



PARK DISTRICT of OAK PARK

**Park District of Oak Park
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, December 2, 2021 at 7:30pm**

Minutes

The meeting was called to order at 7:38pm.

I. ROLL CALL

Present: Commissioners Wollmuth, Wick, Lentz, Worley-Hood, and President Porreca.

Park District Staff present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Bill Hamilton, Superintendent of Special Facilities; Chris Lindgren, Superintendent Parks and Planning; Maureen McCarthy, Superintendent of Recreation; Paula Bickel, Director of Human Resources; and Karen Gruszka, Executive Assistant.

Others Present: Mark Burkland, Park District Attorney.

II. VISITOR/PUBLIC COMMENTS - None

III. Recreation and Facility Program Committee - None

IV. Parks and Planning Committee

A. ESAAC Application – Brad Wolter

The Environmental Sustainability Advisory Committee is actively looking for members. Brad Wolter expressed interest and submitted an application to join the Environmental Sustainability Advisory Committee. He is an avid native enthusiast and lives near Stevenson Park. **This item will be brought to the Board for approval at the December Regular Board Meeting under the consent agenda.**

V. Administration and Finance Committee

A. Administrative and Board Policy Manual Review

The Board was reminded that the Administrative and Board Policy Manuals will be brought to them annually with updates if any, along with any new legal information for best practices. The Administration Policy Manual had only one change which added the Transgender Participation Policy information. The Board Policy Manual had no other substantial changes. The Board discussed the new policy and questioned if the policy manual should also be looked at during the Board Retreat. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

B. Personnel Policy Manual Review

The Personnel Manual had the following policy changes: the addition of the Whistleblower Protection Safe-T Act, additional language that defines a seasonal employee's introductory period, added legal language to the Victim's Economic Security Act (VESSA), added language to the Non-Discrimination and Anti-Harassment Policy; and language to the Equal Employment Opportunity Policy. The Board that attended the Legal Symposium agreed that these were all needed legal changes. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

C. Safety Policy Manual Review

The Safety Policy Manual is reviewed annually with minor changes made to it this year including changes to: names, contacts, locations for pre-employment and post-accident/injury care. The Board were also apprised of the Safety Committee and Hazard Hunters that go out into our parks looking for safety hazards. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

D. Crisis and Communication Manual Review

The Board was reminded that the Crisis Manual will be brought to them annually with updates for their review. There were no material changes to the manual. The Board questioned if this was a manual that should be shared with other entities and they were informed of the combined crisis meetings with the other entities that takes place at the public works building and trainings that come from it. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

E. Bi-Annual Executive Session Minutes Review and Release*

Executive Director Arnold reminded the Board of the requirement to review the Executive Session minutes semi-annually to see if confidentiality was still needed or if they could be released to the public. The new minutes to be reviewed which the Board, after reviewing, had consensus to be released are: March 4, 2021, March 18, 2021, and August 19, 2021. They have determined that there is still a need for keeping the minutes from August 21, 2014, and September 25, 2014, not to be released. No questions were asked by the Board. **This item will be brought before the Board on the consent agenda at the December Regular Board Meeting.**

F. Board Action Calendar

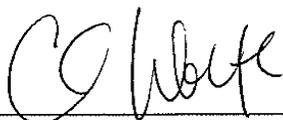
The Board Action Calendar is prepared to help staff track different items that will be coming before the Board during the 2022 calendar year. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

VII. NEW BUSINESS

IX. CLOSED SESSION – None

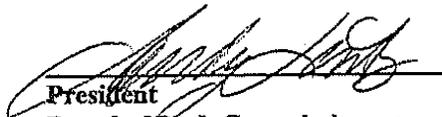
X. ADJOURN REGULAR BOARD MEETING

At 8:07p.m. a motion was made by Commissioner Wick and seconded by Commissioner Lentz to adjourn the Regular Board Meeting. **The motion passed a voice vote.**



Secretary
Board of Park Commissioners

January 20, 2022
Date



President
Board of Park Commissioners

January 20, 2022
Date