

RAILS Board Policy Committee Meeting

March 20, 2025 | 2:30 - 4:00 pm

RAILS Burr Ridge

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

MINUTES

1. Welcome and Call to Order – Gwen Gregory
Gwen Gregory, Vice President of the RAILS Board, called the meeting to order at 2:34 pm.
2. Roll Call of Members
Present:
Engineering Systems, Inc.: Catherine Yanikoski
La Grange Public Library District: Jennifer Hovanec
Northern Illinois University Library, Founders Memorial Library: Gwen Gregory
Absent:
Amanda Kowalcze
3. Recognition of Guests and Announcements
Burr Ridge: Monica Harris, Joe Filapek, Stacy Palmisano (designated notetaker)
Zoom: Sam Daly
4. Public Comments
There were no public comments.
5. Adoption of the Consent Agenda (action requested), Gwen Gregory
 - 5.1. Adoption of the Agenda
 - 5.2. Approval of the RAILS Policy Committee Meeting Minutes of February 20, 2025
Yanikoski moved to approve the consent agenda. Hovanec seconded, and the motion was unanimously approved.
6. Unfinished Business
 - 6.1. Attendance Policy
The changes to the Attendance Policy that the committee recommended at the meeting on February 20, 2025, were made to the document. Harris responded to Gregory's question that yes, a relative of an employee can report an absence. No further changes were made to the policy, and it was approved as presented.
 - 6.2. Disciplinary Actions Policy
Harris discussed the Disciplinary Action Policy updates made after the February 20, 2025, committee meeting. No additional changes were requested, and it was approved as presented.

6.3. Ethical AI Policy

After discussing this revised policy, Harris informed the committee that since the Ethical AI Policy is a brand-new policy for the RAILS Employee Handbook, it will be presented to the full RAILS Board at the March 28, 2025, Board meeting for review and possible vote.

Hovanec motioned to approve the *Attendance Policy* and the *Disciplinary Actions Policy* as presented to be sent to the full RAILS Board of Directors for final approval.

Yanikoski seconded, and the motion passed unanimously.

Yanikoski motioned to forward the *Ethical AI Policy* as presented to the full RAILS Board for review and a possible vote at the March 28, 2025, Board meeting. Hovanec seconded, and the motion passed unanimously.

7. New Business

7.1. Conference/Workshops/Training Attendance Policy

Filapek gave a background of the recent changes to the Conference/Workshops/Training Attendance Policy and then reviewed the committee's submitted questions. The document will be revised grammatically, and language will be added to clarify non-exempt employees' paid working time.

7.2. Records Policy

Filapek explained that this policy specifically applies to records regarding the RAILS Alcohol and Drug Abuse Policy. In response to a question submitted by Hovanec, Daly explained that an employee's health record is kept separate from their personnel file for confidentiality purposes and access is limited to a supervisor or manager on a need-to-know basis. Records are kept in accordance with State and federal law. Legal will be asked to explain the reason for having an alcohol and drug abuse record, and whether maintaining this documentation should be mentioned within the policy. The response will be shared with the committee at a future meeting.

7.3. Social Media Use by Employees Policy

Harris explained that, on recommendation by legal counsel, this policy was rewritten in its entirety. After a discussion, only one grammatical edit was suggested and was approved as amended.

7.4. Travel Policy

Harris discussed the Travel Policy with the committee, which includes the travel provision from the RAILS Fiscal Accountability Policy. The topic of travel time as paid time was discussed with possible wording changes for clarity. There was also a conversation on adding language to include reasonable gratuities as a reimbursable expense.

Yanikoski motioned to approve the *Employee Social Media Policy* as amended

to be sent to the full RAILS Board of Directors for final approval. Hovanec seconded, and the motion passed unanimously.

8. Meeting Recap and Agenda Building for the Next RAILS Board Policy Committee Meeting
Three policies were approved at the meeting. The Ethical AI Policy will be included on the March 28, 2025, RAILS Board meeting agenda for review and possible vote by the full RAILS Board. Staff will either edit the three remaining policies from today's meeting or send them to legal for further clarification.
9. Adjournment
Gregory adjourned the meeting at 3:27 pm.