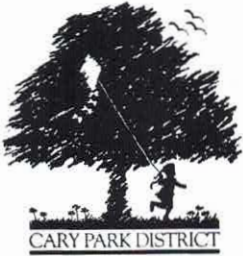


Public Meeting Notice

Cary Park District
Board of Commissioners
Committee of the Whole
June 13, 2024
7:00 p.m.
Community Center
255 Briargate Road
Cary, Illinois



AGENDA

- I. Call to Order
- II. Roll Call, Pledge of Allegiance
- III. Matters from the Public, Commissioners and Staff
- IV. Approval of Minutes
 - A. May 9, 2024.
- V. Directions Items
 - A. For Direction to the Board for Consideration
 - 1. R-2024-25-01, a Resolution Recognizing July 2024 as Parks and Recreation Month.
 - 2. R-2024-25-02, a Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day.
 - 3. Establishment of Consultant Review Team, Comprehensive Master Plan Update 2025.
 - 4. Replacement, 2015 Lastec Articulator 4520 Model Mower.
 - 5. Replacement, 2010 Club Car Utility Vehicle (Driving Range Picker).
 - 6. Revisions, Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution.
- VI. Discussion Items
 - A. For Discussion/Information Only
 - 1. None.
- VII. Adjournment

Note: In compliance with the American with Disabilities Act, this and all other meetings of the Cary Park District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Park District during normal business hours at 847-639-6100 at least 48 hours prior to any meeting so that such accommodations can be provided.

Providing exceptional recreation, parks and open space opportunities.

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
May 9, 2024
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

Board Members Present: Frangiamore, Carasso, Stanko, Victor.

Staff Present: Jones, Horn, Kelly, Hall, Hughes, Krueger, Mach, Raica, Tillson.

Public Present: Mike Linsner, Jenay DiOrio.

President Victor called the meeting to order at 7:00 PM.

Victor asked if there were any Matters from the Public, Commissioners, and Staff.

Under Matters from the Public, Mike Linsner made comments and requested his comments which he provided a hard copy of, be included in the minutes. (Attached)

Under Matters from Commissioners, Frangiamore thanked staff for providing him with the information he requested regarding program revenue over the last five years. He stated he was most interested in seeing how programs are performing after COVID and now that Sunburst Bay Aquatic Center (SBAC) is open. Carasso reminded the Board of the Cary Park Foundation Pars Under the Stars event on Saturday, May 18. She stated the Foundation is still seeking raffle prizes for the event. Victor shared that she attended the Illinois Legislative Conference with ED Jones May 7-8 in Springfield. She stated this conference is a great way to build relationships with state legislators and learn of the different bills going through. Victor stated one of the big topics was the protection of \$25 million in Open Space Lands Acquisition and Development (OSLAD) grants. Victor shared overall, it was a great conference.

Under Matters from Staff, none.

The minutes from the April 11, 2024, COW meeting were presented for approval.

Stanko moved to approve the minutes as presented. Second by Frangiamore.

Voice vote: Yes – 4. No – None. Motion carried.

The first Direction Item was Revision, Policy 4-008, Employee Performance Appraisals. Jones stated in 2024, staff utilized a new tool to evaluate employees identified as Full-Time and Part-Time 1 employees. He shared the previous tool had been used for 20+ years and there was a strong desire from

staff and supervisors to move the tool in a different direction. Jones stated the updates to this policy reflect language changes between the old tool and the new tool, now in use.

Frangiamore moved to recommend Board of Commissioners approval of Policy 4-008, Employee Performance Appraisals, as revised. Second by Stanko.

Voice vote: Yes – 4. No – None. Motion carried.

The second Direction Item was New, Policy 4-014, Minor and Vulnerable Adult Abuse Prevention. Jones stated the Park District works daily with participants who are minors and participants who may be vulnerable adults, and persons whose roles require their work in these areas may be either employees or volunteers. He further stated all employees and volunteers who work with minors are subject to background checks (Policy 4-024) and Mandated Reporter (Policy 4-015). Jones shared the Park District is already performing training in this area, but there is no policy in place to promote behavior amongst its employees and volunteers that respects the boundaries of minor and vulnerable adult participants. He stated the guidelines, procedures, and training programs implemented in concert with this policy will establish clear expectations for behavior, and accountability for those who engage in inappropriate conduct, while ultimately encouraging a culture of respect and professionalism amongst the employee and volunteer team of the Park District. Jones introduced Human Resources Manager, Tillson, who can help answer any questions the Board may have.

Frangiamore moved to recommend Board of Commissioners approval of Policy 4-014, Minor and Vulnerable Adult Abuse Prevention. Second by Carasso.

Stanko asked if this policy was reviewed by the Park District attorney. Jones responded no, but majority of the information came straight from Park District Risk Management Agency (PDRMA), who has its own attorney. Stanko asked if PDRMA has training guidelines or other information to use for the purpose of developing what will be used. Tillson responded yes, there are various tools available. Stanko stated his concern is with #2 and #3 in the policy and the fact that they are very open ended and there needs to be a balance since the public doesn't know the training or what is being followed. Jones responded the language in the procedures and trainings is more specific, but the purpose of a policy is to provide direction. Carasso stated the policy needs to be open ended as there is a wide variety of programs and facilities the Park District offers. Frangiamore added the language used in this policy is standard commentary and is comfortable with the language and following the PDRMA trainings. Carasso agreed and thanked staff for putting the policy together because it is very important to have. Frangiamore asked if staff will receive some sort of certification after completing the training. Jones responded no, this is not a certification program, but is training. Jones reiterated to the Board that these trainings are already taking place and have been for years. Stanko shared he still felt the language is not adequate.

Roll call vote: Yes – Carasso, Frangiamore, Victor. No – Stanko. Motion carried.

The third Direction Item was FY2024-25 Executive Director Work Initiatives. Jones stated this item was presented at the Committee of the Whole meeting on April 11, 2024, and after discussion, the Board determined that it wanted to wait to consider this item, and two Commissioners stated they wanted to have further conversations directly with Jones about this item. Jones received feedback from

Commissioners since that meeting and added four additional items to the draft FY2024-25 Work Initiatives. He reiterated each year the Board approves a set of work initiatives for the Executive Director to provide direction, focus, and is used for the annual performance evaluation of the Executive Director.

Frangiamore moved to recommend Board of Commissioners approval of FY2024-25 Executive Director Work Initiatives. Second by Stanko.

Stanko stated the four additional items added were not discussed as a Board and would like that Commissioner to give some background to why those are being added. Carasso agreed with Stanko. Frangiamore stated the first item regarding the space needs analysis for programming and staff living spaces has been a topic of discussion for many years and he did not want it to get lost in the Comprehensive Master Plan (CMP). He stated the second item, a five-year staff projection, is something that is looked at regularly, but would like to have something more long term rather than a one-to-two-year projection. Frangiamore stated the third item regarding the naming/identification at unnamed/unidentified park properties is something the Board has started to have discussions about and have come to realize there are several unidentified properties that should be name/identified with signage. Frangiamore stated the last item, improve emphasis on the beautification of facilities and parks, include things like planting flowers, painting, etc. Victor stated she will move item by item and Commissioners can give their feedback on whether or not they believe the item should be added to the list of initiatives.

1. Stanko stated adding this item is a great idea and is great preparation for CMP and can be used in those discussions. Carasso agreed with Stanko and stated it's good to be proactive on this topic as it will come up in discussions for the CMP. Victor concurred.
2. Carasso stated she is okay with adding the five-year staff projection to the list. Stanko stated Jones does a great job with evaluating/restructuring staff when it is needed, but there is need to add more staff and it is nice to have information to justify when adding or restructuring staff.
3. Carasso stated the Board needs to review the policies in place for naming and identification of these properties and develop a process schedule of how they will move through this, as there is a lot to look at. Stanko stated this may be easy to complete for some properties, but there are others that will require much more involvement to implement. He stated for example, Water Tower Prairie, there is no current entrance or access into the site, therefore they may need to involve the Village of Cary in discussions on how to move forward with that site.
4. Carasso suggested looking into asking community organizations to help with this item, such as the Boy Scout Troops or other groups. Stanko stated there are already strategies implemented to help with this item and would not recommend putting it on the list, it's a subjective item and not a reasonable expectation. Frangiamore agreed to the idea of outside involvement, but also to just brighten things up. Carasso stated this is something staff can have discussions about but doesn't necessarily need to be an initiative. Victor stated she felt this item should be left on the list. She shared that she is focusing on the word "emphasis" and the openness to opportunities it brings. Victor agreed all the other items should be left on the list as well. She reiterated it is important to listen to the community and their wants and needs, especially as the Board prepares to begin the process of updating the CMP. Victor expressed the importance of getting feedback from the community through surveys, input meetings, etc.

Roll call vote: Yes – Carasso, Frangiamore, Victor. No – Stanko. Motion carried.

Frangiamore reiterated he didn't want things to get lost and considered everything Stanko stated. Victor added when she focused on the word "emphasis" in the last item, it helped shape how she felt about it.

The fourth Direction Item was FY2024-25, Board of Commissioners, Annual Meeting Schedule. Jones stated the Board is required to set and post an Annual Schedule of its meeting each year. He further stated the Board has moved the date of its annual meeting to June 2024, but the current posted meeting schedule of meetings end in May 2024, therefore the Board should approve its FY2024-25 Annual Meeting Schedule at in May 2024. Jones noted there are a few adjustments to the monthly meeting schedule some months due to holidays and the IPRA Conference.

Stanko moved to recommend Board of Commissioners approval of the FY2024-25 Annual Meeting Schedule, as presented. Second by Carasso.

Stanko suggested adding the Special Meeting date in April where staff presents the budget to the Board. Jones stated it is not absolute to have that meeting. Carasso stated she did not feel it needed to be included on the schedule. Frangiamore stated because of the nature of a Special Meeting, it is called when needed and when there is availability. Victor suggested moving the Committee of the Whole meeting to October 17, 2024, since a few Commissioners may attend the National Conference in Atlanta that week. Jones stated he is aware some Commissioner expressed interest in going, but that is not set in stone as personal schedules change and it is many months away. Carasso suggested waiting closer to that time to decide since things can change. Frangiamore and Stanko agreed.

Voice vote: Yes – 4. No – None. Motion carried.

The fifth Direction Item was Ordinance O-2024-25-02, an Ordinance Authorizing the Sale or Conveyance of Personal Property Belonging to the Cary Park District. Kelly stated the Board approves disposal of personal property belonging to the Park District for equipment that was valued at \$500.00 or greater at the time of purchase. She further stated on multiple occasions each fiscal year, staff brings a disposal ordinance to the Board for consideration. Kelly briefly reviewed the list of items for consideration, which included fitness and maintenance equipment, vehicles, FHGC equipment, several computers, servers, monitors and other miscellaneous computer equipment. Kelly stated that typically the equipment is disposed via trade-in through a vendor, scrapped, electronic recycling or sold using a public auction platform.

Frangiaore moved to recommend Board of Commissioners approval of Ordinance O-2024-25-02, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District. Second by Carasso.

Voice vote: Yes – 4. No – None. Motion carried.

The first Discussion Item was Comprehensive Master Plan Update – 2025. Jones started the discussion by providing background information on the Comprehensive Master Plan (CMP) and introducing the first steps in the process to update in FY2024-25. He stated the Park District last completed its current CMP in September of 2016 and the Board has directed staff to begin the process of updating the CMP to

this fiscal year. Jones further stated the first steps include finding and contracting with a consultant, then begin the process of data and input collection, development of strategies or plan to provide direction. Jones stated to select a consultant to assist the agency with this project, a Request for Proposal (RFP) should be issued for response by qualified interested firms. He added staff intends to try something new and issue a joint RFP with the Palatine Park District, who is undertaking the same process, with the same desired components and time frame as the Cary Park District. Jones stated the idea behind a joint RFP is to seek economies of scale and therefore discounted fee potential from interested consultant firms. He further stated the RFP will allow for each agency to select their own firm, or if both select the same firm, hopefully receive a fee discount. Jones recalled the last time the Board completed this process, a four-person committee (two Board Commissioners and two staff) was established to help review the respondents to the RFP, conduct interviews, ultimately make a recommendation to the Board of Commissioners regarding a consultant. He added the Board can appoint the review team members in June 2024. Jones stated the goal is to have a consultant named by September 2024 and have the CMP update completed by September 2025.

Victor asked the Board for any feedback. Stanko shared he is comfortable with the idea of a joint RFP and is on board with trying something new. Frangiamore asked if there were concerns of the staff time of the consultants, should we choose the same consultant as Palatine Park District. Jones responded no, we are not going to be the sole client of any consultant, but part of the idea of doing the joint RFP is the opportunity to “bring it together” being we are in close proximity to Palatine. Frangiamore added last time the CMP was updated, the consultants Hitchcock Design Group did an excellent job involving the public in the discussions and identifying the needs of the community. Carasso shared that she likes the idea of the joint RFP with Palatine and is excited to see what the community brings to the Board during the planning process.

The second Discussion Item was Signage, Community Center Park. Jones started the discussion by stating the Board of Commissioners directed a discussion related to Community Center Park be placed on the agenda for tonight’s Committee meeting. He added staff is unclear as to what the scope of the discussion may entail, but staff has provided some background to Board member’s questions/inquiries as to why park sites such as Community Center Park do not have a park name sign, what other parks/properties do not have a name/identification sign, and what is the process related to the naming of parks/properties and/or type of signage placed at the sites. Jones stated the Board has good policies in place for naming park sites and the type of signage to be placed on a site, which are provided in the Board meeting packet to aid in tonight’s discussion. He reviewed the list of parks/properties that are believed to have never had a name or identification sign, and other park/properties that have been determined to need additional name/identification signage due to their size and multiple points of entry. Victor stated when this topic was originally brought up, some Commissioners needed more time to review the topic before discussing it as a Board. Frangiamore shared he spent time visiting a lot of park/property sites to prepare for this discussion and wants to make sure the community knows these sites exist, whether it is a truly a park or a property (open space detention). He stated Community Center Park needs a sign and it should be up to staff to determine where it should be placed. Carasso added there are a lot of parks that don’t have signs that should. She stated she would like to see something developed that determines what parks need a sign and where. Stanko stated this is a great opportunity because it allows the Park District to make changes and improvements. He shared the example of Sands Main St. Prairie, which was never named, but is the prairie is one of the features that exist in the site and believe the park itself should be named. Stanko stated some of these parcels have a purpose and the

Board needs to look at things long term, there may be other opportunities down the road for these properties. He felt the name for the Community Center Park should be renamed Brigadoon Park. Stanko stated the Community Center is a feature of this site and the name of the facility could change in the future. Carasso agreed with Stanko's statements and added it is important these properties have signs so people become aware of these areas. Victor stated the Community Center Park should be renamed Brigadoon Park. She shared she understands how much the community uses that park and the importance of giving it an appropriate name. Jones asked for confirmed of the work initiative item discussed earlier in the meeting of developing a schedule to complete name/identification signage and unnamed/unidentified park properties. Victor confirmed and stated this will give the Board and staff a great opportunity to look at this topic further. She added it is important to give each community their own "place".

Victor asked for a motion to adjourn.

Motion to adjourn the meeting by Carasso. Second by Frangiamore.

Voice vote: Yes – 4. No – None. Motion carried.

Meeting adjourned at 8:58 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners

Public Comment May 9, 2024

Mike Linsner

Prior to the Committee of the Whole discussion tonight regarding the Community Center Park Signage discussion item I would like to provide some input.

This signage discussion item was originally brought up during the March 28, 2024 Regular Meeting of the Board. Two commissioners (Renner and Frangiamore) were opposed to adding it to the agenda at that time but agreed to add it to a future Committee of the Whole Meeting.

During the brief discussion at that March 28 meeting Commissioner Victor summarized an email received from a resident regarding a park sign and potentially a walking path for Community Center Park.

Commissioner Stanko then stated the next step is addressing a commitment and effort to restore the community's trust and confidence in the Park District – that the community members want to feel the property is secure – and he believes it is the obligation of the Board to repair that trust and address the community's needs and concerns.

I believe the primary reason behind the "trust" issue mentioned by Commissioner Stanko is related to the activities and lack of transparency by the Board of Commissioners regarding their failed attempt to subdivide and sell the Community Center Park property.

The earliest documentation I could locate related to the sale of the property was the March 22, 2022 Closed Session of the Board. Basically, the Board asked their attorney to develop a roadmap of the requirements and processes necessary to sell the property.

Closed Session meeting minutes are not posted to the Park District website. Only the COW meeting minutes and Regular meeting minutes are posted. The community has no knowledge of the discussions or actions taken during the Closed Session, unless they request them through a Freedom of Information Act request.

In the June 2022 Closed Session meeting, the Board again discussed the sale of Community Center Park. The Board directed Dan Jones to speak with the Village of Cary. The Village described the process to subdivide the property and develop a new plat. Once again, the community had no knowledge of the Board discussions during this Closed Session Meeting nor the conversation between Dan Jones and the Village of Cary.

In July of 2022 the Board requested and received a proposal from Venderstappen Land Surveying for the final plat subdivision and topographical survey work. There is no record I could find where the board discussed a request for the proposal. The total cost of the work was \$3,600.

In December of 2022 at the Regular Meeting of the Cary Board of Zoning, Planning and Appeals the Park District petitioned the Board to subdivide the Park District Community Center property. The Chairman of the Cary Board asked if the village or Cary Park District had received any feedback from the public. One of the other Directors indicated that no comments were received.

Again, since the community had no knowledge of discussions during the Park District Board Closed Sessions and no one from the Park District Board engaged the community in any discussion regarding the property then of course there was no feedback from the public.

Later in December of 2022 the Cary Village Board approved the request to subdivide the property.

This tactic – to subdivide the property was an intentional non-transparent move used by the Board in order to treat the Park as “surplus” property and use the authority of the Park Commissioners Land Sale Act to treat the property as surplus property as defined by the Act – meaning a parcel of land not exceeding 3 acres in area no longer needed for park purposes.

The next event – which really struck me as an the next intentional display of non-transparency was the Jan 2023 Regular Meeting of the Park District Commissioners – during the discussion of the 2023 Action Plan and the sale of the Community Center Park property.

Maybe it’s just a coincidence that the minutes for this meeting – which was not a Closed Session Meeting – failed to provide a mention of or reference to the property being discussed – namely Community Center Park. Up to this point – the only meeting minutes that mentioned the name of the property were Closed Session meeting minutes – and again these are not posted to the Park District website. There is no mention of the property by name in any of the COW or Regular meeting minutes. It is impossible for any resident to view COW or Regular meeting minutes and understand the particular property being discussed in relation to this topic.

The following statements are from our Commissioners regarding the 2023 Action Plan discussed during the meeting – specifically in regards to Question #3 from Commission Stanko - “Should sale of property be pursued when the time is most appropriate or be moved to an extended set time frame on the Action Plan?”

Commissioner Carasso – “stated there is not a lot of land or housing available in Cary and felt selling the property could be beneficial”

Commissioner Frangiamore – “agreed there is limited inventory out there and stated he is in favor of moving forward with the next steps, which would be determining the value of the land”

Commissioner Renner – “agreed and would like to see the District start to discuss a selling point with a realtor and find out demand for a piece of property of that type.”

Commissioner Stanko – “reminded the Board of the Park District’s mission statement and wants to make sure the Board stays focused on that, rather than a concern of limited housing or land in Cary. “

Commissioner Carasso – “responded that the sale of this property would bring in revenue to help accomplish some of the things desired by the community and needs of the District.

Commissioner Renner – “reminded the Board, a consensus of the Board had agreed to explore this item further, it still is a priority and the process should continue”

Based on these comments it appears the Board was more interested in the lack of land and available housing within the Village of Cary – and not in the needs of the communities served by Community Center Park. When Commissioner Carasso stated the sale would help accomplish some of the things desired by the community I wonder which community she was referencing. Because it clearly was not the community served by Community Center Park.

Also alarming is the fact that none of the Commissioners would address the statement made by Commissioner Stanko – that the Board should stay focused on the Park District’s mission statement.

In February of 2023 the Board requested a property appraisal report – for the Community Center Park property. The valuation provided was \$260,000. The cost of the appraisal was \$2,350.

At the April 27, 2023 Regular Meeting of the Board the Board considered an Ordinance Authorizing the Sale of Surplus Real Estate Property – namely Community Center Park.

The Ordinance states the Board made a legislative finding that the Property is no longer necessary or useful for the purposes of the District – that there is a disproportionate and unnecessary burden on the finances of the District in relation to the benefit the District, its residents and guests would receive from continuing to maintain the subject property – that the district no longer has a need to use the Subject Property as unoccupied vacant land or for other uses of the Park District – and selling the Subject Property will avoid the costs of maintaining a vacant and unused property and return it to the tax rolls. Who determined the land was unoccupied or vacant? Did anyone from the Board actually visit the Park and monitor how the park was used?

I found out that the Park District does not maintain any records regarding the costs to maintain this park – so I am not sure how the Board could determine it was a disproportionate and unnecessary burden on the finances of the District. I cannot find any meeting minutes that discuss either of these items.

Prior to their discussion of this topic – there were 15 community residents that provided comments regarding the actions of the Board and this Ordinance. There were approximately 10 other community members who did not speak – but were not in favor with a sale of Community Center Park.

In the Roll Call Vote based on the motion to approve the Ordinance there were three commissioners who voted in favor of the motion in spite of the feedback from the community – Carasso, Renner and Frangiamore. Two Commissioners voted no in regards to the motion – Stanko and Victor. The motion carried. Thank you Commissioners Stanko and Victor for voting against the Ordinance.

At the May 11, 2023 Committee of the Whole meeting more than 70 community residents were in attendance and 16 members of the community provided comments in regards to their opposition to the Ordinance. The Board attorney stated that based on public input now received there would likely be a discussion of the sale at an upcoming meeting – most likely a Closed Session. It’s a shame this “public input” was not solicited sooner in the process. It appears the feedback the community provided at the April 27 meeting fell on deaf ears as Commissioners Carasso, Frangiamore and Renner approved the Ordinance in spite of the public comments.

At the May 25, 2023 Regular Meeting the Ordinance was repealed by the Board.

So – getting back to Commissioner Stanko’s comments at the March 28, 2024 Regular Meeting – I believe there is lack of trust within this community regarding the Board. To be clear – the lack of trust is not with the Park District staff.

The Board spent \$3,993.75 in legal expenses for this attempt to sell the Park.

The Board also spent \$3,600 to sub-divide the property.

And the board spent \$2,350 for the property appraisal.

In total – the Board spent a little under \$10,000 in an effort to sell Community Center Park.

The Board initiated these discussions and actions in March of 2022 – and in April of 2023 considered and approved the Ordinance to sell the property. Not once over those 13 months did the Board take any proactive actions to seek any input from the community residents.

It is also my opinion that certain members of the Board took actions that were not in alignment with the mission statement of the Park District.

I think signage for Community Center Park would be a great way to begin to improve community trust in this Board. If the Board can spend \$10,000 to try to sell the Park then the appropriate expenditure for park signage should be unanimously approved by this Board. I think adding a walking trail would also benefit this community.

I am providing a copy of my comments – I request that you include this as an attachment to the minutes for this meeting.

Thank you

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Katie Hughes, Director of Communications & Marketing
Date: May 30, 2024



RE: Resolution R-2024-25-01, July 2024 as National Park & Recreation Month

Resolution R-2024-25-02, July 19, 2024 as Park and Recreation Professionals Day

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners reviews and approves Resolutions.

Background

Since 1985, the National Recreation and Park Association (NRPA) has designated the month of July as National Recreation and Parks Month. To commemorate the month, the Cary Park District has also asked the Village of Cary, Village of Trout Valley, and Village of Oakwood Hills to celebrate, through a proclamation, the great things the Cary Park Districts' parks, trails, open spaces, recreation facilities, arts and cultural departments, park and recreation professionals, and citizens are doing year-round to improve the quality of life for the community.

NRPA has designated July 19, 2024 as Park and Recreation Professionals Day. This day is to celebrate the dedicated professionals who build strong, vibrant, and resilient community through parks and recreation.

Staff Recommendation

Staff recommends both Resolutions as presented.

Motion to Consider

Move to recommend Board of Commissioners approval of Resolution R-2024-25-01, "A Resolution Recognizing July 2024 as National Park and Recreation Month".

Move to recommend Board of Commissioners approval of Resolution R-2024-25-02, "A Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day".

Cary Park District

Resolution R-2024-25-01

*A Resolution Recognizing July 2024 as
National Park and Recreation Month*

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Cary Park District; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

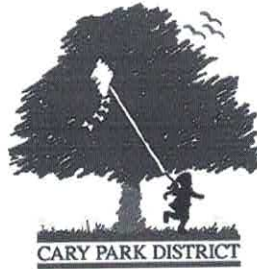
WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Cary Park District recognizes the benefits derived from parks and recreation resources.

Therefore, Be It Resolved, that we proclaim July as Park and Recreation Month, and encourage all residents within the Cary Park District to celebrate healthy, active lifestyles by participating in their choice of recreation and park activities.



June 27, 2024

Melissa Victor, President

Dan Jones, Secretary

Cary Park District

Resolution R-2024-25-02

*A Resolution Recognizing July 19, 2024 as
Park and Recreation Professionals Day*

WHEREAS the Cary Park District recognizes that the parks and recreation field is a diverse and comprehensive system that improves personal, social, environmental and economic health; and

WHEREAS the Cary Park District recognizes the importance and benefits of park and recreation services that enrich the lives of its citizens, and help make this community a desirable place to live, work and visit; and

WHEREAS the Cary Park District supports the skilled work of park and recreation professionals to strengthen community cohesion and resiliency, connect people with nature and each other, and provide and promote opportunities for healthful living, social equity and environmental sustainability; and

WHEREAS the Cary Park District values the essential services that park and recreation professionals and volunteers perform to provide recreational and developmental enrichment for our children, youth, adults and older adults, and to ensure our parks and recreation spaces are clean, safe, inclusive, welcoming and ready to use.

Therefore, Be It Resolved, that we proclaim July 19, 2024 as “Park and Recreation Professionals Day”.



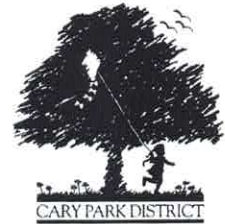
June 27, 2024

Melissa Victor, President

Dan Jones, Secretary

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Meghan Tillson, Human Resources Manager
Date: June 13, 2024



RE: Establishment of Consultant Review Team, Comprehensive Master Plan Update 2025

Providing exceptional recreation, parks and open space opportunities.

Introduction

Per the Action Plan approved by the Board in February 2023, the Park District is to embark on an update to its Comprehensive Master Plan between May 2024 and September/October 2025.

Background

The first step in the process to update the Comprehensive Master Plan is to issue a Request for Proposals (RFP) seeking a consultant interested in providing services to the Park District to complete this project. The working schedule for activities related to the RFP include:

June 14 – Release of RFP

July 12 – Response due

July/August – Review/interview of responding consultants

September – Board approval of consultant

To assist the Board with the review/interview process as well as a recommendation on a consultant, the Board should designate a Consultant Review Team. When the process above is complete, the Consultant Review Team will disband, as its work is complete. Responsibilities of review team members will include review of RFP responses, selection of short list to interview, participate in interviews and make recommendation to the Board on a consultant for consideration by Board.

The Board should discuss and determine which members of the Board should serve on the review team.

Staff Recommendation

Staff recommends the Consultant Review Team be made up of two Commissioners and two staff members. Staff recommends staff members Director of Planning/Development Raica and ED Jones be appointed to the review team.

Motion(s) to Consider

*Move to recommend the Board of Commissioners appoint Comprehensive Master Plan Update 2025, Consultant Review Team consisting of Commissioners *** and *** and Director of Planning/Development Raica and Executive Director Jones.*

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
John Miles, General Manager/Superintendent
Date: June 8, 2024



RE: Replacement - 2015 Lastec Articulator 4520 Model Mower and 2010 Club Car Utility Vehicle (Driving Range Picker)

Providing exceptional, recreation, parks and open space opportunities.

Introduction

Funds totaling \$117,000 have been allocated within the FY2024-25 Foxford Hills Golf Club Fund Capital Replacement Schedule to replace two pieces of equipment. A 2015 Lastec Articulator 4520 Model Mower purchased in June 2016 and assigned a replacement timeline of 7 years and a 2010 Club Car Utility Vehicle (Driving Range Picker) purchased in May 2010 and assigned a replacement timeline of 10 years.

Background

2015 Lastec Articulator 4520 Model Mower

The Lastec Articulator is a rough mower that is capable of mowing rough and versatile between tree lined fairways and open areas. As time has progressed, the unit has been used significantly and over the last two years is finding its way into the shop for needed repairs on a weekly basis. The belts on the unit continuously break and the mechanic spends a great deal of time realigning the unit. The recommended replacement for the Lastec Articulator is a 2024 John Deere 9009A Terrain Cut Rough Mower which has the most power recommended for hilly terrain and ease of use around heavily wooded holes.

The 2024 John Deere 9009A Terrain Cut Rough Mower is available via the Sourcewell Cooperative Program 031121-DAC (formerly NJPA) joint purchase program for \$97,989 through Revels Turf and Tractor/John Deere, Elgin, IL. The budgeted replacement value was \$99,000. The purchase price is a savings of \$1,011.

2010 Club Car Utility Vehicle (Driving Range Picker)

The Driving Range Picker is at the end of its useful life. It has been a workhorse over the years but has been pushed back on being replaced as other pieces of equipment have been needed and prioritized ahead of this unit. Every part (starter, steering column, safety cage, axles, tires, etc.) on the unit needs to be replaced. The recommended replacement for the Club Car Utility Vehicle (Driving Range Picker) is a 2024 John Deere Gator TX Turf with safety cage.

The 2024 John Deere Gator TX Turf with safety cage is available via the Sourcewell Cooperative Program 031121-DAC (formerly NJPA) joint purchase program for \$17,619.78 through Revels Turf and Tractor/John Deere, Elgin, IL. The budgeted replacement value was \$18,000. The purchase price is a savings of \$380.

Committee Memo

Motion To Consider

Move to recommend Board of Commissioner approval for the purchase a 2024 John Deere 9009A Terrain Cut Rough Mower in the amount of \$97,989 from Revels Turf and Tractor/John Deere, Elgin, IL.

Move to recommend Board of Commissioner approval for the purchase of a 2024 John Deere Gator TX Turf w/ Safety Cage in the amount \$17,619.78 from Revels Turf and Tractor/Elgin, IL.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Meghan Tillson, Human Resources Manager
Date: June 13, 2024



RE: Five Year Personnel Policy Review

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Park District has adopted many best practices set forth via the Illinois Distinguished Accreditation program. A best practice for the Board and staff is to review the personnel policies of the agency every 5 years. The Park District is a four-time recipient of Illinois Distinguished Accredited Agency recognition. To remain consistent with this best practice and in advance of the Park District review within the program to become a five-time recipient, the Board should review the personnel policies. The previous Board review of this policy section occurred in 2016.

Background

In February of 2020, the internal process to begin review of personnel policies began to meet the standard as noted above. However, within a week of kicking off this process, COVID-19 became the primary focus of all persons, and the started process was lost and then not picked back up and completed once COVID subsided. It is important to note that during this time, several policies have been updated or modified by staff and Board, due to changes in the law, changes in practice or for other reasons that merited a review of an individual policy.

An employee team was formed in April 2024 to assist and participate in the review process. This team is made up of an employee representative from each department, the Human Resources Manager, Administrative and Project Specialist and the Executive Director. A number of personnel policies recommended for revision by the employee review team will be presented tonight. Attorney Puma has reviewed these policies which include his modifications as well. Policies to be considered this evening include:

Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution.

There are additional policies to be presented to the Committee via the employee team review, that will be forthcoming in July/August 2024. Simultaneously, Attorney Puma is reviewing all personnel policies as well, and his recommendations for update, change and modification will be presented as well in July/August 2024.

Staff Recommendation

Staff recommends the policies for recommendation as revised.

Committee Memo

Motion(s) to Consider

Move to recommend Board approval of Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution as presented.

Cary Park District
Board Policy Manual

Policy Name: **Definitions of Personnel Categories
Employed by Or Associated with the
Park District**

Date Approved: 11/16/1984
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to clearly define personnel categories in order to properly classify personnel in compliance with applicable laws and for benefit eligibility.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

Definitions:

1. Commissioners: Those *people* who are elected *or appointed* and serve as non-compensated governing members of the Park District Board. Commissioners are considered full-time employees only for the purpose of determining program/facility use benefits.
2. Appointed Personnel: Those personnel appointed by the Board and directly responsible to the Board in the performance of their duties. The Board establishes their duties and compensation. Specifically includes the following positions: Executive Director, Board Secretary and Board Treasurer.
3. Employees: Personnel who receive salaries or wages from the Park District. Employees are further defined as follows:
 - a. Full-time: Those employees who are regularly scheduled and work 40 or more hours per week, inclusive of vacation, holidays, and other paid time off, throughout the year.
 - b. *Part-time 1: An employee occupying a position regularly scheduled to work less than an average of 30 hours per workweek during the calendar year, inclusive of paid time off or, for ACA purposes only, less than an average of 30 hours per workweek over the course of any "look-back/stability period" established by the Park District, whichever is applicable.*
 - c. Part-time: An employee occupying a position normally scheduled to work less than an average of 30 hours per workweek during the calendar year or, for ACA purposes only, less than an average of 30 hours per workweek over the course of any "look-back/stability period" established by the Park District, whichever is applicable. ~~The decision as to who is a part-time employee is determined by the Executive Director.~~
 - d. Seasonal: Those employees who are hired *for temporary only to work for summer operations* with the expectation that the position will be vacated and the employee terminated at the end of that season.
 - e. Volunteer: Those individuals providing services for the Park District outside of an employee relationship and without financial compensation.

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4. NISRA Full-Time Staff – Individuals employed full-time for the Northern Illinois Special Recreation Association who have selected the Park District as their agency of choice are classified as full-time employees only for the purpose of determining program/facility benefits.
5. Exempt employees: Those employees whose positions, as defined by the Fair Labor Standards Act, are exempt from the overtime requirements of the Act. Such employees are paid on a salary basis for job responsibilities.
6. Non-exempt employees: Those employees whose positions, as defined by the Fair Labor Standards Act, require that they are paid overtime pay or compensatory time off when working more than forty hours in a single work week.

This policy revises and replaces 4-002.r3 in full.

Cary Park District
Board Policy Manual

Policy Name: **Salary Administration**

Date Approved: 4/13/2000

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to empower the Executive Director to administer all aspects of the Park District's personnel operation and management. The Executive Director is authorized to establish salary ranges, starting salaries, salary caps, *one-time merit-based performance payouts*, ~~performance bonuses~~, merit raises, employee compensation and benefits for all employees of the Park District within the approved budget and policies as established by the Board of Commissioners.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director is authorized to administer all components of salary administration, employee compensation and benefits as necessary for the successful operation of the Park District and within approved policies.
2. The Executive Director should include all components of salary administration, employee compensation and benefits as part of the annual budget process.
3. A copy of the current salary ranges should be attached to this policy, such attachment being updated when changes occur.
4. The Executive Director should inform the Board of Commissioners of any ~~performance bonuses~~ *one-time merit based performance payouts* provided to an employee through routine written correspondence.
5. Changes in employee benefits that have a budgetary impact should be presented to the Board of Commissioners during the annual budget process.

This policy revises and replaces Policy 4-006.r3 in full.

Board President Signature: Melissa Victor

Cary Park District
Board Policy Manual

Policy Name: **Modified Work Duty**

Date Approved: 07/23/2009
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide employees who have sustained injury or illnesses arising out and in the course of their employment with the Park District, *when* available, reasonable opportunities to maintain career and employment status and benefits.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Employees may be assigned to a modified duty assignment when *such assignment is available and an employee is* temporarily unable to perform their normal work duties due to occupational injury or illness.
2. A modified duty assignment *must* fulfill a job function(s) useful to the Park District and is within limitations set by treating and/or evaluating physicians.
3. A modified duty assignment does not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District.
4. Modified duty assignments shall be handled on a case-by-case basis through supervisory approval and with Executive Director final approval.
5. Periodic review shall be conducted after an employee has been on modified duty status.
6. When possible, an employee on modified duty will be compensated at the employee's regular pay rate. If not, practical, the *Park* District should notify PDRMA of the wage differential and request that the employee be paid in accordance with the Illinois Workers Compensation Act.
7. The employee must provide regular communication to the *Park* District and PDRMA regarding the employee's ability *to return to his or her regular position*.
8. Except as otherwise provided under the Family Medical Leave Act (FMLA), an employee who declines a modified duty position, which is within the limitations, as determined by a treating or evaluating physician, may be subject to disciplinary action including dismissal. The employee may also lose eligibility for workers compensation benefits.

This policy revises and replaces 4-009a in full.

Board President Signature: Melissa Victor

Cary Park District
Board Policy Manual

Policy Name: **Health Insurance Portability & Accountability Act (HIPAA) Compliance**

Date Approved: 7/23/2009
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to comply with the Health Insurance Portability & Accountability Act (HIPAA) requirements of maintaining reasonable and appropriate administrative, technical and physical safeguards to ensure the integrity and confidentiality of employee health information.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Park District may not use or disclose Protected Health Information (PHI) to its employee workforce or outside vendors, except for treatment, payment, or operations (TPO) without authorization.
2. All uses or disclosures, other than TPO, require specific authorization from the individual who is the subject of the PHI.
3. The *Park* District will not provide PHI to an outside vendor without assuring that a Business Associate Agreement is in place detailing the vendor's responsibility for compliance with HIPAA.
4. Any PHI used or disclosed must be the minimum necessary to achieve the purpose.
5. The *Park* District will provide secured storage for PHI and will handle such information in a confidential manner.
6. The *Park* District will provide training for all employees or volunteers who may have access to PHI. These employees must enter into a signed confidentiality agreement; refusal to comply may be grounds for disciplinary action, including termination.
7. All Commissioners are subject to the HIPAA privacy law and must enter into a signed confidentiality agreement prior to engaging in review or discussion on any individual employee PHI. Commissioners needing HIPAA training will be provided that training by the *Park* District prior to such review or discussion.

This policy revises and replaces Policy 4-010a.r2 in full.

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Cary Park District
Board Policy Manual

Policy Name: **Leaves of Absence, Family Medical Leave Act**

Date Approved: 7/20/2000
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide employees both compensated and uncompensated leaves of absence under certain circumstances in compliance with the Family Medical Leave Act of 1993.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. A Park District employee will be eligible for FMLA after 12 months of employment and 1,250 hours of work during the 12-month period preceding the start of the leave.
2. The Park District will provide FMLA eligible employees up to 12 workweeks of unpaid leave during a rolling 12-month period for certain family and medical reasons.
3. In order to be eligible for FMLA, the employee must have experienced one or more of the following family and/or medical occurrences:
 - a. care of the employee's child within 12 months of the child's birth;
 - b. placement with the employee of a child for adoption or foster care within 12 month's of the child's placement;
 - c. care of the employee's spouse, child, or parents for a "serious health condition";
 - d. existence of a "serious health condition" that makes the employee unable to perform the function of their job; or
 - e. any qualifying exigency (as the Secretary of Labor shall determine) arising out of the fact that the employee's spouse, child, or parent is under a call or order to active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
4. A "serious health condition" shall include an illness, injury, impairment, or medical or physical condition as described within the FMLA.
5. Under the Servicemember Family Leave provision of the FMLA, an employee satisfying the employment eligibility requirements as described in guideline #1 of this policy, may be entitled to up to 26 weeks of leave, during a rolling 12-month period, to care for a spouse, child, parent or next of kin who incurred a serious injury or illness in the line of active duty.
6. If the spouse of an employee is also employed by the *Park* District, leave for both employees combined may be limited to 12 weeks during the rolling 12-month period. This limitation applies

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- only if the leave is taken because of the illness of a parent or the birth or adoption/fostering of a child.
7. An employee eligible for FMLA as a result of a family or medical occurrence as well as an occurrence that qualifies under the Service-member Family Leave provision of the FMLA is limited to a total leave time not exceeding a combined total of 26 workweeks during the rolling 12-month period.
 8. Periodic leave or a reduced work schedule will be made available if necessary to accommodate the employee's personal medical condition or planned medical treatments for the employee or family members. However a "serious condition" must be involved and the employee must try to schedule the leave so as not to disrupt the Park District's operations.
 9. The employee shall provide the *Park* District with adequate advance notice of the employee's intention to take the leave, unless such notice is not practicable. When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee, within a reasonable period after the start of the absence, provides proper certification to the *Park* District.
 10. The Park District may require an employee on leave under this policy to report periodically to the Park District.
 11. If an eligible employee requests leave under the FMLA, the *Park* District shall require the employee to substitute accrued paid leave, including vacation and personal time off (PTO), for unpaid FMLA leave and must be taken concurrently with FMLA. In addition, if the employee otherwise qualifies for disability pay, workers' compensation or any other type of leave of absence, the employee must take that leave at the same time as the FMLA leave.
 12. The Park District shall maintain coverage for the employee and the employee's family under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave provided that the employee pays the employee's portion of the insurance premium.
 13. The Park District may recover the premium that the *Park* District paid for maintaining coverage for the employee and the employee's family under such group health plan during any period of leave under this policy unless:
 - a. the employee fails to return from leave under this policy because of a documented medical condition that would qualify for leave; or
 - b. the employee fails to return to work because of other circumstances beyond the employee's control.
 14. The Park District may require an employee who claims that he/she is unable to return to work because of a reason described in guideline #13 (a) or (b) above to provide timely certification to the Park District that the employee is unable to return to work because of that reason.
 15. The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:
 - a. the accrual of any seniority or employment benefits during any period of unpaid leave; or
 - b. any right, benefit, or position of employment that the employee would not have received even if they had continued in continuous employment
 16. In general, an employee who takes leave under this policy shall be entitled, on return from such leave, to be restored by the Park District to:
 - a. the same position of employment held by the employee when the leave commenced; or
 - b. an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

17. Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to the Park District's operations.
18. The Park District will consider a failure to return to work at the expiration of an employee's approved FMLA leave to be a resignation of the employee from the Park District.
19. An employee may request an extension to their approved FMLA leave in writing no less than 10 business days before the leave is set to expire. Extension requests are considered on a case by case basis and may fall outside the parameters of FMLA.
20. Terms that are used in this policy that have specific definitions within the FMLA shall have those definitions applied to this policy.

This policy revises and replaces Policy 4-013c.r3 in full.

Cary Park District
Board Policy Manual

Policy Name: **Non-Discrimination
And Anti-Harassment**

Date Approved: 8/24/2000
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to maintain a work environment in which all individuals are treated with respect and dignity and that all relationships among persons in the workplace will be free of bias, prejudice and harassment.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. It is the responsibility of every employee, elected/appointed official, volunteer and vendor of the Cary Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment.
2. The Park District strongly urges the prompt reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position, including non-employees/third parties. This Policy ~~is implemented by the~~ *and associated* reporting procedures for incidents of discrimination, etc. *will be implemented for upon receipt of any report.*
3. The Park District prohibits sexual and other harassment, as well as retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment.
4. Any employee, elected/appointed official, or volunteer engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.
5. Alleged harassment by a Commissioner against another Commissioner shall be reported to the Board President. If the Board President is the reporting person or is implicated by the allegation, the reporting shall be made to any other Commissioner. Any reporting under this section must be referred to the Park District's legal counsel, who then must appoint a qualified independent attorney or consultant to review, investigate, and resolve the allegations.
6. Except as provided in #5, the Executive Director or authorized delegate shall promptly investigate any reported allegation of harassment, discrimination or retaliation making every reasonable effort to conduct such investigation in a responsible and as confidential as possible manner, without guarantee of confidentiality.

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7. The Park District shall determine what constitutes harassment, discrimination or retaliation based on the facts and circumstances of each situation.
8. False or frivolous charges are considered severe misconduct and subject to disciplinary action.
9. The Executive Director or authorized delegate should provide training on this policy and related procedure(s) upon employment or election/appointment during the employee's or official's orientation process.
10. Any employee who believes that he or she has been the subject of harassment or retaliation for complaining about the harassment also has the right to file a charge of civil rights violations with the Illinois Department of Human Rights and, if substantial evidence to support the charge is found to exist, to have such an opportunity as provided by law and applicable regulations to engage in conciliation with the Park District and/or to have the charge heard in a public hearing before an Administrative Law Judge of the Illinois Human Rights Commission or in a court of law, as provided by statute. For further information, you may call or write to the Illinois Department Human Rights, 555 W. Monroe St., Suite 700, Chicago, IL 60661, (312) 814-6200.
11. Pregnant Workers Fairness Under the provision of the Illinois Human Rights Act, 775 ILCS 5/1, et seq., employees and applicants for employment are protected against discrimination in employment on the basis of pregnancy. If you are pregnant, you may request a reasonable accommodation to enable you to accept employment or continue working, consistent with medical advice, if you choose to do so rather than take leave under any leave law or Park District policy. You will be required to supply medical documentation from your health care provider to support your request for a reasonable accommodation. Once a reasonable accommodation is requested and supported by medical documentation, the Park District must grant the accommodation unless the Park District can show that the accommodation would impose an undue hardship on its ordinary operation. You cannot be required to accept an accommodation that you did not request if you choose to decline it. Further information as to your rights obligations under the law and this policy can be obtained from the Executive Director and/or the Illinois Department of Human Rights. The Illinois Department of Human Rights can be contacted at: Illinois Department of Human Rights, 555 W. Monroe St., Suite 700, Chicago, IL 60661, (312) 814-6200.

This policy revises and replaces Policy 4-016.r5 in full.

Cary Park District
Board Policy Manual

Policy Name: **Bloodborne Pathogens Program
Program Participant and Agency
Compliance**

Date Approved: 5/30/1993
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to protect employees from exposure to blood and blood by-products and to provide guidelines to follow in the event of an exposure incident. The Park District will also exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The *Park* District will maintain guidelines that are consistent with the most recent version of the “PDRMA Member Guide to Bloodborne Pathogens Program” as adapted for Cary Park District use.

This policy revises and replaces *Policy 4-019.r1* in full.

Cary Park District
Board Policy Manual

Policy Name: **Pandemic Responses Including to COVID-19**

Date Approved: 9/16/2021

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to maintain a workplace free of known hazards and safeguarding the health of employees, patrons and the community at large from infectious diseases which are spread during a pandemic such as COVID-19. The Park District may also exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work, recreation or play environment.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The *Park* District will maintain procedures and guidelines that are consistent with the most recent guidance and mandates related to a pandemic such as COVID-19 as provided by federal, state and local government entities or agencies. As such, the guidelines may be revised and updated frequently due to changes mandated, issued and/or ordered by these entities or agencies.
2. The *Park* District will also develop and implement procedures and guidelines recommended by PDRMA and its corporate counsel.

This policy *replaces and revises Policy 4-019b in full.*

Cary Park District
Board Policy Manual

Policy Name: **Employee Training/Education**

Date Approved: 9/28/2000
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to encourage all employees to pursue training and educational opportunities to improve job-related skills/abilities, maintain necessary professional certifications, increase their value to the Park District and assist them in preparing for future in-house advancement.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director or delegated staff member is authorized to provide continuing education opportunities for employees.
2. The Park District should budget accordingly for each employee whose position requires continuing education or training to maintain the appropriate certification, license or permit in order to perform required job functions.
3. The Executive Director or delegated staff member is authorized to establish criteria that should be met by an employee in order to qualify for tuition reimbursement for course work leading towards a Park and Recreation related degree or a degree directly related to an employee's current or near term position with the Park District.
4. Tuition reimbursement exceeding the amount listed in the Internal Revenue Code will be added to the employee's salary/wage compensation and will be taxable to the employee.
5. Within budgetary guidelines, employees currently in a degree program eligible for tuition reimbursement and being reimbursed by the Park District should be given priority in the allocation of funds budgeted for this purpose.
6. *If an employee terminates employment with the Park District within the 12 months following the receipt of tuition reimbursement, the employee will be obligated to repay the amount received.*

This policy revises and replaces Policy 4-021.r3 in full.

Board President Signature: *Melissa Victor*

Cary Park District
Board Policy Manual

Policy Name: **Employee Business Related Expenses**

Date Approved: 11/17/2016

Last Revision: 6/27/2024

Last Review: Board, 6/27/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to establish procedures through Ordinance O-2016-17-10 for the Park District to comply with the Local Government Travel Expense Act (PA 099-0604) to reimburse and document employees' travel, meal and lodging expenses incurred while attending meetings, seminars, or conferences sponsored by the Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA), National Recreation and Park Association (NRPA) and other Park District business related expenses.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The maximum total amount the Park District will pay for an employee for a single event associated with this policy is \$5,000. The maximum amount may be exceeded because of an emergency or other extraordinary circumstances upon approval of the expense by a majority roll call vote of the Board of Commissioners at the next Board meeting following the event.
2. No employee shall incur an expenditure on behalf of the Park District nor be reimbursed for any entertainment expense, unless ancillary to the purpose of the meeting, seminar, conference or other official business.
3. Travel, meal and lodging expenditures with copy of receipts attached must be documented on Policy 4-022.r1, Attachment A, Expense Report. Only the expenses paid by the Park District should be listed on the Expense Report. Original receipts must be coded and attached to appropriate p-card statement.
4. When possible, advance payments shall be made for specific travel reservations, advanced registration and lodging arrangements in an effort to take advantage of any discounts available to the Park District. The preferred payment method is with a Park District issued credit card (p-card).
5. **LODGING:** When possible, a reduced cost conference or government rate for a single room accommodation should be utilized.
 - a. If the meeting, seminar, conference does not have a designated hotel/lodging, the Park District will provide the standard lodging rate per night, based upon current U.S. General Services Administration (GSA) regulations in place at the time the expense occurred.

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- b. Any costs associated with a room upgrade and/or early check-in or late check out are the responsibility of the employee. The employee is responsible to reimburse the Park District for these costs if paid on a p-card.
 - c. Employees shall pay personal expenses that are charged to a hotel room bill prior to checkout.
6. TRAVEL: The most responsible transportation option shall be used, providing that no hardship shall be caused to the employee, including use of a Park District vehicle if available and appropriate based on location. The Park District issued toll transponder should also be utilized during travel. Shuttles associated with conferences, hotels and airports should be used when available. Transportation will be advance purchased, paid for at time of service by the Park District or reimbursed with acceptable receipts attached to Expense Report for the following:
- a. Air travel at the coach or single class commercial airline rate. Any costs associated with a travel upgrade are the responsibility of the employee. The employee is responsible to reimburse the Park District for these costs if paid on a p-card.
 - b. Rail or bus travel at actual cost; may not exceed the cost of coach airfare.
 - c. Personal automobile, reimbursed at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. When applicable, toll charges and parking costs should be paid with a p-card; if not possible, employee will be reimbursed for those expenses.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be pre-approved by supervisor prior to rental and explained on the Expense Report.
 - e. Taxis, limousines, rideshare service or other local transportation costs.
 - f. Parking fees.

If transportation is shared by more than one employee, each employee should be listed on the receipt. A copy of the receipt should be provided to each employee to attach to their individual Expense Report.

7. MEALS: The Park District will provide for reasonable meal expenses, based upon current U.S. General Services Administration (GSA) regulations in place at the time the expense occurred, for an employee while engaged in Park District business, whether paid for by the Park District at time of service or reimbursed, with acceptable receipts attached to Expense Report.
- a. The standard GSA rate will be utilized unless meeting, seminar, conference is being held in a nonstandard area per zip code.
 - b. Prior to conference commencing, the employee should confirm the GSA rate with their supervisor; any questions should be directed to the Director of Finance & Administration for clarification.
 - c. If a meal bill is shared by more than one employee, each employee should be listed on the receipt. A copy of the itemized receipt should be provided to each employee to attach to their individual Expense Report.
 - d. Employees should not exceed the total GSA rate as determined in 7a and 7b for meals and incidentals, for single full day or half day based on travel. Meal rates and incidentals should be considered standalone by day and cannot be tiered and/or combined by the duration of the meeting, seminar or conference. Any meal and incidental costs over the total GSA rate by day, are the responsibility of the employee. The employee is responsible to reimburse the Park District for these costs if paid on a p-card.

- e. All alcohol purchases are the responsibility of the employee and should be purchased separately.
 - f. Standard tipping rates should be utilized.
8. Miscellaneous expenses may be included for any other associated travel costs related to employee activities and/or on-site purchase of educational materials with acceptable receipts attached to Expense Report. Employees should use a p-card rather than cash for ancillary expenses they incur. If a p-card is not accepted by the vendor, *then* personal cash may be used. The circumstances for such use must be explained on the Expense Report.
 9. When an employee is accompanied by non employees of the Park District, any lodging, transportation, meals or other expenses above those incurred by the employee should be purchased separately.
 10. All Expense Reports should be completed within 5 business days after conclusion of meeting, seminar or conference. Employees should submit Expense Report to their supervisor for sign-off/approval before final submittal to the Director of Finance & Administration or assigned delegate.
 11. Upon review of Expense Report, the supervisor should provide in writing to the Director of Finance & Administration or assigned delegate the total itemized reimbursement costs *an* employee owes to the Park District. The Finance Department will generate an invoice and provide *it* to *an* employee for payment.
 12. *A receipt showing the reimbursement payment by the employee* should be attached to *the* employee's Expense Report. Any employee reimbursements to the Park District are expected to be finalized no more than two weeks after the meeting, seminar or conference has concluded.
 13. Any Park District to employee reimbursement will be completed in a timely manner per Park District guidelines.
 14. In the event there is a dispute or clarity *is* required in a situation that falls under these guidelines or falls outside these same guidelines, the Executive Director should be consulted to make a final decision.

This policy revises and replaces Policy 4-022.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Personnel Policies and Procedures -
Distribution**

Date Approved: 10/26/2000
Last Revision: 6/27/2024
Last Review: Board, 6/27/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide its employees access to current personnel policies and procedures of the Park District.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Cary Park District should maintain and post its personnel policies and procedures *on an internal employee network to SHAREPOINT* for viewing by its current employees and elected officials.
2. The Executive Director or assigned delegate should post Board approved personnel policies to an *internal employee network SHAREPOINT* within 30 days of Board approval.
3. The Executive Director or assigned delegate should post Executive Director approved personnel procedures to *an internal employee network SHAREPOINT* within 30 days of Executive Director approval.
4. The Executive Director or assigned delegate should maintain a master hard copy of all approved *and rescinded* personnel policies and procedures.
5. *Employees shall review the Park District's personnel policies and procedures when they are hired and shall also be required to review all new and revised personnel policies and procedures.*
6. *Employees shall also be required to sign a statement or affirmation that they have reviewed the personnel policies and procedures as directed by the Executive Director or his or her designee assigned delegate.*

This policy revises and replaces Policy 4-999.r3 in full.