

MINUTES OF THE SPECIAL BOARD MEETING CHAMPAIGN PARK DISTRICT BOARD OF COMMISSIONERS

SEPTEMBER 4, 2013

The Champaign Park District Board of Commissioners held a Special Board Meeting on Wednesday, September 4, 2013 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Petry presided over the meeting.

Present: President Joseph Petry, Vice President Alvin Griggs, Commissioners Barbara Kuhl, Jane Solon and Timothy McMahon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff: Bobbie Herakovich, Executive Director/Secretary, Joe DeLuce, Director of Recreation, Andrea Wallace, Director of Finance, Tammy Hoggatt, Human Resources Manager, Andrew Weiss, Park Planner, and Cindy Harvey, Executive Assistant.

Call to Order

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

CPD Highlights

This matter was deferred to a later meeting by President Petry.

Comments from the Public

President Petry called for comments from the audience. There were none.

Presentations by Executive Search Firms

Commissioner McMahon reminded the Board that it had not decided how it would handle asking the firms the list of questions which had been compiled. Discussion ensued. It was decided that Board members would individually ask any additional questions that they may have after Commissioner Kuhl's questioning is finished.

Hazard, Young and Attea and Associates (HYA)

Ms. Herakovich reported that the first presentation would be by Keith Frankland and Jane Hodgkinson, of HYA which recently merged with ECRA Group.

Keith Frankland, Senior Associate, and Jane Hodgkinson, Associate, presented an overview of the process HYA would use to conduct a search for an executive director. The HYA team answered questions that were asked by Commissioner Kuhl on behalf of the Board. Other questions ensued and were answered by the HYA representatives.

After their presentation was concluded, the Board thanked the firm for its presentation.

Illinois Association of Park Districts (IAPD)

Ms. Herakovich reported that the second and final presentation would be by Peter Murphy, President & CEO, Cindy Timmermann, Marketing Director, and Jason Anselment, Legal/Legislative Counsel, of IAPD.

Mr. Murphy, Ms. Timmermann, and Mr. Anselment presented an overview of the process IAPD would use to conduct a search for an executive director. The IAPD team answered questions that were asked by Commissioner Kuhl on behalf of the Board. Other questions ensued and were answered by the IAPD representatives.

After their presentation was concluded, the Board thanked the firm for its presentation.

Action Items

Consideration of Approval to Solicit Request for Proposals for Program Opportunities for the Existing Leonhard Recreation Center

Ms. Herakovich reported that one of the Park District's priorities is to determine the fate of the existing Leonhard Recreation Center site. She summarized previous discussions about the existing building and the unsolicited proposal submitted by "The Cage" to use the building for baseball batting cages. There was discussion that if the Board sought alternative uses for the existing building the request for proposal process could be used. Ms. Herakovich noted the discussion prompted questions about costs to the Park District and whether viable programs using the facility would trigger ADA requirements. Staff learned that the type of use of the building may cause ADA requirement upgrades or upgrades to meet code compliance. Ms. Herakovich reported that the Board could decide to seek proposals for program opportunities or demolish the building. She noted that staff previously submitted an idea to demolish the existing building and build a tennis support facility. Staff is seeking Board approval to proceed with drafting a request for proposals soliciting program opportunities for the existing Leonhard Recreation Center.

Commissioner Solon made a motion to approve soliciting a request for proposals for program opportunities for the existing Leonhard Recreation Center. The motion was seconded by Commissioner McMahan.

Discussion ensued about the restrictions of leasing the building, potential tax issues and the priority of this project compared to other priorities. Commissioner Kuhl questioned whether there were restrictions to the Park District owning a building and leasing it out to someone else for use. Attorney Hall stated that there are no restrictions on the Park District's ability to lease out the property. Commissioner Solon suggested that if the building is leased that the renter be responsible for taxes. She also suggested that now would be an ideal time to seek proposals to determine if the use of the building has value to the public.

Upon call of the question, the motion passed 5-0.

Selection of Executive Search Firm

President Petry asked for discussion regarding the executive search firms.

Commissioner Kuhl suggested discussing the pros and cons of each firm. She noted that both firms indicated that they can meet the Park District's proposed timeframe, which is important.

Discussion then ensued amongst the Commissioners regarding both of the search firms. All of the Commissioners agreed that both search firms indicated that they could meet the needs of the Park District. It was noted that the IAPD probably has more intimate knowledge about locating individuals who have a park district background, while HYA would more likely present an applicant pool from a wider array of backgrounds.

President Petry stated that both firms are capable of completing the job and that he saw positives in both. He noted that he favors involving stakeholders in the process and believes that it is an opportunity for the Park District to get candid opinions that would be valuable. President Petry noted some differences between the two firms, but reiterated that both firms are capable.

Commissioner Kuhl reported that to expedite the process, contracts were received ahead of time from both firms. She stated that the contracts were reviewed by Attorney Hall.

Commissioner Kuhl stated once a firm is selected the contract will be finalized by Attorney Hall, sent to the firm for review and comments, and presented to the Board for approval at a Special Board Meeting on September 11, 2013.

Discussion ensued about additional questions that the Board needs to address. Commissioner Kuhl encouraged the Board to make a list of key concerns to be addressed.

Attorney Hall noted differences in the proposed contracts from the firms. Discussion ensued. It was determined that the matters would be addressed in the final contract.

After further discussion, Commissioner Solon made a motion to approve entering into a contract with HYA to conduct an executive director search. The motion was seconded by Commissioner McMahon. The motion passed with 3 in favor; President Petry abstained; and Vice President Griggs opposed.

Executive Director Recruitment Process

Commissioner Kuhl reported that staff put together notebooks with executive search information. She asked Commissioners to leave the notebooks at the Park District and that staff will make sure they are available for meetings. Discussion ensued about maintaining the information in the binder.

Commissioner Kuhl stated that the Board would like HYA representatives to attend the meeting on September 11, 2013 to review and finalize the process based on the calendars. She asked Commissioners to forward dates of availability for Fridays and Saturdays for October through mid November to staff. Once the information is received, the calendars will be updated and copies provided to the Commissioners and HYA.

Commissioner Kuhl discussed the various questions compiled for Board consideration. She suggested that Commissioners compile a list of stakeholders they would like interviewed; prepare a list of preferred qualifications for the executive director; and how many candidates should be considered for the process. Discussion ensued about the preference for a contract versus being an at-will employee. Attorney Hall noted the differences between at-will employees versus contractual employees. Commissioner Kuhl suggested that further discussion was needed and that the Board also consider where it would prefer the candidate to reside.

Commissioner Kuhl stated that she will work with staff to prepare a list of questions and other information to the Board. It was proposed that a special meeting be held on September 11, 2013 and that the regular meeting be held immediately following.

President Petry thanked Commissioner Kuhl for helping the Board stay on task with this process. He stated that it is very helpful and appreciated.

Discussion Items

None

Comments from Commissioners

President Petry stated that he asked Ms. Herakovich if a special award could be developed to recognize those who helped with the life saving incident that happened at Sholem Aquatic Center. He believes it is a good idea to let people know what great employees the Park District has and how well trained they are. He stated that such an award could be used for other special circumstances in the future as well.

Closed Session

No closed session was held.

Adjourn

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the Special Board meeting. The motion was seconded by Vice President Griggs. The motion passed unanimously and the meeting was adjourned at 7:40 p.m.

Approved:

Jane L. Solon, President Pro Tem

Cindy Harvey, Assistant Secretary