

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview IL60025

Regular Meeting Minutes
Wednesday January 9, 2013

1. Roll Call

Commissioner Coulson called the meeting to order at 8:45 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners MJ Coulson, Dan Peterson, Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin, Human Resource Manager Laila Bashia, IT Manager Kevin Roberts

Commissioners/Official Staff absent: None

2. Agenda Topics

- a. **Phone System Upgrade-** The Cisco phone system was initially installed in 2007. The current version of the hardware and software is no longer supported by the vendor. After receiving quotes from multiple vendors, staff presented a proposal from Single Path for \$28,391.64 to upgrade the phone system including the hardware, software maintenance agreement and the labor for installation and testing. This is a planned upgrade and funding has been set aside in capital replacement.
- b. **Part-time Pay Ranges for Fiscal Year 2013-2014-**Supt Cremin presented the proposed ranges to the committee and explained that the main purpose of the changes is to continue to better align positions internally and apply consistent salary ranges where appropriate. Changes to the ranges only affect those who are below the existing minimums or those employees who have reached the maximum and will have no immediate impact on the District.
- c. **Full-time Salary Ranges-**The Committee reviewed the supporting documentation provided by staff. Commissioner Petersen suggested that the current documentation supported an increase in the pay ranges of 1.7% based on the ECI rather than the proposed 2.25%. Commissioner Petersen requested further data and discussion at a February Committee meeting.
- d. **Pay Increase Pool for Full time Employees for Fiscal Year 2013-2014-** The Committee reviewed the market data presented and is recommending approval of a pay increase pool of \$171,575 for full- time employees in 2013-2014 (which is roughly equivalent to 3%) to be used for merit based performance pay increases and pay adjustments.
- e. **Power Driven Mobility Devices (Other than Wheelchairs) for ADA Purposes:** The proposed policy is a requirement for compliance with ADA legislation. The policy is not intended to expand the use of power driven mobility devices in our parks and facilities by the general public.
- f. **Executive Director Performance Evaluation Process-**The timeline and process was reviewed. The process will generally remain the same as in the previous year. The Committee discussed the difficulty in trying to rate the benchmark factors on their own merit but agreed that the data is valuable as one tool that can be used when rating the primary job factors section of the evaluation form. The

Committee also discussed a proposed revision of the evaluation form to include more clearly defined performance expectations and also suggested that staff provide additional training to commissioners on the evaluation process.

- g. Park Board Meeting Procedures-**The Committee was asked to review limits for public comment during the Matters from the Public agenda item at Park Board meetings (both an individual time limit and an overall public comment time limit). Setting time limits was recommended as a best practice at last year's IAPD Conference and at the IAPD Commissioner Training. The intent of the policy is not to discourage input from the public. The practice is intended to provide boundaries which can help the board manage its desire to welcome feedback from the public and yet efficiently conduct park district business. Many public agencies already have time limits established for public comment.

3. Matters from the Public

None

4. Committee Recommendation(s)/Direction

- a. To approve the purchase of hardware, software and labor from Single Path for an upgrade to the phone system at a cost of \$28,391.64.**
- b. To approve the proposed Part-time Pay Ranges for fiscal year 2013-2014.**
- c. To approve a pay increase pool for Full-time Employees for fiscal year 2012-2013 in the amount of \$171,575 for merit-based performance and pay adjustments.**
- d. To approve Policy 8.70 Power Driven Mobility Devices (Other than Wheelchairs) for ADA Purposes**
- e. To approve the proposed revisions to the Executive Director evaluation form and to eliminate the ratings of each benchmark factor.**
- f. To approve a 5 minute time limit for individual comments and an overall time limit of 30 minutes for all public comment under the Matters from the Public agenda item at Park Board meetings.**

5. Adjourn

The meeting was adjourned at 10:45 a.m.

ATTEST:

Robert J. Patton
Board President

Charles T. Balling
Board Secretary

Approved this 17th day of January 2013