

ADMINISTRATIVE COMMITTEE MEETING

Administration Building
1930 Prairie St
Glenview, Il 60025
Regular Meeting Minutes
February 22, 2011

1. Roll Call

Chairman Angie Katsamakias called the meeting to order at 8:40 am and the roll was called.

Commissioners/Official Staff present: Commissioners Bill Casey and Angie Katsamakias, Supt of Administrative Operations Barb Cremin, Executive Director Chuck Balling

Other visitors: None

Commissioners/Official Staff absent: None

2. Agenda Topics

a. **Merit Increase Pool**—Supt Barb Cremin reviewed with the Committee the results of the salary survey of local park districts and other Glenview local government jurisdictions as well as general projections from compensation consulting firms on private sector increases. The survey showed that the proposed Glenview Park District merit increase pool is within reason and will help the Glenview Park District remain competitive in the marketplace. Barb further explained that the salary ranges were originally set in 2008 using 2007 data and that the ranges have been frozen for the past few years in response to the economic downturn. It is generally expected in the compensation field that the ranges be reviewed regularly. Staff is interviewing compensation consultants to conduct a review this year and the consultants' recommendation will be brought to the committee in the next two months.

b. **Executive Director Evaluation Process**—Supt Barb Cremin reviewed some suggested minor changes to the form with the Committee. The form will continue to show the amount of non taxable revenue and fixed assets but it will no longer require a rating by Board members. This change was in response to questions by the Board as to the validity of this measure when industry benchmarks were not readily available. The process and timeline for completing the evaluation was also discussed.

3. Matters from the Public

None

4. Committee Recommendation(s)

a. Approval of the full time merit increase pool of \$166,250 which is approximately 3% of salaries.

- b. Approval to modify the Executive Director's evaluation form as suggested and to follow the same process as last year.

5. Adjourn

The meeting was adjourned at 10:00 am.

ATTEST:

Angie Katsamakos
Board President

Charles T. Balling
Board Secretary

Approved this 24th day of March, 2011

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