

**POLICY & PROCEDURE COMMITTEE MEETING  
OF THE PROSPECT HEIGHTS PARK DISTRICT  
GARY MORAVA RECREATION CENTER  
110 W. CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070  
TUESDAY, JANUARY 17, 2017**

**Call to Order**

Roll Call

Vice President Karl Jackson called the Policy & Procedure Committee Meeting of the Prospect Heights Park District to order at 6:04 p.m.

Commissioners present:

Ellen Avery  
Vicki Carney  
Terry Curtis  
Karl Jackson  
Tim Jones (arrived at 6:41 p.m.)  
Bob Loranger  
Mark Malouf

Also Present:

Christina Ferraro – Executive Director  
Marc Heidkamp – Director of Golf Operations (arrived at 6:37 p.m.)  
Julie Caporusso – Superintendent of Recreation  
Scott Devlin (arrived at 6:43 p.m.)  
Edlyn Castil – Admin. Asst./Recording Secretary

Commissioners absent:

None

A quorum was present.

**Corrections / Additions / Approval of Agenda**

A motion was made by Commissioner Malouf and seconded by Commissioner Loranger to approve the agenda as submitted. The motion was unanimously approved with a voice vote with one absent (Commissioner Jones). The motion carried.

**Introduction of Guests/Citizens**

There were none.

**Announcements (Meetings)**

A Regular Board Meeting will be held on 01/17/17 at 7:00 p.m. at GMRC and on 02/21/17 at 7:00 p.m. at GMRC.

**Correspondence**

There were none.

**Public Comment**

There were none.

**Unfinished/Ongoing Business**

There were none.

**New Business**

Policies to review:

- Cyber Liability
- Land Acquisition
- Travel Expense Reimbursement Act

**New Business (continued)**

The draft Cyber Liability Policy was reviewed and decided Commissioner Avery will review and revise the policy and send revisions to Executive Director Christina Ferraro. Park Attorney Lennon will also review the draft policy.

The draft Land Acquisition Policy was reviewed. There was discussion about stating in the policy what the public need is for the land, conducting an appraisal of the land and allowing an appropriate amount of time for residents to voice their grievances. Commissioner Avery will review and revise the policy and send revisions to Executive Director Christina Ferraro. Park Attorney Lennon will also review the draft policy.

The draft Travel Expense Reimbursement Policy was reviewed. Executive Director Christina Ferraro explained that the new Act was in effect on January 1<sup>st</sup>. The policy needs to be in place by March 2<sup>nd</sup> and fully in place by June 30<sup>th</sup>.

*Commissioner Tim Jones arrived at 6:41 p.m.*

Commissioner Avery will review and revise the policy and send revisions to Executive Director Christina Ferraro. Park Attorney Lennon will also review the draft policy.

**Adjournment**

With no further business to discuss a motion was made by Commissioner Curtis and seconded by Commissioner Carney to adjourn the Policy & Procedure Committee Meeting at 6:44 p.m. The motion was unanimously approved with a voice. The motion carried.

Respectfully Submitted,  
Edlyn Castil  
Recording Secretary

Secretary: \_\_\_\_\_

M. Malouf, Prospect Heights Park District Secretary