

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

July 25, 2016

The Champaign Park District Board of Commissioners held a Special Board meeting on Wednesday, July 25, 2016 at 5:30 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the meeting.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl and Jane L. Solon. Also present was Ms. Beth Michaels of PrimerMichaels

Staff Present: Joseph DeLuce, Executive Director

Call to Order

President McMahon called the meeting to order at 5:35 p.m.

Comments from the Public

President McMahon called for comments from the public and there were none.

Board Self-Evaluation

President McMahon tendered the floor to Ms. Michaels. She thanked the Board for the opportunity to assist it in its second annual self-evaluation process. She explained to the Board a general overview of the process and course of action to be undertaken during the course of the self-evaluation process. The Board was provided with a written summary of its self-evaluation materials dated July 15, 2016 together with a survey instrument addressing areas of agreement and disagreement among Board members. That instrument was utilized in part for further discussion during the self-evaluation process.

Beth asked each of the board members and staff what they hoped to get out of the session and each person shared their thoughts. The group shared various ideas including but not limited to clearly defining the role of the Commissioners and Executive Director, further discussion on the dance floor vs the balcony, process for establishing board philosophies in advance of decisions, and how to advance teamwork among the Commissioners.

Beth then highlighted the successes of the Board since the training session from last year which included:

- Everyone participated in the survey
- Majority on same page as to what good looks like
- Growth in governance
- Good areas remained the same as last year
- Setting and stewarding the District's vision, mission and goals
- Engaging stakeholders
- Evaluating the Director
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Beth shared the survey results and her thoughts on areas the Park Board and Executive Director need to work on:

- Areas for improvement included the Balcony vs the Dance Floor issues
- Data is a key factor for dance floor and balcony issues
- Effective Commissioners make data driven decisions
- Understanding the goal
- Everyone agrees to a consensus

Beth shared her ideas on how to get consensus with the Fist to 5 vote procedure, which she demonstrated to the group. She explained in detail how this procedure works and helps the board move forward together on decisions.

Consensus Test: Getting to a shared understanding and commitment to a solution, NOT an agreement that the chosen solution is necessarily everyone's first choice.

What is the board criteria for making a decision?

What do we need to know to make our best decision?

1. Does it fit any of the District's goals, values, mission or vision?
2. Does it meet our code of ethics, integrity of the District and code as commissioners?
3. Is everyone sharing all the information they have when dealing with an issue?
4. Everyone needs to take full responsibility to provide all important information.
5. It is very important that we distinguish between fact vs story and fact vs feelings
6. The board needs the tools and structure to ask questions.
7. How do we get good data? There is Board Data and there is Staff Data.
8. Update board members on questions. Share with all the board members.
9. Director's discretion on how much is needed to make a decision?
10. What information is required for decision making?
11. Develop criteria for what information is needed.
12. Does the board have enough information to make a decision without micromanaging?
13. Budget issues, the board sets the budget amounts and the ED develops the budget with the amounts set by the board and as long as the ED stays within those set amounts the board should be fine with the budget.
14. The Board stewards the organization and the Executive Director runs the organization

Discussion on the Budget

What is our process for developing and approving a budget?

Budget is expression of our priority and goals

Develop a budget calendar

Outline the steps to complete the budget

Make sure the budget process includes the strategic planning goals

Board Policies (what is important?)

Where do we stand on policy?

What is more important?

Policy or how it happens?

Board discusses board policies, mission, vision, values! What do we do, monitor our goals

Beth spoke about what the board can do to maintain focus on the work that only it can do. The following are the key points of the discussion:

- Construct the annual planning calendar to ensure adequate time for future-focused discussion along with milestones for progress monitoring
- Use the Consensus Agenda and Reports sections of meeting agendas for effective use of discussion time
- Assign individual commissioners to work with staff cyclical tasks (bills review, manual updates) so that meeting time is not required
- Keep asking during the meeting:
 - a. What is the specific issue we're discussing now?
 - b. Is this a balcony or dance floor discussion?
 - c. What about this issue is the boards, the staff's?

Beth talked about what the board can do to ensure that good decisions and relevant data are clearly communicated. The following are the key points of the discussion:

- Finalize the board's dashboard: key indicators, goals and targets that align with the district's key functions and strategic goals—make sure the dashboard is well understood
- Establish the monitoring dates to be reflected in the annual planning calendar
- Establish the criteria for a good decision at the beginning of significant discussions / topics
- Distinguish between board data and staff data to keep the board on the balcony and away from the dance floor

Beth highlighted what the board can do to strengthen its ability to work together. The key points of the discussion included:

- Preparation.
- Meet in advance with the director and staff members to better understand the issues
- Stick with the decision criteria and board data: it is not OK to put staff members on the spot in meetings with data requests (or anything else for that matter).
- Data requests come from the board as a whole not from individual commissioners.
- Shift from trying to agree on solutions to getting to consensus: understanding and committing to a solution, NOT agreement that the solution of the majority is necessarily everyone's first choice. Use the Consensus Test or simply individual rounds to see where people are and to hear what it would take to get to consensus
- Speaking in one voice: when the vote has been taken, discussion on alternative solutions or issues with the majority decision is over. If you vote in the minority, you have the responsibility to support the decision and carry no resentment
- Assess meetings with a quick evaluation process to ensure the basic standards of meeting effectiveness are upheld

Beth wrapped up the meeting with each board member and the Executive Director sharing their final thoughts on the session.

There being no further business to come before the Board, Vice President Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The meeting concluded at 7:40 p.m.

Craig W. Hays, Vice President

Joseph C. DeLuce, Assistant Secretary