

RAILS Board Policy Committee Meeting

May 22, 2025 | 2:30 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 via Zoom:

Gwen Gregory, Amanda Kowalcze, Catherine Yanikoski

Absent:

Jennifer Hovanec

3. Recognition of Guests and Announcements

Burr Ridge: Monica Harris, Joe Filapek, Stacy Palmisano (designated notetaker)

4. Public Comments

There were no public comments.

5. Adoption of the Consent Agenda (action requested)

5.1. Adoption of the Agenda

5.2. Approval of the RAILS Policy Committee Meeting Minutes from April 17, 2025

Kowalcze moved to approve the consent agenda. Yanikoski seconded, and the motion was unanimously approved.

6. Unfinished Business

6.1. Communicable Diseases Policy

Filapek reviewed the changes made since the previous meeting in April to the Communicable Diseases Policy. Among the changes were updates to the title, "Communicable and Infectious Diseases Policy," adding a definition of infectious diseases, and an expanded section on remote work. Additionally, the policy was amended by the recommendation of legal counsel to include two new sections: Employee Leave and Pay, and Business Travel. After review, the committee suggested removing leprosy from the list of disease examples and making several minor grammatical changes. The policy will be returned to the committee at the next meeting for review and approval.

6.2. Travel Policy

Harris explained that after the committee's April meeting, the RAILS team investigated another RAILS Travel Policy that hadn't been updated since 2013, the Employee Travel Policy. This policy was not part of the Handbook and included detailed procedural information and more general

travel policy information. The Travel Policy, originally presented in April, was reviewed by the Finance team, which incorporated items from the Employee Travel Policy that they considered integral to RAILS' fiscal policy related to travel. Additional updates included a new shared lodging section, such as Airbnb or VRBO rentals, information on train travel, and overall trip guidelines. The committee suggested including ride-sharing services, such as Uber and Lyft, including the cost of baggage fees, and removing room service as a non-reimbursable expense. After the RAILS' Executive team has had the opportunity to review the changes, the policy will be returned to the committee at the next scheduled committee meeting for possible approval.

6.3. Employee Travel Policy

The Employee Travel Policy was included so the committee could review what is now incorporated into the Handbook Travel Policy. Eventually, RAILS would like to remove this policy as duplicative, but recommends waiting until the updated Travel Policy and Handbook are approved.

6.4. Fiscal Accountability

Harris explained that the RAILS' Fiscal Accountability Policy has a travel section. Changes are being suggested that will be implemented concurrently with the Handbook Travel Policy. The committee proposed removing the paragraph that includes examples of non-reimbursable expenses from the policy. To provide board members with detailed travel information, it was recommended that the Handbook Travel Policy be included as part of the onboarding process for new Board members.

6.5. Personnel Files Policy

Harris reviewed the changes made to the Personnel Files Policy and approved it after no additional changes were made.

Yanikoski motioned to approve the Personnel Files Policy as presented to be sent to the full RAILS Board of Directors for final approval. Kowalcze seconded, and the motion passed unanimously.

7. FY2025 Recap and FY2026 Outlook

Harris reported that the Policy Committee has approved 35 handbook policies, and an additional 25 policies remain to be reviewed by this committee. Palmisano will contact the current committee members to gauge their interest in continuing on the committee for the 2026 fiscal year. Harris thanked the members for their time and the great work they have provided in reviewing RAILS policies.

8. Meeting Recap

Gregory recapped that the following policies will be revised and brought back to the committee at a future meeting: the Communicable Diseases Policy, Travel Policy, Employee Travel Policy, and the Fiscal Accountability Policy. The Personnel Files Policy was approved and will be included in the

RAILS Employee Handbook, which will be submitted to the RAILS Board for approval at a future date.
Gregory thanked the members for serving on this committee.

9. Adjournment

The meeting was adjourned at 3:55 pm.