

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview IL60025

Regular Meeting Minutes
Tuesday, January 7, 2014

1. **Roll Call**

Commissioner Coulson called the meeting to order at 8:32 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners M.J. Coulson, Dan Peterson, Bill Casey, Dave Tosh; Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin

Commissioners/Official Staff absent: None

2. **Agenda Topics**

- a. **Part time Pay Ranges**—Staff reported that they are working to consolidate the number of ranges for the part time employees and to widen the range for some of the maintenance positions. By widening the range for the maintenance positions it will help to narrow the gap between the full time and part time pay rates and allow the District to attract some skilled employees in specific trades. The actual ranges will be discussed at the February Committee meeting and presented for Board approval.
- b. **Full-Time Merit Increase Pool Budget**—Staff reported that research is underway for comparative data from other park districts, other public jurisdictions and the general marketplace. Information collected to date is suggesting a pool of approximately \$174,000 which is equivalent to 3% of salaries. The recommendation will be finalized at the February Committee meeting.
- c. **Board Retreat Follow-up**—Staff distributed a recap of points from the Board's retreat and discussion followed of some potential operational changes to improve efficiency including reviewing the template for the Board agenda, developing a process for providing input on topics through the Committee structure, reviewing and clarifying, if needed, the roles of the Board and the Board president in the Board manual, providing a more formal training for new incoming Board presidents and distributing all Committee packets to all Board members prior to the Committee meetings. The topic will be revisited at the February Committee meeting followed by a recommendation to the Board.
 - i. **Strategic Plan 2014-2018**—The issue statements were updated based on comments from the Board at the retreat. These statements will be used as the basis for staff to begin identifying deliverables to address the issues as defined for the next strategic plan.

- d. **Mission and Vision Statement**—Staff distributed a draft of an updated Mission and Vision Statement based on Board comments at the retreat. The committee was asked to review the document for any further revisions and finalize the document at the February Committee meeting as a recommendation for Board approval.
- e. **Policy Update Process**—Staff reported that a number of policies will be reviewed and updated for committee discussion in the next few months.

3. **Matters from the Public**

None

4. **Committee Recommendation(s)/Direction**

- 1. **All committee packets be sent electronically to all commissioners prior to the committee meetings.**
- 2. **Staff was requested to review the Board manual for potential updates to clarify the roles of the Board and the Board President.**
- 3. **Develop a formal training session for new incoming board presidents.**

5. **Adjourn**

The meeting was adjourned at 9:50 a.m.

ATTEST:

William M. Casey
Park Board President

Charles T. Balling
Park Board Secretary

Approved this 16th day of January 2014