



**Hampshire Township Park District  
Board of Commissioners  
Meeting Minutes  
November 4, 2024**

**I. Call to Order:** At 6:30 pm President Looman called the meeting to order.

**II. Pledge of Allegiance**

**Commissioners Present:** Jamie Herrmann, Tamara Chiu, Meagan Tiffany, Nate Looman, Jennifer Reid

**Commissioners Absent:**

**Staff Present:** Laura Schraw- Executive Director, Patti Prill-HR, Michael Prill-Recreation Manager - Athletics

**III. Approval of Agenda:** Commissioner Chiu made a motion to approve the agenda removing the executive session. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**IV. Citizens to be Heard:** None

**V. Consent Agenda**

A. Approval of the October 21, 2024 Meeting Minutes

Commissioner Herrmann made a motion to approve the consent agenda. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**VI. Staff Reports:**

**VII. Commissioner and Staff Comments**

**VIII. Old Business**

- A. Referendum discussion: The vote is tomorrow.
- B. 2025 Meeting Schedule

The meeting schedule was shared electronically. January was the only month that some dates had to be shifted from the 1st/3rd Mondays.

Commissioner Tiffany made a motion to approve the 2025 meeting schedule. Seconded by Commissioner Chiu. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

- C. Employee Manual Changes

ED Schraw emailed the draft that has been worked on with the HR consultant. PDRMA required

smart goals this year. The manual is being updated to reflect this. There were updates to holidays and personal days. The HR consultant did not make many changes, they were just cleaning up some of the language in our current manual. Recreational programs are being adjusted to state who would get programs at certain discounted rates. A section on dependent care is also being discussed. Dress code and following building expectations language is also being updated. This will be an ongoing process over the rest of the year.

#### **IX. New Business**

**XI. Adjournment** – At 6:52 p.m. Commissioner Reid made a motion to adjourn the meeting. Seconded by Commissioner Chiu. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.

Next meeting – November 18, 2024