

Minutes of the Special Budget Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, June 29 2016 at 5:00 pm at the Formal Executive Conference Room 202 at the Village Hall, New Lenox, IL.

## **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the June 29, 2016 meeting to order at approximately 5:00pm.
- Roll Call** President Fischer asked for everyone to state their names for the record; the following were present Commissioners: Kraemer, Larson, Schulz, Thomson, and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Director of Business Services Kathy Lynch, and Deputy Director of Executive Services Jacque Tuma.

## **Discussion on Fiscal Year 2016-2017**

### **Budget – Personnel**

#### Management Association – Compensation Survey Review

Director of Business Services Lynch noted everyone received a copy of the survey from Management Association. It was noted 21 full time positions were reviewed by the Management Association; and our annual increases fall under the minimum, we should be aiming for the midpoint. Executive Director Lewis noted if we bring everyone up the only position then that would fall under the minimum would be the Executive Director position. The recommendation is to bring the Supervisors to the minimum plus OT; the Deputy Directors have to be increased to remain exempt. Commissioner Thomson asked if the information being provided is old since we already gave the annual increase as of May 1<sup>st</sup>. Commissioner Kraemer asked if this was affecting base salaries. Executive Director Lewis noted the survey helped to evaluate which positions can be exempt and which have become non-exempt. The only exception is the Assistant Golf Course Superintendent's position is too hands on and cannot remain exempt. Director of Business Services Lynch explained this will help us to become compliant with the new laws come December 1<sup>st</sup>; by having the survey it helped analysis the positions from exempt to non-exempt or to keep the exemption positions. Executive Director Lewis noted there was some gray areas on some positions but overall this tool/process was helpful. Executive Director Lewis noted we will be going from 20 exempted positions to 9 salaried positions as December 1<sup>st</sup>; right now we don't have to get to the midpoint but we need to at least be aiming to achieve it. The threshold of the CPI will change the minimum and midpoint every 2-3 years. Director of Business Services Lynch noted typically it'll be a 2% move whereas we have been typically giving 3% increases. Commissioner Kraemer noted if we do things gradually we don't have to do large increases. Executive Director Lewis noted the Director of Golf's position is a little flawed because they use the PGA and there are numerous variables from course to course. Executive Director Lewis noted the District will have to make adjustments to the budget for OT. President Fischer noted since these changes take effect December 1<sup>st</sup> it should help the budget; Commissioner Kraemer noted it's only 6 months of our budget. Executive Director Lewis noted OT is budgeted this year. Commissioner Kraemer noted this survey shows we do not overpay our staff members; if anything they are underpaid. Director of Business Services Lynch noted we also use the SSSPRPA comparisons for the survey. Executive Director Lewis noted the highlighted areas and commented some of the smaller districts actually pay more. Commissioner Thomson noted the comparisons are going to become harder as the years go by. Executive Director Lewis noted the SRA's are going to have a difficult time with these new laws in regards to who's exempt and non-exempt.

#### Effects of Final FLSA Rules and Recommended Re-Classification

Director of Business Services Lynch noted once again all these changes go into effect December 1<sup>st</sup> and there are a few recommendations.

#### Fund 10

Deputy Director of Executive Services meets the criteria and will remain exempt; the Business Services Supervisor does not and will become non-exempt. Proposing the promotion of Business Services Supervisor to Deputy Director of Business Services. The Business Services Department has lost four employees in the past month. Director of Business Services Lynch noted we have used in the past several years' employees who are in college and now we have those employees who are graduated and moving in a different direction. There was a recommendation for a Part-Time Business Coordinator to move into Full Time. Executive Director Lewis explained the finance world as a whole is having these same concerns and issues. Commissioner Thomson asked if our staff was leaving for the public or private sector. It was noted both. It was noted the new

norm is to have a job for 3 years and move on for more money; currently for our positions there is a ton of training that is involved. Commissioner Thomson asked if going the college route for an internship would help. Director of Business Services Lynch commented the college route is not the way to go anymore. President Fischer asked if the positions have been posted to social media. And they have been posted for a while. There was a discussion on timecards and payroll and if there was a way to automate the timecards. It was noted right now we have too many different pay rates that one person could have at one time. Commissioner Thomson asked what the cost would be to outsource just payroll. Director of Business Services Lynch noted she doesn't have that figure right now but back in 2010 by bringing in back in house it was a cost savings. President Fischer asked if there was a way to simplify payroll. Executive Director Lewis noted we are in the process of making it easier. President Fischer asked if consolidation would make payroll easier.

#### Fund 20

Deputy Director of Recreation has met the criteria and will move up to comply to the salary. All Supervisors will go hourly with 10% of salary budgeted for OT. They will still get their paid days off. It was noted the Program Coordinator going Full Time to Recreation Supervisor will be the final grandfathered in position regarding nepotism.

#### Fund 32

There was discussion on those positions that will go from being exempt to non-exempt. Proposing the promotion of Golf Course Shop Foreman to Golf Course Assistant Superintendent. Proposing the promotion of the Part-Time Head Cook to Food and Beverage Coordinator.

Director of Business Services Lynch explained the positions with a red box are the new titles being proposed, the yellow is currently salary and will go hourly as of December 1<sup>st</sup>, and finally the blue will have their salaries increased to meet the criteria. Director of Business Services Lynch noted all new positions will be retro to May 1<sup>st</sup> everything else will take effect December 1<sup>st</sup>. Commissioner Thomson asked about referral bonuses possibly. Executive Director Lewis noted everything will be re-evaluated at a later time. Executive Director Lewis would like to see this core people remain and the overall group does well together. President Fischer asked if part of this is being passed in the budget. Executive Director Lewis noted the budget is balanced and we have budgeted for all the upcoming changes. Commissioner Larson noted everything is in line for the FLSA except for the Executive Director position; would like to see this reviewed. President Fischer noted the board could do a time bump. Commissioner Larson would like to see this addressed. Director of Business Services Lynch noted we can layout within the budget. Executive Director Lewis commented he would prefer to see the base pay of the Executive Director's position increase by 4K as of December 1<sup>st</sup> and the additional 1K go to the Directors; this would be a onetime increase for the entry level. The overall consensus was everyone was good with what was has been presented tonight. Executive Director Lewis reminded the board he takes what the board gives the staff; they receive no increases so does he.

### **Aerohaven Future Detention**

There was a discussion on the draining issues out at Aerohaven; use larger sewer pipes towards Nelson Road; right now this is at staff and committee level for discussion. President Fischer noted the ditch is lower than the retention pond and the sewers back up into the retention pond. Executive Director Lewis noted all the homes on Nelson Road would have the water in their backyards. Commissioner Larson commented the ditch drains in the middle area which should help dry out faster. Executive Director Lewis noted the playground was moved to higher ground because of the flooding issues; but noted it still may occur but this would be the preferred options if it helps the whole area. Executive Director Lewis noted the homeowners need to be made aware of what is happening and see how they feel. After further discussion the consensus was to turn this situation over the Village of New Lenox and go to the next level.

**Adjournment**

At approximately 6:37PM President Fischer requested a motion to adjourn the June 29, 2016 Special Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Larson, seconded by Commissioner Kraemer. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma  
Recording Secretary