

## RAILS BOARD POLICY COMMITTEE MEETING

November 14, 2019 | 1:00 p.m.

RAILS Burr Ridge and Videoconference Sites

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

### MINUTES

1. Welcome

Committee Chair Gwen Gregory called the meeting to order at 1:03 p.m.

2. Designation of Minute Taker

Stacy Palmisano, RAILS Administrative Assistant, was designated minute taker.

3. Roll Call of Members

*Burr Ridge:* Gwen Gregory, Scott Pointon

*Wheaton Public Library on conference call:* Nadia Sheikh

*Absent:* Sue Busenbark, Halle Cox

4. Introductions, Guests, and Announcements

*Burr Ridge:* Deirdre Brennan, Samantha Daley, Mary Hudspeth, Jim Kregor, Stacy Palmisano, Jane Plass

Ms. Brennan announced that Sue Busenbark has resigned from the Policy Committee. There are two new board members joining the board and will inquire about their interest in participating on the Policy Committee.

5. Public Comment

There were no public comments.

6. Adoption of the Agenda

Mr. Pointon moved, and Ms. Sheikh seconded that

THE RAILS BOARD POLICY COMMITTEE AGENDA BE APPROVED

7. Approval of the Minutes of the October 16, 2019 RAILS Board Policy Committee Meeting

Mr. Pointon moved, and Ms. Sheikh seconded that

THE RAILS BOARD POLICY COMMITTEE MINUTES FROM OCTOBER 16, 2019 BE APPROVED

8. Review of Employee Handbook part 2

The committee continued reviewing the employee handbook starting on the "Use of Electronic and Telephone Equipment" policy. Ms. Cox, though not present at the meeting, sent a memo of questions and comments. Mr. Kregor reported that the section on "Illegal Drugs and Alcohol/Drug Free Workplace" was replaced with one titled "Alcohol and Drug Abuse Policy" to incorporate Illinois' new recreational marijuana law. The replacement policy was provided by our counsel, Ancel Glink. Upon reviewing the remaining handbook the committee came up with additional questions to be sent to the lawyer for review, Ms. Brennan will report findings at next

meeting. Ms. Sheikh left the meeting at 3:00 p.m. The entire employee handbook was reviewed by the end of the meeting.

9. Next meeting and future agenda items

The next scheduled meeting is on Thursday, December 12, 2019 from 1:00-3:00 p.m. The agenda will include a report from Ms. Brennan on the list of questions given to the lawyer and the review of all of the changes made to the employee handbook.

10. Adjournment

The meeting was adjourned at 3:14 p.m.

**Committee Members:**

- Gwen Gregory, Chair and Vice President
- Scott Pointon
- Halle Cox
- Nadia Sheikh
- Ex Officio:
  - Deirdre Brennan, RAILS