

APPROVED

MINUTES OF DECEMBER 12, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:01pm and roll was called.

Commissioners present:

Dudley Onderdonk, President
Josh Lutton, Treasurer (6:20p arrival)
Lisa Brooks, Vice President
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.

Members of the public in attendance who signed in or spoke: Dan Dorfman, Scott Padiack, Elsabe Schimmelpennich Drost

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including minutes of the December 5, 2017 Special Board Meeting, minutes of the November 21 Regular Board Meeting and Approval of the Bills. Commissioner Brooks seconded the motion. No further discussion ensued Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk
NAYS: None
ABSENT: Lutton

Matters from the Public: Scott Padiak spoke on the relocation of the bike racks at Takiff Center and asked to take into account the Active Transportation Alliance uses for bike rack location. Elsabe Schimmelpennich Drost agreed with Padiak and asked to include the front entrance in bike rack plans.

Financial Report: Director of Finance/Human Resources Mensinger stated we are nine months into the year. Recreation program revenues are down by a large amount only because last year registration was in November and this year in December. Everything else is consistent or up over the prior two years. We did make our bond principle and interest payment in December. Total net cash position is down quite a bit, over a million dollars, related to the bond payment.

Staff Reports and Executive Director Report: Staff and the Executive Director did not add to their Board reports and answered Board questions as follows.

Director Leiner updated the Board on the Takiff parking lot project. The tanks were removed yesterday, backfilled, final soil samples taken, and removed soil per the engineering firm. Once soil meets the criteria set by the State, the permit can be closed. Executive Director Sheppard stated that the parking lot where the old skate lot was is now open. Director Collins shared that the new Gingerbread House special event was

great with 24 children and 101 attendees at the Teen Skate Night for middle school through either grade with a second skate night scheduled next month.

Action Items:

Approval of Resolution No. 877: An Ordinance Establishing an Updated Sexual Harassment Policy for the Glencoe Park District in Order to Comply with Public Act 100-0554: A motion was made by Commissioner Gaines to approve Ordinance No. 877: an ordinance establishing an updated Sexual Harassment Policy for the Glencoe Park District in compliance with Public Act 100-0554 as presented. Commissioner Brooks seconded the motion. Executive Director Sheppard stated that there are no issues with sexual harassment at the park district; state legislature passed an ordinance for us to pass an updated policy. Staff will be trained on the policy. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk
NAYS: None
ABSENT: Lutton

Strategic Plan Workshop: Barbara Heller of Heller and Heller began the meeting with a review of the organizational SWOT, or strengths, weaknesses, opportunities, and threats. The group reviewed the list of items included on the power point and added to them. The complete list of each follows:

Commissioner Lutton arrived at 6:20pm.

Strengths

Reinvestment in the infrastructure
Community support
Park District leadership
Overall workforce competency
Programming variety
Teamwork
Organizational trust both internally and externally
Financial condition
Fiscal responsibility
Unique services due to lakeside location
Partnerships
Successful master plan implementation
Proactive approaches and ability to get things done

Needed Improvement Areas

Adult programming
Evidence based decision making
Stronger link with health/fitness
Staffing levels
Internal communication
Service level identification
Organizational culture implementation through all levels of the organization

Saying yes to residents when it is not to the District's advantage
Employee morale continuously measured

Opportunities

Branding
Connection to the community's health and fitness
Donation opportunities
Communication with residents
Sustainable practices
Facility use extended seasons (ice and beach)
Biking encouragement throughout the community
Connectivity opportunities
Partnerships

Threats

Property tax freeze
Minimum wage
Ability to attract part-time staff
Continuous higher expectations
Do we really need the best of everything...there may be another way to look at things?
We need to provide information about resident expectations. If you expect more, we need funding to provide it
Competitive environment; many similar providers of services
Maintaining the infrastructure
Staff retention
Staffing levels
Political/legal environment
Local and state tax deduction changes in federal tax bill
Climate change

Following the SWOT discussion, the group discussed mission, vision, and values. Two mission statements were proposed as follows. We will discuss further and develop a consensus for a revised mission statement. The Vision remains the same.

Mission Statement

To build a culture of excellence that enriches lives and builds social bonding by providing exceptional services, parks, programs and facilities

To enrich lives, build community, and create memorable experiences through exceptional services, parks, programs, and facilities

Vision Statement

We are committed to become the most innovative, customer-driven, and fiscally-responsible park district for current and future generations.

Values

The existing values will remain the same and form the acronym, SPIRIT. They include:

- Safety
- Passionate
- Integrity
- Responsiveness
- Innovative
- Team-oriented

The last item covered was the development of the four Themes of the balanced scorecard. They are as follows:

Strategic Themes

Customer: Customer Connection

Financial: Financial Stewardship

Internal Business: Operational Efficiency

Learning and Growth: Team Development

Next step will be to meet with staff.

Matters from the Public: There were no matters from the public.

Other Business: There was no other business.

Adjourn to Closed Session: There was no reason to go into Executive Session.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:05 p.m.
Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary