

ADMINISTRATION COMMITTEE MEETING

Administration Building
1930 Prairie St
Glenview, Il 60025
Regular Meeting Minutes
April 13, 2011

1. Roll Call

Chairman Casey called the meeting to order at 9:00 am and the roll was called.

Commissioners/Official Staff present: Commissioners Bill Casey, Angie Katsamakias, Bob Patton; Supt of Administrative Operations Barb Cremin, HR Manager Laila Bashia, Executive Director Chuck Balling

Other visitors: Val crawfish, Certified Compensation Specialist

Commissioners/Official Staff absent: None

2. Agenda Topics

a. Full Time Salary Ranges

HR Manager Laila Bashia and Compensation Consultant Val Crawfis provided background information about the formal compensation structure initially prepared with the help of Watson Wyatt, a global compensation and benefits consulting firm in 2008. They further discussed the need for ongoing maintenance of the salary range structure to maintain the validity of the structure and its usefulness to manage compensation decisions. The maintenance on the Glenview Park District's Full-Time was deferred for several years, due to the economy, with no adjustments to the salary ranges since 2008. Ms. Bashia and Crawfis reviewed the process they took to evaluate the current salary ranges and the recommendation to increase the salary ranges by 5.91%. The recommendation was based on three factors: the Employment Cost Index, benchmarking against industry standards for annual adjustments as a percentage of the merit increase pool, and a review of a sampling of ranges for comparable jobs to assure that the recommendation was in line with our competitors.

Staff reminded the committee that the adjustment to ranges only provides the opportunity for those who were previously at the top of their range to be eligible for a salary increase based on their performance during the last year (merit-based system) or for those below the new salary ranges to be brought up to the new range. These salary actions would be addressed within the salary pool already approved by the Board.

The Administration Committee approved the recommendation to adjust/increase the salary ranges by 5.91% as presented.

3. Matters from the Public

None

4. Committee Recommendation(s)

Approval of the full time salary ranges as presented.

5. Adjourn

The meeting was adjourned at 10:30 am.

ATTEST:

Angie Katsamakis
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of May, 2011

f:\joanne capaccio\committees\2011 committee minutes\administrative operations\administration meeting minutes 4-13-11.doc