

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
SPECIAL BOARD MEETING MINUTES
August 21, 2017 at 7:00 P.M.
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Cook County, Illinois**

Call to Order

President Martin called the meeting to order at **7:01 P.M.**

Roll Call

President Martin, Commissioner Gordon, Commissioner Busa, Commissioner Cavanaugh and Commissioner Christopher. Also, present: Board Secretary; Lauralee Conway.

Public Comments

Mr. Jim Burg, Superintendent of Parks presented a letter to the Board of Commissioners. President Martin read the letter from the department heads communicating if the Board needs any assistance during the Executive Director hiring process, the department heads are happy to assist the Board in any way, should the Board of Commissioners need it. The Commissioners thanked Mr. Burg for delivering the letter and volunteering any help as needed.

President Martin reminded the Commissioners the school district would like to schedule a joint meeting of Westchester municipalities on Thursday, September 28th. President Martin asked the Commissioners to review their calendars for availability and notify Mr. Kasanders.

The Commissioners scheduled a meeting for September 5, 2017 at 7:00 P.M.

Discussion of the Executive Director hiring process

The Commissioners discussed hiring or assigning an interim director until the Commissioners create and complete the hiring and search process for a new Executive Director. The Commissioners agreed to hire an interim Executive Director until the position is filled. The Commissioners discussed the below items for the creation of a new job description for the Executive Director position:

- Discussion of IAPD/IPRA/GHR application process
- **Education** - B.S. - Park & Recreation, Public Administration, Public Policy or related field.
Masters - Preferred
- **Experience** - 7-10 years Park District Capacity
5-7 years Supervisory/Administrative Role
- **Qualifications** - Active community leadership with the knowledge of the importance of community involvement with volunteerism and in the collaborative processes for park planning. Maintain and improve community services with a high level of customer satisfaction. Knowledgeable about trends and issues in the park and recreation field, including personnel management, creative financing, marketing and public relations.
- Date of Employment
- IAPD/IPRA/GHR
- Department Head Involvement
- Internal/External candidates
- Commissioner Busa will review the budget and recommend a salary range at the September 5,

2017 meeting.

- Commissioner Gordon, Cavanaugh and Christopher will provide 5 qualifications at the next September 5, 2017 meeting.
- All Commissioners will make a decision whether or not to us a firm for the application process and discuss at the September 5, 2017 meeting.

The Commissioners agreed to discuss the Executive Director's compensation for the time period of August 1, 2016 to May 31, 2017 effective June 1, 2017 to the present at the September meeting.

Motion to Adjourn.

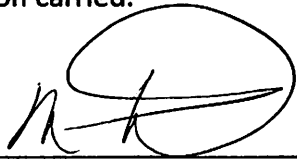
Motion to adjourn the Special Board Meeting at 9:00 P.M.

Motion by: Gordon

Seconded by: Christopher

Roll Call Vote: Martin, Gordon, Cavanaugh, Christopher, Busa

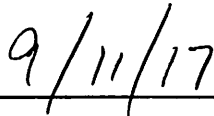
Motion carried.



President, Matthew Martin



Board Secretary, Lauralee Conway



Date