

NOTICE OF POLICY COMMITTEE MEETING

Tuesday, June 28, 2022

4:00 pm

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

POLICY COMMITTEE MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **COMPENSATION STUDY REQUEST FOR PROPOSAL (RFP)**
- V. **PARK DISTRICT VALUES UPDATE**
- VI. **DIVERSITY, EQUITY, AND INCLUSION (DEI) UPDATES**
- VII. **OTHER BUSINESS**
- VIII. **OPEN TO THE PUBLIC TO ADDRESS THE BOARD**
- IX. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- X. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



Memorandum

To: Policy Committee

From: Chris Kopka, Director of Human Resources and Workforce Strategy; Brian Romes, Executive Director

Date: June 28, 2022

Subject: **Compensation Study Request for Proposal (RFP)**

Summary

One of the greatest assets of the Park District of Highland Park is its employees. It is important that fair and equitable compensation be provided to motivate, maintain, and attract quality staff from outside the organization.

In order to achieve this, compensation needs to be equitable both internally for current and externally for all prospective employees. If the District compensates below the market rate, it may lose competent employees and fail to attract outstanding potential recruits.

Compensation also needs to be designed around the nature and scope of the job and not the person. Each job needs to be carefully evaluated to list necessary tasks and actions and identify skills and abilities required, along with comparisons.

According to Park District Policy, every five years, the Park District's Compensation Plan shall be reviewed by a qualified third-party consultant. The last outside evaluation of Compensation was conducted in 2015. At that time, the District utilized a consultant to complete an employee classification plan and conduct a comprehensive salary and benefits market survey analysis with a selection of comparable Park Districts and municipalities to benchmark positions and made recommendations for a compensation plan. In early 2022, salary grades were evaluated using a 5-year benchmark study (both part-time and full-time), and minimums and maximums were adjusted.

On May 27, 2022, The Park District of Highland Park sent out a Request for Proposals for the *2022 Park District of Highland Park Compensation Study*. Four proposals were received. Staff evaluated the proposals and interviewed Pontifex, GovHR, and JER HR Group. Staff will provide an update to the Park Board Policy Committee and discuss the next steps.



Memorandum

To: Policy Committee
From: Brian Romes, Executive Director
Date: June 28, 2022
Subject: **Park District Values Update**

Summary

To remain an Accredited Illinois Distinguished Agency, the Park District must have an active Strategic Plan. A Strategic Plan is essential for establishing and achieving District success through the development of strategic goals and objectives for the short, mid, and long term. The District's last Strategic Plan included goals and objectives from 2016 – 2020.

Throughout the last two years, the Park District has persevered through pandemic-related challenges, all while delivering essential programs and services to the community, remaining fiscally responsible, and maintaining staff and community health and safety. As we look back at what we've accomplished, gain perspective about where we are and dream about what we want to be as an organization, it is time for us to create clarity around who we are as an organization, and what we do best by defining the Organizational Values that invigorate staff, board, and community as we continue to deliver essential programs, services, and facilities.

In doing so, The Park District is redefining our Values in an effort to create a clear focus on what drives day-to-day decision-making, inspires leadership, and holds our organization, teams, and individuals accountable. The desired outcome of redefining Park District Values is a relentless focus on values-driven leadership, values-driven culture, and values-driven strategic initiatives that are simple, compelling, and aligned with our Mission (why we exist) and our Vision (what we aspire to do). There are three phases to our process; 1. Identify Values 2. Embed Values 3. Shape Strategy. Staff will provide an update to the Park Board Policy Committee on Phase 1 and 2 and discuss the next steps.



Memorandum

To: Policy Committee

From: Brian Romes, Executive Director

Date: June 28, 2022

Subject: **Diversity, Equity, and Inclusion (DEI) Update**

Summary

Staff will provide an update summarizing the Park District's 2022 initiatives and accomplishments surrounding diversity, equity, and inclusion.