

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK
DISTRICT OF HIGHLAND PARK
HELD ON NOVEMBER 13, 2024, 5:01 PM.**

Present: Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Smith, Director Voss, Director Peters, Director Hall, Director Gogola, Director Baird, Assistant Director Soto, Manager Ochs, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Review of the Employee Handbook

Director Hall reported that the Human Resources Department is revising the current Employee Handbook. To begin a review of employee policies, the Human Resources Department is providing those that are most impactful to 2025 budget planning and 2025 annual employee benefits programs. Staff reviewed proposed revisions to policies impacting work conditions (safety and security), employee benefits programs, and time off benefits.

Director Hall revisited additional changes made to drafts from previous Policy Committee Meetings based on recommendations from the Board Liaisons for Holidays and Mandatory Reporting of Child Abuse and Neglect.

Chapter 5, Work Conditions - Safety and Security, "Emergency Closings", "Security Inspections", "Technology Acceptable Use Policy", "Use of Equipment, Property, or Vehicles", "Fleet Safety Policy", "Communicable Diseases".

Appendices were a review of "Appendix A - Drug and Alcohol Policy", "Appendix B - Whistleblower Reporting and Anti-Retaliation Policy and Procedures", "Appendix C - Identity Protection", "Appendix D – Ethics Ordinance & Code of Ethics – Declaration of Policy and Purpose".

Open to the Public to Address the Board

None.

Adjournment

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 5:44 p.m.

Respectfully submitted,

Roxanne Hejnowski
Roxanne Hejnowski, Assistant Secretary