

Cary Park District Board of Commissioners

Committee of the Whole Meeting

July 11, 2024, 7:00pm

Community Center, 255 Briargate Rd. Cary, IL

Matters From the Public During Meetings – Board Policy 1-005d

1. The Board will hold Matters from the Public as part of any public open meeting.
2. Individuals interested in making comment will be asked to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name, address or city/village of residence shall be allowed to comment.
3. Each individual indicating their interest to participate in Matters from the Public will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present. The maximum amount of time that the Board will hear matters from the public at a meeting is thirty (30) minutes at a meeting. If members of the public are unable to comment due to time constraints, they should be encouraged to submit written comments or to attend another meeting when they may address the Board.
4. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to contact the Executive Director to review their questions or specific information.
5. The Matters from the Public portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Matters from the Public.
6. The Board can temporarily modify or suspend these guidelines during a meeting if so determined by a majority vote of those present.

Regular, Special and Committee of the Whole Meetings

Regular and Special Board Meetings -- The Board may take final action on any matter posted to the Consent or Action Items portions of the agenda in a Regular or Special Board Meeting. Items posted under Discussion Items may not have final action considered.

Committee of the Whole Meetings – The Committee of the Whole is a recommending body only and no final action may be taken on any agenda item at a Committee of the Whole Meeting. Matters discussed and recommended during a Committee of the Whole Meeting are considered “draft(s)” until included on an agenda at a Regular or Special Board Meeting for final action.

Public Meeting Notice

Cary Park District
Board of Commissioners
Committee of the Whole
July 11, 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. June 13, 2024.
- V. Directions Items
 - A. For Direction to the Board for Consideration
 1. Replacement, 2014 Ford F-150 Super Crew 4x4 Truck.
 2. Ordinance O-2024-25-03, an Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District.
 3. Revisions, Policy 4-001, Philosophy of Human Resource Management; Policy 4-003, At Will Employment; Policy 4-008 Employee Performance Appraisals; Policy 4-008a, Performance Appraisal – Executive Director; Policy 4-009, Employee Positions and Job Descriptions; Policy 4-010b, Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance; Policy 4-012, Employee Concerns, Comments and Appraisals; Policy 4-013b, Personal Time Off (PTO); Policy 4-013d, Leaves of Absence, Other; Policy 4-015, Abused and Neglected Child Reporting (Mandated Reporter Requirements); Policy 4-017, Personal Relationships; Policy 4-024, Background Check & Criminal Offense Investigation.
- VI. Discussion Items
 - A. For Discussion/Information Only
 1. None.
- VII. Closed Session
 - A. Purchase or Lease of Real Property (5 ILCS 120/2 © (5))
- VIII. 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
June 13, 2024
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Staff Present: Jones, Horn, Kelly, Mach, Raica, Tillson, Miles.

Public Present: Mike Linsner, Jenay DiOrio, Al Tuman

President Frangiamore called the meeting to order at 7:10 PM.

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

Under Matters from the Public, none.

Under Matters from Commissioners, Victor thanked staff, specifically Kelly, for their help with the planning of National Night Out at Kaper Park. Victor also shared the Cary Citizens Police Academy Alumni has a group of individuals set to help at the Stars N' Stripes Fest.

Under Matters from Staff, none.

The minutes from the May 9, 2024, COW meeting were presented for approval.

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

Voice vote: Yes – 4. No – None. Abstain – 1. Motion carried.

The first and second Direction Items were R-2024-25-01, A Resolution Recognizing July 2024 as Park and Recreation Month and R-2024-25-02, A Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day. Marketing campaign. Jones stated since 1985, July has been designated as National Recreation and Parks Month by the National Recreation and Park Association (NRPA). Jones shared the Park District has observed National Recreation and Park month for many years, and will ask the Village of Cary, Village of Trout Valley, and Village of Oakwood Hills to help celebrate through a proclamation as well. Jones stated staff will also run a social media campaign during the month of July in celebration of Park and Recreation Month. Jones stated NRPA has also designated July 19, 2024, as Park and Recreation Professionals Day, to celebrate the dedicated professionals who build strong, vibrant, and resilient community through parks and recreation.

Stanko moved to recommend Board of Commissioners approval Resolution R-2024-25-01, “A Resolution Recognizing July 2024 as National Park and Recreation Month”. Second by Carasso.

Voice vote: Yes – 5. No – None. Motion carried.

Stanko moved to recommend Board of Commissioners approval Resolution R-2024-25-02, “A Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day”. Second by Carasso.

Voice vote: Yes – 5. No – None. Motion carried.

The third Direction Item was Establishment of Consultant Review Team, Comprehensive Master Plan Update 2025. Jones stated the first step in the process to update the Comprehensive Master Plan (CMP) is to issues a Request for Proposals seeking a consultant interested in providing services to the Park District to complete this project. He reminded the Board of the decision to issue a joint Request For Proposals (RFP) with Palatine Park District. Jones stated the RFP information will be released June 14, 2024, and responses will be due July 12, 2024. To assist the Board with the review/interview process, Jones recommended the Board designate a Consultant Review Team. He further stated the target date to conduct interviews is August 5, 2024, at Palatine Park District. Stanko asked if the meetings following the selection of a consultant will take place at Palatine Park District. Jones responded that just the interview portion will take place at Palatine Park District, all meetings following that will take place at our respective park district facilities. Victor asked for clarification on the date for the interview. Jones responded August 5, 2024, is the target week for interviews. Frangiamore asked if the review team will have any other involvement prior to the interviews. Jones responded that the review team will be asked to review the submittals and score them, but this task will be completed individually. Renner asked a question regarding the joint RFP and selecting a consultant. Jones explained it is outlined very clearly in the RFP that each Park District has the right to hire their own consultant. Renner expressed interest in serving on the review team. Victor stated she will have to pass due to other obligations the week of when interviews would be taking place. Stanko stated he is interested in serving on the review team. Carasso expressed interest in being on the review team since she has never gone through this process before and would like to be involved in the process. Frangiamore expressed interest, would offer to bow out to allow others the opportunity to serve on the review team. After further discussion, the Board agreed to have Carasso and Stanko serve as the Board representatives.

Renner moved to recommend Board of Commissioners appoint Comprehensive Master Plan Update 2025, Consultant Review Team consisting of Commissioners Carasso and Stanko, Director of Planning/Development Raica and Executive Director Jones. Second by Victor.

Victor thanked Jones for bringing forward this unique idea of the joint RFP.

Voice vote: Yes – 5. No – None. Motion carried.

The fourth and fifth Direction Items were Replacement – 2015 Lastec Articulator 4520 Model Mower and 2010 Club Car Utility Vehicle (Driving Range Picker). Jones stated funds totaling \$117,000 have been allocated within the FY2024-25 Foxford Hills Golf Club Fund Capital Replacement Schedule to replace these two pieces of equipment. Miles stated the mower, which is capable of mowing rough and

hilly terrains, is in its ninth year. He further stated the mower has been in the shop on a weekly basis for maintenance repairs. Miles stated the driving range picker is at the end of its useful life, many of the parts on the unit need to be replaced. Miles stated both pieces of equipment are available through the Sourcewell Cooperative joint purchasing program.

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

Frangiamore asked Miles about the lead time on receiving the new pieces of equipment. Miles responded they are hoping to receive the driving range picker in July and the mower in August.

Roll call vote: Yes – Carasso, Stanko, Victor, Renner, Frangiamore. No – None. Motion carried.

Renner moved to recommend Board of Commissioners approval for the purchase of a 2024 John Deere Gator TX Turf w/ Safety cage in the amount of \$17,619.78 from Revels Turf and Tractor/John Deere, Elgin, IL. Second by Stanko.

Renner asked Miles if they had run into any issues with John Deere maintaining the rights to the equipment. Miles responded no; they have not experienced any issues. Stanko asked what the life expectancy is on both pieces of equipment. Miles responded that the mower is about 7-9 years, and the driving range picker is about 7-10 years. Stanko expressed concerns with having to replace multiple pieces of equipment at the same time. Jones responded to Stanko's concerns and pointed out that there are many occurrences in the fund where multiple pieces of equipment are replaced in the same fiscal year.

Roll call vote: Yes – Carasso, Stanko, Victor, Renner, Frangiamore. No – None. Motion carried.

The sixth Direction Item was Five Year Personnel Policy Review. Jones stated the Park District has adopted many best practices set forth via the Illinois Distinguished Accreditation program, one being the review of the personnel policies of the agency every 5 years. He further stated ahead of the Park District's review to become a five-time recipient of the Distinguished Accreditation, the Board should review these policies. Jones stated the last review was started in February 2020, but was never completed due to COVID, therefore the last review was completed in 2016. Jones introduced Tillson, Human Resources Manager, who was going to give a brief presentation of the policies and recommended modifications from a team of employees and the Park District's attorney. Tillson walked the Board through each of the modified policies, answering Commissioner questions along the way.

- Policy 4-009a Modified Work Duty: Stanko asked a question regarding #7 and the guarantee of an employee returning to their regular position. Tillson responded it is treated similarly to medical leave but depends on the position and circumstances. Jones added that #7 is simply stating the employee is responsible for communicating their abilities to the Park District.
- Policy 4-021 Employee Training/Education: Frangiamore referred to the addition of #6 and how the Park District would recoup the money from an employee upon their termination. He asked if it would be taken from their paycheck? Jones responded they did not have the answer to that question but could find out and follow back up with the Board.

- Policy 4-999 Personnel Policies and Procedures Distribution: Renner asked if #5 and #6 were added because of the Distinguished Accreditation. Jones responded no, both are practices the Park District has always done, it just wasn't written anywhere.

Renner moved to recommend Board of Commissioners 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. Second by Carasso.

Roll call vote: Yes – Carasso, Stanko, Victor, Renner, Frangiamore. No – None. Motion carried.

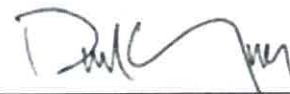
Victor shared she attended the Storywalk Ribbon Cutting at Jaycee Park on June 1, 2024, and expressed how great the Storywalk came out and how wonderful the partnership is between the Park District and Cary Area Public Library. Renner suggested submitting the Park District's partnership with the library for IAPD's Best of the Best award under the Intergovernmental Cooperation category. Jones agreed with the idea and will add it to the list of ideas for submittals.

Frangiamore asked for a motion to adjourn.

Motion to adjourn the meeting by Stanko. Second by Renner.

Voice vote: Yes – 5. No – None. Motion carried.

Meeting adjourned at 8:00 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Noah Mach, Superintendent of Park & Facility Maintenance
Date: July 11, 2024



RE: Replacement of 2014 Ford F-150 Super Crew 4x4 Truck

Providing exceptional, recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves purchases in excess of \$29,999.00. This vehicle replacement was approved in the FY2024-25 budget with funds totaling \$46,875.00 within the Capital Equipment Replacement Fund.

Background

The current F-150 Truck was received in October 2014 and had a replacement timeline of 7 years. Presently the vehicle is in its 9+ years of service. This vehicle was predominantly used by the Safety & Risk Manager and Parks Specialist-Safety until April 2023. Since April 2023, it has been used on a regular basis by the Facility Maintenance Specialist, the part time Safety Coordinator and other Maintenance Department staff.

Staff have been attempting to replace this vehicle for several years now. It appeared in a disposal ordinance in FY 2022-23. It has been challenging to find a replacement F-150 vehicle through the National Auto Fleet Group or the State of Illinois bid contract process. There remain no F-150 vehicles available via these options. Recently, a new 2023 F-150 became available through Morrow Brothers Ford, Inc. at the State of Illinois Government Contract Price of \$47,987.00 (IL Contract 21-416-P-29479). This amount is \$1,112.00 above the budgeted amount. Morrow Brothers Ford is offering a \$4,600.00 trade in value for the 2014 F-150 Truck being replaced. Understanding the lack of marketplace, and severe challenges to finding a replacement F-150, the attached quote was signed by staff to lock in details, confirm interest and potentially hold the vehicle with the understanding that neither the dealer nor the Park District is bound by it.

Staff Recommendation

Staff recommends the purchase of a 2023 Ford F-150 Crew Cab 4x4 Truck with 6'6" bed for the price of \$47,987.00 with the trade in of the 2014 F-150 Truck of \$4,600.00 for net purchase price of \$43,387.00.

Motion To Consider

Move to recommend Board of Commissioners approval for the purchase of a 2023 Ford F-150 Crew Cab 4x4 Truck with a 6'6" bed in the amount of \$47,987.00 from Morrow Brothers Ford, Inc in Greenfield, IL.



WWW.MORROWBROTHERSFORDINC.COM

1242 Main Street • GREENFIELD IL 62044

(217) 368-3037 • Fax (217) 368-3517 • Toll free 1-877-368-3038

July 2, 2024

Bob Sutalski
Cary Park District
rsutalski@carypark.com
C: 847-404-7017

We propose the following for your consideration.

1-NEW 2023 FORD F150 Crew Cab 4x4 6' 6" Bed
To include the following optional equipment:
UM Black Exterior, CS 40/20/40 Cloth Seating
5.0L V8 Gasoline Engine, 10-Speed Automatic
E-Locking Rear Axle, Skid Plates, LT265 A/T Tires
Air Conditioning, AM/FM/MP3, Cruise Control
Power Windows/Locks/Mirrors, Daytime Running Lights
Remote Keyless Entry, Bluetooth Communications
Back-Up Camera, Reverse Sensing System
Trailer Tow Package, Trailer Brake Controller
Chrome Bumpers, Aluminum Wheels, Fog Lights
Grip Strut Running Boards, (2) Keys w/Remotes
Whelen 4 Corner Amber LED Warning Lights
Fire Extinguisher w/Mount, Back-Up Alarm
New M License/Title, Spray in Bed Liner
IL. Contract 21-416-P-29479

Illinois Government Price \$47,987.00*
Trade '14 F150 VIN: 2800 -4,600.00
Total Difference Due \$43,387.00

Units are in stock* at the time of this quote and available, first come first serve. All trade in vehicles are welcome regardless of miles or condition. Let me know if you have any questions.

Richie Morrow Wellenkamp
Richie Morrow Wellenkamp
Government Sales Manager
Morrow Brothers Ford, Inc.

Customer Acceptance: S. Kelly - Sara Kelly
Date of Acceptance: 7/3/2024 Deputy Director

Please submit this signed quote with your purchase order and a copy of your Illinois Tax Exempt Letter.
Stk. 10048

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Date: July 11, 2024



RE: Ordinance O-2024-25-03, Sale or Conveyance of Personal Property belonging to the Cary Park District.

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board approves disposal of personal property belonging to the Park District for equipment that was valued at \$500.00 or greater at time of purchase.

Background

On multiple occasions each fiscal year, staff presents a disposal ordinance to the Board of Commissioners for consideration.

Various items on the list are broken, inoperable or no longer needed by the Park District and Foxford Hills Golf Club. There are several items listed that are anticipated to be replaced later this fiscal year and included in case the replacement timeline is adjusted. The list includes computers, servers, monitors and miscellaneous electronic equipment that has an older operating system, has reached the end of their useful life or no longer needed by the Park District.

One item is re-listed at a lower minimum bid amount from a previous Disposal Ordinance after re-evaluation by staff.

- Ordinance 2022-23-09: 2014 Ford F-150 Super Crew 4x4 Truck

Typically, equipment is disposed via trade-in through a vendor, scrapped, recycled (electronics) or sold using a public auction platform.

Staff Recommendation

Staff recommends approval of Ordinance O-2024-25-03, Sale or Conveyance of Personal Property belonging to the Cary Park District.

Motion(s) to Consider

Move to recommend Board of Commissioners approval of Ordinance O-2024-25-03, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District.

Cary Park District

ORDINANCE O-2024-25-03

AN ORDINANCE AUTHORIZING THE SALE OR CONVEYANCE
OF PERSONAL PROPERTY BELONGING TO THE CARY PARK DISTRICT

Published by:
Cary Park District
255 Briargate Road
Cary, Illinois 60013

July 25, 2024

ORDINANCE O-2024-25-03

**AN ORDINANCE AUTHORIZING THE SALE OR CONVEYANCE
OF PERSONAL PROPERTY BELONGING TO THE CARY PARK DISTRICT**

WHEREAS, 70 ILCS 1205/8-22 permits the Cary Park District to sell or convey personal property in any manner they may designate, with or without advertising a sale, when three-fifths of the members of the Board then holding office are of the opinion that such personal property is no longer necessary, useful, or for the best interests of the Park District to own; and

WHEREAS, the Cary Park District is the owner of certain items of personal property identified on the attached "Personal Property List"; and

WHEREAS, the now acting members of the Cary Park District Board of Park Commissioners have determined that said personal property is no longer necessary for, nor useful to, nor in the best interests to be owned by, the Cary Park District.

NOW THEREFORE, BE IT ORDAINED, by the President and Board of Park Commissioners of the Cary Park District, Cary, Illinois, as follows:

SECTION 1: That the conveyance of the personal property identified on the attached "Personal Property List" is hereby authorized.

SECTION 2: That the Executive Director of the Cary Park District be and hereby is authorized to sell or otherwise convey the personal property on the attached "Personal Property List".

BE IT FURTHER ORDAINED that this Ordinance shall take effect and be in full force from and after its passage.

Roll Call:

AYES: _____

NAYS: _____

ABSENT: _____

PASSED AND APPROVED THIS 25TH DAY OF JULY 2024

Keith Frangiamore, President
Board of Commissioners
Cary Park District

Attest: _____
Daniel C. Jones, Secretary
Cary Park District

Cary Park District
Ordinance O-2024-25-03

Personal Property List

Identification		Minimum Bid
Tag #	Item Identification	
000483	Sony Aquos TV w/DVD & Blu-ray player	\$0.00
No tag	HP Deskjet 1112 Printer	\$0.00
No tags	Miscellaneous computer accessories	\$0.00
No tags	Miscellaneous computer monitors	\$0.00
000016	Motorola Pager	\$0.00
000572	Dell Inspiron 3542 Laptop	\$0.00
000583	Dell Inspiron 3542 Laptop	\$0.00
000682	Dell Vostro 15 5000 Laptop	\$0.00
000683	Dell Vostro 15 5000 Laptop	\$0.00
000691	Dell Vostro Laptop	\$0.00
000692	Dell Vostro Laptop	\$0.00
000693	Dell Vostro Laptop	\$0.00
000699	Dell Vostro Laptop	\$0.00
000700	Dell Vostro Laptop	\$0.00
000711	Dell Latitude Laptop	\$0.00
000712	Dell Inspiron Laptop	\$0.00
000819	Dell Vostro Laptop	\$0.00
No tag	Benchmark USA Popcorn Machine Model 11147	\$0.00
1036	Group of 80 Golf Carts (FHGC)	\$128,000.00
000616	Clubhouse Camera/Surveillance System (FHGC)	\$0.00
000690	Dell Inspiron Desktop Computer (FHGC)	\$0.00
000714	Dell OptiPlex Desktop Computer (FHGC)	\$0.00
000715	Dell OptiPlex Desktop Computer (FHGC)	\$0.00
<u>Relist</u>		
550012010049	Ford 2014 F-150 Super Crew 4x4 Truck	\$4,000.00

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Meghan Tillson, Human Resources Manager
Date: July 11, 2024



RE: Five Year Personnel Policy Review (2nd Round)

Providing exceptional recreation, parks and open space opportunities.

Introduction

At the June Committee of the Whole meeting, several revised policies from the agency's Personnel Policy manual were presented for recommendation. It was noted at that time, a second-round of policies would be forthcoming in July. The *Introduction* and the *Background* remain the same.

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. Several 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 4-001, Philosophy of Human Resource Management; Policy 4-003, At Will Employment; Policy 4-008 Employee Performance Appraisals; Policy 4-008a, Performance Appraisal – Executive Director; Policy 4-009, Employee Positions and Job Descriptions; Policy 4-010b, Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance; Policy 4-012, Employee Concerns, Comments and Appraisals; Policy 4-013b, Personal Time Off (PTO); Policy 4-013d, Leaves of Absence, Other; Policy 4-015, Abused and Neglected Child Reporting (Mandated Reporter Requirements); Policy 4-017, Personal Relationships; Policy 4-024, Background Check & Criminal Offense Investigation.

Committee Memo

Once these policies are recommended and approved by the Board of Commissioners, the review process will be complete.

Staff Recommendation

Staff recommends the policies as revised.

Motion(s) to Consider

Move to recommend Board approval of Policy 4-001, Philosophy of Human Resource Management; Policy 4-003, At Will Employment; Policy 4-008 Employee Performance Appraisals; Policy 4-008a, Performance Appraisal – Executive Director; Policy 4-009, Employee Positions and Job Descriptions; Policy 4-010b, Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance; Policy 4-012, Employee Concerns, Comments and Appraisals; Policy 4-013b, Personal Time Off (PTO); Policy 4-013d, Leaves of Absence, Other; Policy 4-015, Abused and Neglected Child Reporting (Mandated Reporter Requirements); Policy 4-017, Personal Relationships; Policy 4-024, Background Check & Criminal Offense Investigation, as revised.

Cary Park District
Board Policy Manual

Policy Name: ~~Philosophy on Human Resource Management~~

~~Date Approved: 8/26/1999~~

~~Last Revision: 9/22/2016~~

Policy Name: Philosophy on Human Resource Management

Date Approved: 8/26/1999

Last Revision:

7/25/2024/9/22/2016

Last Review: Board, 7/25/2024

Date Rescinded:

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to maintain a Board-approved philosophy on Human Resource Management that identifies the manner in which the Executive Director shall be authorized to act in such matters.

Specific Guidelines

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

1. Develop a ~~high performance~~high-performance culture.
2. Value diversity, equity and inclusion.
3. Employ talented individuals whose creativity and imagination will support and contribute to achieving the Park District's mission.
4. Treat all employees in a non-discriminatory manner.
5. Support a workplace where relationships are based on mutual respect and cooperation and an individual's right to privacy.
6. Provide for structured, but open, communication at all levels of the organization.
7. Compensate employees fairly and equitably.
8. ~~Support a balance between family and work.~~Promote a balance between professional and personal responsibilities.
9. Recognize and reward individual and team achievement.
10. Help employees realize their potential.
11. Provide appropriate working conditions and resources to enable employees to efficiently complete daily work responsibilities.
12. Identify and utilize an effective and efficient organizational structure.
13. Develop and maintain a human resource manual that addresses all employees within the Park District.

This policy revises and replaces Policy 4-001.r43, ~~Philosophy of Personnel Operations~~ in full.

Cary Park District
Board Policy Manual

Policy Name: **At-will Employment**

_____Date Approved: 9/28/2000

_____Last Revision:

67/4125/200924Last Review: Board, 7/25/2024_____

_____Date

Date Rescinded:**Policy Statement**

With the exception of the Executive Director, it is the policy of the Cary Park District to be an at-will relationship with all employees. The Park District reserves the right to change, modify, suspend, revoke or terminate any employment at any time, with or without reason and with or without notice. At the same time, such employees may terminate their employment at any time and for any reason.

Specific Guidelines

With the exception of the Executive Director, the following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. All appointed personnel and employees of the Park District are considered at-will employees, unless otherwise indicated by a Board-approved agreement.
2. Unless otherwise indicated by a Board-approved agreement, the Board may hire and terminate any appointed personnel at-will. The Executive Director or delegated supervisor may hire and terminate any employee at-will.
3. No Park District representative is authorized to modify this policy for any employee or to enter into any agreement, written or oral, contrary to this policy.
4. The Park District's policies and procedures with respect to any personnel matter are not to be considered as creating any contractual ~~obligation on relationship between the Park District's part and~~ Park District employees or as stating in any way that termination will occur only for "just cause".

This policy revises and replaces Policy 4-003.r+2 in full.

Cary Park District
Board Policy Manual

Policy Name: **Employee Performance Appraisals**

____Date Approved: 1/9/1990

____Last Revision:

7/25/2024~~3/6/2003~~

____Last Review: Board,

7/25/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to evaluate employees and appraise their performance on a minimum of an annual basis, and to provides employees with constructive feedback.

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 and implement a fair and objective method of conducting performance appraisals on all employees.
2. Performance appraisals should take into consideration general work abilities, individual effectiveness in meeting the Park District's mission, goals and objectives, and performance of items identified within individual job descriptions.
3. Performance appraisals should only review and take into account employee work activity during the evaluation period and should not be used as a comparison to previous appraisals.

This policy revises and replaces Policy 4-008.r1 in full.

Board President Signature: PK*Keith Frangiamorchilip W. Stanko*

Cary Park District
Board Policy Manual

Policy Name: **Performance Appraisal – Executive Director**

Date Approved: 11/17/2022
Last Revision: 7/25/2024
Last Review: 7/25/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District for the Board of Commissioners to evaluate the Executive Director and appraise their performance on a minimum of an annual basis, to provide the Executive Director with constructive feedback and to determine the annual compensation of the Executive Director.

Specific Guidelines

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

1. The timeline for the performance appraisal process should proceed as follows:
 - a. On or before the March COW meeting, the Board President should distribute the Evaluation Tool and support materials to the entire Board of Commissioners; and the Executive Director will provide the Board a final update of progress toward Board ~~approval~~approved annual work initiatives for the Executive Director.
 - b. On or before the March Regular Board meeting, Board members should return completed evaluations to Board President.
 - c. At the April COW meeting, the Board will meet to discuss and finalize the performance appraisal of the Executive Director.
 - d. No less than One Week prior to the April Regular Board meeting, the Board President should distribute final completed performance evaluation document to the Executive Director.
 - e. Prior to the end of the month of April, the Board should meet with the Executive Director to complete the performance evaluation. The Board and the Executive Director jointly, may determine a Special Meeting is necessary to complete the performance evaluation.
2. The Board may request information be provided from recognized salary surveys and may use it in its determination of the compensation of the Executive Director.
3. The Executive Director will provide a five year salary history annually to the Board of Commissioners as part of Performance Appraisal process.
4. The Evaluation Tool will be attached to the policy as Attachment A.

This policy revises and replaces Policy 4-008a in full. This policy is new.

Board President Signature: *McKeith Frangiamorette Renner*

Cary Park District
Board Policy Manual

Policy Name: Employee Positions and Position Job Descriptions

Date Approved: 1/9/1990

Last Revision: 7/25/2024

Last Review: Board, 7/25/2024

Date Rescinded:

~~Policy Name: Employee Positions and Position Job Descriptions~~

~~Date Approved: 1/9/1990~~

~~Last Revision: 1/26/2017~~

~~Date Rescinded:~~

Policy Statement

It is the policy of the Cary Park District to establish and maintain job descriptions for each position within the Park District operation.

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 authorized delegate shall approve all new employee positions and job descriptions for all jobs within the Park District's operation.
2. The position job descriptions should clearly identify the following for/of the position:
 - a. Title, category, exempt or non-exempt, and ~~classification~~ grade level.
 - b. Department designation.
 - c. Supervisory relationships.
 - d. Basic function.
 - e. Essential duties.
 - f. ~~Marginal functions.~~
 - ~~g.~~ f. Minimum education, experience and certification requirements.
 - ~~h.~~ g. Competencies ~~Required skills and abilities.~~
 - ~~i.~~ h. Physical demands.
3. All job descriptions should be reviewed and updated at least every five years.

This policy revises and replaces Policy 4-009.r23 in full.

Cary Park District
Board Policy Manual

Policy Name: Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance

Date Approved: 7/23/2009
Last Revision: 11/20/2014
Last Review: Board 7/25/2024
Date Rescinded:

~~Policy Name: Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance~~

~~Date Approved: 7/23/2009~~
~~Last Revision: 11/20/2014~~
~~Date Rescinded:~~

Policy Statement

It is the policy of the Cary Park District to comply with the Consolidated Omnibus Budget Reconciliation ACT (COBRA) which provides certain former employees and/or their dependents; ~~retirees, spouses, former spouses, parties to a civil union and dependent children~~ the right to temporary continuation of health coverage at group rates.

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 notify its health insurance provider of the termination of an employee who is currently covered under the Park District's group health insurance plan.
2. The notification to the insurance provider should occur as soon as possible, but no later than 30 calendar days from the employee's termination date.
3. Notification should be ~~in writing to~~ completed through the insurance provider's online portal and documentation maintained in the employee's file as to such notification.
4. Notification to the employee of COBRA eligibility will be the responsibility of the insurance provider.
5. The Park District should direct ~~an employee having~~ questions regarding COBRA provisions, either before or after termination, to the insurance provider for response.
6. The insurance provider will be responsible for the billing and collection of any premiums due under COBRA.

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

Cary Park District
Board Policy Manual

Policy Name: **Employee Concerns, Comments & Grievances**

Date Approved: 1/9/1990
Last Revision:

8/27/20097/25/2024

Last Review: Board,

7/25/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to assure open communication for employees to express their comments, concerns and grievances up to the Executive Director through the established grievance process.

Specific Guidelines

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

1. The Board will not review comments and concerns from employees that have been reviewed by the Executive Director after all appropriate grievance procedures have been exhausted except in the case of a dismissal of Department Director, defined as an employee who reports directly to the Executive Director.
2. The Executive Director should implement procedures and guidelines that provide a fair and objective method for employees to communicate their concerns and comments. The Board should have access to these procedures and review them as necessary to assure that employee's comments, concerns and grievances can be reviewed and managed by the Executive Director.
3. Established Park District policy or procedure is not, itself, subject to an employee grievance. It is only the interpretation or execution of these policies or procedures that can create a grievance.
4. All decisions made by the Executive Director on any unresolved employee grievances or concerns are final and cannot be appealed except in the case of a dismissal of a defined Department Director.
5. A dismissed Department Director may request that the Board review the dismissal by submitting a written request to the Board President within five (5) working days from the date the action was taken. The Board shall consider a request at a meeting and may meet with the dismissed Department Director and Executive Director as determined by the Board, including holding a Special Meeting if necessary. The Board President, on behalf of the Board, should issue a written determination within ten (10) days after the review meeting. The Board's decision shall be final, and no additional reviews are available to the dismissed Department Director.

This policy revises and replaces Policy 4-012.r.21 in full.

Board President Signature: *Keith Frangiamore William Harvey*

Cary Park District
Board Policy Manual

Policy Name: **Leaves of Absence, Personal Time Off**

Date Approved: 1/9/1990
Last Revision:

~~11/15/2012~~7/25/2024

Last Review: Board

7/25/2024

Date Rescinded:

Policy Statement

In addition to paid vacation time, it is the policy of the Cary Park District to provide paid personal time off to certain categories of employees.

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 establish the official personal time off rate schedule by employee category. This rate schedule shall be documented through written procedure.
2. The personal time off rate schedule for the Executive Director position shall be established by the Board.
3. The Executive Director is authorized to establish a system to allow for unused personal time off to be banked. No employee should be allowed to bank more than sixty personal time off days.
4. An IMRF eligible retiring employee from the Park District may contribute up to sixty accumulated personal time off days and banked leave time toward their total years of IMRF service for pension consideration based on established IMRF regulations.
5. In addition to the use of the PTO bank for IMRF service credit, the Executive Director shall be authorized to establish guidelines for other PTO bank use.
6. No employee should be paid for unused personal time off at time of retirement or other separation of employment from the Park District.
7. The Executive Director is authorized to establish a starting personal time off schedule for a new employee or a current employee that is hired into a position category that provides for personal time off.

This policy revises and replaces policy 4-013b.r12 in full.

Cary Park District
Board Policy Manual

Policy Name: **Leaves of Absence, Other**

Date Approved: 9/28/2000
 Last Revision:
 11/16/2023 7/25/2024
 Last Review: Board,
 7/25/2024
 Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide employees with assistance in times of need through authorized leaves of absence for miscellaneous occasions not identified in other policies.

Specific Guidelines

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

1. Authorized leaves of absence will be provided for the following:
 - a. Jury duty.
 - b. Extended fire or police service duty (defined as employee responding to service call prior to Park District scheduled duty and completing services for the call while scheduled for Park District duty).
 - c. Time-critical, all-call fire or police service duty (defined as employee responding to call while on Park District duty for All-call Code calls).
 - d. Bereavement time.
 - e. Blood and Organ Donation.
 - f. Parental Leave.
2. The Park District will not pay an employee for leaves of absence requests for fire or police service duty.
3. The Park District will allow an employee to apply paid time off leave toward leave time for fire or police service duties.
4. The Park District will compensate full-time employees for up to 10 working days for jury duty service. All employees must provide written notice and appropriate documentation (jury duty summons) before leaving for jury duty. If the employee receives compensation for jury duty, other than for travel costs, the employee must sign-over jury duty compensation to the Park District for those compensated days. After 10 paid jury duty service days, the employee shall no longer be compensated by the Park District for jury duty but the employee may substitute their accumulated vacation or paid time off for the unpaid days.
5. Employees returning from a leave of absence for jury, fire or police service duties will be reinstated to their same job or an equivalent job with equivalent status and pay, as required by law. If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though the employee were not on leave at the time of reduction in force.

6. The Park District will compensate a full-time employee for up to three (3) days for bereavement purposes due to the death of a covered family member including, and limited to: employee's spouse, domestic partner, brother, sister, father, mother, children, step-children, step-parent, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, and any member of the employee's household residence.
7. The Park District will abide by the Illinois Family Bereavement Leave Act, ~~SB3120~~ 820 ILCS 154/1, et.seq. for bereavement purposes due to the death of an employee's covered family member or losses that can be associated with fertility and starting a family. An eligible employee, as defined by Section 101(2) of the federal Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.) shall be entitled to use a maximum of 10 work days of unpaid bereavement leave.
8. The Park District will abide by the Child Extended Bereavement Leave Act, ~~SB2034~~ 820 ILCS 155/1, et.seq for bereavement purposes due to the loss of a child by suicide or homicide. An eligible employee, as defined by Section 5 of the Act, shall be entitled to a maximum of six (6) work weeks of unpaid leave.
9. An employee should be allowed to take up to three (3) days for bereavement purposes due to the death of any other individual, upon the approval of the employee's supervisor. These days will not be paid by the Park District but the employee may use current paid time off or accumulated paid time off if necessary.
10. The Park District will abide by the Blood and Organ Donation Act, ~~HB 3516 / Public Act 103-0450~~ 820 ILCS 149/1, et.seq and compensate full-time employees for up to 10 working days to serve as an organ donor. All employees must obtain approval from their supervisor and provide written notice and appropriate documentation prior to taking leave.
11. The Park District will abide by the Blood and Organ Donation Action, ~~HB 3516 / Public Act 103-0450~~ 820 ILCS 149/1, et.seq and compensate full-time employees for a minimum of one hour to donate blood once every 56 days in accordance with appropriate medical standards established by the American Red Cross or other nationally recognized standards as determined by the Park District. All employees must obtain approval from their supervisor and provide written notice and appropriate documentation prior to taking leave.
12. The Park District will compensate a full-time employee for up to twenty (20) days of parental leave. Employees must be full-time staff who have been employed at least one (1) year and who gave birth to a child(ren), or who adopt a child, or whose spouse or domestic partner gives birth to a child, or who adopt a child, to allow for family adjustment. Leave time must be taken immediately following the birth of the child or placement of the child in the home. Parental leave will count toward the 12-week maximum per year available to eligible employees under the Family Medical Leave Act (FMLA). After twenty (20) parental leave days, the employee shall no longer be compensated by the Park District for parental leave but the employee may substitute their accumulated vacation or paid time off for the unpaid days.
13. Extended leaves of absence (absences longer than 10 working days), that are not encompassed within the Family Medical Leave Act (FMLA), may be taken subject to Park District approval and shall be unpaid. If available, the Park District can require the employee to substitute accumulated vacation time for unpaid leave. The use of personal time off (PTO) as a substitute for unpaid leave should be in accordance with Park District Policy 4-013b.
14. Employee required contributions for group health insurance in force during the leave shall be submitted to the Park District on a timely basis. Failure to do so may result in loss of coverage.

This policy revises and replaces Policy 4-013d.r45 in full.

Cary Park District
Board Policy Manual

Policy Name: **Abused and Neglected Child Reporting
(Mandated Reporter Requirements)**

Date Approved: >7/27/2000
Last Revision: 8/27/2009
Last Review: Board,

7/25/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to maintain compliance with the State of Illinois Abused and Neglected Child Reporting Act under section 325 ILCS 5/1, et seq. ~~Chapter 23 and Paragraph 2051.~~

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 will make every reasonable effort to prevent, detect, handle and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, facilities and services.
2. All employees and volunteers, whose primary function is the supervision of minor children, should receive in-service training regarding the requirements of this Act through the Park District's employee training program. This ~~orientation training~~ may include verbal and written materials on Park District policies and procedures regarding child abuse and neglect.
3. An Acknowledgement Form will be signed by all employees and volunteers, and retained on file by the Park District, indicating they have knowledge and understanding of the Abused and Neglected Child Reporting Act requirements.
4. Contractual service providers (CSP) should be required to provide proof of similar employee training regarding requirements of the Act. Park District employee training opportunities should be made available at a fee for CSP's desiring to participate in such training. CSP's should also be required to provide, in writing, proof of knowledge and understanding of requirements of the Act. The Park District Acknowledgement Form is an acceptable documentation and should be attached to the CSP agreement.
5. All reports of child neglect ~~of or~~ abuse should be channeled through the proper supervisory channel to the Executive Director. In the event that an immediate or up-line supervisor is not available, a report should be made directly to the Department of Children and Family Services (DCFS), and written notice submitted to the immediate supervisor within 24 hours.
6. Under no circumstances should any employee or CSP prohibit another employee or CSP from compliance with this Act.

7. All incidents reported to the DCFS shall remain confidential. Employees or CSP's are prohibited from discussing such reports with anyone but up-line supervisors.
8. The Executive Director should inform the Board of all reports made to DCFS in an anonymous and confidential fashion.

This policy revises and replaces Policy 4-015.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Personal Relationships**

Date Approved: 1/20/2011

Last Revision:

7/25/2024

Last Review: Board,

7/25/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District that consenting “romantic” or sexual relationships between a supervisor/manager/administrator and an employee or between a higher level supervisor/manager/administrator and a lower level supervisor/manager/administrator may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the lower level supervisor/manager/administrator, the higher level supervisor/manager/administrator and/or the Park District – and because of this any such relationship may, therefore, be contrary to the best interests 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 strongly discourages such relationships and any conduct (such as dating between a supervisor/manager/administrator and an employee or between a higher level supervisor/manager/administrator and a lower level supervisor/manager/administrator) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.
2. By its discouragement of “romantic” and sexual relationships, the Cary Park District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor’s/manager’s/administrator’s refusal to engage in such social interaction with employees and/or other supervisor’s/manager’s/administrator’s.
3. If a romantic or sexual relationship between a supervisor/manager/administrator and an employee or between a higher level supervisor/manager/administrator and a lower level supervisor/manager/administrator were to develop, it shall be the responsibility and mandatory obligation of any supervisor/manager/administrator who is party to the relationship promptly to disclose the existence of the

Board President Signature: Keith Frangiamore/Connie Hill

relationship to the Executive Director. If an employee is involved in the relationship, the employee may make the disclosure as well, but the burden of making the required disclosure shall be upon the supervisor/manager/administrator. Failure to make the required disclosure at the appropriate time shall be cause for discipline, up to and including termination, demotion, or transfer of any supervisor/manager/administrator involved in the relationship.

4. In the event that the Executive Director becomes involved in such a relationship, the Executive Director shall have the same responsibility and mandatory obligation as is provided for other supervisors/managers/administrator in guideline 3 to disclose the existence of the relationship. In the case of the Executive Director, however, the disclosure shall be made to the Board of Commissioners of the Cary Park District. As in guideline 3, the same consequences for a failure to make a timely disclosure shall apply to the Executive Director as apply to any other supervisor/manager/administrator.
5. The Cary Park District recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, ~~or at least hoped,~~ however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.
6. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.
- ~~6.7.~~ The parties to the relationship may be required to provide the Park District with a consensual relationship agreement.

This policy revises and replaces Policy 4-017 in full. ~~is new.~~

Board President Signature: Keith Frangiamore *Keith Frangiamore*

Cary Park District
Board Policy Manual

Policy Name: **Background Check & Criminal Offense Investigation** Date Approved: 4/13/2000
Last Revision:
8/27/2009 7/25/2024
7/25/2024
Last Review: Board
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to require and initiate a criminal conviction background check of all applicants prior to employment.

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 comply with requirements of the Park District Code, 70 ILCS 1205/8-23 and conduct a criminal background check on all employees and also with the requirements of the Illinois Uniform Conviction Information Act, 1991, as amended, and establish procedures accordingly.
2. The Park District should require criminal conviction background checks for all full-time, part-time or seasonal job applicants prior to employment. A break in employment from the Park District of six months or greater shall require a new criminal conviction background check for the job applicant.
3. The Park District should require criminal conviction background checks for all individuals seeking a volunteer position requiring work with or in proximity of children under the age of 18 years.
4. Persons refusing to sign the request form or to provide fingerprints when requested to do so by the Executive Director or delegated staff may be removed from consideration for a position with the Park District or if already employed by the Park District may be immediately terminated.
5. Criminal conviction background checks may be required periodically during a person's continuing employment or volunteer status with the Park District as determined by the Board, Executive Director or delegated alternate. Any criminal conviction of an employee during the term of employment that disqualifies the person from employment with the Park District shall be terminated following the conviction.

This policy revises and replaces Policy 4-024.r+2.