

PUBLIC NOTICE
Prospect Heights Park District
Agenda for the Policy & Procedure Committee Meeting
January 17, 2017
Gary Morava Recreation Center
110 W. Camp McDonald Road, Prospect Heights, IL 60070

I. **Call to Order – 6:00 p.m.**
Roll Call

II. **Corrections / Additions / Approval of Agenda**

III. **Introduction of Guests/Citizens**

IV. <u>Announcements (Meetings)</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
A. Regular Board Meeting	01/17/17	7:00 PM	GMRC
B. Regular Board Meeting	02/21/17	7:00 PM	GMRC

V. **Correspondence**

VI. **Public Comment**

VII. **Unfinished/Ongoing Business**

VIII. **New Business**
Policies to review

- Cyber Liability
- Land Acquisition
- Travel Expense Reimbursement Act

IX. **Adjournment**

CYBER-LIABILITY POLICY

PROSPECT HEIGHTS PARK DISTRICT

1.01 Policy

It is a policy at the Prospect Heights Park District to take the necessary steps to protect personal employee information that is electronically collected, maintained, stored, used, and ultimately disposed of personal information (ex. social security numbers, driver's license, credit card information, personal health information, etc.) to reduce the risk of cyber-liability. Cyber-liability is an emerging area of concern and occurs when patron or customer information is breached.

1.02 Objective

Ensure a sound plan to safeguard the Prospect Heights Park District cyber systems and sensitive files enclosed from unauthorized personnel. These threats include, but are not limited to, the following:

- Virus attacks;
- Improper release of information;
- Identity theft;
- Damage to reputation;
- Copyright infringement; and
- Damage to computer systems.

1.03 Purpose

Protect the Prospect Heights Park District from cyber threats, cyber fraud, and/or identity theft.

1.04 Procedure for Cyber-liability Prevention

1. Conduct Assessment

Review all sensitive information on file, the authorized employees that handle these files, and how the files navigate through out the Prospect Heights Park District.

2. Reduce

Keep only necessary information, if there is no legitimate business need for sensitive, personally identifiable information, do not keep it. For example, in circumstances outside of taxes, reduce the amount of place SSN's are kept by replacing with PIN numbers to identify employees.

3. Secure

Information that is kept can be protected by physical and electronic security, and employee training on how to handle sensitive information.

4. Remove

To reduce risk of identity theft or fraud, proper removal of sensitive information has been created by The Illinois Personal Information Protection Act. A person must dispose of materials containing personal information so the information is unreadable, unusable and undecipherable. Proper disposal methods include, but are not limited to the following:

- Paper documents containing personal information may be redacted, burned, pulverized or shredded.
- Electronic media and other non-paper media may be destroyed or erased.
- Individuals disposing of materials may contract with a third party that must implement and monitor compliance with policies and procedures that prohibit unauthorized access to, LRN #1609 – Cyber liability Page 3 acquisition of, or use of personal information during the collection, transportation and disposal of those materials.

1.05 Emergency Response

If the Prospect Heights Park District finds itself in a security breach it should immediately:

- Notify the appropriate internal agency crisis response team of the nature of the breach.
- Contact PDRMA immediately to assist in response efforts.

Approved XX-XX-XXXX

President - Board of Commissioners

Secretary – Board of Commissioners

LAND ACQUISITION POLICY

PROSPECT HEIGHTS PARK DISTRICT

1.01 Policy

It is the policy of the Prospect Height Park District to provide a healthy, productive community life of recreational areas and open space, therefore, the Prospect Heights Park District is a valuable resource in the community. The development potential and property values are influenced and affected by a number of variables including Park District programs and facilities. To serve the immediate needs and future needs of residents, proper land development is essential.

1.02 Objective

Maintain a balanced park system that includes a variety of land, park facilities and amenities to meet the leisure and recreation needs of current and future residents of Prospect Heights.

1.03 Purpose

Acquiring Park District land provides the opportunity for the stewardship of natural and cultural resources, and the development of educational and recreational programs.

1.04 Procedure for Land Acquisition

Prior to acquisition, Park District staff will consider the environment and legal implications prior to seeking Board direction

When acquiring land, the Park District will consider the following values, needs and costs:

1. The suitability for the purpose of which it is intended and defined:
 - a. Active areas: specifically adapted and planned for a wide range of physical activity such as group games, sports, athletics, etc.
 - b. facilities: not limited to playgrounds, game courts, rinks, ball diamonds, pool, golf, community center
 - c. Passive areas: designed for informal unscheduled activity such as picnic, nature horticultural, hiking, biking, etc.
2. The value of natural and cultural resources to be protected through the acquisition
3. The needs within the Park District that may be met in various combinations of existing or newly acquired sites subject conceptual development plans
4. The maintenance and operational costs of property to be acquired prior to acquisition

When acquiring land, the following conditions must be met:

1. Environmental Site Assessment must be performed prior to acquisition seeking any evidence of hazardous substances or other environmental liability
 - a. Land is considered contaminated when it contains hazardous materials concentrations, including oil, above baseline and/or naturally occurring levels
 - b. Land can become contaminated due to releases of hazardous materials, wastes, or oil, including naturally occurring substances
2. If there is such evidence, the acquisition will not occur until cleanup is performed by the responsible party; if the acquisition is mandated and the Park District is deemed the responsible party, the Park District must ensure that adequate funds are available for completion of cleanup or remediation of all acquired contaminated property prior to acquisition

Acquisition of land intended for the Prospect Heights Park District will be negotiated by the Executive Director and approved by the Park Board of Commissioners.

Approved XX-XX-XXXX

President - Board of Commissioners

Secretary – Board of Commissioners

Prospect Heights Park District
Reimbursement of Travel, Meal and Lodging Expenses Policy
Proposed Policy (Not Approved) January 17, 2017

A. Purpose.

The Board of Commissioners will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Prospect Heights Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Prospect Heights Park District or by wards or charges of the Prospect Heights Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. Authorized Types of Official Business.

Travel, meal and lodging expenses shall be reimbursed for employees and officers of the Prospect Heights Park District only for purposes of official business conducted on behalf of the Prospect Heights Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

D. Categories of Expenses.

Maximum Expenses Without Board Approval – Travel, meal, and lodging expenses incurred by any employee in excess of \$286.00 per day (as of September 2016) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners. Travel expenses and overnight expenses can fluctuate year to year

TRANSPORTATION

Airfare – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

Personal Vehicle – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

Automobile Rentals – Renting a vehicle must be pre-approved prior to the travel. Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

Public Transportation – In the case of local training or official business where an employee or officer chooses to use public transportation (rail, bus, etc.), reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Other Transportation – The traveler should utilize taxi or hotel shuttle service, if available. If none are offered, the use of the most economic transportation is encouraged.

LODGING

Hotel/Motel Accommodations – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Board of Commissioners. Hotel or motel accommodations are limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred

Vacation in Conjunction with Business Travel – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

Accompanied Travel (Personal Travel / Travel Companions) – A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of eth companion will not interfere with successful completion of business objectives. When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Prospect Heights Park District.

Parking – Parking fees at a hotel/motel will be reimbursed only with a receipt.

MEALS and ENTERTAINMENT

Meals Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

Entertainment Expenses No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or the official business.

E. Approval of Expenses.

1 Members of the Board Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

2 Employees Travel, meal, and lodging expenses incurred by any employee in excess of the then current per diem rate established by the GSA \$286.00 per day (as of September 2016), excluding airfare which would be \$350 round trip coach fare. Travel, meal, and lodging expenses must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

3 Travel, meal, and lodging expenses advanced as a per diem to any employee or any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

All other expenses that do not fall within E1, E2 or E3 are subject to the Executive Directors approval.

F. Documentation of Expenses.

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Travel, Meal, and Lodging Expense form:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

PROSPECT HEIGHTS PARK DISTRICT TRAVEL, MEAL & LODGING EXPENSES

Employee Name [Click here to enter text.](#)

Title or Position [Click here to enter text.](#)

Activity or event [Click here to enter text.](#)

Description of the purpose of the expense (purpose, location, dates, etc.) [Click here to enter text.](#)

EXPENSE	ESTIMATED	ACTUAL
Airfare	enter \$	enter \$
Personal Vehicle Mileage (53.5 cents/mile) PHPD to Event location	enter # miles to event from PHPD	normal commute mileage minus commute to event enter #miles to work each day -enter #miles to event from PHPD enter #miles x 53.5 = \$enter \$ x 2 (roundtrip) = \$enter \$
Car Rental	enter \$	enter \$
Public Transportation Bus, Train, Taxi, Shuttle	enter \$	Enter \$
Parking	Enter \$	Enter \$
Hotel Lodging	Enter \$	Enter \$
Meals (not to exceed \$60/day) \$15 Breakfast, \$16 Lunch, \$29 Dinner	Enter \$	Enter \$
Conference Registration Fee	Enter \$	Enter \$
OTHER	Enter \$	Enter \$

All receipts attached

Total enter #

Less amount paid by Prospect enter #
Heights Park District

Total amount owed to employee enter #

Employee Signature _____ Date _____
XX

Employee Supervisor Signature _____ Date _____
XX

Executive Director Signature _____ Date _____
XX

1.11.2017