

**DeKalb Park District
December 3, 2013
Special Meeting**

BOARD MEMBERS PRESENT: President Phil Young, Commissioners Per Faivre, Keith Nyquist and Mike Teboda.

STAFF MEMBERS PRESENT: Interim Director Lisa Small, Asst. Director Brad Garrison and Scott deOliveira.

OTHER MEMBERS PRESENT: Dean Holliday, Keith Frankland of HYA Associates, Steve Persinger of HYA Associates, and Ray Morrill of HYA Associates.

I. Meeting Called to Order and Pledge of Allegiance

President Phil Young called the December 3, 2013 special meeting to order at 6:00 p.m.

II. Approval of Agenda

Commissioner Per Faivre made a motion to approve the December 3, 2013 special meeting agenda. Commissioner Mike Teboda seconded the motion and all members voted unanimously in favor.

III. Swearing in of Dean Holliday as Board Commissioner

Commissioner Keith Nyquist made a motion to appoint Dean Holliday as Park District Board Commissioner. Commissioner Mike Teboda seconded the motion and all members voted unanimously in favor.

Commissioner Nyquist administered the oath of office to Dean Holliday and newly appointed Commissioner Holliday took a seat at the Board table.

IV. Preliminary Study/Schedule Session with Hazard, Young and Associates

Keith Frankland presented the parameters and dates for the entire search process.

President Young was appointed as the contact person for the Park Board and Scott deOliveira was appointed as the staff liaison.

The search calendar was discussed and it was decided that staff, community leaders, and park board members will be interviewed to determine the agency's needs for the next Executive Director. A leadership profile report will then be presented to the Board.

HYA will present the Board with a slate of five potential candidates. The Board will then interview those candidates and narrow down their search to two or three semi finalists that will be invited back for a final interview.

Frankland then proceeded to describe the final negotiating process.

Staff liaison deOliveira will be arranging focus group meetings to be held on January 9 and 10, 2014. The Board will then meet in Executive Session on Wednesday, January 29, 2014 at 6:00 p.m. to review the focus group findings.

HYA will interview candidates on March 27 and 28 and then meet with the Park Board on April 2 and April 9 at 6:00 p.m. to review the interview questions.

The Board will then meet on April 25 and April 26 to conduct 1st interviews. The Board will allow a 1 ½ hour time slot each for the two candidates on Friday, April 25 starting at 3:30 p.m. and will meet again the following day, Saturday April 26 starting at 9:00 a.m. to interview the last three candidates. The Board will then meet on April 27, 28, and 29 to conduct 2nd interviews.

District attorney Jim Rock will prepare the Executive Session agendas during this process and it was noted that the confidentiality of the candidates was paramount.

The Board will then meet at 9 a.m. on Saturday, May 3 to select the final candidate.

The Board selected the following groups to provide input in creating a profile for the next Executive Director search:

- Park District Assistant Directors
- Park District Department Heads and Staff members
- City Manager
- Mayor-John Rey
- Police Chief-Gene Lowery
- Fire Chief-Eric Hicks
- School Board President-Tom Matya
- School Board Superintendent-Jim Briscoe
- DeKalb County Board President
- YMCA Director-Rob Wilkinson
- AYSO Director
- Kishwaukee Kiwanis Club
- NIU-Bill Nicklas
- Ellwood House Director-Brian Reis
- Any former Park Board Commissioners
- Sycamore Park District

The Executive Director position will be posted on the National Recreation and Parks Association (NRPA) and Illinois Parks and Recreation Association (IPRA) websites and will also be posted on the DeKalb Park District and HYA websites.

The Board requested that staff provide a salary and benefits history for the Executive Director position and also agreed that the Executive Director would have to meet residency requirements, according to current policy.

A Leadership Profile Questionnaire will available to all focus groups, staff etc. and will also be available on the District website.

V. Adjourn Special Meeting

Commissioner Teboda made a motion to adjourn the December 3, 2013 special meeting at 7:24 p.m. Commissioner Faivre seconded the motion and all members voted unanimously in favor.