

ADMINISTRATIVE OPERATIONS AND MARKETING COMMITTEE MEETING
Glenview Park District Administration Building
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Thursday, January 14, 2016 at 7:30 p.m.

1. Roll Call

Commissioner Katsamakakis called the meeting to order at 7:30 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Angie Katsamakakis, Bill Casey, Charlie Kuhn, Dan Peterson, and Dave Tosh; Executive Director Mike McCarty, Superintendent of Administrative Operations Barb Cremin, Superintendent of Special Revenue Facilities Lori Lovell, Recording Secretary Cheryl Noll

Guests: None

Late Arrivals, Early Departure: Lori Lovell left the meeting at 7:45 p.m.

Commissioners/Official Staff absent: Bob Patton, Dave Dillon

2. Agenda Topics

a. Full Time Merit Increase Pool

The Glenview Park District uses a merit based system to allocate the approved merit increase budget to individual employees. The District does not give cost of living increases or other across the board increases to employees. The Committee reviewed benchmark data from comparable park districts and also information from compensation consulting firms reflecting general salary increase trends across various types of employers.

The committee recommends the Board approve the 2016 merit increase budget of \$190,000 (equivalent to 3% of salaries) at the January board meeting.

b. Full Time Salary Ranges

The Committee reviewed the proposal to adjust the full time pay ranges by 2.0% based on the Employment Cost Index (ECI). This does not result in an across the board increase but only provides an opportunity for a merit increase, if warranted, to those at the top of the current range. It also sets a new minimum rate which will be applied only if an employee is below the new minimum after the employee has received the annual merit increase.

The Committee recommends Board approval of the proposed full time salary ranges at the January board meeting.

c. Part Time Salary Ranges

The Committee reviewed the proposed revision to the part time pay ranges. The purpose of the changes is to remain competitive in the market. Only those individuals who are at the top of the ranges may be affected. Range adjustments will allow employees at the top of the existing range to be eligible for an annual merit increase if performance is satisfactory. The following changes are being recommended: 1) re-name the Special Project Manager line item to Professional Services and increase the maximum of the range, 2) increase the

maximum range for personal trainers and based on Committee feedback, separate the Personal training rates into 3 distinct salary ranges.

The Committee recommends Board approval of the proposed part time salary ranges, as revised by the Committee, at the January board meeting.

d. Personnel Guidelines Update

As a follow up to the Board approval of the Personnel Guidelines at the December board meeting, there were some minor changes needed to the Personnel Guidelines to reflect current practices and to reflect the Board's approval of half day holidays on December 24 and December 31.

- 2.01 – Employee Classifications to reflect new definition of seasonal employees per the Affordable Care Act
- 4.15 – Resignation. Typographical error –need to remove extra word.
- 6.04 – Overtime and Compensatory Time Off. Change reference to “eight hours” to reflect that we now have official half day holidays; change terminology of “District-declared holidays” to “designated holidays” for consistency in the Personnel Guidelines
- 6.06 – Emergency Call-In Compensation. Expand to include part time employees to conform to current practice.
- 7.05 – Holidays (for full time employees). Change eight to four (4) or eight (8) to reflect that the District has both full day holidays and half day holidays. Eliminate replacement holiday provision.
- 7.07 – Holidays (for part time employees). Corrections to the list of holidays Staff will comply with the request of Commissioner Peterson to move the New Year Day holiday on January 1 to the beginning of the list of holidays so that they are in calendar date order. The change will be made and inserted into the January Board packet materials.

The Committee recommends Board approval of the proposed updates to the Personnel Guidelines at the January board meeting.

e. Policy 2.40 Board Program Participation Privilege

The policy currently states former commissioners receive program participation privileges after they are no longer serving as seated commissioners. A proposed revision of the policy deleting this privilege from the policy was discussed. Commissioner Katsamakias was not in favor of the change.

The Committee recommends Board approval of the revised Policy 2.40 at the January board meeting.

f. Sponsorship RFP Update

Staff sent out RFP for consulting services to assist the District in maximizing sponsorship potential and received 5 responses. Previously the district has solicited sponsorships on an as needed basis. This has created issues in ensuring our sponsors receive fair and commensurate acknowledgement on a district wide scale, and has limited the park

district's ability to create annual packages that target the sponsors' interests. It allows us to look at larger donors also. Staff will provide an update to the committee once the initial interviews are complete.

g. Food and Beverage Agreement Update

Lori Lovell, Superintendent of Special Facilities attended the meeting and provided the latest information regarding the status of the food and beverage agreement for the Café at Glenview Park Golf Club. Staff is currently negotiating an agreement with Kemper Sport Management to manage the Café and hopes to have either the full agreement or the parameters ready for the board meeting on January 21, 2016.

h. Others - None

3. Matters from the Public

4. Adjourn

Commissioner Casey moved seconded by Commissioner Tosh to adjourn the Open Session at 8:30 pm On Voice Vote: All present voted aye, motion carried.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved February 25, 2016