

**WINNETKA PARK DISTRICT
ADMINISTRATION COMMITTEE
MEETING MINUTES
THURSDAY, FEBRUARY 11, 2016
COMMUNITY ROOM**

Immediately following the Parks & Beaches Committee meeting

Committee Chair Gerri Kahnweiler called the meeting to order at 5:37 p.m. Committee members present: Commissioners Gerri Kahnweiler, Ian Larkin and John Peterson. Also present: Commissioners Mickey Archambault, Teresa Claybrook, and John Thomas. Staff present: Robert Smith, Executive Director; Bob Farmer, Chief Financial Officer; John Muno, Superintendent of Facilities; Mary Cherveney, Communication & Marketing Manager; John Shea, Superintendent of Recreation; Kevin Rutherford, Recreation Maintenance Coordinator and Libby Baker, Administrative Manager/Safety Coordinator. Visitors: Chuck Balling, GovHR and Kristen Leahy, Winnetka Youth Organization.

NEW BUSINESS

Policy Review

Director Smith informed the Board that the entire park district policy manual has been reviewed and updated by corporate counsel. Staff has also reviewed the document and made additional changes and edits. Director Smith explained that the manual will be presented to the Administration Committee for review, chapter by chapter. Commissioner Kahnweiler met with Director Smith prior to the meeting. She shared with the committee her recommendations for additions and changes to the initial sections presented. Items discussed included; bonding of employees who have check signing authorization, term limits for Board officers, spending limits, and minor wording changes. Committee members were asked to forward any additional comments to staff. Chapters 1-4 will be presented to the Board at the February 25 meeting for a first reading.

Time and Attendance Software Upgrade

Chief Financial Officer Farmer explained that the current time and attendance software program does not allow staff the capability of inputting certain information, specifically information that is required by the Affordable Healthcare Act. HR Administrator Britni Purnell researched available programs, requested proposals and met with company representatives. Bob reviewed the proposals with the Board and outline the needs of the park district to upgrade our system. Following questions and discussion the committee recommended bringing the proposal from Nettime Solutions to the full Park Board for approval at the February 25 meeting.

Continued minutes of the
Administration Committee Meeting
February 11, 2016

ADJOURNMENT

The meeting was adjourned at 6:02 p.m.

Brad McLane, President

Robert Smith, Secretary