

Minutes

RAILS Board Policy Committee Meeting

November 20, 2023 | 10:30 a.m.

RAILS Burr Ridge Service Center

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

1. Call to Order
Gwen Gregory, Committee Chair and RAILS Board Vice President called the meeting to order at 1:30 pm on Monday, November 20th.
2. Committee Member Roll Call
Present in Burr Ridge: Gwen Gregory, Catherine Yanikoski
Present in East Peoria: Thomas Stagg
Present via Zoom: Alice Creason, Jennifer Hovanec
Absent: none
3. Recognition of Guests and Announcements
Guests present in Burr Ridge: Monica Harris, Joseph Filapek, Mark Hatch, Renya Krempl (designated note taker)
Guests present on Zoom: Emily Fister, Mary Kate Murray
4. Public Comment
There were no public comments.
5. Consent Agenda
 - 5.1. Adoption of Agenda
 - 5.2. Approval of Minutes of May 4th, 2023, RAILS Board Policy Committee meeting
Yanikoski moved to adopt the consent agenda. Creason seconded and a roll call vote was taken.
Ayes: Alice Creason, Jennifer Hovanec, Thomas Stagg, Catherine Yanikoski, and Gwen Gregory.
Nays: None
6. New business
 - 6.1. Security Cameras Policy
Hatch explained that RAILS is proposing a new policy on how to approach requests for access to footage from the security cameras in its facilities. The policy is needed due to occasional requests to view the footage. The policy needs to address who can view the footage and for what reasons. The draft policy is based on existing best practices from other institutions. Hovanec suggested aligning the criteria with FOIA. Stagg suggested creating a fee structure for requests. RAILS will implement suggested changes and bring the policy back to the committee for review and recommendation to the full Board.
 - 6.2. Process for Filling Board Vacancies
RAILS is about to start the process of filling a board vacancy. The process and rubric are being submitted to the Committee for review. Harris explained that the at-large board member rubric was the one most recently used. RAILS could work on preparing rubrics for other trustee types in

cooperation with the data team. Creason suggested including a reference to the law as to the period when the seat won't be filled in anticipation of an upcoming election. Gregory suggested adding a time limit for inviting the second-most-voted candidate from the past election to join.

6.3. RAILS Succession Plan

Harris explained that, as of now, RAILS does not have a formal succession plan. The current draft of the RAILS succession plan is based on a CCS version. It is meant as a sample of topics and processes that need to be addressed. Some changes being considered are highlighted in the document. Stagg suggested not using employee names, just office titles, to avoid the need for continuous updates as well as defining the line of succession for the Board oversight. Hovanec suggested that the language be the same for both planned and unplanned absence sections. Harris suggested adding language from the bylaws clarifying the role of the vice president. RAILS will implement rewrites and bring the results back to the Committee at a future meeting.

6.4. Paid Leave for All Workers Act (PLAW, 820 ILCS 192))

Harris explained the reason for adding it to the agenda based on the recently passed law. There may be further changes in 2024, however, as of now, RAILS will need to be able to implement changes required by the law by January 1, 2024. To be in compliance with the new law, personal time granted each employee will need to increase to up to 40 hours per employee per year. She summarized further wording changes as per the law, which include removing requirements for supervisor approval and for disclosing the reason for the request. She clarified that currently RAILS does not have a probationary period although it may be considered in the future.

7. Unfinished Business

7.1 Policies chart

The committee reviewed a list of current RAILS policies and dates when they were reviewed most recently to determine the sequence in which they will be working on reviewing those documents.

7.2 Employee handbook update

After some discussion, several policies were short-listed for possible review. Gregory suggested focusing on the ones that are already underway, especially Paid Leave for Employees, due in place by January 1st, 2024. Reviewing the entire Employee Handbook was discussed as a long-term project, potentially lasting a year and a half. Harris recommended getting started on the review to get a sense of the time commitment required. Stagg suggested looking at alcohol use policy soon, to review it in light of the new cannabis laws. It was agreed that RAILS would identify the most urgent/out-of-date sections for the Policy Committee to start reviewing. Gregory suggested creating a spreadsheet to track which parts of Employee Handbook have been reviewed.

8. Committee meeting schedule

8.1 Gregory suggested meeting monthly, beginning in December, if possible.

9. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting

Security Camera Policy, Succession Plan (if new changes are available), Personal Paid Leave for All Workers, Employee Handbook sections recommended by RAILS.

10. Adjournment

The meeting was adjourned at 2:45 pm.