

1. Call the Meeting to Order

President Stout called the meeting to order at 5:00 pm.

2. Roll Call

At 5:00 pm roll call was taken:

Present: Commissioners Pulice, Lange, Schroeder, Sbertoli, Stout

Absent: none

Also Present: Matt Ellmann, Executive Director; Carolyn Mondlock, Recording Secretary.

Prior to the discussion of Agenda Item 3, Director Matt Ellmann stated he would like to add three subjects to discuss briefly that do not require any action. These subjects can be found under Agenda Item 4, Other Discussion Items.

3. Formation and Discussion of Executive Director Work Goals 2013/2014

The Wood Dale Park District Board of Commissioners received Director Ellmann's proposed work goals in advance for review. The draft copy contained eight goals. As a result of this meeting, three more goals were added. They are listed as goals 1, 6 and 9.

Director Ellmann described the formation of the goals as a very important function to direct him and to let him know of the Board's expectations of him as the new Executive Director. The goals are a result of what he learned in the interview process with the Board, what he learned when meeting staff, his research of the park district, and what was observed as he became acclimated to the park district. Director Ellmann reviewed each goal and provided additional input as to how he plans to attain each one. The goals with target dates are as follows:

1. *(Added during meeting)* Develop a calendar and system for the timely review and updating of manuals and policies needing to come before the Board.

July 2013

Commissioner Pulice suggested a list of district manuals and policies be created as many are outdated and need to be reviewed. Director Ellmann will inventory the manuals and policies, develop a priority order in which to address them, in addition to a process and timeline.

2. Develop and present a detailed action plan and timeline for the execution of strategic planning to fully evaluate agency and create a clear direction for the next five to ten years.

August 2013

Director Ellmann said he understands the need for a strategic plan and in putting together a game plan for the future. There are many steps to the process. First and foremost, the park district's mission, vision and values need to be reviewed for they guide what we do. From there, feedback needs to be gathered from the community, in addition to an assessment of what we currently have. Examples are the condition of facilities, program portfolio, and other various elements of operations.

Continuing, Director Ellmann stated that a strategic plan is potentially a road map to the future over multiple years. He said he will present a plan for the Board to review, and the Board can decide whether or not to pursue it or obtain the assistance of consultant(s) in the development and execution of a strategic plan.

3. Review and revise current fiscal year Capital Improvement Program in-line with budget, while taking into account conservatism and awaiting outcomes and recommendations of strategic plan.

September 2013

Director Ellmann feels it is important to stay pace with a Capital Improvement Program that stays in-line with the budget. Following a strategic plan is important to the decisions that are made. An example he cited is Lionwood Park. The park needs to be renovated, and a strategic plan will enable the park district to make better decisions by obtaining community input in order to solidify the best outcome. Capital spent will be in line with the plan.

4. Fully implement “100 Day Strategic Agenda”, report outcomes and impressions to Park Board.

October 2013

The Board received Director Ellmann’s 100 Day Strategic Agenda for review prior to this meeting, and they had no questions.

5. Work with departmental staff to create a unified format for the preparation and annual delivery of operational reports (pool, golf course, clubhouse, and programming).

November 2013

In his review of past department reports in the Board packets, Director Ellmann said he would like to create more unified reports amongst the departments. The reports would include financial information, participation measures, and successes of the past year and what direction the department is working towards in the future. The reports would become better tools of information that staff can learn from and use to develop goals for themselves.

6. (Added during meeting) Monitor and manage department (Recreation, Parks, Finance, and Golf Course/Clubhouse) operations by providing strong systems of accountability.

November 2013

The Board requested more accountability from each department as to their operations. Director Ellmann will develop a game plan for getting that accountability through reporting, monitoring and setting expectations, in order to show how the departments are performing and what actions are being taken to address expectations.

7. Inventory and carefully examine major capital equipment assets and develop a replacement program that takes into account current operational needs, fiscal budget capabilities, and flexibility for the implementation of the Strategic Plan.

December 2013

Director Ellmann wants to develop a replacement program for capital equipment assets. The program would be kept up to date and tie back to the annual budget.

8. Immerse myself into the park district and community by attending meetings, functions, activities and events aimed at being introduced to officials, staff and residents in order to get acclimated to the culture. Report attendance and impressions and evaluate where future agency resources will benefit most and how to assign agency resources to benefit the Park District.

January 2014

Director Ellmann said it is important to get himself out to many places, to many people, out in the community, agency and facilities as much as possible so people feel comfortable coming to him and know who he is. Also, this will give him a real feel for the community. It will also help him figure out where his resources are best placed. He will report what he did, where he went, and what he saw to give the Board an idea of what he is learning from it.

9. (Added during meeting) Organize a budget development process that requires staff to set financial goals based on past history and future target initiatives while engaging the Board earlier in the process and assuring a more comprehensive presentation.

January 2014

At the request of Commissioner Lange, Director Ellmann added this goal in order to tie goals to fiscal spending. He will develop a calendar for the budget process and will distribute it to the Board. He also plans to put together a more transparent and detailed budget plan that gives the Board more time to review and that involves staff engagement.

10. Measure and benchmark staff attitudes and opinions to improve work culture, reassessing after nine months, seeking improvement in all areas of identified concern.

February 2014

Director Ellmann distributed a confidential, comprehensive survey and asked every staff member to complete it. Questions included feelings on workplace safety, team morale, and views on support and respect from their managers. He will summarize the results and use them as his benchmark to identify areas of concern. Then in six or nine months, he will re-evaluate everyone with the goal of raising the benchmark in areas of concern.

11. Implement first phase of the strategic plan process, reporting on outcomes while providing concrete recommendations for change.

March 2014

Director Ellmann expressed his desire to get the first phase of the strategic plan process completed to determine its impact the first nine months.

4. Other Discussion Items

- a. Special meeting date to target acquisitions and the disposal of property
 - The Board discussed a date to include Attorney Mike Bersani.
- b. Addison Park District pool
 - Director Ellmann informed the Board that the Addison Park District pool experienced damage from a storm requiring more extensive work to repair than originally thought. Director Ellmann asked for consensus from the Board to temporarily open up our pool to Addison residents at our resident rates. Details are being worked out between Wood Dale and Addison. The Board expressed support for helping Addison temporarily while their outdoor pool was experiencing repairs.
- c. Prairie Fest
 - Director Ellmann inquired as to who will be volunteering for the event in August and what shift Commissioners were willing to work.

5. Adjournment

It was moved by Commissioner Pulice, seconded by Commissioner Lange, to adjourn this Special Meeting at 6:46 pm.

Voice vote taken. All in favor.

MOTION CARRIED

The next Regular Board Meeting is scheduled for Tuesday, June 25, 2013 at 6:00 pm.

Board Member Signatures
