

## **RAILS Board Policy Committee Meeting**

April 17, 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, Vice President of the RAILS Board, called the meeting to order at 2:30 pm.
2. Roll Call of Members  
Present:  
Engineering Systems, Inc.: Catherine Yanikoski  
Frankfort Public Library: Amanda Kowalcze  
Northern Illinois University Library: Gwen Gregory  
Absent:  
Jennifer Hovanec
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
  - 5.1. Adoption of the Agenda
  - 5.2. Approval of the RAILS Policy Committee Meeting Minutes of March 20, 2025  
Kowalcze moved to approve the consent agenda. Yanikoski seconded, and the motion was unanimously approved.
6. Unfinished Business
  - 6.1. Conference/Workshops/Training Attendance Policy  
Harris reported on the changes made from the previous version of the Conference/Workshops/Training Attendance Policy presented at the March meeting. No further changes were requested, and the policy was approved as presented.
  - 6.2. No Solicitation/No Distribution Policy  
Harris reviewed the responses received from legal counsel on the No Solicitation/No Distribution Policy. A sentence referring to the Illinois Public Labor Relations Act was added to the policy. No further changes were requested, and the policy was approved as presented.

### 6.3. Records Policy

Filapek reminded the committee that the Records Policy is specific to drug and alcohol personnel records. Legal counsel added a sentence stating that the Human Resources Director will evaluate the considerations in each circumstance prior to granting access to these employee records. No further changes were requested, and the policy was approved as presented.

Yanikoski motioned to approve the Conference/Workshops/Training Attendance Policy, the No Solicitation/No Distribution Policy, and the Records Policy as presented to be sent to the full RAILS Board of Directors for final approval. Kowalcze seconded, and the motion passed unanimously.

## 7. New Business

### 7.1. Communicable Diseases Policy

Filapek reported that the Communicable Diseases Policy was last reviewed and approved by the RAILS Board in February 2023. This policy aimed to create general guidelines for communicable diseases that did not include continually changing procedures. Filapek's research on this policy found that there is no universal way to list examples of communicable diseases that fall under this policy. The committee commented that the list of communicable diseases is dated and not considered modern language. Revising the title, including language that staff are encouraged to self-report being actively infectious, that remote work may be an option for some staff, and also including the definition of infectious diseases in the policy will be considered. This policy will be revised, and questions will be asked of legal counsel before being brought back to the committee for review and approval.

### 7.2. Conduct and Work Rules Policy

Harris introduced the Conduct and Work Rules Policy and reviewed its updates, including the additional sentence by legal referring to the Illinois Public Labor Relations Act. There was a discussion about adding verbiage that RAILS vehicles also fall under the RAILS premise, and rephrasing is needed on several sentences to add clarification. Changes will be made to this policy and will be included on a future agenda.

### 7.3. Personnel Files Policy

Harris and Daly reviewed the Personnel Files Policy. The committee expressed the importance of being explicit about what personnel files an employee can view and explain why within this policy. Adding additional text clarifies that the personnel file includes two separate files: a basic file that is available for employee review and a confidential file that an employee is restricted from viewing. Changes will be made to this policy and brought back to the committee for review and approval at the May meeting.

7.4. Reference and Background Checks Policy

Daly discussed the situations in which a personal reference or background check is required for employment or promotion at RAILS. New to the policy is that all employees will be given a background check to qualify for RAILS employment. Yanikoski raised a good question on whether or not lawsuits should be included in this policy. This question will be asked of legal counsel, with an answer brought back to the committee at the May meeting.

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

Three policies were approved at today's meeting, and the remaining four policies will be edited and brought back to the committee for review and approval at the May 22, 2025, meeting.

9. Adjournment

Gregory adjourned the meeting at 3:44 pm.

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