

1. Call the Meeting to Order

President Stout called the meeting to order at 6:00 pm.

2. Roll Call

At 6:00 pm roll call was taken:

Present: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout
Absent: none

Also Present: Matt Ellmann, Executive Director; Rhonda Brewer, Business Manager, Ray Chaussey, Superintendent of Parks; Carolyn Mondlock, Recording Secretary.

Members of the Public: Joellen Earl, Voorhees & Associates

Pledge of Allegiance

The Board, Park District staff and Members of the Public stood for the Pledge of Allegiance.

3. Adoption of Mission and Vision Statements

The Board agreed to adopt the Mission and Vision statements as follows:

Mission: *Serving the community with quality recreational experiences that provide a fun and healthy lifestyle.*

Vision: *Aspire to create positive memories and endless opportunities for the community.*

It was moved by Commissioner Sbertoli, seconded by Commissioner Pulice, to adopt the Mission and Vision statements as proposed.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout
Nays: None

MOTION CARRIED

4. Acceptance of 2014-2018 Strategic Initiatives Report from Heller & Heller Consulting

It was moved by Commissioner Lange, seconded by Commissioner Schroeder, to accept the 2014-2018 Strategic Initiatives Report as presented from Heller & Heller Consulting.

Ayes: Commissioners Lange, Pulice, Sbertoli, Schroeder, Stout
Nays: None

MOTION CARRIED

5. Compensation Study Results Presentation by Joellen Earl of Voorhees & Associates

Director Ellmann did a brief introduction to remind the Board that for the past four months a compensation study was being performed. The presentation tonight is aimed at helping the Board understand and interpret the information in the report. Following the presentation, staff is seeking continued conversation to help create policy recommendations. He introduced Joellen Earl of Voorhees & Associates.

Joellen provided a brief overview of her experience and expertise. She gave the Board a general outline of what she was about to present. She explained that 'classification' is a job and that 16 classifications were reviewed as part of the study.

Joellen outlined her agenda to the Board as follows:

- Scope of Work
- Proposed Classification Plan
- Proposed Job Titles
- Compensation Survey
- Salary Survey Findings
- Proposed Pay Plan
- Implementation of Classification and Pay Plans
- Future Administration of the System

Scope – Joellen conducted a job evaluation analysis which is the review of everyone's job description and the duties that are assigned to each individual. A salary analysis was then done and is in the draft report presented to the Board.

Classification Plan – Joellen met with Director Ellmann and Rhonda Brewer about the study, objectives and methodology that she would be using. She then met with park district full time employees and explained the process. At that time the employees received a job analysis questionnaire, which is Appendix A in the report. The only personal information requested was the employee's name and the amount of time they have worked at the Wood Dale Park District. The rest of the questionnaire was intended to determine the criteria or skill sets that would be needed for someone else to complete their job should the employee move on.

Based on the job descriptions and the duties assigned to people, the job analysis questionnaire was then weighted. Nine factors were used to determine the value of a job – education, work experience, decision making/independent judgment, responsibility for policy development, planning, contact with others, work of others/supervision, working conditions, and technology. After evaluation, ranges, points and grades were determined. The level of points is the level of skill set needed to do the job. Joellen explained this information in detail.

Proposed Job Titles – In conducting the salary survey, Joellen's team asked other park districts to give them the titles of job positions should they be different from Wood Dale's current ones. Joellen explained that titles should be based on the duties the person is completing in his/her position. For example, the proposed title, Director of Golf Operations, is specific to the duties of the person in that position. Currently the park district title for that position is General Manager, which does not reflect the specific duties of the position. Joellen explained how other proposed job titles were determined.

Compensation Survey – Joellen described the methodology used to establish comparable park districts in order to determine comparable compensation. Criterion was used similar to Wood Dale Park District, such as population, EAV, tax levies, expenditures, number of employees, and proximity. Proximity to Wood Dale is within 25 miles.

The survey included 18 comparable park districts. Discussion ensued about the neighboring districts and those who sent back data. Joellen explained that the ability to pay and fund is similar in the comparable park districts. President Stout inquired about comparisons to other golf courses. Joellen explained that the first survey came up short with a group of comparable park districts. Then a second, much pared down, survey was sent out to park districts that had golf operations for more relevant data.

Salary Survey – Information from the compensation study was analyzed and issued in the draft report that the Board is reviewing at this meeting. Graphs show where positions stand in market value in relation to the salary data received.

Proposed Pay Plan – Joellen recommended proposed salary rates between the 50th and 75th percentiles of the salaries of comparable districts surveyed. Eight pay ranges were recommended, with the exception of executive director. Joellen explained the gradation between grades and the range of the spreads in between grades.

Implementation – Two things are needed in order to implement the proposed plans above, Joellen explained, and made a recommendation as follows:

1. Development/updating of job descriptions – The Board asked to see the job descriptions when developed. Director Ellmann explained that each employee was asked to give what they felt were the ten most key essential functions of their job. Using that as a lead-in and their current job description, in addition to having the template to work with, the descriptions are being developed.
2. Moving employees into the new pay plan. Joellen recommended that if an employee is not being paid the minimum salary of the range, the employee should be bumped up to at least the minimum. If an employee is outside of the maximum range, the person cannot make additional salary but should not have salary reduced.

Future Administration of the System – Joellen recommends staying current in the market with salaries by reviewing positions at or above market value so that the park district is able to attract and retain the best people for the job. When the budget is developed every year, a quick survey of park districts will show how they are adjusting their pay ranges based on things like PTELL (Property Tax Extension Law Limit). This year it is 1.7 percent, so Joellen calculated that and put it in the report under grades and ranges, and it shows how much the salary range would move for the PTELL.

She suggests that a pool is created for merit increases. What's being recommended is an open range with a minimum salary and a maximum salary, and how one moves through the range is based on performance.

Joellen suggests reviewing the classification plan. One of the biggest changes to everyone's job is technology, so this plan should be reviewed every few years or if there is any major change to a position.

Commissioner Pulice had several questions pertaining to the following: an explanation of the salary range percentiles, employee rewards based on longevity, merit increment plans (meeting versus exceeding job requirements), and the difference between a general increase and a merit increase. Joellen answered all her questions with assistance from staff. In addition, she explained that PTELL, or cost of living increase, is a general increase, while a merit increase is based on job performance and requires a formal appraisal or evaluation. Director Ellmann said he is looking to standardize the process of performance appraisals.

Commissioner Schroeder inquired about the inclusion of part-time employees. Rhonda responded that there are about 250 W-2's sent out each year. Looking at the number of employees you have over the year determines the overall size of your district and its facilities.

In summary, Director Ellmann said that it is a good common practice every year to reevaluate the market through comparable agencies and have some procedure to determine how it is applied each year. Further, Director Ellmann stated, the overall benefits package needs to be looked at. An employee's raise may be determined, but if the park district is asking that employee to contribute more for benefits, the whole package may not be competitive. In answer to a request from Commissioner Lange, Director Ellmann said that the district does look at other park district benefits to see what is being done in the industry, so that Wood Dale is being competitive and fair to employees.

Commissioner Schroeder left the room at 7:26 pm to respond to a phone call. She returned at 7:28 pm.

President Stout thanked Joellen for her work on this study. Joellen wanted the Board to know that the Wood Dale Park District staff was tremendous in their assistance to her during this process. It was agreed that discussion would continue at the next regular Board Meeting.

On a different topic, Commissioner Pulice asked about the policy of sending emails back and forth to the Executive Director and other Board members. She asked that the topic be an agenda item on the January 28 Board Meeting Agenda. Director Ellmann explained that the goal is not to get decisions made, as that would be in violation of the Open Meetings Act, but to start communications to gather ideas. More discussion on the topic is scheduled for the next meeting.

6. Adjournment

It was moved by Commissioner Lange, seconded by Commissioner Sbertoli, to adjourn this Special Meeting at 7:34 p.m.

After a voice vote, President Stout declared the MOTION CARRIED.

The next General Meeting of the Wood Dale Park District Board of Commissioners shall be held on Tuesday, January 28, 2014, at 6:00 p.m.
