

RAILS Board Policy Committee Meeting

September 24, 2025 | 10:00 am

RAILS Burr Ridge

125 Tower Drive, Burr Ridge, IL 60527 | 630.734.5000

MINUTES

1. Welcome and Call to Order
Catherine Yanikoski, Vice President of the RAILS Board, called the meeting to order at 10:05 am.
2. Roll Call of Members
Burr Ridge: Jennifer Cutshall, Jennifer Hovanec, Carolyn Sennett
Engineering Systems: Catherine Yanikoski
Frankfort Public Library: Amanda Kowalcze
3. Recognition of Guests and Announcements
Burr Ridge: Joe Filapek, Gwen Gemmell, Monica Harris, Mary Kate Murray, Stacy Palmisano (designated note taker)
Present via 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 from May 22, 2025
Kowalcze moved to approve the consent agenda. Hovanec seconded, and the motion was unanimously approved.
6. Committee Meeting Schedule
Harris reviewed the FY2026 meeting schedule. After a discussion, the committee agreed to meet on Wednesday, November 19, rather than the following week due to the Thanksgiving holiday. No December meeting will be scheduled.

Sennett moved to approve the FY2026 Policy Committee meeting schedule as amended. Cutshall seconded, and the motion was unanimously approved.
7. Unfinished Business
 - 7.1. Communicable Diseases
Filapek reported on the changes made to the Communicable Diseases policy. Among the changes were the addition of the word infectious to the title, the definition of infectious diseases, and several new sections: Infectious Control Measures, Remote Work, Employee

Leave and Pay, and Business Travel.

7.2. Conduct and Work Rules

Filapek discussed the addition of language recommended by the RAILS attorney, which broadly outlines inappropriate workplace conduct. Mention of the Illinois Public Labor Relations Act was also added.

7.3. Reference and Background Checks

Harris discussed the changes made after legal review. The exemptions for government information requests in connection with lawsuits or legal proceedings were clarified. Language on credit reporting for positions involving security responsibilities or significant financial accountability that allows for privacy and the right to dispute a negative report was also updated.

7.4. Travel

The Travel Policy has seen numerous changes. Harris reviewed the addition of travel marketplace changes, including meal delivery, ride share transportation, and rental lodging such as Airbnb or VRBO.

Hovanec motioned to approve the Communicable Diseases Policy, the Conduct and Work Rules Policy, the Reference and Background Checks Policy, and the Travel Policy as presented to be sent to the full RAILS Board of Directors for final approval. Kowalcze seconded, and the motion passed unanimously.

8. New Business

8.1. Holidays

Harris discussed the reason for adding holiday pay eligibility to the Holidays Policy. Historically, staffing issues have affected RAILS' services the day before and the day after a closed holiday. Due to operational challenges, adding a holiday pay eligibility statement was necessary. The committee discussed this topic at length to ensure that all scenarios for taking time off around a holiday were considered. Daly explained that under certain circumstances, overtime pay is available. This policy will be reviewed for clarification and added to next month's committee agenda.

8.2. Paid Family Leave

A change made to this policy was that paid family leave will now run concurrently rather than consecutively with the Family Medical Leave Act (FMLA) benefit or leave time. Daly gave an example of a scenario where a staff person would first use Paid Family Leave, then, if eligible, FMLA would be available, and ultimately, the option of the Illinois Municipal Retirement Fund (IMRF) disability benefit can be applied for a long-term health issue. Minor changes will be made to the policy and brought back to the committee for approval at the next meeting.

8.3. Paid Leave for All Workers (PLAW)

Harris reported that the RAILS Board last approved the Paid Leave for All Workers (PLAW) policy in January 2024. After reviewing it with RAILS staff and legal, no changes were requested, and the committee did not suggest anything additional to the policy. The committee will vote for approval at the next committee meeting.

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

The next committee meeting will be on Wednesday, October 22, 2025, at 10:00 am. The Holidays, Paid Family Leave, and PLAW policies will be on the agenda for approval, along with additional new policies to review.

10. Adjournment

The meeting was adjourned at 11:22 am.

DRAFT