



PARK DISTRICT of OAK PARK

*In partnership with the community, we enrich lives
by providing meaningful experiences through programs, parks and facilities.*

**PARK DISTRICT OF OAK PARK
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street
Oak Park, IL 60302**

**Thursday, December 2, 2021,
Directly Following the Cont'd Regular Board Meeting**

AGENDA

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Public Comment**
- IV. Recreation and Facility Program Committee – Commissioner Wollmuth: Chair**
- V. Parks and Planning Committee – Commissioner Worley-Hood: Chair**
 - A. ESAC Application – Brad Wolter*
- VI. Administration and Finance Committee – Commissioner Wick: Chair**
 - A. Administrative and Board Policy Manual Review*
 - B. Personnel Policy Manual Review*
 - C. Safety Manual Review*
 - D. Crisis Management & Communication Manual Review*
 - E. Bi-Annual Review and Release of Closed Session Minutes*
 - F. 2022 Board Action Calendar*
- VII. New Business**
- VIII. Closed Session**
- IX. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update indicates verbal report provided at meeting no materials attached

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please contact Karen Gruszka at (708) 725-2000 or Karen.Gruszka@pdop.org.



Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Park Board of Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

Cc: Jan Arnold, Executive Director

Date: November 22, 2021

Re: Environmental Sustainability Advisory Committee application



Statement

The Environmental Sustainability Advisory Committee (ESAC) acts as a liaison between the Park District and the community, helping implement the Park District's Environmental and Sustainability Policies as well as identifying and exploring sustainability issues and environmental initiatives. The ESAC currently has five of the eight spots filled with the recent resignation of Adrian Fisher and is actively searching for new committee members.

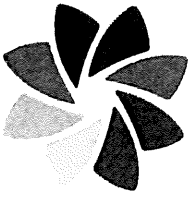
Discussion

The Environmental and Sustainability Committee members serve staggered 3 years terms. Brad Wolter, resident of Oak Park, and has expressed interest and submitted a committee interest application. Brad has a transitional doctorate in physical therapy. He lives near Stevenson Park and is an avid native enthusiast.

Recommendation

Staff recommends the Park Board review and approve the application of Brad Wolter as a citizen committee member to the ESAC.

Attachment: Application



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Committee Interest Application

Thank you for your willingness to serve your community on one of our volunteer citizen's committees. The following information will assist the Park District in determining the best position for you to utilize your experience, abilities and interests.

INSTRUCTIONS: Please complete and submit this application for review to the location listed above.

Committee you are interested in joining: (please check all that apply)

- Park District Citizen Committee (PDCC)
- Environmental Sustainability Advisory Committee (ESAC)
- Active Adult Advisory Committee (AAAC)

APPLICANT INFORMATION Please note, Oak Park residency is required to apply.

Applicant Name BRAD WOLTER

Address 173 N. HARVEY

City OAK PARK State IL Zip 60302

Email Address Brad.wolter.01@gmail.com

Daytime Phone 773-259-3364 Evening Phone 773-259-3364

Age of Applicant: Up to 29 years 30-54 years 55 years & up

What park and public space are closest to your residence? Stevenson Park

AVAILABILITY

Please indicate your availability on a regular basis: **CHOOSE ONE:** Daytime Evening Anytime (as needed)

CHOOSE ONE: Weekly Semi-monthly Monthly Intermittently

EDUCATIONAL DATA

Degrees (if any) Transitional Doctorate in Physical Therapy

Other Educational Experience Native Plant Enthusiast

COMMUNITY ACTIVITIES, PROFESSIONAL ORGANIZATIONS OR OTHER INTERESTS

Please list any activities you are currently involved with: Dive heart, Member Fair Oaks Presbyterian Church

Please indicate how you can best be of service to the Park District of Oak Park: I have a general Knowledge of Native Plants

Applicant's Signature: Brad Wolter Date 11/14/21

You are welcome to attach additional information in a resume or write on the back of this form.

Memo

To: David Wick, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: November 22, 2021

Re: Administration Policy Manual Board Policy Manual Review



Statement

The Park District of Oak Park is committed to excellence and one of those components is the creation and implementation of an Administration Policy and a Board Manual. Therefore, it is imperative for staff to understand their respective responsibilities in their positions and to use the Administration Policy Manual as a tool and for the Park Board to have its own tool, the Board Manual. Every year the Park District reviews the Administration Policy Manual and the Board Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Administration Policy Manual and Board Policy Manual must be reviewed on an annual basis.

This year staff reviewed the Administrative Policy Manual and are recommending the following edits and language:

8.03 - Policy for Transgender Participation

The participant and/or guardian shall contact the Executive Director in writing notifying them that the participant has a different gender identity than listed in registration system or birth certificate and the participant wishes to participate in athletics/activities in a manner consistent with their gender identity. The Executive Director will consider the request and notify the family and the required staff of the decision.

For purpose of this policy the following definitions will be in place:

- Transgendered: a person whose gender identity doesn't match the sex assigned to him or her at birth.
- Intersex: a person who is born with a reproductive or sexual anatomy and / or chromosome pattern that doesn't seem to fit the typical definitions of female or male.
- Gender Identity: a person's deeply-felt internal sense of being male or female
- Gender Expression: A person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.).

All discussions and documents of the process shall be kept confidential unless specifically requested by the participant and family.

Staff reviewed the Board Policy Manual and there are no changes requested at this time.

Recommendation

Staff requests review and approval of the changes to the Administration Policy Manual as presented and review of the Board Policy Manual.

Attachments: Administration Policy Manual
Board Policy Manual

Memo

To: David Wick, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: November 22, 2021

Re: Personnel Policy Manual Review



Statement

The Park District of Oak Park believes that a comprehensive Personnel Policy Manual is helpful to educating staff to both their rights and responsibilities. Every year the Park District reviews the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Personnel Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and has made the following changes, which mostly are legal in nature and include:

- Added new policy - Public Officer Prohibited Activities Act - Whistleblower Protection Safe-T Act. This policy protects the confidentiality of and prohibits retaliation against any employee or contractor who reports improper governmental action under the Act and this Policy.
- Added specific language that defines a Seasonal employees' introductory period as one month. The language indicated six months for all employees. Seasonal employees typically work three months.
- Added language to Victims' Economic Security and Safety Act (VESSA) that is legal in nature, such as added "crimes of violence", expanding definition of "household members" and documents needed to certify proof and establish confidentiality requirements.
- Added language to Non-Discrimination and Anti-Harassment Policy to further define the law and policies of the District to prohibit disparate treatment based on an individual's actual or perceived gender, sex, sexual orientation, civil union partnership. In addition, emphasize the importance of early reporting and intervention to resolve actual or perceived incidents of harassment, discrimination or retaliation and the consequences of filing false and frivolous complaints may result in disciplinary action, up to and including dismissal.
- Added language to the Equal Employment Opportunity Policy that further demonstrates that the District makes reasonable accommodations when necessary for all employees and/or applicants with disabilities provided the individual is otherwise qualified to perform the essential functions of the job.

Recommendation

Staff is recommending the board approve the attached Personnel Manual

Attachment: Personnel Policy Manual

Memo

To: David Wick, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: November 22, 2021

Re: Safety Policy Manual Review



Statement

The Park District of Oak Park takes the Safety of its staff and the community seriously. Therefore, it is imperative for staff to understand their respective responsibilities and have a clear and concise plan for safety. Every year the Park District reviews the Safety Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Safety Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and made the following changes.

Minor changes were made such as: updating names, contacts, and locations for pre-employment, post-accident/injury care and drug/alcohol screenings.

Recommendation

Staff is recommending the board approve the attached Safety Policy Manual

Attachment: Safety Policy Manual



Memo

To: David Wick, Chair, Administration & Finance Committee
Board of Park Commissioners

From: Ann Marie Buczek, Communication & Community Engagement Manager

Cc: Jan Arnold, Executive Director

Date: November 22, 2021

Re: Crisis Management & Communication Plan Review



Statement

Planning and preparedness is vital in Park District of Oak Park operations. Furthermore, it is critical for Park District of Oak Park employees to understand their respective roles in the event of a crisis. Every year the Park District reviews and updates the Crisis Management & Communication Plan to ensure staff preparedness.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Crisis Management & Communication Plan must be reviewed on an annual basis. This manual has been reviewed by staff and information regarding the new Communication Manager was updated. No material changes were made from the previous year when the Crisis Communication Plan was included in the Safety Policy Manual.

Recommendation

Staff recommends the Park Board review and approve the attached Crisis Communication Plan.

Attachment: Crisis Management & Communication Plan



Memo

To: David Wick, Chair, Administration & Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: November 19, 2021

Re: Bi-Annual Review and Release of Closed Session Minutes



Statement

In accordance with the Open Meetings Act, the Board is required to review closed session minutes semi-annually to determine whether the need for confidentiality still exists as to all or parts of the minutes. The review includes all closed session minutes that have not previously been released for public inspection.

Minutes, or portions of minutes, will be made available for public inspection if the Board determines that confidential treatment is no longer required. It is again time for the Board to review closed session minutes.

Discussion

The Board Secretary, Executive Director, and General Counsel have reviewed the closed session minutes previously not released for August 21, 2014, September 25, 2014, March 4, 2021, and March 18, 2021, and new closed session minutes since the last review and release date for August 19, 2021, and they have determined that the need for confidentiality still exists for the minutes August 21, 2014, and September 25, 2014. Each of the Commissioners may review all of the closed session minutes and pass along their comments about confidentiality by December 9. I will assume that a Commissioner who does not contact me has agreed with the determination of the Board Secretary, myself, and General Counsel.

Recommendation

Staff recommends the Park Board approve and authorizes the release for the dates of March 4, 2021, March 18, 2021, and August 19, 2021; for which there is no longer a need for confidentiality for public inspection of those minutes on request.



Park District of Oak Park

2022 Board Action Calendar

January

- All ■ IPRA Conference January 27-29
- Greg C Center Utilization Update
- Mitch/Scott C Program Scholarship Update
- Greg R 2021 Performance Measures Year in Review
- Bill C Rehm Pool Painting and Boiler Contract
- Jan C Stevenson Master Plan Update Approval

February

- Jan R 2021 PDOP Annual Report
- Jan C Park District Citizen Committee (PDCC) Update
- Susan C Annual Cheney Mansion Operations Report
- Jan C Parks Foundation Annual Update
- Maureen R Annual Recreation Report
- Bill R Annual Special Facilities Report
- Chris C Dole Facility Improvement Contracts

March

- Jan C Executive Director's Annual Performance Review
- GAC/Patti C Environmental Sustainability Advisory Committee (ESAC) Update
- WSSRA R WSSRA Annual Report Update
- Jan/Paula C Agreement with Service Employees International Union (Expires 2024)
- Patti C Annual Oak Park Conservatory Operations Report
- Patti/FOPCON C FOPCON Update
- Patti C IPRA Environmental Report Card (2023)
- Maureen C Brochure Bid (2023)
- Maureen C Bus Bid (2022)

April

- All ■ April 8 - Park District of Oak Park 109th Birthday
- Greg C 2022 Performance Measure Quarterly Review
- Jan C Youth Intevention Agreement/Township (2022)
- PH/Jan/Maureen C Pleasant Home Foundation Annual Update
- Jan C D200 IGA - Facilities (2026)
- Board/Jan R Community Service Awards presented
- Maureen C T-shirt Bid (2022)

May

Karen/Jan/Board C Appointment of Board Officers and Board Committees
Mitch/Attorney C Review of Ethics Ordinance (Every Year)
C IAPD Legislative Day Update (date not available at this time)
Jan ■ Spring Park Tour
Jan C D97 Fields IGA (2023)
Jan/Mitch R Managed IT Contract (2024)
Maureen C Collaboration for Early Childhood Care & Ed. Agreement (2023)

June

Jan/Mitch C Austin Trust Update
Mitch C 2022 Audit Report Presentation
Karen/Jan C Bi-Annual Review of Executive Session Minutes
Mitch/Jan C 2023 Budget Timeline/Guidelines
Paula/Jan C Compensation Study (2022)
Chris R PlanItGreen Report Card - Gary Cuneen (2023)

July

Jan C Board Retreat TBD
Greg C 2022 Performance Measure Quarterly Review
Mitch R CIP Approval

August

Jan R Strategic Plan Update
Bill C Rehm Pool Repair Contracts

September

Jan/Karen C Community Service Award-Nominations Gathered
Jan/Karen C Elected Officials BBQ Update
Jan ■ Fall Park Tour
Mitch C Draft 2022 Tax Levy
Mitch/Jan ■ Budget Meeting September 29
Jan/Others C NRPA Conference, September 20-22

October

Jan ■ IAPD Legal Symposium
Mitch B Draft Budget Document Delivered
Mitch B Budget and Appropriation Ordinance (release for public inspection)
Greg C 2021 Performance Measure Quarterly Review
Mitch/Jan B Budget Meeting October 13
Mitch C Copier Agreement (2022)

Mitch C Audit Engagement Letter (2022)
Jan C 2025-2027 Strategic Plan Approval (2024)
Karen C 2023 Committee & Board Meeting Calendar

November

Jan/Brd. Pres. R Annual Review of Park District Attorney
Mitch C Working Budget (Departmental Goals)
Mitch C Tax Levy Ordinance for 2022
Mitch C Budget and Appropriation Ordinance 2022
Mitch C Tax Levy and Budget Appropriation Public Hearings
Jan C D97 IGA - Facilities (2023)
Karen C Credentials Certificate for the IAPD Annual Meeting
Greg R Parks Report Card
Greg R Facility Report Card
Paula C Personnel Policy Manual Update
Jan C Administrative and Board Policy Manual Update
Paula/Kelsey C Safety Manual Update
Jan C Crisis Management Plan Update

December

Maureen C Report on Annual Accomplishments
Karen/Jan C Update Board Action Calendar
Jan/Karen C Letter to WSSSRA of Appointment of Representatives
Maureen C PACT Agreements
Jan C Comprehensive Master Plan - Update (2024)
Maureen C Festival Theatre Agreement (2022)
Karen C Bi-Annual Review of Executive Session Minutes
Maureen C Active Adult Advisory Committee (AAAC) Update
Maureen/OPYB/S R OPYB/S Update
Maureen/AYSO R AYSO Update
Patti/Jan C FOPCON Agreement
Chris C Annual Sustainability Report