

MINUTES
DEKALB PARK DISTRICT
BOARD OF COMMISSIONERS
Special Meeting
Thursday, April 7, 2016
Hopkins Park Community Center
1403 Sycamore Rd., DeKalb, IL
5:30 p.m.

I. Call Meeting to Order and Roll Call

President Phil Young called the meeting to order at 5:30 p.m.

Board members present: President Phil Young, Commissioner Dean Holliday, Commissioner Bryant Irving, Commissioner Keith Nyquist, and Commissioner Dag Grada.

Others present: Amy Doll, Interim Executive Director, Nancy McCaul Interim Superintendent of Finance, Scott de Oliveira, Facility and Marketing Supervisor, Shane Bays, Superintendent of Golf, Mat Emken, Superintendent of Parks & Development, Autumn Kelly, Accounting Systems Manager, Jane Holdridge, Food and Clubhouse Manager.

II. Action on Agenda

Commissioner Irving made a motion to approve the agenda, seconded by Commissioner Grada. Motion carried by voice vote.

III. Public Comments

None.

IV. Discussion on Job Description, Recruitment, and Hiring of the Superintendent of Finance

Interim Executive Director Amy Doll advised that the changes in red clean up some titles that have changed, adding that the changes in blue are more specific changes to the job description. She went over those changes with the Board.

President Young had a question about the FOIA officer requirement. Ms. Doll advised that this position would be the primary FOIA officer for the District.

President Young also asked about the requirement of the position to serve as a liaison to PDRMA. Ms. Doll advised that there can be multiple liaisons. Ms. McCaul advised that the liaison would go to a “council” meeting for PDRMA once or twice per year.

Commissioner Nyquist asked if these would be long term changes. Ms. Doll said that she anticipates that she will be working on realigning HR duties in the future.

Ms. Doll discussed different options for recruitment and the timing of the hiring and indicated that the District would explore options for not using a recruiting company for the search for this position.

V. Discussion on Employee Merit Pool Increases

Ms. Doll advised that as part of the FY2017 budget, increases were budgeted.

President Young said that some employees are maxed out in their pay rate, and was wondering if there was a potential for a bonus for certain employees that have performed well. Ms. Doll said that in some years in the past this has been done and in other years it has not.

Commissioner Nyquist asked about the categories used for employee evaluation. Ms. Doll advised that the categories are consistent across the board. She also discussed evaluation criteria. Commissioner Nyquist asked for a salary trend for the last 3-4 years to be given to the Board.

Commissioner Holliday asked if there were bonuses given last year. Ms. Doll said there were no bonuses given last year.

VI. Discussion and Review of Board Policies

President Young advised that as part of the charter, the Board policies need to be reviewed. The board received electronically the board policy manual prior to the meeting. President Young asked about documents that are to be included with the policies, where the page has been left blank, and would like those items to be included in the document. Commissioner Grada discussed updating reference statutes within the policies, and not including the actual statute.

President Young suggested getting these changes submitted to the attorney for review.

VII. Approval of Extension of Contract with GovTemps for Interim Superintendent of Finance

Commissioner Grada made a motion to extend the employee agreement with GovTemps USA for the Interim Superintendent of Finance position. Commissioner Irving seconded the motion.

Ms. Doll advised that the contract is the same with the exception of updated dates. President Young advised that the termination date would be July 29, 2016, and the hours would be updated to 30 hours per week from 20 hours per week.

Motion carried by roll call vote. Aye: Holliday, Nyquist, Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

VIII. Adjourn Special Meeting to go into Executive Session to consider one or more of the following subjects under the Open Meetings Act, Section 2(c): (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

Commissioner Holliday made a motion to go into Executive Session to consider one or more of the following subjects under the Open Meetings Act, Section 2(c): (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees; (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, seconded by Commissioner Irving. Motion carried by roll call vote. Aye: Holliday, Nyquist Irving, Grada, Young. Nay: None. Absent: None. (5-0-0)

The meeting was closed to the public at 5:53 p.m.

IX. Reconvene Public Meeting

The public meeting was reconvened at 8:41 p.m.

X. Adjourn Public Meeting

Commissioner Irving made a motion to adjourn the public meeting, seconded by Commissioner Grada. Motion carried by voice vote.

Meeting adjourned at 8:41 p.m.