

ADMINISTRATIVE OPERATIONS COMMITTEE

Administration Building
1930 Prairie St. Glenview, IL 60025
Regular Meeting Minutes
Monday, February 17, 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 MJ Coulson, Dan Peterson, Dave Tosh; Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin and Human Resources Manager Laila Bashia

Commissioners/Official Staff absent: None

2. Agenda Topics

- a. **Part time Pay Ranges**—Staff presented the proposed changes to the part time pay ranges. The proposed changes reflect the intent to consolidate the number of ranges for the part time employees, make a few market adjustments, show the pay rates as a per hour amount rather than as a per event rate (where appropriate) 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 better attract and retain part time maintenance employees.
- b. **Full time Merit Increase Pool Budget**—Staff presented comparative data from other park districts, other public jurisdictions and the general marketplace to support its recommendation of a merit increase budget of \$174,000 which is equivalent to approximately 3% of salaries. This amount is allocated among full time employees based on merit. The District does not give automatic or across the board cost of living adjustments as part of its compensation structure.
- c. **Full time Pay Ranges**—As part of ongoing maintenance of the District's compensation structure, staff presented a revision of the full time pay ranges reflecting a 1.8% increase in the minimums, midpoints and maximums based on the Employer Cost Index provided by the Bureau of Labor Statistics. This adjustment only affects the very few employees who were at the top of the pay range. It is not an across the board increase to existing employee salaries.
- d. **Mission and Vision Statement**—The Committee reviewed the draft of the proposed revisions to the Mission and Vision Statement which was initially distributed for review as part of the January 2014 Committee packet. The Committee made a few additional revisions to help clarify some wording and these revisions are included in the version which will be considered by the Board at its February board meeting.

- e. **Board Manual Updates**—The Committee reviewed the draft of the proposed revisions to the Glenview Park District Board of Commissioners General Practices Manual which was initially distributed for review as part of the January 2014 Committee packet. The Committee made additional revisions to help clarify some wording and these revisions are included in the version which will be considered by the Board at its February board meeting.

- f. **Executive Director Evaluation Process**—The Committee reviewed the process used by the Board to conduct its annual performance evaluation of the Executive Director. The committee felt a few changes should be made to enhance the process. The Committee is recommending that some changes be made to the format of the evaluation tool so that it focuses more heavily on providing relevant feedback to the Executive Director by expanding the written commentary and eliminating the numerical rating scale. It was also felt that the Board President or his or her designees should be responsible for compiling the input from each commissioner into a single document. The Committee is also recommending that the President and the Vice President have the responsibility to meet with the Executive Director to discuss the overall feedback from the commissioners. Since it is customary for the current vice president to become the president for the upcoming year, this approach would provide consistency in understanding the expectations and the direction for the upcoming year.

- g. **Strategic Plan 2014-2018**—Executive Director Balling reviewed the strategic plan process and timeline. The Committee reviewed the process and timeline chart and recommended some changes to the dates to more accurately reflect the expected timeframes.

3. Matters from the Public

None

4. Committee Recommendation(s)/Direction

- a. The Administration Committee is recommending Board approval of the Part time Pay Ranges as presented.
- b. The Administration Committee is recommending approval of a full time merit increase budget of \$174,000 (approximately 3% of salaries)
- c. The Administration Committee is recommending approval of the Full time Pay Ranges as presented which reflect an adjustment of 1.8% based on the Employer Cost Index.
- d. The Administration Committee is recommending approval of the revised Mission and Vision Statement as presented.
- e. The Administration Committee is recommending approval of the revisions to the Glenview Park District Board of Commissioners General Practices Manual as presented.
- f. The Administration Committee is recommending several revisions to the Executive Director evaluation process:

1. Modify the form to eliminate the numerical rating and focus on the written narratives prepared by each commissioner.
2. Appoint the President or his/her designee to compile the feedback from each commissioner into a single document.
3. Assign the President and Vice President the responsibility to discuss the overall feedback from the commissioners with the Executive Director.

5. Adjourn

The meeting was adjourned at 10:12 a.m.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 27th day of February 2014