

Minutes  
Special Meeting of the Board of Commissioners  
Community Park District of La Grange Park  
April 29, 2019 6:30 PM

1. CALL TO ORDER & ROLL CALL

President Boyd called the meeting to order in room 101 of the Recreation Center, 1501 Barnsdale Road, La Grange Park, IL at 6:30 p.m. Other Commissioners present were Bob Corte, Jeff Kilrea, Tim Ogden, and Lucy Stastny. Also present were Interim Executive Director Roy Cripe and Commissioner Elect Peggy Ronovsky.

2. PLEDGE OF ALLEGIANCE

3. PARK DISTRICT MISSION

The Community Park District of La Grange Park shall offer high quality, affordable and accessible park and recreation facilities, programs and services in a financially responsible manner.

4. ADDITIONS/DELETIONS TO AGENDA: None

5. UNFINISHED BUSINESS

a. Discuss Park District Needs Related to Hiring a New Executive Director

The Board determined several needs expected during the next 5 years that will require certain skills in the next Executive Director. There will be a high priority in helping Staff improve programs. An important question is, 'are we getting the most out of our people?' Grant writing experience is important. The Executive Director is largely responsible for finances as we have no finance director. Developing a budget for the park district is a big part of the job.

Commissioner Kilrea stated that he feels this is a stepping stone job, ideal for a younger candidate. Revenue idea generation is important to the village so we need someone who can think up new ideas. Someone with department head experience would be ideal as there is a managerial element.

Commissioner Ogden believes that the most important priorities are fiscal responsibility. Also important are recreation programs; renewing & reviewing.

b. Consider Hiring Job Search Team to Hire an Executive Director

There was discussion over whether we could do the search on our own without spending the \$8,500. It was agreed that we don't have the ability to vet the same way IAPD would. We could do it ourselves but it would be best expedited to hire someone else. We also wouldn't do it as quickly or efficiently. The advantage of IAPD is marketing. We had candidates with diverse backgrounds from different geography last time, which speaks to their reach. The district is saving money with staffing this year so we have some room, financially.

President Boyd stated that her concern is the timeline. This needs to be an efficient and expedited process. The proposed timeline is for IAPD to present us with 12-15 candidates June 24. Interviews could take place on Saturday June 29, with the hope being that we have at least 8 candidates.

ACTION: A motion was made by Commissioner Kilrea to enter into a contract with IAPD for the search of an executive Director, at a cost of no more than \$8,500 with a specific and limited timeline. Commissioner Corte seconded the motion. The motion passed unanimously by roll call vote.

Interim Executive Director Cripe suggested skills that can be worked into the Executive Director job description.

- Board Governance - The relationship between Director and Board including written and spoken communication that helps the Board make good decisions.
- Financial Performance/Managing Finances – Providing well planned budgets and accurate and reliable reports; all with appropriate visibility.
- Efficient Operations - Using all available resources to the best advantage of the district (includes personnel, facilities, outside resources, etc.)
- Promoting the park district mission – Through all Park District programs and services and also in the community at large.

Interim Executive Director Cripe was directed to write copy for advertising the position and to send it to IAPD after it has been reviewed by the Board; hopefully by the end of the following week. Cripe said he has a Staff meeting tomorrow and will share the Board's comments regarding Executive Director needs.

c. Consider a competitive Salary Range

The Board agreed that our job offering will be attractive to park district department head people. These salaries seem to fall into the \$80k-\$100k range. President Boyd suggested we advertise that range and be prepared to consider IAPD's advise.

6. New Business

a. Complete new Authorized Bank Signature Cards

New signatures were made to include Interim Director Cripe

7. Open Forum

a. Comments from the Floor

Commissioner Elect Peggy Ronovsky made comment about the meeting. She expressed concern about interviewing anyone from out of state, as we are not offering a moving package. They will also need to be certified in IL. She also brought up the need for the new Executive Director to have human resources experience as there is currently no one in that role. Interim Executive Director Cripe agreed stating that our Staff is short two key positions; which is an excellent opportunity for the new Director to re-think the Organizational Chart.

b. Comments from Commissioners – There were none

c. Comments from the President

President Boyd stated that this is going to be a long, difficult process and she is confident we will get the right person and everyone will work diligently to get it done. She thanked Vice President Kilrea for running the meeting without her last month. She stated that the Commissioners work hard and she is proud of what we do.

8. Adjournment

A motion was made by Commissioner Stastny; seconded by Commissioner Ogden to adjourn the meeting at 7:36 p.m. There was no further discussion and motion passed unanimously by voice vote.