

DRAFT

ADMINISTRATION OPERATIONS AND MARKETING COMMITTEE

Glenview Park District – Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Tuesday, January 8, 2019 @ 7:00 p.m.

1. Roll Call

Chairman Bob Patton called the meeting to order at 7:00 pm and the roll was called.

Commissioners present: Committee Chair Bob Patton, Committee Member Dave Tosh, Bill Casey, Dave Dillon, Jen Roberts

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Director of Brand Strategies and Community Engagement Jena Johnson, Human Resources Manager Sarah Bagley, IT Manager Kevin Roberts, Recording Secretary Amy Wille

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Full Time Merit Increase Pool

Deputy Executive Director Katie Skibbe presented the proposed 2019-2020 Merit Salary Increase pool, indicating that the dollar amount is designated by the Board annually to be used to allocate toward merit salary increases for all full time staff. This year, staff requested consideration to approve a pool of \$202,959 or 3% of full-time salaries. The amount was based on a survey of comparable park agencies and data from reliable sources such as SHRM (Society for Human Resource Management), World at Work, and The Conference Board.

The committee recommended the acceptance of the 2019-2020 full time merit increase pool to be moved to the consent agenda for full Board approval.

b. Full Time Salary Ranges

Deputy Executive Director Skibbe presented the proposed adjustment to the full time salary ranged. She explained that the District reviews full-time salary ranges annually to determine whether adjustments are needed to remain competitive in the marketplace. She noted that compensation consulting firms as well as the ECI (Employment Cost Index) have been used in the past to ensure the District's salary structure is still in line with the market. This year, Skibbe presented a proposed adjustment of 2.9% to the pay structure based on the ECI as of September 2018.

The committee recommended the acceptance of the 2019-2020 full time salary ranges to be moved to the consent agenda for full Board approval.

c. Part Time Salary Ranges

Deputy Executive Director Skibbe presented the proposed 2019-2020 part time salary ranges. Staff recommended no change to the part-time wage structure unless the Village

opts into the Cook County ordinance or Federal/State laws change to require the minimum to adjust. Skibbe noted that the Glenview Village Board and surrounding communities have started discussions to opt back in to the Cook County ordinance, however few communities have reached a decision. Executive Director Mike McCarty added that the Glenview Village Board is looking to make a decision at their next Board meeting and at the Village's last meeting, public comment was generally supportive of opting back in.

The commissioners and staff discussed the Cook County minimum wage in comparison to the current Illinois state minimum wage laws.

The committee recommended the acceptance of the proposed 2019-2020 part time salary ranges to be moved to the consent agenda for full Board approval.

d. Website Contract

Director of Brand Strategies and Community Engagement Jena Johnson gave an overview of the process for choosing a firm for website design services. She led a cross-departmental team of ten Park District staff members that searched regionally for firms and developed a request for proposal that was sent out in November. Of the twelve total responses, three firms were brought in for an interview with the team. Staff recommended Futureman LLC to develop and design a new website for the Glenview Park District. Director Johnson added that the vice president and team lead, Peter Becker, shared great enthusiasm for the project since he is a Glenview resident and active park district user.

Director Johnson shared with the committee a video created by Futureman highlighting their previous projects and campaigns. She noted that the firm would like to establish clear and strategic user pathways and execute a modern design style while soliciting community feedback and investigating ways to improve the registration process and navigation of the site as a whole.

Commissioner Bill Casey asked if there is a proprietary component involved with Glenview Park District and Futureman. He expressed concern over ownership of the design services specific to the Glenview Park District's website. Director Johnson responded that language can be added to the contract with Futureman to ensure proper proprietary rights.

President Dave Dillon asked for an explanation of the fees within the contract of Futureman. Additionally, Commissioner Bob Patton asked for the budget amount of the website design services. Director Johnson stated the project proposal includes a flat fee of \$60,000 for services, but the District budgeted \$100,000 in order to include additional support for things like public outreach, database development and potential asset development such as photos, videos, copy, etc. She added that the range of fees from the other proposals was between \$45,000 and \$75,000.

The commissioners and staff discussed the targeted age range and the functionality of the website via computer and mobile device. Director Johnson noted that a mobile app will not be considered at this time, but the website will be optimized for mobile use.

Commissioner Jen Roberts expressed concern over the lack of language in the contract regarding access to confidential information and the District's ownership of the designs

DRAFT

created for the Glenview Park District website. After discussion, the commissioners agreed that more language is needed from the District Attorney on the licensure and confidential information obligation.

The commissioners and staff continued to discuss the scope of services from Futureman LLC including the website maintenance after the website has been completed. Staff explained that future maintenance of the website will be up to Glenview Park District once the contract has expired.

The committee recommended the acceptance of Futureman LLC for website design services in 2019, pending edits to the agreement with Glenview Park District. This item is to be moved to the consent agenda for full Board approval.

e. Cyber Security Update

IT Manager Kevin Roberts gave a presentation on cyber-security, including an overview of how the District protects resident, employee and District data. He provided information on the firewall, end-user security, backups, information security and privacy insurance with PDRMA as well as next steps such as staff training and two-factor authentication methods.

The commissioners and staff discussed methods to help employees discern the difference between legitimate and phishing emails. Commissioner Bob Patton provided an example of a prompt that will appear when an employee receives external emails. Staff agreed to look into these options for future use.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Chairman Bob Patton moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 8:02 pm. On Voice Vote: All present voted aye, motion carried.

ATTEST:

David M. Dillon
Board President

Michael D. McCarty
Board Secretary

Approved this 28th day of February 2019.