

**DeKalb Park District  
February 9, 2012  
Study Session**

**BOARD MEMBERS PRESENT:** President Mike Teboda, Commissioners Joan Berkes Hanson, Dave Mason and Phil Young. Commissioner Mario Fontana was absent.

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Director Brad Garrison, Asst. Director Lisa Small, and Josephine Knoble.

**OTHERS PRESENT:** None.

**Discussion of Salary Schedule, Merit Pool, Organizational Chart**

Director Capek noted that in 2008 the District worked with the Management Association to develop a wage and compensation program to establish pay grades for the different positions within the District and also the benchmarking of these positions when compared to similar positions in other park districts as well as the public and private sector markets.

Capek stated that this fall she contacted the Management Association in order to re-visit and update the District's compensation program as compared to the current job descriptions. The Management Association followed the same process utilized in 2008. Capek summarized the results of the study. The compensation program recommended by the Management Association consisted of ten grade scales with appropriate ranges, recommendations regarding exempt and non-exempt positions, and analysis of existing positions and the classifications.

Capek stated that according to the compensation structure, the current salary rate for the position of Building Custodian/Athletic Field Maintenance is below the minimum entry pay level for that grade classification. Capek recommended that starting the new fiscal year that the salary be raised from \$23,290 to \$27,762.

Capek also recommended approval of a \$32,000 merit pool to provide increases based on performance. Funding will come from the general and recreation fund budgets and will have no impact on existing fund balances.

Asst. Director Small stated that our tax levy went up by \$30,000 due to slight increases in new construction and CPI. The increase in levy would be utilized to cover merit raises. The District is in the financial position to be able to absorb the merit pool and staff would not be recommending a merit pool if it needed to tap into fund balances. Small also added that the District has lost a couple of full time positions, have downsized and cut costs.

Commissioner Hanson had many questions in regards to the compensation plan and wanted to clarify that the pay grade assignments were determined by comparisons to similar jobs in similar park districts.

Director Capek clarified that the Compensation Plan was changed to adjust the categories and not any salaries, except for the Building Custodian position.

Commissioner Hanson inquired what percentages park district employees would receive in terms of raises. Capek replied that raises would be between 2% and 3%.

Capek stated that evaluations are completed and that raises are solely based on merit and only for full time employees. Wages for part time employees have been included in the budgets to include raises of .25¢ or .50¢.

Capek further stated that the minimum to maximum ranges serve as guidelines for pay for each job description. Each year staff must submit goals and objectives. A formal employee evaluation process has been established and is completed annually. Evaluations are completed by direct supervisors and the same evaluation form is utilized during the evaluation process.

Commissioner Hanson wanted to make sure that only the Building Custodian/Athletic Field Maintenance position was being adjusted and that all other raises would average between 2% and 3%. Capek assured the Board that merit raises would be based on performance and would not exceed the \$32,000 pool which was requested.

The Board reviewed the organizational chart and had no questions.

### **Executive Director Revised Job Description**

President Teboda stated that the duty of ADA Coordinator and Safety Committee chair were added to the peripheral duties of the Executive Director's job description.

### **Fund Balance Policy**

Asst. Director Small stated that the DeKalb Park District will be classifying its fund balances based on a new pronouncement of the Governmental Accounting Standards Board (GASB 54).

Small stated that the Policy outlines how to classify the net assets of governmental funds within the financial statements based on constraints placed on the purpose for which the fund balance can be spent, delegates authority to assign fund balances, establishes the flow of funds assumptions, and establishes a minimum level that fund balances should be maintained.

Small recommended approval of the policy in order to implement it immediately. Small noted that the general fund was the only fund that was more flexible and had fewer restrictions on how it could be utilized.

### **Review Bids for Ellwood House Grant Project**

Asst. Director Garrison stated that bids for the Ellwood House grant project were opened at 3:01 p.m. on Tuesday, February 7. Staff was recommending the Board approve the lowest bid of \$93,602.00 submitted by Irving Construction.

The study session ended at 6:56 p.m.

**DeKalb Park District  
February 9, 2012  
Public Meeting**

**BOARD MEMBERS PRESENT:** President Mike Teboda, Commissioners Joan Berkes Hanson, Dave Mason, and Phil Young. Commissioner Mario Fontana was absent.

**STAFF MEMBERS PRESENT:** Director Cindy Capek, Asst. Director Brad Garrison, Asst. Director Lisa Small, and Josephine Knoble.

**OTHERS PRESENT:** Suzie Zeeh, KSRA Director.

**I. Meeting Called to Order**

President Teboda called the February 9, 2012 public meeting to order at 7:02 p.m.

**II. Approval of Agenda**

Commissioner Hanson made a motion to approve the February 9, 2012 agenda. President Young seconded the motion and all members voted unanimously in favor.

**III. Approve Minutes from Previous Meetings**

Commissioner Young made a motion to approve the study session and public meeting board minutes of January 12, 2012, the executive session minutes of January 12, 2012 and the special meeting board minutes of January 19, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

**IV. Correspondence**

There was none.

**V. Business from the Floor**

There was none.

**VI. Presentation: KSRA Executive Director, Suzie Zeeh**

President Teboda introduced KSRA Executive Director Suzie Zeeh.

Zeeh stated that she has worked in the field of Special Recreation since 1981. KSRA provides programs and inclusion for children and adults with disabilities.

KSRA offers a variety of recreational programs and also offers social opportunities for individuals with disabilities.

During the summer, KSRA offers a 7 week camp program in Hopkins Park for children with disabilities and Special Olympic programs are offered throughout the year.

Commissioner Mason inquired about the Penguin Project. Zeeh stated that the Penguin project was not a KSRA program, but was implemented by the Children's Community Theater.

Zeeh stated that she received a \$5,000 grant for the purchase of an ADA golf cart that will allow people with disabilities to position themselves in order to swing a golf club.

Commissioner Mason thanked Zeeh for her dedication and work.

## **VII. Old Business**

### **A. Approve Tentative Budget and Set Date for Public Hearing**

Director Capek stated that the budget had been reviewed by the Board over the last few months.

Commissioner Hanson made a motion to approve the DeKalb Park Districts Tentative Budget for March 1, 2012-February 28, 2012, with a copy to be placed on file at the Park District Administration Office for 30 days for public review. Commissioner Young seconded the motion and all members voted unanimously in favor.

Commissioner Hanson made a motion to hold a Public Hearing on March 22, 2012 at 7:00 p.m., for the Proposed Budget of the DeKalb Park District from March 1, 2012 to February 28, 2013. Commissioner Mason seconded the motion and all members voted unanimously in favor.

### **B. Approve Purchase of Computer Server**

Commissioner Young made a motion to approve the quotation from TBC for the replacement and installation of a new computer server and software in the amount of \$26,130.68. Commissioner Mason seconded the motion. President Teboda and Commissioners Young and Mason voted in favor of the motion. Commissioner Hanson abstained from the vote.

## **VIII. New Business**

### **A. Approve Salary Schedule**

Commissioner Young made a motion to approve the Compensation Structure for the DeKalb Park District as outlined in the February 2012 report by the Management Association, to raise the salary level for the position which is under the minimum for the respective job classification, and approve the revised Organizational Chart for the DeKalb Park District.

Commissioner Hanson seconded the motion and all members voted unanimously in favor.

### **B. Approve Merit Pool**

Commissioner Hanson made a motion to approve a merit pool of \$32,000 for staff increases to be based on performance in accordance with the merit program as presented. Commissioner Young seconded the motion and all members voted unanimously in favor.

Director Capek noted that she would evaluate a grade scale for seasonal employees.

**C. Approve Executive Director Revised Job Description**

Commissioner Hanson made a motion to approve the Executive Director's Job Description as revised January 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

**D. Approve Fund Balance Policy**

Commissioner Mason made a motion to approve the DeKalb Park District Fund Balance Policy as revised February 2012. Commissioner Young seconded the motion and all members voted unanimously in favor.

**E. Approve Resolution 12-01: Resolution to Commit Funds**

Commissioner Young made a motion to approve Resolution 12-01, a Resolution providing for the Commitment of Funds in the Capital Project Fund for the replacement of synthetic turf at the Sports and Recreation Center for the fiscal year March 1, 2011-February 29, 2012. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

**F. Projects Over \$10,000**

Commissioner Young made a motion to approve the bid from Irving Construction Company, Inc. for the Ellwood House Grant Project in the amount of \$93,602.00. Commissioner Hanson seconded the motion and all members voted unanimously in favor.

**IX. Financial Reports**

**A. Cash & Investment**

There were no questions.

**B. Purchase Orders**

President Teboda inquired about the Ornamental Plasterwork Service purchase order. Asst. Director Garrison stated that the \$9,975.00 purchase order was for plaster work repairs to be completed at the Ellwood House.

**C. Invoices**

The Board reviewed and approved the list of bills totaling \$44,667.11.

**D. Budget/Actual Report**

There were no questions.

## **X. Committee and Staff Report**

### **A. IAPD-Dave Mason**

Commissioner Mason noted that he attended the IAPD/IPRA Annual Conference workshop Strategies for Effective Board Meetings: What Does it Take? and also the workshop titled The Pool Factor: Does Your Community Have Enough Space? He distributed information distributed at the workshops.

Commissioner Mason also suggested the District implement additional Senior Programs and provide a place where senior can gather to talk or play cards.

### **B. Ellwood House-Cindy Capek**

Director Capek reported that donations to the Ellwood House have been down but that the trust fund is healthy with plenty of money in reserves. Due to the fact that revenues were below projections, \$111,500 was transferred from the trust fund into the operating budget. Generally \$75,000 is transferred annually.

Capek stated that the tentative date for the annual meeting was scheduled for May 17.

Ellwood House Director Brian Reese will include \$10,000 in his new budget to help with museum improvements.

### **C. Plan Commission**

The meeting was cancelled.

President Teboda suggested that staff look into the possibility of renting out the Sports and Recreation Center for conventions and exhibits.

Commissioner Hanson suggested that a couple of special events be planned at the pool per season.

### **D. Staff Reports**

There were none.

## **XI. Move to Executive Session for the purpose of the Board discussing personnel, pursuant to Section 2(c) (1) of the Illinois Open Meetings Act**

At 7:55 p.m. Commissioner Hanson made a motion to move into Executive Session for the purpose of the Board to discuss personnel pursuant to Section 2(C) (1) of the Illinois Open Meetings Act. Commissioner Young seconded the motion. President Teboda and Commissioners Berkes Hanson, Mason and Young were present. Commissioner Fontana was absent.

**XII. Reconvene Public Meeting**

Commissioner Mason made a motion to return to the Public Meeting at 8:42 p.m.  
Commissioner Young seconded the motion and all members voted unanimously in favor.

**XIII. Approve Items Discussed in Executive Session**

President Teboda noted that the Board met in Executive Session to discuss personnel pursuant to Section 2(C) (1) of the Open Meetings Act.

Commissioner Berkes Hanson made a motion to approve a 3% merit increase for Executive Director Capek for the new fiscal year beginning March 1, 2012. Commissioner Mason seconded the motion and all members voted unanimously in favor.

**XIV. Adjourn Public Meeting**

At 8:55 p.m. Commissioner Mason made a motion to adjourn the February 9, 2012 public meeting. Commissioner Young seconded the motion and all members voted unanimously in favor.