

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK  
DISTRICT OF HIGHLAND PARK  
HELD ON APRIL 23, 2025, 5:32 PM.**

**Present:** Commissioner Labrador, Commissioner Grossberg, President Bernstein

**Absent:** None

**Also, Present:** Executive Director Romes; Coordinator Hejnowski

**Guest Speaker:** None

**Additions to the Agenda**

None.

**PDHP Policy Manual And Ordinance Update**

Executive Director Romes reported that in accordance with Policy 1.00 from the PDHP Policy Manual, the entire manual containing Board approved policies facilitating the operations of the Park District shall be reviewed at least every five (5) years. Staff have reviewed and made changes to the manual in its entirety. All draft policies have been reviewed by legal, Ancel Glink, to ensure up-to-date compliance with the Park District Code.

Staff and Park Board Policy liaisons reviewed policies 1.00 – 1.04 (chapter 1: Introduction) and 2.00 – 2.08 (chapter 2: Board and Administration). During review, legal recommended the development of an ordinance to establish a schedule for declaring park board vacancy based on absences to support policy 2.01 Organization and Operation of the Board of Park Commissioners.

A summary of proposed policy changes, clean and redlined copies of the policies, and the draft ordinance were distributed to the Park Board prior to review at the April 09, 2025 Workshop Meeting of the Park Board. The Park Board requested additional time to review and share changes prior to a Committee meeting.

Executive Director Romes reported that he did not receive additional changes from the Park Board for policies. He reviewed the proposed changes to the draft ordinance.

**Open to the Public to Address the Board**

None.

**Adjournment**

A motion was made by Commissioner Labrador, seconded by President Bernstein, and approved by a unanimous vote. The Board Meeting adjourned at 5:59 p.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary