

**Minutes of the Waukegan Park District
Special Meeting of the Board of Commissioners
April 24, 2012**

The Board of Commissioners of the Waukegan Park District met in a special meeting on April 24, 2012 at the Rose Administrative Center, 2000 Belvidere, Waukegan IL.

I. Call to Order

The meeting was called to order by President Foley at 4:02 p.m. who directed a call of the roll.

II. Roll Call

Present: Commissioners, Duffy, Sarocka, Kilkelly, and President Foley. Absent: Commissioner Motley, although it was noted that he would arrive later. Also present was Executive Director Greg Petry and Board Attorney Charles Smith.

III. Topics

A. Public Hearing - Supplemental Budget & Appropriation Ordinance 12-02. Superintendent of Finance, Jim Glogovsky, reported that there were no changes to the budget previously submitted to the Board. No members of the public asked to address the Board concerning the Supplemental Budget and Appropriation Ordinance. **Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to approve the Supplemental Budget and Appropriation Ordinance 12-02. Roll call to the motion: Ayes: Duffy Sarocka, Kilkelly, Foley. Nays: None. Absent: Motley.**

B. Interfund Transfers. **Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to approve the interfund transfer of \$1.4 million from corporate to capital to reduce the corporate fund balance. Roll call to the motion: Ayes: Duffy Sarocka, Kilkelly, Foley. Nays: None. Absent: Motley.**

C. Commissioners' Orientation and Training.

a. Organizational Chart. Mr. Petry took the Board through orientation and training, reviewing with them a prepared revised commissioners' orientation handbook. The topics reviewed included the organizational chart, the commissioners' policy handbook, and procedures for use of a district spokesperson for media events. Comments were made concerning the organizational chart, relationship between the Board and the Executive Director, and the topic of a spokesperson. **Motion by Commissioner Duffy, seconded by Commissioner Kilkelly, to adopt a policy for district spokesperson to be included in the commissioners' handbook. Motion carried unanimously.**

b. Blue Commissioner's Policy Handbook. The commissioners reviewed the policy handbook. The board reviewed and discussed the presentation utilized by the Northbrook Park District on Board relations and Board duties and

responsibilities. The board directed Executive Director Petry to develop procedures for conducting future meetings to enhance discussions and make the meetings more efficient. Future meeting organization, how the meetings will be conducted, in particular in recognition of commissioners and withholding comments while a commissioner has the floor will be incorporated.

At 5:05 p.m. Commissioner Motley entered the meeting. **Motion by Commissioner Sarocka, seconded by Commissioner Kilkelly, to seat Commissioner Motley. Motion carried unanimously.**

The various roles of the commissioners were reviewed as well as potential pitfalls, traps, and legal pitfalls. Various scenarios were presented in the materials.

Training. Tanya Brady, Risk Management Manager, made a presentation on harassment reviewing examples of sexual harassment, inappropriate comments and gestures, and the reporting and handling of such complaints. During the presentation Board Attorney/Secretary Charles Smith discussed the HIPAA Act and the new law recognizing civil unions. Mr. Petry and Ms. Brady advised that when a commissioner is denied information relative to the reason for an employee's absence, that they are prohibited by the HIPAA Act from discussing the medical condition of the employee without that employee's consent.

Ms. Brady then reviewed the Park District's Crisis Plan advising of the instructions given to employees and the chain of command in the event of any unusual incident that may present liability to the District or may cause media inquiry. The chain of command of the Crisis Team was reviewed, the clerical team and also how the Park District designates a media spokesperson, who in most incidences, is the executive director.

The commissioners were given instructions on how to deal with the media and to refer inquiries to the Park District media spokesperson.

Mr. Smith provided the commissioners with an updated guide to the Open Meetings Act, the Freedom of Information Act, the Ethics Act, the Gift Ban Act, the Local Records Act, and the Public Officer Prohibited Activities Act. Modifications that have been made by the General Assembly to the Open Meetings Act and the Freedom of Information Act within the last two years were reviewed, including the requirement for posting of compensation packages for employees.

The commissioners were reminded about the Illinois Gift Ban Act and that they cannot accept any gift with a value of more than \$100 from anyone who does business or seeks to do business with the Park District. Several examples were reviewed and questions answered.

The commissioners reviewed a publication provided by Sally Sandine entitled Getting Good at Getting Along, a booklet designed to foster relations between commissioners.

The commissioners were asked to complete a questionnaire provided by Mr. Petry and turn it in at the end of the meeting. Another questionnaire is to be returned by May 4 to Mr. Petry.

IV. Closed Session

There was no motion to adjourn into closed session.

V. Commissioner Comments

Commissioner Duffy advised that there is a Golf Advisory Committee on May 3.

Commissioner Kilkelly stated that she has received resident comments supporting the construction of a new pool facility at Belvidere Park. She also discussed comments concerning the resignation of the former golf director.

Mr. Petry and other commissioners stated that it was Tim's decision to take other employment and that there was no request for his resignation as rumored.

Commissioner Kilkelly also asked about the commissioners attending the Illinois Association of Park Districts summer meeting.

President Foley and Mr. Petry both commented that they thought that this was a very valuable session with the commissioners interchanging ideas and thoughts concerning improvements in how the commissioners need to interact between themselves and staff. They all agreed that it would only help the board in better serving the public.

VI. Adjournment

Motion by Commissioner Duffy, seconded by Commissioner Sarocka, to adjourn. Motion carried. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Charles W. Smith
Secretary