

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
APRIL 14, 2015**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:04 p.m. by President Meyers.

**ROLL CALL**

**Present:** Vice President Ruttenberg, Commissioner Kaplan,  
Commissioner Bernstein, President Meyers

**Absent:** Commissioner Flores Weisskopf

**Staff Present:** Executive Director McElroy, Director Donahue, Director Gogola, Director Curtis, Emily Biang

**Guests:**

**ADDITIONS TO THE AGENDA** – None

**WEBSITE**

Director Gogola and Emily Biang, from Communications & Marketing, presented the Board with an overview of the new website being launched on April 22, 2015.

The website is designed with state-of-the-art features and tools to make it easier for residents/customers to access the information they need most. The website is much more flexible and intuitive which allows for easy updating of site content and pages by Staff.

The cost of the website and development was shown to be significantly less expensive than the current vendors quote for the same project. The monthly website hosting fee is also dramatically reduced.

Commissioner Flores Weisskopf arrived at 6:10 p.m.

Commissioner Bernstein inquired about Google Calendar and the ability to link/download athletic schedules and events to one's personal calendar. It was concluded that this functionality is currently utilized in the Events pages and can be easily integrated in other areas of the website.

Commission Bernstein also questioned the possibility of selling advertisement on the website. In response President Meyers expressed interest in seeing what opportunities are out there that are tasteful and consistent with our vision and aesthetics.

Director McElroy thanked Director Gogola and Emily Biang for doing a really great job with the design and implementation of the new website.

### **COMPENSATION STUDY RFP**

Executive Director McElroy reported on the Compensation Study RFP. In compliance with the District's Compensation Policy, the Park District must have the Compensation Plan reviewed every five years by a qualified third party consultant.

After a comprehensive review of the proposals and a breakdown of services provided, staff would recommend that GovHR USA be selected to conduct this study. While the other two firms have the experience, the cost of services provided both exceed the Park District budget of \$45,000 for this study. The GovHR USA fee is not to exceed \$21,500.

A question was raised as to why the study is conducted every five years. Director McElroy responded that this study is typically conducted every three and five years.

The study will evaluate the following:

- analyze the appropriateness of the current position grade classifications and the competitiveness of the salaries and ranges for all full-time positions.
- identify comparable positions in other government and not for profit organizations and present benchmark findings.
- examine the equity of pay among present full-time employees based on qualifications, experience and tenure.
- provide recommendations for consistent salary placement of employees who are newly hired from the outside or promoted.
- provide options for compensating employees who have reached the maximum in their salary range.
- prepare a plan based on pay for performance.

A question was raised as to what the advantage is to not doing the study internally? President Meyers responded on GovHR USA's expertise and importance of being independent of the outcome. Internal staffing might also be problematic due to time and resources taken away from staff members everyday responsibilities.

The proposal will be placed on the regular meeting agenda for April.

### **POST ISSUANCE COMPLIANCE 2015**

Director Curtis discussed Post-Issuance Tax Compliance and summarized the findings for the reviews related to Debt Certificate 2012A and 2013. The District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

**REVIEW OF VOUCHERS**

No questions or concerns.

**OPEN TO PUBLIC TO ADDRESS BOARD**

President Meyers asked if there was anyone from the public that would like to address the Board.  
No comments.

**CLOSED SESSION**

Motion was made by Commissioner Kaplan, seconded by Vice President Ruttenberg, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; 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.

**Roll Call:**

**Aye:** Commissioner Flores Weisskopf, Vice President Ruttenberg,  
Commissioner Bernstein, President Meyers, Commissioner Kaplan

**Nay:** None

**Abstain:** None

**Absent:** None

**Motion carried.**

Meeting was adjourned into Closed Session at 6:40 p.m.

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

There being no further business, a motion was made by Commissioner Bernstein, seconded by Vice President Ruttenberg, and approved by unanimous vote. The Board Meeting adjourned at 7:44 pm.

Respectfully submitted,

Liza McElroy, Secretary