
Draft Minutes

RAILS Board Policy Committee Meeting

December 15, 2023 | 9:30 a.m.

1. Welcome and Call to Order
Gwen Gregory, Committee Chair and RAILS Board Vice President, called the meeting to order at 9:32 a.m. on Friday, December 15th.
2. Roll Call of Members
Present in Burr Ridge: Catherine Yanikoski, Jennifer Hovanec (arrived at 9:36 a.m.)
Present in East Peoria: Tom Stagg
Present at Northern Illinois University: Gwen Gregory
Present at Lewis University: Alice Creason
Absent: none
3. Recognition of Guests and Announcements
Guests present in Burr Ridge: Monica Harris, Joseph Filapek, Sam Daly, Renya Krempl (designated note taker)
Guests present on Zoom: Emily Fister
4. Public Comments
There were no public comments.
5. Consent Agenda
 - 5.1. Adoption of the Agenda
 - 5.2. Approval of the RAILS Policy Committee of November 20, 2023
Creason moved to approve the consent agenda. Yanikoski seconded, and the agenda was approved unanimously.
6. New Business
 - 6.1. Employee Handbook revision plan
Harris presented a spreadsheet with all sections of the Employee Handbook plus policies not in the Handbook arranged by type and color-coded. She proposed that the committee review sections of a similar type together. The committee agreed to review the Employee Handbook sections by group, as they have been presented, concurrently with the non-handbook policies. She added that the RAILS Succession Plan is also being worked on and will be brought in front of the committee again in a few months. The committee agreed with Yanikoski's suggestion to review the policies and submit their questions and comments to RAILS 48 hours before the meeting so that they can be forwarded to and considered by all committee members.

Final vote or action may be taken at the meeting on any agenda item subject matter listed above unless the agenda item specifically states otherwise.

6.2 Transitional Duty Policy

Harris presented the proposed RAILS Transitional Duty Policy, which RAILS did not previously have. It is a way to allow injured employees to return to work gradually, beginning with lighter duties. Daly clarified that approving this policy would not require modifying the Collective Bargaining Agreement (CBA) currently in place; it would need to be approved as an add-on to the Agreement by the Union. Stagg requested clarification on the definition of “medical practitioner”, as used in the policy. RAILS will obtain the clarification and present it to the Committee in the next meeting.

7. Unfinished Business

7.1. Security Camera Policy

Harris stated that the revisions suggested in the previous meeting had been incorporated into the document, and the revisions to the document were reviewed. The Committee voted to recommend this policy to the full Board for approval. Hovanec motioned, Creason seconded, and the policy was unanimously approved for recommendation to the Board.

7.2. Paid Leave for All Workers

Harris presented a revised version of the PLAW policy. Daly highlighted the recommended changes and explained the rules that would apply to part-time employees. After a brief discussion, Creason moved, Stagg seconded, and the policy was approved unanimously for recommendation to the full RAILS Board.

7.3. Schedule meetings for the remainder of FY2024

The committee reviewed and approved the proposed meeting schedule for the remainder of the fiscal year 2024.

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

The Transitional Duty Policy, the first group of sections of the Employee Handbook, and the Membership Appeal Policy will be reviewed in the next meeting on January 24th at 10:30 am.

9. Adjournment

Gregory adjourned the meeting at 10:18 am.

Final vote or action may be taken at the meeting on any agenda item subject matter listed above unless the agenda item specifically states otherwise.