



# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 [www.willowbrookil.org](http://www.willowbrookil.org)

## Mayor

Frank A. Trilla

## Village Clerk

Leroy R. Hansen

## Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

## Village Administrator

Tim Halik

## Chief of Police

Robert J. Pavelchik, Jr.

## Director of Finance

Carrie Dittman

## A G E N D A

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY,  
DECEMBER 5, 2017, AT 7:00 P.M. AT THE VILLAGE HALL, 835 MIDWAY  
DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY,  
ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a) November 7, 2017 Regular Meeting of the Parks & Recreation Commission
4. REPORTS:
  - a) Master Plan Update
  - b) Sponsorship Policy
  - c) Park Maintenance Update
5. DISCUSSION:
  - a) Little Library at Lake Hinsdale Park
  - b) Survey Results – Dogs in parks
  - c) Holiday Party – December 17, 2017
  - d) Spring Fling 5K – May 6, 2018
  - e) Willow Pond Grand Opening
6. VISITORS' BUSINESS – Public comment is limited to three (3) minutes per person
7. COMMUNICATIONS
8. ADJOURNMENT



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, NOVEMBER 7, 2017, AT THE VILLAGE HALL, 835 MIDWAY DRIVE,  
WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Richard Cobb called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Catherine Kaczmarek, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, and Doug Stetina.

ABSENT: Commissioner Robert Pionke.

Also present were Mayor Frank Trilla, Village Trustee Sue Berglund, and Temporary Interim Superintendent of Parks and Recreation John Fenske.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – OCTOBER 3, 2017

The Commission reviewed the October 3, 2017 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the October 3, 2017 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: Commissioner Pionke.

MOTION DECLARED CARRIED

4. REPORTS

a. Willow Pond Status Update

Interim Superintendent Fenske advised that the restroom facilities have been installed. Tod Stanton from Design Perspectives related that ComEd should be placing a meter within the next 10 days. The splash pad can then be energized. Mr. Stanton recommended running the splash pad and winterizing it before winter. Mr. Stanton advised that the park is 99% complete.

Interim Superintendent Fenske stated that once the power is installed, the fountain will then be connected.

Commissioners questioned when will the construction fence be removed. Mr. Stanton stated that the playground has been inspected and the fence can be removed at this time.

Chairman Cobb recommended that baby changing stations be placed in each of the bathroom stalls. The Commissioners also recommended that the bathrooms be listed as Unisex since the two stalls are the same.

Mr. Stanton advised that the final payout will be placed on the next Village Board meeting agenda. Once approved, he can submit the grant paperwork for reimbursement before the end of the year. Mr. Stanton stated that it takes approximately 90 days to receive the reimbursement check.

Interim Superintendent Fenske advised that he received a quote from the contractor to repair the pavilion. The quote was for \$11,825. The Willowbrook/Burr Ridge Kiwanis Club originally sponsored the pavilion. Mayor Trilla spoke with them about the repairs. The Kiwanis Club advised that they will perform a community service event in the spring to raise money to pay for the repairs.

Chairman Cobb asked about repairs to the fishing dock. Interim Superintendent Fenske related that those repairs will be done by the Public Works Department in the spring.

b. Master Plan Update – Review of Draft

Mr. Stanton reviewed the draft of the updated Master Plan. Mr. Stanton recommended strengthening the relationship with the Burr Ridge Park District. Mr. Stanton advised that several of the surveys that were returned made reference to in-house programs. Suggestions included having fitness based classes and rental spaces. Survey responses again reference allowing dogs in the parks.

Chairman Cobb stated that the priorities for plan implementation should be adjusted. He advised that a lot of work has been done in the parks recently and Recreation and Administration should take precedence over Parks and Facilities. Chairman Cobb related that rebuilding park programs should be a priority.

c. Fountain Installation

See discussion under Item 4a.

d. Pumpkin Fest – Friday, October 27<sup>th</sup>

Interim Superintendent Fenske advised that there were approximately 200 children in attendance. Interim Superintendent Fenske thanked Commissioners Kaczmarek, Pionke, and Stetina for their help.

5. DISCUSSION

a. 2018 ADA Tax Levy

Interim Superintendent Fenske provided a comparison of how the SRA Tax Levy has been spent over the past six years. Interim Superintendent Fenske advised that the Village Board approved the 4.9% increase.

b. Park Maintenance Update

Interim Superintendent Fenske related that it had been reported to him that some graffiti was observed in Farmingdale Park. It has been removed.

Interim Superintendent Fenske advised that during the heavy rains in October, several of the parks had severe flooding.

Interim Superintendent Fenske stated that the bathrooms and drinking fountains at Willow Pond have been winterized for the season.

c. 41<sup>st</sup> Annual Holiday Party – December 17<sup>th</sup>

Interim Superintendent Fenske related that 13 children have signed up to date. The event has been posted on the Village's website and postcards should be going out in the next week. Banners will be placed in the park the week before the event.

Donations received to date is \$2,270.00. Interim Superintendent Fenske stated Chicken Basket, Jimmy John's, Tommy R's and Tomato Bar have been confirmed for donating food.

d. Willow Pond Grand Opening

Chairman Cobb suggested that a board be mounted at the Christmas Party highlighting the work that has been done at the park.

e. Little Library at Lake Hinsdale Park

Interim Superintendent Fenske advised that a resident of Lake Hinsdale Tower submitted a suggestion to place a Little Library in Lake Hinsdale Park. After discussion, the consensus of the Commission was that this would not benefit the community as a whole due to parking issues and Indian Prairie Library is less than a mile from the park. Suggestion was made to look into placing the Little Library into one of the parks that has more visitors. Discussion on this item was tabled until the December 5, 2017 Parks meeting.

f. Pollinator Garden at Lake Hinsdale Park

Interim Superintendent Fenske that a resident of Lake Hinsdale Tower submitted a suggestion to install a pollinator garden in Lake Hinsdale Park. After discussion, the concern again is that Lake Hinsdale Park does not benefit the community as a whole. Concerns were also raised over attracting bees and the possibility of harming visitors to the park. Consensus of the Commission was to not install a pollinator garden in Lake Hinsdale Park.

6. VISITORS' BUSINESS

None presented.

7. COMMUNICATIONS

Commissioner Kaczmarek advised that she has been reaching out to businesses in reference to the 5K Race. She stated that she should have a report at the next Parks meeting.

8. ADJOURNMENT

MOTION: Made by Commissioner Stetina, seconded by Commissioner Lazarski to adjourn the meeting at the hour of 9:00 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kaczmarek, Kanaverskis, Landsman, Lazarski, and Stetina. NAYS: None. ABSENT: Commissioner Pionke.

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

December 5, 2017

---

Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – Master Plan Update**

**COMMISSION REVIEW**

- ☒ Report
- ☒ Discussion
- ☐ Seeking Feedback

Meeting Date:

December 5th, 2017

**BACKGROUND**

Updates on the progress of the 5year Master Plan.

**REQUEST FOR FEEDBACK**

**STAFF RECOMMENDATION**

**PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – Sponsorship Policy**

**COMMISSION REVIEW**

- ☒ Report  
☐ Discussion  
☐ Seeking Feedback

Meeting Date:

December 7th, 2017

**BACKGROUND**

At the July 2017 Commission meeting a local retailer offered to donate money to sponsor the splash pad at Willow Pond park.

**REQUEST FOR FEEDBACK**

Attached is the email from Village Administrator Tim Halik.

**STAFF RECOMMENDATION**

## **John Fenske**

---

**From:** Tim Halik  
**Sent:** Thursday, November 16, 2017 2:17 PM  
**Cc:** John Fenske  
**Subject:** Willowbrook - Proposed Park Corporate Naming, Advertising, and Sponsorship Policy

To: Members of the Parks Commission –

As the Commission will recall, in July a local retailer offered to donate a sum of money to the Village parks department in return for the ability to sponsor the splash pad at Willow Pond Park in their business name. After some legal research, the Village Attorney concluded that the Village could agree to sell naming rights to a park or park amenity provided a policy was developed and adopted by the Village Board. Staff drafted a proposed policy which was shared with the Parks Commission and Municipal Services Committee. The draft policy was then forwarded to the Village Board and discussed on September 25<sup>th</sup> and again on November 13<sup>th</sup>. At the last regular meeting of the Village Board (on November 13<sup>th</sup>), the Board ultimately decided against adopting such a policy.

The Village Board seemed to be split on this issue. Some viewed such a policy negatively as introducing corporate advertising interests to public parks and park programming, while others thought it was appropriate. There was also concern that once a policy was adopted and put in place it may not be administered consistently in the future. After much discussion, it was decided to handle such future requests on a case-by-case basis. Generally, the Board seemed to be open to the consideration of a donation plaque or engraved paver brick hardscape for donors, and allowing corporate sponsors to become involved in one-day special events (e.g., the annual 5K Fun Run), but opposed the naming rights request.

The Mayor and Village Board appreciates the effort that was put forth by staff and the Parks Commission on this initiative, but they did not support adopting a formal policy at this time. If you have any questions or comments, feel free to share them with me, John Fenske, or Mayor Trilla.

Thanks again for your involvement in this concept.

**Tim Halik**  
Village Administrator  
Village of Willowbrook  
835 Midway Drive  
Willowbrook, IL 60527

Office (direct): 630.920.2261  
Fax: 630.920.2427  
E-mail: [thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)  
Web: [www.willowbrookil.org](http://www.willowbrookil.org)



**PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Installation of a “Little Free Library” at Lake Hinsdale Park**

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☒ Seeking Feedback

Meeting Date:

December 5th, 2017

**BACKGROUND**

Ms. Barb Bozak, a resident of Lake Hinsdale Tower, submitted information about installing a “Little Free Library” (“LFL”) at Lake Hinsdale Park. While discussed at two previous meetings, no decision was made. This item was tabled at the November 7<sup>th</sup> meeting.

**REQUEST FOR FEEDBACK**

Attached please find information that was taken from the LFL website. An inquiry to LFL was made by staff about the village’s right remove a LFL if proper upkeep was not maintained by the steward. An inquiry was also made by staff to the Crestwood Park Department, about any problems they may have encountered.

- From the “FAQ’s” section on the website, these are the LFL’s answers to questions on: installing on public property, liability issues, vandalism/theft & inappropriate books or materials.
- LFL’s response to staff’s inquiry about removing library box due to lack of upkeep by steward.

**STAFF RECOMMENDATION**

Due to the lack of public parking around Lake Hinsdale Park, staff feels this location would not benefit the community as a whole, but only those residents who live near the park, would be able to take advantage of it. Also, if grant monies are not secured, a funding source would need to be found for this project. A decision to install a “Little Free library” at Lake Hinsdale Park, or another park location, should be made at this time.



Can just anyone build a Library? What if I represent a larger organization?

Can Little Free Library book exchanges be too close together?

Can I put it on public property? What are the city regulations that affect this?

Every city will have different rules. You can apply for permits, variances and approvals but it could take a long time. Here is what we have learned so far:

- The best strategy is to avoid needing to ask permission. Unless you are "the man" (the city government, for example) that is officially sponsoring the Library, pick a spot on private property.
- The larger the municipality, the more difficult approval may be.
- Be considerate of other people's rights. Don't put the Library where it might block daily activities such as walking, biking, shoveling snow, etc.
- Assure whoever is worried that you have a good steward and lots of people who will look out for it over the long term. The authorities don't want to have added responsibilities. Check out [this blog post](#) for more information.

**Are there any liability issues involved in establishing a Little Free Library?**

As long as you have permission from the landowner, install your Library securely and out of the way of foot traffic, you are not likely to have any issues. Be sure to keep your Library in good condition (fresh paint, clean, accessible) to encourage people to use it and avoid complaints! Some stewards have decided to purchase personal or commercial liability insurance as a safeguard. If you are worried, consult a lawyer for a comprehensive answer.

**Won't someone vandalize the Little Library?**

**Who is my local contact person?**



Are there any liability issues involved in establishing a Little Free Library?

Won't someone vandalize the Little Library?

We have found that small incidents of vandalism are common. Things like having a guest book stolen or a few books damaged are going to happen at one point or another. Bigger problems, like having all of your books "stolen" or the entire Library damaged, are much less common.

If you are anxious, put the Library in a highly visible spot with lots of lights. Consider installing the Library on a mobile platform so that you can wheel it closer to your home or indoors at night. Have many people using it and looking out for it. If something does happen, alert the local authorities and tell all of your friends and neighbors what has happened. Ask for help. If you're a registered steward, join the [private Facebook group](#) of your fellow stewards and ask for advice. Check out [our blog](#) for more information and examples of how stewards have handled vandalism.

Condensation is forming on the inside of my Library. How do I fix that?

My Library's front window is broken, how do I replace it?

Won't people steal the books?

No. You can't steal a free book. And if you have a good steward and lots of active users, eventually someone who tries to "steal" books will realize that it's not a good thing to do. An official [Little Free Library stamp](#) in the books will also help prevent used bookstores from buying them. If someone is repeatedly clearing out your Library, put up a sign explaining that your Little Library is a community resource for everyone to enjoy and that you and others notice when the Library is mistreated. You could even consider moving the Library to a more public location, like a coffee shop or a school, if you continue to have trouble.

What if someone places inappropriate books in my Library?

Everyone who uses the Library has the right of helping make sure the types of books in it are appropriate to neighbors of all ages and backgrounds. You are as capable as anyone else to remove a book...but we encourage you to be open-minded about it. For example, if the Library becomes a place for promoting controversial causes, it might lose a good number of customers. Censorship is not the answer, but a balanced collection can be. Don't ban books, but instead of 5 or 10 copies of something, 1 copy might do. Instead of a messy collection of handouts and brochures promoting almost anything, try limiting pamphlets to recruitment for tutoring or reading programs.



## John Fenske

---

**From:** noreply@salesforce.com on behalf of Megan Hanson <mphanson@littlefreelibrary.org>  
**Sent:** Monday, November 20, 2017 3:44 PM  
**To:** John Fenske  
**Subject:** Little Free Library

Hello John,

Thank you for contacting us!

We encourage anyone who wants to install a Little Free Library on property that they do not own to get permission from the property owner first. It sounds like in this case, the property owner would be the parks department or the city, correct?

If that's the case, then I would imagine that legally you, or another representative of the city, would be able to take the Library down if needed.

However, I'd recommend that you consult a lawyer for a comprehensive answer; I'm not a lawyer and can't legally provide you with a comprehensive answer.

Megan Hanson  
??Community and Online Engagement Lead  
Little Free Library  
p. 715.781.7067  
I'm reading: The Lean Startup by Eric Ries

**PARKS & RECREATION COMMISSION MEETING  
AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**Discussion – Survey Results –**  
Dogs in parks

**COMMISSION REVIEW**

- ☐ Report  
☒ Discussion  
☐ Seeking Feedback

Meeting Date:

December 5, 2017

**BACKGROUND**

Results of the survey from the Master Plan, show that the residents of the Village are in favor of allowing leashed pets in the parks. At the Nov. 7<sup>th</sup> meeting, the Commission asked staff to reach out to neighboring districts to ask if allowing dogs raises their insurance costs.

**REQUEST FOR FEEDBACK**

Enclosed are the policies from Clarendon Hills, Darien, Downers Grove Hinsdale and Westmont Park Districts regarding leashed pets in their parks.

**STAFF RECOMMENDATION**

## Clarendon Hills

### 15. ANIMALS and PETS

- a. No person shall chase, trap, wound, kill or treat cruelly, or attempt to trap, catch, wound or kill any bird or animal in any park. No person shall bring any animal, reptile or fowl in any park, except dogs and cats, which dog or cat shall at all times be on a leash and under control. Any unleashed animal found loose on park property may be apprehended and removed to an animal shelter, public pound or other place available for said purposes and impounded at the expense of the animal's owner. No person shall permit any pet in his/her custody to enter upon or remain upon any area of a park utilized as a non-turf area, including but not limited to baseball infields, volleyball courts, basketball courts and tennis courts, children's play area, playground, washroom facility, drinking fountain or as posted to prohibit pets. The person accompanying the dog or cat shall immediately clean up and remove any excrement of the dog or cat. Persons must, at all times, have in their immediate possession a device for the removal of the excrement and a depository for the transmission of the excrement to a receptacle located upon, owned or possessed by the person, or in park receptacles, provided the excrement is secured in a proper depository container such as a plastic bag. However, nothing in this ordinance shall prohibit a "service" dog assisting a physically disabled or handicapped person from entering or remaining at any location in or on District property. "Service" dog shall mean any dog which has successfully completed commonly recognized training to assist physically disabled or handicapped persons. It is expected that sight-impaired individuals will make every effort to immediately clean up after their dog; however, the failure to do so shall not be deemed a violation of this ordinance, unless such sight-impaired individual is accompanied by a non-impaired person.





**4.4.3 - Animal Control:** These provisions apply to Owners of any animals, regardless of the animal's level of domestication.

**4.4.3.1** - No animal shall be allowed to run unrestrained anywhere upon any park property. No animal is allowed upon park property unless said animal is securely fastened and restrained by a leash not more than six (6') feet in length. No animal shall be permitted to enter upon or remain upon any area of a park utilized as an athletic field, children's play area, or posted to prohibit animals. An animal found loose upon park property may be apprehended and removed to an animal shelter, public pound or other place available for said purposes, and impounded at the expense of the animal's Owner. The provisions of this subsection shall not apply to seeing eye dogs in the custody of a blind person.

## **Downers Grove**

Village of Hinsdale  
Parks & Recreation Department

## **DOG RESTRICTIONS FOR KATHERINE LEGGE MEMORIAL (KLM) PARK**

ORDINANCE 5-7-7

- Park users with dogs must use the parking lot off County Line Road, west lot.
- Dogs are **ONLY** permitted North of the creek.
- Dogs must remain on leash until they are north of the creek. Dog users must park in the lot near the KLM Lodge. Dogs must stay leashed and use the area west of the paved path to travel to the north end of the park.
- **Dogs are NOT permitted in other areas of the park, even if they are leashed.**
- No more than 2 dogs per handler are permitted.
- Dog owners must clean up after their dogs.
- Dogs are not permitted in KLM Park during a Village sponsored or authorized event when a sign is posted.
- All dogs must: 1) wear a collar, 2) be appropriately licensed and wear a tag as proof of licensing or, if no license is required in the dog's domicile, wear a tag with the owner's name, address and phone number, and 3) wear proof of current rabies inoculation
- When dogs are off leash they must be within physical proximity and within sight of its owner at all times. All dogs must comply to voice command.
- Dogs are not permitted at other Hinsdale community parks.

### **Hours dogs are permitted at KLM**

**March 1<sup>st</sup>-October. 31<sup>st</sup>**

**5:00- 9:00 am**

**7:00-10:00 pm**

**November 1st -February 28th**

**5:00-10:00 am**

**5:00-10:00 pm**

**Violators of the above rules will be ticketed by Hinsdale Police.**

Hinsdale Parks & Recreation Department  
630/789-7090

Hinsdale Police Department  
Non-Emergency  
630/789-7070

[www.villageofhinsdale.org](http://www.villageofhinsdale.org)



**SECTION 18. ANIMALS AND PETS**

A. No Person shall bring or release onto District Property any wildlife including without limitation any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, or any other animal, except for domesticated dogs, cats or other domesticated animal subject to the restrictions contained in this section. Provided, however, that the District may bring or release, or permit another Person to bring or release such proscribed animals onto District Property in conjunction with an activity or event conducted or sponsored by the District or in conjunction with a zoo, museum, nature center, or similar facility controlled, permitted or licensed maintained by the District.

B. Except as otherwise specified hereunder, no owner or agent of the owner having control of any domesticated dog, cat, or any other domesticated animal shall cause or permit such animal to be on District Property unless such animal is on a leash which shall not exceed six (6) feet in length and such Person has in his immediate possession a device for removal, and a depository for the transportation of, animal excrement from such Property. No Person may bring a dog or other domesticated animal into any playground, picnic shelter, swimming pool, fountain, athletic field or site of other recreational programming or special events of the District.

C. All owners or agents of the owner having control of any domesticated dog, cat, or other domesticated animal, shall remove any excrement from District Property left by such animal.

D. No Person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, except (i) in conjunction with an activity or event conducted or sponsored by the District; and (ii) dogs or other domesticated animals specially trained to assist the visually impaired or other Persons with disabilities, when they are accompanying the Persons with disabilities for purposes of providing such assistance.

E. Any animal found on District Property in violation of paragraphs A or D of this section may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose, and disposed of pursuant to the laws or ordinances of DuPage County. The owner or Person responsible for such animal shall be responsible for all costs and expenses incurred or encumbered in the removal and housing of such animal and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance and any other applicable federal, state, local or District laws, ordinances, rules or regulations.

F. Service animals for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

Hello,

My name is John Fenske, I am the Interim Supt. of Parks & Recreation for the Village of Willowbrook. Our municipality is covered by IRMA, but I was hoping someone would be able to answer a question for me.

A lot of our neighboring park districts use PDRMA, so I figured it would be easier going to the source, than send out multiple emails.

We are considering allowing leashed dogs into our parks. A question was raised by one of the park Committee members if this would raise our insurance costs due to liability.

My question to you is: Is there an increase in a PDRMA members rates if their district/department allows leashed dogs into a park?

Thank You for your time,

**John Fenske**

**John Fenske**

---

**From:** Brett Davis <bdavis@pdrma.org>  
**Sent:** Tuesday, November 14, 2017 1:44 PM  
**To:** John Fenske  
**Cc:** Hannah Sullivan  
**Subject:** FW: policy question

Hello John,

PDRMA's member contributions are based on each member's operating expenditures, payroll and loss history. Allowing leashed dogs would not change a member's contribution unless it changed one of those three items. I hope this answers your question. If not, please let me know.

Brett Davis

**Brett Davis**  
Chief Executive Officer  
O: 630-769-0332 | D: 630-435-8909 | F: 630-435-8959

**PRIVILEGED AND CONFIDENTIAL INFORMATION**

This email and any attached materials constitute claims, loss or risk management information, healthcare data and information, communications and/or advice, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED.

If you received this transmission in error, please contact the sender and delete the material from any computer immediately. Thank you.

**From:** Hannah Sullivan  
**Sent:** Tuesday, November 14, 2017 11:26 AM  
**To:** Brett Davis <bdavis@pdrma.org>  
**Subject:** FW: policy question

Please see below.

Thanks!