



**PCCS Board of Directors,  
Governance Committee Meeting  
APPROVED MINUTES  
7:00 pm Tuesday, November 14, 2017  
Kennicott Building - 1531 Jones Point Road  
Grayslake, IL 60030**

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**Call to Order**

**7:03pm**

Sue Ross, Committee Chair

Committee Members Present: Sue Ross, Nick Kotzamanis, Jeff Barhorst, Marcello Chiodi, Brian Conlon

Staff Present: Geoff Deigan

Public Present: Rebekkah Herrington

**Discussion Agenda**

1. Review Previous Governance Meeting Minutes
  - Minutes were reviewed. No comments or requested changes communicated.
2. Review Bylaws for Election Procedures
  - Discussed that a bylaws update would be required in order to allow for a procedure update to stagger the elected and appointed Board positions. Discussed pros/cons of timing of the bylaw update with respect to the rechartering. Also discussed that it has been several years since reviewing our bylaws and that we should consider doing a full review of the bylaws at the same time. Sue will move forward with redlining the bylaws and election procedure and then reassess timing. Committee will review bylaws in whole at next meeting.
3. Review New Board Member Orientation and Exiting
  - Discussed the draft procedure for onboarding and offboarding of Board and committee members. Committee was in agreement with proposed procedure. It was recommended to add something add to the onboarding procedure an offer to set-up a meeting to overview PCCS financials with treasurer or finance chair. Sue will make this revision and draft the missing attachment (letter provided at end of service) and committee will review and potentially finalize procedure and attachments at next meeting. Also discussed that Sue and Geoff will review the appropriate numbering/designation of Board procedures to ensure they are distinguishable from Board policies.
4. Review Staff Social Media Procedure
  - Did not discuss. Will discuss at next meeting.

**Public Comment**

10 Minutes

No public comment.

**Action Agenda**

- Approve Minutes of Previous Governance Committee Meetings
  - Nick Kotzamanis motioned to approve the Governance meeting minutes from the Aug 15, 2017 and Sept 19, 2017 meetings. Motions was seconded by Marcello Chiodi. Motion passed with all ayes.

**New Business – Future Agenda Items**

10 Minutes

- Sue to follow-up with committee members to determine interest in remaining on the Governance committee. Brian Conlon, Nick Kotzamanis, and Marcello Chiodi stated that they are interested in remaining on the committee. Jeff Barhorst indicated that he is available to remain on the committee if needed. Sue to follow-up with Laura Luoma and other potential future members.
- Geoff Deigan and staff will look at other new laws that might require policy changes/new policies for the next meeting.
- Jeff Barhorst reminded the committee that we had discussed doing a spot check of some admin procedures by the committee. Committee will start with a review of the Staff Handbook.
- Sue Ross/Geoff Deigan to review status of computer security policy and bring to next meeting.
- Geoff Deigan will ask our auditors for a list of services they can provide with respect to computer systems security audits.

**Adjourn**

- Jeff Barhorst made a motion to adjourn, seconded by Brian Conlon. Motion passed on all ayes. Meeting adjourned at 7:50pm.