

Minutes of the Special Board Meeting of the New Lenox Community Park District Board of Commissioners held on Wednesday, March 22, 2017 at 6:00 pm at the Park District Administration Building, Conference Room, New Lenox, IL.

### **GENERAL FUNCTIONS:**

- Call to order** President Fischer called the March 22, 2017 meeting to order at approximately 6:00pm.
- Roll Call** President Fischer asked for everyone to state their names for the record; the following were present Commissioners: Kraemer, Schulz, Thomson, and President Fischer.
- Also in Attendance** Executive Director Greg Lewis, Director of Business Services Kathy Lynch, Deputy Director of Executive Services Jacque Tuma.

At approximately 6:04pm Commissioner Larson was present via electronic device.

### **Executive Session**

President Fischer requested a motion to adjourn the Executive Session for matters of Section 2(c)(1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Motion made by Commissioner Kraemer, seconded by Commissioner Thomson. Upon a voice vote, all were in favor and the motion passed unanimously and was adjourned to Executive Session at 6:06 p.m.

### **Reconvene**

President Fischer requested to reconvene at 7:45pm the Special Workshop of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon a voice vote, all were in favor and the motion passed unanimously.

### **Recreation Department**

#### **Deputy Director of Recreation/Organizational Chart Discussion**

President Fischer opened the discussion to having two Deputy Directors of Recreation; and the overall salaries of the department would drop. This would help with cross training. Executive Director Lewis noted it would give the District another exempt employee and would help with the Director's position. Currently we have enough Supervisors where they would all be crossed trained. Executive Director Lewis noted one Deputy would be for the programming side and the other Deputy will be the Social Media, Enterprise, and Concessions; this should be a nicer balance for the department. Commissioner Larson asked if there has a lot of OT used this past fiscal year. Executive Director Lewis noted the OT line item had not been used to the extent we thought; this year it will be cut by at least 10K if not more. Commissioner Larson asked if there were any positions being eliminated. Executive Director Lewis noted everyone would still have a position; just reporting to the Deputies would change, as there are two Recreation Supervisors who would be reporting to both Deputies. Overall everyone was a little disappointed about who had applied. Committee agrees to bring in two outside candidates and have two inside candidates that will be brought in for the interviewing process. Commissioner Larson asked if the new Deputies would have a salary adjustment. Director of Business Services Lynch noted they would come in at entry level. Commissioner Thomson ask if we had the right people for the positions. The answer was yes. Commissioner Thomson also noted there should be a desire to move up within the District; is it possible to do annual performance reviews. Executive Director Lewis noted we do need to do a better job with evaluations. Director of Business Services Lynch noted by cross training it will force us to evaluate the positions. President Fischer noted the recommendation is to go with the current proposal for the Director of Recreation, two Deputy Directors of Recreation; review at 6 months and address any issues at that time. There was a concern about 1 or 2 Deputies; after a lengthy discussion, it was determined 2 Deputies was the best option for the District. It was also recommended to put the Recreation Supervisor position up on the IPRA website for more possible candidates. Commissioner Thomson noted it's nice to see homegrown talent moving up. Everyone is good with the new organizational chart for the Recreation Department as it allows for cross training and for everyone to remain with the district.

**Discussion on Fiscal  
Year 2017-2018  
Budget**

**Overall Personnel Increase not to exceed 3% for cost of living, longevity, and merit. (Excludes individual position reclassifications)**

President Fischer noted the committee is proposing a 3% increase for Park District Staff. Commissioner Kraemer is good with the 3%; Commissioner Larson is good with the 3%; Commissioner Schulz is also good with 3%; and Commissioner Thomson is also good with the 3% increase. Executive Director Lewis noted this will be on the formal agenda for next month for formal approval along with the Director of Recreation's classification.

**Adjournment**

At approximately 8:27PM President Fischer requested a motion to adjourn the March 22, 2017 Special Board Meeting of the New Lenox Community Park District Board of Commissioners. Motion made by Commissioner Schulz, seconded by Commissioner Thomson. Upon voice vote, all were in favor and the motion passed unanimously.

Respectfully Submitted,  
Jacque Tuma  
Recording Secretary