

**CHAMPAIGN PARK DISTRICT
MINUTES OF THE STUDY SESSION MEETING
BOARD OF COMMISSIONERS
August 27, 2025**

The Champaign Park District Board of Commissioners (Board) held a Study Session on Wednesday, August 27, 2025, at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig W. Hays, Vice President Michael R Somers, Commissioners Jane L. Solon, Barbara J. Kuhl, and Tyler R. Rouse, Sarah Sandquist, Executive Director, Jarrod Scheunemann, Deputy Executive Director, Courtney Kouzmanoff, Director of Finance, Jeannie Robinson, Director of Recreation, Jimmy Gleason, Director of Facilities & Technology, and Marguerite Bailey, Secretary/ Administrative Project Manager.

Present Virtually: Heather Miller, Director of Human Resources

Call to Order

President Hays called the meeting to order at 5:30 p.m.

Comments from the Public

None.

Discussion Items

1. Updates to the Employment Policies and Procedures Manual

Ms. Miller reported to the Board that although individual policy updates have been made as legally required, the last comprehensive review of the employee handbook occurred in 2016.

The Board Policy Manual has been updated consistently and supersedes the employee manual. She provided a high-level summary of the updates made, which are noted in the Board meeting packet as Attachment C. The Board collectively identified various items within the first fifty (50) pages of the handbook that require grammatical corrections, clarifications, and made suggested edits. Ms. Miller recommended that the Board continue reviewing the handbook in fifty (50) page increments during study sessions through October 2025. The current total number of pages of the employee manual is one hundred and seventeen (117) pages. The next study session is scheduled for September 24, 2025.

Comments from Commissioners

Commissioner Solon and President Hays both commented that the Iliac event at Hessel Park was well attended, and the park's flowers and grounds were well kept. They conveyed their appreciation to the staff for a job well done.

Adjourn

There being no further business to come before the Board, Vice President Somers made a motion to adjourn the meeting. The motion was seconded by Commissioner Rouse. The motion passed 5-0, and the meeting was adjourned at 6:34 p.m.

Approved:

Craig W. Hays, President

Marguerite Bailey, Board Secretary