

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK
DISTRICT OF HIGHLAND PARK
HELD ON OCTOBER 08, 2025, 5:02 PM.**

Present: Commissioner Beck, Commissioner Greenberg

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Voss; Director Baird; Director Gogola; Director Peters; Director Hall; Assistant Director Acevedo; Manager Deptula

Guest Speaker: None

Additions to the Agenda

None.

Revisit Chapter 5 Recreation and Facility Policies of the PDHP Policy Manual

At the August 27 Policy Committee Meeting Commissioner Beck raised concern regarding Policy 5.02 (Registration), specifically the guidelines on Double Registration, and suggested relocating these provisions to Policy 5.03 (Refunds of Recreation and Facility Services). Additionally, Commissioner Beck requested a new addition to the General Guidelines in Policy 5.03 (Refunds of Recreation and Facility Services), Drop in Fee Refunds.

Policy 5.02 Registration, Executive Director Romes clarified with the Committee that double registrations are not permitted and refunds are not issued for the same participant registering for the same program. The system currently allows double registrations but includes a warning notification for potential schedule conflicts, primarily affecting tennis programs. The committee determined that this issue was not a significant concern requiring further action.

Policy 5.03 Refunds of Recreation and Facility Service, Executive Director Romes clarified with the Committee that participants can register for two programs of the same type but not different types simultaneously and explained that waitlisted participants can register for additional programs. The committee also updated policies on refunds for park fitness drop-ins and private/semi-private training sessions, establishing a 15-minute grace period for refunds and prohibiting refunds for no-shows without 24-hour notice, unless canceled by the facility or supported by a doctor's note.

Additionally, staff made further changes to Policy 5.04 Grant in Aid and the supporting procedures. Policy changes include:

- the annual limit per household increased from \$1,000 to \$3,000 to account for inflation since 2019.
- A new confidentiality clause was added, stating that budget requests would be kept confidential and follow state and federal regulations.
- The steps for handling approved and denied applications have been clarified. This includes sending denial letters, adding to the GIA spreadsheet, and issuing scholarships to households.

The procedure for financial aid has been revised, simplifying the policy to a single page while keeping the lengthy procedure intact.

Review of Chapter 6 Information Technologies of the PDHP Policy Manual

Executive Director Romes reported that several policies were eliminated as they are more procedural, deletions include Policy 7.02 Employee Access Attempts, Policy 7.03 Employee Exit, Policy 7.04 Employee Change and Hire, Policy 7.08 Telephone Support, and Policy 7.10 Notification of all Parties.

Conversely, a handful of policies were eliminated, but the content was merged into an existing policy. The updated Information Technology Assets Policy includes content from Policy 7.01 Destruction of Technology and Policy 7.07 Inventory Log. The updated Cyber Policy includes content from Policy 7.05 Firewall and Router, Policy 7.06 Internal and External Penetration Testing, Policy 7.09 Management of Network Components, and Policy 7.11 Software and System Patches.

The updated Video Surveillance Policy was revised to clarify that it applies only to security cameras in facilities, with access limited to authorized personnel. The policy also specifies that live feeds are used for safety and security purposes, with employee misconduct monitoring to be handled separately through HR procedures.

The updated Cyber Security Policy covers current security protocols, including the need for access passes and tracking metrics, as well as recent updates to the cybersecurity policy that include definitions, data protection measures, and staff training requirements.

Executive Director Romes reported that staff plans to prepare a summary document of policy changes for board review, with the goal of approval by November or December, following previous committee reviews over several months.

Other Business

None.

Open to the Public to Address the Board

None.

Adjournment

A motion was made by Commissioner Greenberg, seconded by Commissioner Beck, and approved by a unanimous vote. The Board Meeting adjourned at 5:37 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary