

**WINNETKA PARK DISTRICT
ADMINISTRATIVE COMMITTEE
MEETING MINUTES
THURSDAY, JANUARY 12, 2017
COMMUNITY ROOM**

Commissioner John Peterson called the meeting to order at 5:30 p.m. Commissioners present: Brad McLane. Committee members absent: Gerri Kahnweiler. Staff present: Robert Smith, Executive Director; John Muno, Superintendent of Facilities; Robert Farmer, Superintendent of Finance; Mary Cherveney, Communication/Marketing Manager; Britni Purnell, Human Resource and Benefits Administrator; Dede DeCaluwe, Administrative Manager: Visitors: None.

CHANGES TO THE AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

Wellness Program

As a follow up to the FY2017 Budget hearings conducted in the fall of 2016, staff was directed to prepare information and deliver a report to the Administrative Committee prior to implementation. Director Smith shared with the Committee comments received from Commissioner Kahnweiler. Superintendent Framer reviewed his report detailing upfront one time fees and annual cost of the program going forward. Mr. Farmer discussed potential long term benefits to both participants of the program and impact on health insurance premiums. Inquires of the Committee included whether a survey of employees has been conducted to measure the interest level of staff for a wellness program. Staff indicated that a current survey is out to staff with this query. The survey closes on January 31 and that results of that survey will be shared with the Board. Discussion was held among the Committee related to individual cost per employees and other economic consideration. The Committee asked staff for further investigation, additional data and metrics to help the full Park Board make a decision when presented for action. Staff will bring this initiative to a future meeting of the Board with the additional information.

Personnel Policy

Director Smith presented to the Committee the first review of the revised Winnetka Park District Personnel Policy. He informed the Committee the document as presented has been reviewed by the Human Resources Department, PDRMA and legal counsel of the District Mr. Smith discussed major changes to the policy which were driven by new legal statues, regulatory

directives, and required elements of the Park District's risk management agency (PRDMA). Staff will review and revise this policy on a 24 month cycle and will be due for review by this Committee in 2019. The consensus of the Committee was to forward this policy to the regular business meeting of the Park Board scheduled for January 26 for a first reading.

ADJOURNMENT

The meeting was adjourned at 5:55 p.m.



Ian Larkin, President



Robert Smith, Secretary