

RAILS BOARD POLICY COMMITTEE MEETING

Monday, October 3, 2022

125 Tower Drive

Burr Ridge, IL 60527

Minutes

1. Call to Order

At 10:02 a.m., Jennifer McIntosh, RAILS Board Policy Committee Chair called the meeting to order and read the following statement.

In accordance with the Government Emergency Administrative Act PA100-0640, the RAILS Board of Directors finds an in-person meeting is not practical or prudent and believes it is in the best interest of RAILS to hold a virtual meeting to perform essential business.

2. Committee Member Roll Call

Telephone/Zoom: Alice Creason, Juanita Harrell, Robin Helenthal, Rene Leyva, Jennifer McIntosh

3. Recognition of Guests and Announcements

Burr Ridge: Deirdre Brennan, Monica Harris, Jody Rubel

Telephone/Zoom: Samantha Daly

4. Public Comments

There were no public comments.

5. Consent Agenda

5.1. Adoption of Agenda

5.2. Approval of Minutes of June 17, 2021 RAILS Board Policy Committee meeting

Creason moved, and Helenthal seconded, that the committee approve the October 3, 2022 consent agenda as presented.

Ayes: Creason, Harrell, Helenthal, Leyva, McIntosh

Nays: None

6. Remote Work Policies Draft

Harris reviewed key changes to the remote work policy that reflect current work practice. Harris explained the purpose, current practice, and noted eligibility requirements. It was stated employees would establish regular work hours that encompasses the RAILS core work hours. Parts of the draft policy are still undergoing legal review for any residency, tax, pension and other implications. The policy defines requirements, expectations, and employee responsibilities that include examples of a safe workspace. The draft policy outlines RAILS-provided equipment and office supplies. Staff are required to protect equipment from damage and theft. RAILS staff are clarifying with insurance providers about

employee responsibility. Harris went on to note the policy contains sections on access and availability, security, confidentiality, application process, employee income tax implications, and evaluation process. Members suggested minor changes to language under Equipment and Supplies for clarity. RAILS Staff would have an opportunity to review the draft policy. It was mentioned that having an updated remote work policy an important piece to the recruitment process and be outlined in the job descriptions. No action taken on the Remote Work Policy.

7. Board Election Process

Brennan opened the discussion by sharing background information on the nominating committee role, current practice, and how the process could be improved. Brennan asked for input on the bylaws, but they have been revised recently. Committee members shared thoughts on improved communication and promotion and simplifying the ballot. For the improved communication and promotion piece add historical information, goals for diverse board representation, and clarify the nomination and election eligibility and process. The discussion would be brought to the full board for further discussion.

8. RAILS Staff Holidays

Harris and Daly provided background information on current staff holidays and how the holidays align with other organizations and the RAILS Strategic Plan. Leyva moved, and Harrell seconded, the motion to recommend to the RAILS Board the addition of Martin Luther King Day and Juneteenth National Independence Day to the approved RAILS Staff Holidays. A roll call vote was taken.

Ayes: Creason, Harrell, Helenthal, Leyva, McIntosh

Nays: None

9. Agenda Topics for the next Committee Meeting

It was agreed to meet at 10:30 a.m., Monday, October 31, 2022. Agenda topics:

- Nomination and election process
- Remote Work Policy
- COVID Policy Changes

10. Adjourn

At 11:04 a.m., McIntosh adjourned the meeting.