Trustee Gola. On a voice vote, the motion was passed unanimously.

Respectfully submitted,

Rosanna Furman, Recording Secretary