

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
SPECIAL COMMITTEE MEETING MINUTES
September 5, 2017 at 7:00 pm
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Cook County, Illinois**

1. Call to Order/Roll Call

President Martin called the meeting to order at 7:00 P.M.

Commissioner Gordon, Commissioner Busa, Commissioner Cavanaugh and Commissioner Christopher. Also present: Attorney; Steve Adams and Board Secretary; Lauralee Conway.

2. Pledge of Allegiance

3. Comments from the Audience

President Martin read a memo from Mr. Yurkovich inviting the Board of Commissioners to Mr. Kasanders "Retirement Party" on Friday September 29, 2017. The Board discussed posting and displaying Mr. Kasanders retirement.

4. Finance Committee

a. Executive Director Salary and Range

Commissioner Busa discussed an affordable salary range for the Executive Director's position with the Board of Commissioners.

b. Amounts needed to be appropriated for retirement function

The Park District staff approached President Martin regarding the possibility of the Board of Commissioners to approve funds for Mr. Kasanders retirement party. The Board agreed to contribute up to but not exceeding \$3,500.00 for Mr. Kasanders retirement party.

5. Policy Committee

Executive Director Job Description

The Commissioners discussed creating the Executive Director's job description. The Commissioners reviewed sample/template job description requirements, duties, functions, characteristics, finance and skills.

The Commissioners took a short recess.

6. Old Business

Executive Director hiring process

Commissioner Gordon discussed positions and position titles. President Martin reviewed the below details for the Executive Director's job description/hiring process.

Compensation: Salary and benefits are commensurate with experience and will be negotiated with the Board of Commissioners.

Education: A bachelor's degree in parks and recreation administration, recreation, public administration, public policy or related field. Certification as a Park and Recreation

Professional (CPRP) Preferred

Experience: - 7-10 years experience in a Park District capacity preferred, and 5-7 years in a Supervisory/Administrative Role preferred.

Qualifications -

- Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
- Active community leadership with the knowledge of the importance of community involvement with volunteerism and in the collaborative processes for park planning.
- Maintain and improve community services with a high level of customer satisfaction.
- Knowledgeable about trends and issues in the park and recreation field, including personnel management, creative financing, marketing and public relations.
- Excellent oral, written communications and effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
- Proven track record of developing strong intergovernmental relationships and cooperative efforts.
- Comprehensive short-range and long-range planning skills. Ability to assess community needs, research trends and innovative concepts as they apply to the improvement of the agency's operations.
- Demonstrated success in administration and budget management. Must have experience in the creation of a sound fiscal program including: capital projects, budgeting, forecasting, development of grants through the referendum process and other alternative funding sources such as federal/state grants and enterprise operations.
- An in-depth understanding of the board/director relationship and the ability to cultivate a positive working relationship with all commissioners.
- A person of great integrity, honesty, self-confidence and charisma.
- Must also supply 3-5 professional references with complete names, addresses and phone numbers.

President Martin will contact the IPRA and inquire on the cost and process of job posting options available to the Commissioners.

7. New Business

Commissioner Martin discussed the cell tower construction process with the Commissioners.

8. Motion to enter into Closed Session at 9:16 under 5 ILCS 120/2(c)(1) " The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body."

Motion by: Busa
Seconded by: Cavanaugh
Roll Call Vote: Gordon, Cavanaugh, Christopher, Busa, Martin
Absent: None
Motion carried.

The Commissioners reconvened the Special Committee Meeting at 10:32 P.M.

9. Adjournment


Motion to adjourn the Special Committee Meeting at **10:32 P.M.**

Motion by: Gordon

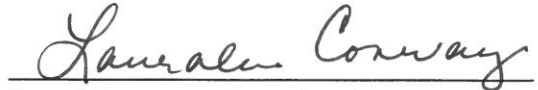
Seconded by: Busa

Roll Call Vote: Gordon, Cavanaugh, Christopher, Busa, Martin

Motion carried.



President, Matthew Martin



Board Secretary, Lauralee Conway

10/9/17

Date