

Minutes of the Special Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, March 21, 2018 at 5:00 pm at the Village Hall of New Lenox, Executive Session Room. New Lenox, IL.

**GENERAL FUNCTIONS:**

**Call to order** President Fischer called the March 21, 2018 meeting to order at approximately 5:00 pm.

**Attendance** The following were present: Commissioners: Kraemer, Schulz and President Fischer.

**Also in Attendance** Executive Director Greg Lewis, Director of Business Services Kathy Lynch, Director of Golf Bob Schulz, Attorney Angelo Vitoritti, Director of Recreation Lea Pipiras, and Deputy Director of Executive Services Jacque Tuma.

At 5:02PM Commissioner Larson was present via electronic request of being on the phone.

**Proposed  
Compensation  
Structure**

Entry Level Chart Collapse

Executive Director Lewis noted the committee has been meeting for the past 11 months regarding all personnel manner in relation to the upcoming budget. Executive Director Lewis explained the collapse entry level chart to the board; according to Management Associates this collapse made the most sense. President Fischer noted entry level 70 is new and explained the job titles that fall under this level are considered to be in Leadership roles, level 88 is Supervisory, levels 98/107/115 are considered Admin Tier II and Administrative level is 145 & 167. The color codes indicate lower, middle, and upper management. Executive Director Lewis noted the new category will also have more responsibility as far as in the industry. The organizational chart now has a true back up document to it. President Fischer noted level 70 will affect four individuals in the upcoming fiscal year. Commission Thomson noted this was necessary and the plan makes sense for the future of the market. Executive Director Lewis noted the entry level may collapse on more time with the potential minimum wage increase will collapse levels 0-16.

Marketing Benchmarking & Compensation Structure Development Project (Phase II)  
Management Association Pay Grade Assignments (Survey, Supervisor level only)  
Organizational Chart

President Fischer reminded the Board this is Phase II to bring the titles/entry levels to at least the mid-point; Commissioner Schulz's concern was if these increases would stop. Commissioner Kraemer noted there are a lot of positions that are being consolidated. Executive Director Lewis noted the District never had a good tool to utilize for the public sector. Commissioner Larson noted it now goes with our Organizational Chart better. Executive Director Lewis noted everyone is doing the same job but the entry levels now mirror the organizational chart. It was noted those receiving the promotions will not be receiving the 3% increase for those in good standings. Executive Director Lewis noted the 3 positions receiving promotions will be receiving a job title change too; hourly positions with overtime.

At approximately 5:20PM Commissioner Schulz was present and President Fischer did a recap of what had been discussed before his arrival.

Commissioner Thomson noted this with help with succession planning/cross-training. It does not guarantee the second will get the job of their director. Commissioner Kraemer noted this is good management practice. It was noted the District payroll is at 36% whereas the industry standard is at 51%. Executive Director Lewis noted that as a district we have grown into this next phase by dialing in positions; having backups which means better coverage.

**Discussion on  
FY 2018-2019  
Budget**

Overall Personnel Increase not to exceed 3% for cos of living, longevity, merit (Excludes individual position reclassifications)  
Summary by % Increase from FY 17/18 to FY 18/19

Commissioner Larson understands we as a district need to keep up with the increases for retainage of staff. Commissioner Schulz noted he will go with what committee its recommending; but is concerned with the amount being received at one time and commented we will see this again in the future. Commissioner Thomson noted we may see this again because of the market.

Commissioner Schulz noted we have good employees. Commissioner Kraemer reminded the board over the years the board did not give out full raises or raises at all; we're behind. Executive Director Lewis noted the tax rate is at .24 which only generates \$116K of new monies coming into the District. This wholesale change/increases should not happen at this magnitude. Commissioner Larson noted moving forward it would be adding positions to give raises. Commissioner Schulz is still concerned that the board isn't just giving 3% increases it ranges from 3% to 10%+. It was asked who would be receiving a 3% increase. Director of Business Services noted those titles who don't have an asterisk next to the title who are Full-time. Executive Director Lewis noted staff only receives the increase if they are in good standings. The consensus is to go forward with the 3% increase excluding individual positions reclassifications. Executive Director explained to the board for the next board meeting this will all have to be formally approved and will be on the April agenda. These changes will help keep us in the competitive market.

**Adjournment**

At approximately 5:56 p.m. President Fischer requested a motion to adjourn the March 21, 2018 Special Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Kraemer, seconded by Commissioner Thomson. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma  
Recording Secretary