

The mission of the Hoffman Estates Park District is to offer healthy and enjoyable experiences to our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

**AGENDA**  
**REGULAR BOARD MEETING NO. 1055**  
**TUESDAY, JULY 28, 2020**  
**7:20 p.m.**  
**\*Room 113 of the Triphahn Center**  
**(Northside – 50+ Program Rooms)**

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. COMMENTS FROM THE AUDIENCE
5. APPROVAL OF MINUTES (attached)
  - A. Regular Board Meeting Minutes 06/23/2020
6. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
  - A. The Club at Prairie Stone Locker Room Flooring / M20-081
  - B. School District 54 STAR Contract Addendum / M20-083
  - C. Splash Pad Closure for 2020 / M20-082
  - D. Open and Paid Invoice Register: \$829,588.49
  - E. Revenue and Expenditure Report, COVID-19 Impact Statement, and Financial Analysis
  - F. Acceptance of B&G Minutes 06/16/2020 (see July packet)
  - G. Acceptance of Rec Minutes 06/16/2020 (see July packet)
  - H. Acceptance of A&F Minutes 06/23/2020 (see July packet)From earlier Remote Board Meeting requiring formal approval prior to ZOOM meetings:
  - I. South Ridge Park OSLAD Earth Work Contract / M20-032
  - J. South Ridge Park OSLAD Utilities Contract / M20-033
  - K. South Ridge Park OSLAD Concrete Contract / M20-034
  - L. South Ridge Park OSLAD Asphalt Contract / M20-035
  - M. South Ridge Park OSLAD Playground Install Contract / M20-036
  - N. South Ridge Park OSLAD Fall Surface Purchase & Install Contract/ M20-037
  - O. Open and Paid Invoice Register: \$492,531.80



Regular Board Meeting  
July 28, 2020  
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7. PRESIDENT'S REPORT
8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. OLD BUSINESS
10. NEW BUSINESS
  - A. Executive Director Review Process / M20-090
11. COMMISSIONER COMMENTS
12. ADJOURNMENT



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**MINUTES**  
**REGULAR BOARD MEETING NO. 1054**  
**June 23, 2020**

**1. Roll Call:**

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on June 23, 2020 at 7:00 p.m. remotely via ZOOM.

Present: President Kaplan; Commissioners Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, and McGinn

Absent: None

Also Present: Executive Director Talsma, Director of Finance and Administration Hopkins, Director of Parks, Planning and Maintenance Huguen, Director of Golf and Facilities Bechtold, Director of Recreation Kapusinski, Executive Assistant Logan

Audience: Comm Reps Aguilar and Wilson

**2. Approval of Agenda:**

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to approve the agenda as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

**3. Comments from the Audience:**

None

**4. Recess for A&F Committee Meeting:**

Commissioner Kilbridge made a motion, seconded by Commissioner Kinnane to recess the Board Meeting at 7:10 p.m. for the purpose of convening the A&F Committee meeting.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

**5. Reconvene Following A&F Committee Meeting:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to reconvene to the Regular Board Meeting at 8:28 p.m.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

**6. Approval of the Minutes:**

**A. May 26, 2020 Regular Board Meeting Minutes:**

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve the minutes of the May 26, 2020 Regular Board meeting as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

**B. May 26, 2020 Annual Board Meeting Minutes:**

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the minutes of the May 26, 2020 Annual Board meeting as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

**7. Consent Agenda:**

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the consent agenda as presented.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

A. Facility Hours of Operation for Phase 4 and Phase 5 / M20-070

B. Employee Salary Reductions / M20-077

C. Fitness Center Fees Post COVID-19 / M20-075

- D. Return to Work Procedure / M20-074
- E. Surplus Ordinance O20-002 / M20-073
- F. Open and Paid Invoice Register: \$721,613.05
- G. Revenue and Expenditure Report and COVID-19 Impact Statement
- H. Acceptance of B&G Minutes 02/18/2020 (see June packet)
- I. Acceptance of Rec Minutes 02/18/2020 (see June packet)
- J. Acceptance of A&F Minutes 02/25/2020 (see June packet)

**8. President's Report:**

President Kaplan noted Mr. Theodore Gamrat, a resident of Hoffman Estates, sent an email to the Commissioners and Executive Director Talsma expressing his gratitude for the development of the pickleball courts at Fabbrini. He added the email was very well-received.

President Kaplan noted Commissioners should not utilize blind carbon copy (BCC) to email other Commissioners. He added that for our District, under the Open Meetings Act (OMA), a Commissioner may only communicate with one other Commissioner at a time regarding public business. At no time should a Commissioner email whether directly copied or BCC more than one other commissioner so we ensure we do not violate OMA. He added it is safer to use one's district email account, rather than a personal email account, for anything related to district business because those communications are subject to FOIA. He asked that any communication that needs to be discussed with more than one Commissioner outside of a meeting, should be sent to Executive Director Talsma and he will distribute the communication accordingly.

**9. Adoption of Executive Director's Report:**

Executive Director Talsma provided an update noting he anticipates Phase 4 of the Restore Illinois plan to start on Friday, June 26. He added that what will be able to be offered during this phase will likely be defined by room capacity and/or number of participants. Staff anticipate being able to offer programs that the district is used to offering in the summer including some youth sports.

Executive Director Talsma noted that staff have not received a confirmation on the status of playgrounds yet, but are hopeful playgrounds will be allowed to open in Phase 4. In the meantime, Executive Director Talsma recommends for playgrounds that still have caution tape posted and intact, be left alone and not taken down until told to open playgrounds. For playgrounds that no longer have caution tape posted and intact because it has been forcibly removed, the caution tape will not be replaced. At this point, we are trying to be as cost effective as possible and for the cost of tape and labor it is too expensive to continue to replace these every 10-14 days. He added that signs will be placed at the playgrounds to let the public know the playgrounds are still closed.

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to adopt the Executive Director's Report as presented and supplemented verbally.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**10. Old Business:**

None

**11. New Business:**

A. Review/Release of Closed Session Minutes R20-003 / M20-072:

Executive Director Talsma noted that there were no minutes to be released at this time.

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to approve the Resolution R20-003 “Review of Closed Session Minutes” as presented.

On a Roll Call: Carried 7-0-0  
Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

B. Engaging IAPD to assist Board in Self-Evaluation / M20-076:

President Kaplan explained the basis of this is that as a board we have different board members with different philosophies on what their role and the role of the board should be, how the board interacts with the Executive Director and the park district, as well as the transparency of our communications. He added the Board members should be open to this opportunity.

Executive Director Talsma explained that this self-evaluation is a service provided by IAPD that runs very similar to an IAPD bootcamp. The process requires the Commissioners to complete a questionnaire, IAPD analysis of the questionnaire to tailor the self-evaluation to our board’s needs, and then the one-time meeting led by Peter Murphy, IAPD President & CEO, for approximately two hours. The cost of this service is \$571.98 for materials and mileage.

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to approve the full board take part in a board self-evaluation program to be conducted by Peter Murphy, the IAPD President & CEO, at a cost not to exceed \$571.98. A date will be coordinated for the program to be held in a closed session and confirmation on the time expanse of the meeting.

On a Roll Call: Carried 7-0-0  
Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan  
Nays: 0  
Absent: 0

**12. Commissioner Comments:**

Commissioner McGinn, Commissioner K. Evans, and Commissioner Kilbridge thanked staff for all their hard work during this difficult time.

Commissioner R. Evans is looking forward to Phase 4 and thanked staff for being well-prepared for the transition.

Commissioner Chhatwani echoed thanks to the staff and that she is looking forward to Phase 4.

Commissioner K. Evans added he would like to see playgrounds open again.

President Kaplan thanked Executive Director Talsma for leading a great staff.

**13. Adjournment:**

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to adjourn the meeting at 8:56 p.m.

On a Roll Call: Carried 7-0-0

Ayes: 7 Chhatwani, K. Evans, R. Evans, Kilbridge, Kinnane, McGinn, Kaplan

Nays: 0

Absent: 0

Respectfully submitted,

Craig Talsma  
Secretary

Monica Logan  
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT  
REGULAR BOARD MEETING NO. 1055**

**EXECUTIVE DIRECTOR'S REPORT**

**July 2020**

**PARKS DIVISION**

**TC ICE RINK 2 RENOVATION**

Minnesota Ice (MN Ice) completed the sub floor additional work on Friday, June 19, and the concrete passed all inspections. This allowed the contractor to start cleaning the surface for the install of the drainage boards and pea gravel. The drainage boards are the base to the new floor that had construction start on July 1. Currently, we are still on schedule with the concrete pour of the new rink set for July 31.

As previously mentioned, the underfloor concrete had to be removed and this change order from contingency was completed. We are operating with a board approved contingency of \$185,930. The concrete removal was change order #1 for a total of \$65,067.18. Just recently, we were given change order #2 for the mechanical room. With two new systems being installed, MN Ice recommended using Dual Temp to update our mechanical system to meet the needs of our new rinks. This change order totals \$28,921.

Staff has also been looking into our Zambonis because we are unable to make smooth cuts of ice currently. When the rinks heaved, getting onto and off the ice there was a four to six inch edge to the rink, causing damage to the Zamboni's blades. If major repairs are needed to the Zambonis caused by the rink failures, a portion of the remaining contingency could be used for these repairs, as well.





## **THE CLUB RENOVATIONS**

The Parks Department started the construction of the new locker areas within the Men's and Women's Club Locker Rooms. All of the old lockers were removed, stored in the back drive, and then placed in a dumpster for removal. The frames that the lockers are set on must be repaired and, in some cases, replaced to meet the specifications of the new lockers. Staff is responsible for the removal of the carpet in these locker rooms as well. Once staff is complete, all that will remain in the locker areas is the base on the floor for the lockers and electric runs coming through the wall.



**SOUTH RIDGE OSLAD (project can be followed at <https://www.heparks.org/general-information/parkprojects/> via drone footage)**

**June 5 -June 11, 2020**

The waterline was completed including the stand pipe within the splash pad control room. The restroom /splash pad control room foundation was dug and poured by the concrete contractor who is now on the site. The new park entrance apron curbs were excavated and poured. When the concrete in these curbs cure, stone will be placed and this entrance will become the construction access point. The existing entrance apron and drive will be permanently removed. The earthwork contractor continues to move along with the establishment of subgrades in the main park area.

**June 12 -June 18, 2020**

The concrete contractor has made great progress both in the installation of curbs and flatwork, so much so that he has caught up the earthwork contractor. Park District staff installed the spray pad manifold and associated piping to the splash pad. The playground equipment installer has begun the installation of the splash pad features and is 65% complete with his work. Park District staff installed the new electrical service wiring from the transformer location to the restroom / splash pad water control room. Final power connection will be done by Commonwealth Edison and the utilities contractor's electrician once the restroom structure is completed.

**June 19 -June 25, 2020**

Excluding the pathways, earthwork on the playground and parking lot is 70% with underground utilities approaching 95% completion. The underground plumbing was completed in the restroom and splash pad control room during this period. The playground equipment installer completed installation of all the spray pad features in preparation for the concrete pour. Wood fiber mulch was delivered and is now staged in the zip line play area. Upon completion of the zip line structure, Park District staff will spread this material which will act as the fall surface in this area. The concrete contractor has completed 90% of the flat work including all of the splash pad area. Park District staff has moved all of the playground, fitness and splash pad features to the site in preparation for installation scheduled to begin next week. Once that installation begins, the park should visually come to life.

**June 26 –July 2, 2020**

The utility contractor has completed the installation of all underground storm sanitary sewer piping. The only items that remain are adjustments to frames and grates, the testing and chlorination of the water service, and final sign-offs from the Village and Metropolitan Water Reclamation District. The earthwork contractor continues to establish final subgrades, backfill curbs and walks, and haul excess earth away from the site. The concrete contractor has installed

100% of the curbs and 97% of the walkways. The final concrete flat work will be done upon completion of the playground equipment installation and the finalization of topsoil spreading. The playground equipment installer completed set-up of all fitness equipment and will be moving on to the playground equipment next week.





## **PRINCETON PARK**

Park District staff was able to work on the landscaping and restoration work at Princeton Park and have it finished by the time the State allowed playgrounds to open on Saturday, June 27. The entire area around the splash pad needed to be graded, soil added and sod/seed laid. During the time that the restoration was taking place, crew were also planting new landscapes where evergreen trees were removed. These trees were removed to avoid numerous maintenance issues with the evergreen trees so close to the splash pad.

Staff was able to complete the install of all water lines to the splash pad as well as electric. A new drinking fountain, which the plumbing has been done and concrete pad poured, and the installation of the splash pad features are all that remains to finish the project at Princeton.





## **OTHER**

Vogelei Park has achieved Arboretum Accreditation at Level I through The Morton Arboretum for exemplifying standards of excellence in the arboretum community. This recognition of professional standards and capabilities is an important milestone for our organization and it represents our advancement of goals specific to tree-focused public gardens. (See attached for Accreditation letter and certificate.)

Other duties performed by the Parks Department during the month of June:

- Continue to caution tape playgrounds
- Install playground canopies
- Spin all playground mulch, remove debris and inspect all playgrounds to open
- Install windscreens at baseball/softball fields

- Build and install shelving for sanitizer stations at TC
- Remove old “playground closed” signs and install “playground open” signs
- Park mowing and garbage removal
- Landscaping completed at TC, The Club, and WRC
- Sports fields preparations
- Park ID signs landscape and weed removal
- HVAC checks and repairs
- Hot water issues at Bridges; repairs have been made
- Lap pool put in operation at The Club
- Activity pool was leaking from the seals in valves. Leak detection was completed and confirmed. Contractor to make repairs on July 7.
- Electrical repairs at Bridges and The Club repaired
- Water line break at The Club repaired
- Mower maintenance and repairs
- Vehicle checks and repairs
- Ball field groomers serviced and some minor repairs completed

## *Recreation Division*



After months of providing the community virtual programs and free online videos/lessons, staff was finally able to resume in-person programming in June.

On June 8, the park district facilities re-opened to provide “phase 3 programming” to our community. Limited programs were launched in a digital June brochure. Registration was not available in-person; registration was only accepted online or via phone. For the phase 3 program offerings, 1,768 registrations were processed, of which 80% were completed online.

“Phase 4 programs” launched the week of July 6 with registration opening June 24. Additional programs were offered into the “Phase 4 programming” which included athletic leagues and 50+ activities. Registration for these programs began June 24.

For each phase of programming, specific program and facility guidelines were created for our community. Guidelines reviewed mask requirements, distancing requirements, cleaning

procedures and diagnosis procedures. Our community has been so excited to return to the facilities and has respected the guidelines.

This report will summarize the programs that were offered in June and highlight initial enrollment for July programs.



*Triphahn Center*



*Willow Recreation Center*

### **Triphahn Center Fitness**

<u>Membership</u>	<u>6/30/2019</u>	<u>1/1/20</u>	<u>6/30/2020</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>889</b>	<b>781</b>	<b>716</b>	<b>-65</b>

Triphahn Fitness Center opened on June 29 once we entered phase 4. All members were notified that they are able to attend for free through July 31. The monthly membership will resume in August. Prior to the fitness center opening, all equipment was spaced out 6-ft apart. Five disposable wipe containers were installed throughout the center. Towel service was removed; all members must use disposable wipes to clean their equipment before and after each use.

Group fitness: phase 3 programming only allowed outdoor group fitness classes. Four classes were offered at Evergreen Park. There were 35 participants in the four classes offered in June. For phase 4, classes are returning to Triphahn Center. Current enrollment for July classes is 23 participants within four classes.

### **Willow Rec Center Fitness & Racquetball**

<u>Membership</u>	<u>6/30/2019</u>	<u>1/1/20</u>	<u>6/30/2020</u>	<u>YTD Var. +/-</u>
Fitness	279	304	221	-83
Racquetball	40	63	69	+6
<b>Total</b>	<b>319</b>	<b>367</b>	<b>290</b>	<b>-77</b>

The fitness center at Willow is currently closed until further notice. All members are able to attend Triphahn Center. Once billing resumes, they will continue to pay the lower Willow rate, but will only be able to attend Triphahn. Due to the small size of Willow, it is not feasible to operate this facility until distancing guidelines are lifted.



*Dog Off-Leash Areas*

<u>Dog Park Passes</u>	<u>6/30/2019</u>	<u>1/1/20</u>	<u>6/30/2020</u>	<u>YTD Var. +/-</u>
<b>Total</b>	<b>679</b>	<b>683</b>	<b>737</b>	<b>+54</b>



## General Programs

Dance: summer dance began the week of June 8 and runs through the end of July.

- Preschool Dance was offered virtually and has 7 participants.
- All other levels are offered in-person with a total of 67 participants in 12 classes.

Baton and Poms

- In June, three classes ran with total of 12 students participated.
- July session will start July 9 & 12 with enrollment still increasing.

Music Lessons:

In person classes

- Piano has 6 enrolled & Guitar has 1 enrolled

Virtual classes

- Piano has 1 enrolled

Young Rembrandts:

- Only elementary drawing ran with one student. The class turned into an online class instead of in person.

Chino Garden Plots

- The garden plots are having another great year. 14 of our 16 available slots are filled up at this point in time. We did not put the hose out this year due to the pandemic. Everyone has been really happy with the program so far this year.

eSports

- Many of the virtual esports classes did not run for June. Many families have not been interested in virtual programs right now.
- Dungeons & Dragons Virtual Camp did run in June with 3 participants.
- FIFA soccer online tournament through NIU did not run due to low interest.
- For July, there are 6 enrolled in the Dungeons & Dragons camp to date and 4 enrolled in the Fortnite Tournament being held on August 7.



## 50+ Club

<u>50+ Membership</u>	<u>2/28/2019</u>	<u>1/1/20</u>	<u>2/29/2020</u>	<u>YTD Var. +/-</u>
<b>Total Members</b>	<b>390</b>	<b>369</b>	<b>377</b>	<b>+8</b>

The 50+ Club was not open in June during phase 3. All 50+ memberships are suspended until the 50+ Club reopens.



Staff created programs to begin in early July once we entered phase 4. The 50+ Club will continue to remain closed for drop-in usage, but community members may register in free activities that are offered throughout the week. Weekly activities include: volleyball, chair volleyball, walking club, cards and games, billiards and Mah Jongg. Drop-in will not be available for these classes, participants must register.

In addition, 50+ Group Fitness Forever Strong & Line Dancing classes begin in July that do require a registration and payment. To date there are 21 enrolled in the fitness classes and four enrolled in line dancing.

Staff will be looking to add indoor pickleball times at Triphahn in the near future, in addition to Ping Pong. Both of these come after community requests.



### *Early Childhood*

The Early Learning & Care (child care) program opened on June 8. New guidelines were in place to meet DCFS requirements. Class size was limited to 10 children with 2 teachers. All families were notified of the reopening of the ELC. Nine families returned to the ELC this June. Only one classroom, out of three, is currently open.

Preschool Camps were not offered in June, but resumed on July 6. Two-day camps are offered at Triphahn and Willow. Enrollment is low, but weekly sessions are running with 4-5 campers per class.

For this fall's preschool 20/21 program, DCFS is requiring that all classroom sizes be limited to 15 students. Some of our classes are maxed out with 18-20 students. Natalie will be working closely this month to develop plans to reorganize the class sizes to meet the requirement of 15 students. Due to COVID, enrollment is down for the upcoming school year. Registration is open online (which has normally only been allowed in-person) to provide a convenient opportunity for families to enroll.

19-20 TC		20-21 TC		+/-	19-20 WRC		20-21 WRC		+/-
Threeschool	15	Threeschool	6	-9	Threeschool	9	Threeschool	2	-7
2's Playschool	26	2's Playschool	9	-17	2's Playschool	9	2's Playschool	4	-5
3's & 4's	114	3's & 4's	102	-12	3's & 4's	62	3's & 4's	38	-24
<b>Total</b>	<b>155</b>	<b>Total</b>	<b>117</b>	<b>-38</b>	<b>Total</b>	<b>80</b>	<b>Total</b>	<b>44</b>	<b>-36</b>



### *School Age - STAR and Day Camps*

## Summer Camp:

Phase 3 summer camps were limited to 10 participants in each group with three groups or a max of 30 participants. The children wore their masks whenever they could not maintain 6-ft of distancing and used sanitizer or washed hands between all activities. Specific COVID-19 questions were asked to each parent prior to drop-off. In previous years, camps were held at District 54 schools in addition to our community centers. This summer, camps are only being held at Triphahn & Willow. For phase 3, camp was limited to only Monday-Friday 9am-Noon. This shorter camp was an opportunity for families to slowly, ease back into group programming. Four weekly sessions were offered in June.

	Week 1 – 6/8	Week 2 – 6/15	Week 3 – 6/22	Week 4 – 6/29	TOTAL
Triphahn	16	26	28	30	100
Willow	20	27	28	26	101
Total Campers	36	53	56	56	201

Beginning July 6, phase 4 camp programs began. Camp was extended to full day from 9am-3:30pm with three groups at both Triphahn and Willow. In addition, two half day options were offered as many parents did ask to continue the half day option.

As the guidelines loosen up slightly in Phase 4, and our camps increased in length, we are adding some additional activities to keep the campers engaged including, playground use, water activities, and in house “field trips”. Camp staff have themed the weeks of phase 4 around the “field trips” and are looking forward to the first week of magical and mystical activities and a performance by Gary Kantor. The second week is themed “carnival” and will wrap up with Dale Obrochta, doing a balloon show with lights and music. The 3<sup>rd</sup> week is sports week, and will culminate with some fun activities put on by WickedBall. The fourth week is animal week and campers will enjoy the live animal show put on by the Bartlett Nature Center staff.

July camp enrollment will be summarized in next month’s board report, but there are currently 228 participants in the July camps.

For those campers who were not able to attend our camp in-person, a new “Camp in a Box” kit was offered to our community. Camp boxes were created with a variety of crafts, games, recipes and a camp t-shirt. Families were able to purchase different themed boxes to bring the camp experience home. The following camp boxes were sold:

- Camping/Outdoor Theme: 22
- Pirates: 16
- Beach/Summer: 22
- Mermaids & Unicorns: 14

Two new themed boxes are being offered in July: Nature & Sports.

## STAR Before & After School

**Staff will be working closely with representatives from District 15 & 54 to prepare for the start of the school year in fall. New guidelines will be in place at each school. Additional space at each school will also be required to keep the group sizes small. To date registration is:**

STAR	6/2019	6/2020	+/-
B/A School Dist. 15	66	61	-5
B/A School Dist. 54	414	368	-46
KSTAR Dist. 15	21	15	-6
Total	501	444	-57



Throughout the COVID closure, the athletics department created videos for our community to stay engaged in our athletic offerings. Videos were posted on social media and our website with lessons on basketball, soccer, and fishing.

In June, the following classes were offered in-person with group sizes of 10 or less.

Tae Kwon Do: 17 participants were enrolled in four classes.

Soccer: Two HUSC soccer clinics ran with 16 participants.

Baseball: N60 teams practiced once a week to prepare for games in July. The U11 team has 12 players & the U13 team has 10 players.

Fishing: Two classes were offered with 17 participants in June.

Basketball: Kyle Thomas let two basketball clinics in June with 20 players. (A second session was added as the first one maxed out at 10 very quickly).

Virtual sports classes were offered in June as well, but none of them ran. It is evident that our community was ready to return to in-person programs!

Kyle Thomas hosted a volunteer coaches zoom meeting on June 12 and June 26 to keep all coaches updated on guidelines and processes.

In July, group sizes are able to be increased and more programs have been offered:

Martial Arts:

- Tae Kwon Do: There are 10 participants so far with registration still open.
- Karate: Karate resumed in July with 44 participants.

Soccer: Three clinics are running with 21 participants. Registration is still open.

- Beach Soccer, Fall Outdoor Soccer and HESL were activated for enrollment.
  - Emails were sent out to past players
  - Promotion has been done as well

Baseball: Youth Baseball registration closed July 6. The season will run through the end of September. Enrollment is:

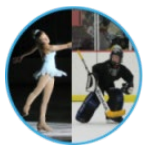
- Shetland (1<sup>st</sup> grade): 11
- Pinto (2<sup>nd</sup> & 3<sup>rd</sup> grade): 40
- Mustang (4<sup>th</sup> & 5<sup>th</sup> grade): 24
- Bronco (6<sup>th</sup> & 7<sup>th</sup> grade): 12
- Pony (8<sup>th</sup> & 9<sup>th</sup> grade): 20

T-Ball: T-ball will also resume in July with games starting July 20. There are 37 players enrolled.

Fishing: One class is running with 9 participants.

Basketball: HEHS is running a one-week mini camp the week of July 13. So far there are 29 players enrolled.

Softball: Adult softball registration is open for a league that will run mid-July through September. There are eight teams enrolled in the Men's 12" Rec Division so far.



*Ice Operations*

For Phase 3 programming, hockey clinics and a mini figure skating camp was offered. Both programs were maxed at 20 participants with 10 participants on each side of the ice.

	Week 1 – 6/8	Week 2 – 6/15	Week 3 – 6/22	Week 4 – 6/29
Hockey Clinics (Mites, Squirts, PeeWees, Bantam/Midgets)	92	97	97	97
Figure Skating Mini Camps	20	20	20	20

Plus the girls Wolverines program hosted a June clinic with 17 skaters.

Freestyle skater registration included 56 skaters for June.

For July, new sessions of hockey clinics and figure skating camps are being offered. Enrollment for July programs will be highlighted in the next board report.

Registration for the Fall hockey leagues opened July 7. Registration will close mid-August. On the first day of registration, 38 skaters were already enrolled.

A new adult hockey league will launch the end of July. This league will run through the end of September. Teams have not finalized their registrations, but we are expecting six teams for this new mini league.



## *Aquatics*

Seascape is closed for the 2020 season.

Staff will begin planning for indoor swim lessons to resume in fall 2020.



## *Communications and Marketing*

### **Design Work:**

- June & July program brochures
- Facility signage – hours, guidelines, fitness rules
- Phase 3 & 4 guidelines
- Bridges: facility signage, rate card, Daily Herald ad
- Club: updated forms, July promo, facility signage – wayfinding, cleaning signs, guidelines

### **Website updates:**

- Merging of webpages and cleaning up overall site
- Preschool & ELC webpages
- Park Projects webpage
- Wolfpack hockey webpage updates

**Email campaigns:** 8 ebasts sent this month

### **Press Releases:**

- Summer camp starting
- ELC opening

### **Social Media:**

- 77 posts & 8 live posts in June
- Top interactive posts:
  - 1) Playgrounds Open – 5,906 reached & 1,244 reached
  - 2) Pickleball Courts Open (video) – 2,700 views
  - 3) Statewide Fishing Derby – 2,316 reached
  - 4) Hockey Campers – 1,941 reached

### **# of Followers:**

HE Parks Facebook: 4870 (+375 from March & +995 from last June)

HE Parks Twitter – 1070 (+43 from March & +82 from last June)

HE Parks Instagram – 632 (+188 from March & +370 from last June)

50+ Facebook- 110 (+6 from March)

Wolfpack Facebook- 288 (+23 from March)

Wolfpack Instagram – 282 (+15 from March)

Figure Skating Facebook – 80 (+6 from March)

Bridges Facebook – 1002 (+9 from March)

Bridges Instagram – 113 (+3 from last March)

Bridges Twitter – 161 (no change)

The Club Facebook – 1626 (+93 from March & +226 from last June)

The Club Instagram – 246 (+68 from last month & +103 from last June)

The Club Twitter – 36 (+7 from March)

### **Website:**

58% of website views are on mobile devices.

Traffic to HEParks Website June 1- June 30: 22,444 unique page views to the website. On average we are around 26,000 unique page views a month. Page views have increased from 16,750 in May and 14,407 in April. Patrons are returning to the website as we enter phase 4.





Highest visit days:

- June 24 – first day of registration 2, 090
- June 29 Parks and facilities open 1,161

Highest visited pages

- Highest Visited pages in June 2020 – Home, Parks-facilities, programs-sports, general information, program guide
- Highest visited pages in June 2019 – Parks-Facilities, Homepage, Venue, Program-sports, program-guide

## Bridges General Programs

-  Staff has continued to monitor guidelines and updated all Phase 4 signage throughout the facility.
-  As we progressed to Phase 4 on June 26, we altered all tee times from 12 minute intervals to 10. Dual riders in carts became available to all players and the range was back to 100% occupancy.
-  Currently, we are allowing single rider carts based on availability. We have enough carts to allow six extra carts per hour. Also, we have informed our league players and preferred tee times players that we are evaluating a single rider cart fee upcharge for those individuals who are requesting individual carts based on COVID-19 concerns. Several local facilities have already instituted these fees ranging from \$10 to \$25. We will continue to evaluate usage and demand.
-  Staff has continued on the deep cleaning of carts and the facility to provide a safe environment for our guests.

## Golf Rounds

MONTHLY ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
4,547	4,546	4,350	4,223	4,397	4,413
YTD ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
12,417	12,111	11,068	9,682	5,520	10,160



Range Information - Range was closed March 15 to May 29.

MONTHLY RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
3,657	3,610	2,797	3,577	2,949	3,318
YTD RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
9,038	8,858	7,339	8,210	3,187	7,326

## Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS				
2016	2017	2018	2019	2020
0	405	548	482	Will start offering in July!
YTD HOLE IN ONE SALES TOTALS				
2016	2017	2018	2019	2020
0	942	1,023	844	0

## Communications & Marketing

-  Three email blasts went out promoting guidelines, golf ball sales, and promotion offerings for greens fees.
-  Daily Herald ad featuring free sleeve of golf balls for all senior weekday rounds went out in late June. We have had a great response in the first few days.

### Bridges Social Media

Bridges Facebook – 1,002 followers in June and 964 followers in July

Bridges Instagram – 113 followers

Bridges Twitter – 161 followers

## Food & Beverage (F&B)

All June events have been cancelled. Our first scheduled F&B events are two golf outings planned in August.

Staff has created guidelines based on the Restore IL plan for all events. Functions will be limited to 50 guests per room. Masks and social distancing guidelines must be followed. Masks can be removed when sitting at table while eating and drinking.

Staff also created new plated banquet menus to help minimize touch points. Menus were created to limit items on the table and give guests a variety of food options on a single plate. All meals will be served directly to guests as we will not be offering buffet options at this time. We have streamlined the entire menu to limit inventory and maximize our food costs.

### Wedding Count Update:

**2021 = 13 ceremony and reception, 2 reception**

*This time last year our bookings for 2020 were only 2 ceremony and reception, 2 reception*

2020 = All weddings have been cancelled or rescheduled to 2021.

*We had 10 ceremony and reception, 4 reception only booked for 2020.*

2019 = 16 ceremony and reception, 3 reception only, 1 ceremony only



2018 = 16 ceremony and reception and 3 reception only, 2 ceremony only (2 weddings cancelled in 2018)

2017 = 14 ceremony and reception, 5 reception only, 5 ceremony only

2016 = 21 ceremony and reception, 4 reception only, 1 ceremony only.

2015 = 18 ceremony and reception, 5 reception only, 4 ceremony only

### **Golf Maintenance Summary**

In June, our high averaged 83° (3° above average) and low averaged 62° (4° above average). This included five days with highs at or above 90° (average is 3 days) and many more not far off. We received about 2.97" of rain (3.45" average) which is about 85% of our normal amount. Of the almost 3" of rain, 60% (1.79") fell in the last five days of the month. For the month, we saw 21 total playable\* days (70%) and for weekends in June, we had seven playable\* days (87%).

\*Playable is being defined as highs between 55°-90° and less than .05" rain.

The weather in June was a dramatic 180° change from the weather in May. We went from below average temperatures and twice our normal rain to hot and dry. The combination of very little rain and very low humidity in the first 2/3 of June meant we were throwing a lot of water out. Our irrigation system was working at full capacity and staff was watering with hoses to pick up any dry spots. In the first three weeks of June, we put out 3.7 million gallons of water while watering at night. With all this use, our 23 year old system is showing its age with heads malfunctioning and pipes leaking.

With little moisture and warm temps in early June, we saw very limited turf growth which was very helpful in letting us catch up. We were able to skip a few cuts and work on a few items that in a normal year are done regularly, but have been moved to less frequently in the deferred maintenance plan for this year.

Here is a small list of some of the other tasks the maintenance team has been working on in June:

- Mowed all playing surfaces regularly
- Rolled greens when not mowing
- Changed cups and set up course
- Filled divots on tees and fairways
- Raking bunkers
- Fixed bunkers from storm damage
- Started checking sand depths at the end of the month
- Sprayed greens, tees, and fairways
- Vented greens
- Top-dressed greens
- Trimmed yardage plates and sprinklers
- Repaired irrigation issues
- Pull weeds and mulched beds
- Started working on memorial bench on 11 tee
- Hand watered greens and tees
- Trim tree bases

Below are some of the items that are not being done or are being done less frequently as part of the deferred maintenance plan.

- Currently mowing bent grass surfaces with less frequency than normal, this has resulted in more clippings than normal on tees and fairways.
- Bunker maintenance has been limited.
  - Bunkers have been raked 2-3 days per week based on play and staff availability.
  - Edging bunkers and fly mowing bunker faces has still not been performed yet this year.
- Ornamental bed maintenance on the course has been limited; some beds have received mulch and weeds have been sprayed.
- Detail items that are being done on a very limited basis:
  - Filling divots on tees and fairways
  - Trimming yardage plates, sprinklers, and drains.
  - String trimming around trees, walls, curbs, stairs
  - Clubhouse lawn and perimeter along Moon Lake are being mowed less frequently than normal.
- Cultural practices such as verti-cutting, topdressing, and venting have been very limited based on labor availability.



<b>Membership Totals</b>	<b><u>6/30/2019</u></b>	<b><u>06/30/2020</u></b>	<b><u>1/01/2020</u></b>	<b><u>Var. +/-</u></b>
Totals	2876	2631	2977	-346

### **Member Services/Sales**

- Membership dues will continue to be on hold as we complete the locker room renovation. The lockers are set to arrive mid-August and will take about approximately two weeks to install. We plan on starting full dues and \$10 hold fees in September; this will be dependent on the completion of locker room renovation and COVID-19 guidelines at that time. We are closely monitoring the COVID-19 spikes around the country and are prepared in the event there is a possible set back to Phase 3 on the horizon.
- Kids Club will remain closed with no dues being collected at this time. We will reevaluate opening in September based on COVID-19 guidelines at that time.
- The first week of the reopening process has gone smoothly averaging about 50% of normal member usage each day.
- Members returning are extremely impressed with the updates and modifications we have made to the facility.
- We are offering a \$19 enrollment fee discount with no dues payment until August and sold 24 new memberships in the first two days of opening, June 29 and June 30. We plan on extending a new promotion starting at the end of July for no dues until September. We currently are at over 70 new members in the first 15 days of July.
- We are also offering a 45 day student pass and sold six of these passes in the first two days, as well.
- We are continuing to field calls and emails from members who are unsure about returning now and providing options for holds or cancellation to members, if necessary.

## **Operations and Fitness Departments:**

- Staff created a group fitness schedule offering 22 classes through the week, including 10 HIIT classes to take place in the new space.
- Classes began the week of July 6. Early participation numbers have been slow but seem to be picking up each day. We will continue to monitor usage and adjust the schedule accordingly.
- All staff have done an excellent job implementing the new cleaning protocols and explaining new systems to members.
- The locker replacement project is moving forward with the help of the Parks team who is completing the demo of the old lockers, removing carpet, and framing out the base to accommodate the new, slightly larger lockers.
- Director Bechtold and General Manager Tusa will begin the process of hiring for FT Overnight Custodian and FT Sales positions. Job postings will be posted by July 13, with intention to fill positions by mid to late August.

## **Club Marketing**

### **Social Media**

The Club Facebook – 1,626 followers in June 2020. 1,400 followers in July 2019.

- The Club is opening on Monday – 2,038 reach, 81 reactions and 308 clicks
- The Club is offering outdoor fitness – 1,700 reach, 35 reactions and 205 clicks

The Club Instagram – 246 followers in June 2020, 143 followers in August

The Club Twitter – 36 followers on twitter

### **The Club Website**

The Club website had 16,304 page views with 2,178 returning users and 1,930 new users to the site. The most popular visited pages were Home, COVID-19 updates, renovation = connect, and join the club. Most of the traffic going to the COVID-19 pages leads us to believe that our members were constantly checking for updates on the website.

During May, website visit numbers were in the double digits and the referrals from HEParks.org to The Club's website were above normal. This is showing that traffic to the website is increasing and that interest is growing in the community.

The highest visit days 1,862 unique visitors right as the restrictions lifted (June 26). About half of the unique visits were direct links to the site (1,879) by either typing in the URL or by bookmark. 1,331 were brought to the website via a google search.

### **Search Keywords**

The highest used search term on Google was "The Club at Prairie Stone" followed by "prairie stone", "prairie stone gym", "prairie stone fitness", "prairie stone", and "the club prairie stone". The single term "the club" was used 13 times during the month out of 1,038 google clicks.

**A. Finance/Administration**

- The District's 2019 CAFR (Comprehensive Annual Financial Report) in final form was submitted to the GFOA (Government Finance Officers Association) for the Certificate of Excellence in Financial Reporting, staff expects to receive notification by December.
- The District's 2019 CAFR in final form was filed with all governmental and financial institutions as required.
- Notice of availability of the District's 2019 CAFR was filed with the Daily Herald, including directing constituents to [www.heparks.org](http://www.heparks.org) for viewing.
- All FOIA/transparency documents in connection with the District's 2019 CAFR have been posted on [www.heparks.org](http://www.heparks.org).
- Processed applicable monthly returns, as required.
- Setup new credit card devices for BPC beverage carts and assisted with training guide.
- Processed Club closure offerings and cancellations, including attaching digital copies of documentation to RecTrac household member.
- Processed TC/WRC cancellations, including attaching digital copies of documentation to RecTrac household member.
- Reversed Club HH credit offering in lieu of offering July free membership to current members.
- Cancelled previously issued Club HIIT pass offering in lieu of all current members getting to try HIIT for two months.
- New features/processes in RecTrac:
  - Assisted in setup of multiple new activities with multiple new sections.
  - Created priority enrollment for prior camp participants
  - Created new hockey billing structure
  - Determined how to allow registration online by invitation only
- Payroll Cycle Processing
  - 06/12/20      \$166,665.80
  - 06/26/20      \$194,985.13

**B. Administrative Registration/EFT Billing**

- EFT Billings for:
  - a. Sponsorship/Marquee
  - b. ELC
- Administrative
  - a. Program Cancellations/Refunds
  - b. Program Fee/Rule Adjustments
  - c. Updated Program/Pass online information
- Administrative Registration for:
  - a. Assistance with Phase 4

**C. Human Resources**

- Processed two new part-time hires and two new volunteers.
- Attended PDRMA Essentials Webinar, Benefits Coordinator Training and Wellness Ambassador Training.
- Attended SHRM webcast, A New Understanding of Work Place Diversity and Inclusion.
- Completed PDRMA Annual Salary Survey.

- Completed Q1 IDIS BEN 118R.

**D. Technology**

- Security Camera Replacements
  - a. TC
    - Two north side outdoor cameras have been installed
    - Parks to assist with parking lot drop-off space camera.
- All analog lines associated with the previous alarm system have been disconnected.
- In the process of upgrading Windows 7 desktops to new Windows 10 desktops, four out of 20 desktops have been deployed.
- Disposal of obsolete IT equipment has been completed.

**TO VIEW ALL DIVISIONS AMENDED 2020 GOALS & OBJECTIVES**

## SUBURBAN GOLF COURSES

### COOK COUNTY

**ARLINGTON LAKES GOLF CLUB**  
1211 S. New Wilke Road,  
Arlington Heights 60005  
847-577-3030 •

ahpd.org/golf/arlington-lakes-golf-club/  
Number of Holes: 18 • Par: 68  
Length of Course: 6,432

**BRIDGES OF POPLAR CREEK COUNTRY CLUB**  
1400 Poplar Creek Drive,  
Hoffman Estates 60169  
847-884-0219 • bridgesofpoplarcreek.com  
Number of Holes: 18 • Par: 70  
Length of Course: 6,500

**BUFFALO GROVE GOLF COURSE**  
48 Raupp Blvd., Buffalo Grove 60089  
847-459-5520 • buffalogrovegolf.com  
Number of Holes: 18 • Par: 72  
Length of Course: 6,693

**BURNHAM WOODS GOLF COURSE**  
14201 S. Burnham Ave., Burnham 60633  
708-862-9043 • forestpreservgolf.com/  
Burnham-Woods-Golf-Course.html  
Number of Holes: 18 • Par: 72  
Length of Course: 6,409

**CANAL SHORES GOLF COURSE**  
1030 Central St., Evanston 60201  
847-475-9173 • canalshores.org  
Number of Holes: 18 • Par: 60  
Length of Course: 3,904

**CHICK EVANS GOLF COURSE**  
6145 Golf Road, Morton Grove 60053  
847-965-5353 •  
chickevans.forestpreservgolf.com  
Number of Holes: 18 • Par: 71

Number of Holes: 36  
**GLENVIEW PARK GOLF COURSE**  
800 Shermer Road,  
847-724-0250 • glenviewparkgolf.com  
Number of Holes: 18  
Length of Course: 6,432  
**GLENVIEW PRAIRIE GOLF COURSE**  
2800 W. Lake Ave.,  
847-657-1637 • gpcgolf.com  
Number of Holes: 18  
Length of Course: 6,432  
**GLENWOODIE GOLF COURSE**  
19301 S. State, Glenview 60048  
708-758-1212 • gwcgolf.com  
Number of Holes: 18  
Length of Course: 6,432  
**GOLF CENTER DES PLAINES**  
353 N. River Road,  
847-803-4653 • dcgolf.com  
Number of Holes: 9

**HARBORSIDE INTERNATIONAL GOLF CENTER**  
11001 S. Doty Ave. E., Chicago 60628  
312-782-7837 • harborsideinternational.com  
Number of Holes: 36 • Par: N/A

**HIGHLAND WOODS GOLF COURSE**  
2775 N. Elia Road, Hoffman Estates 60192  
847-359-5850 •  
highlandwoods.forestpreservgolf.com  
Number of Holes: 18 • Par: 72  
Length of Course: 6,934

**HILLDALE GOLF CLUB**  
1625 Ardwick Drive, Hoffman Estates 60169  
847-310-1100 • hilldalegolf.com  
Number of Holes: 18 • Par: 71  
Length of Course: 6,432



**NOW OPEN**

BRIDGES OF  
POPLAR CREEK  
COUNTRY CLUB

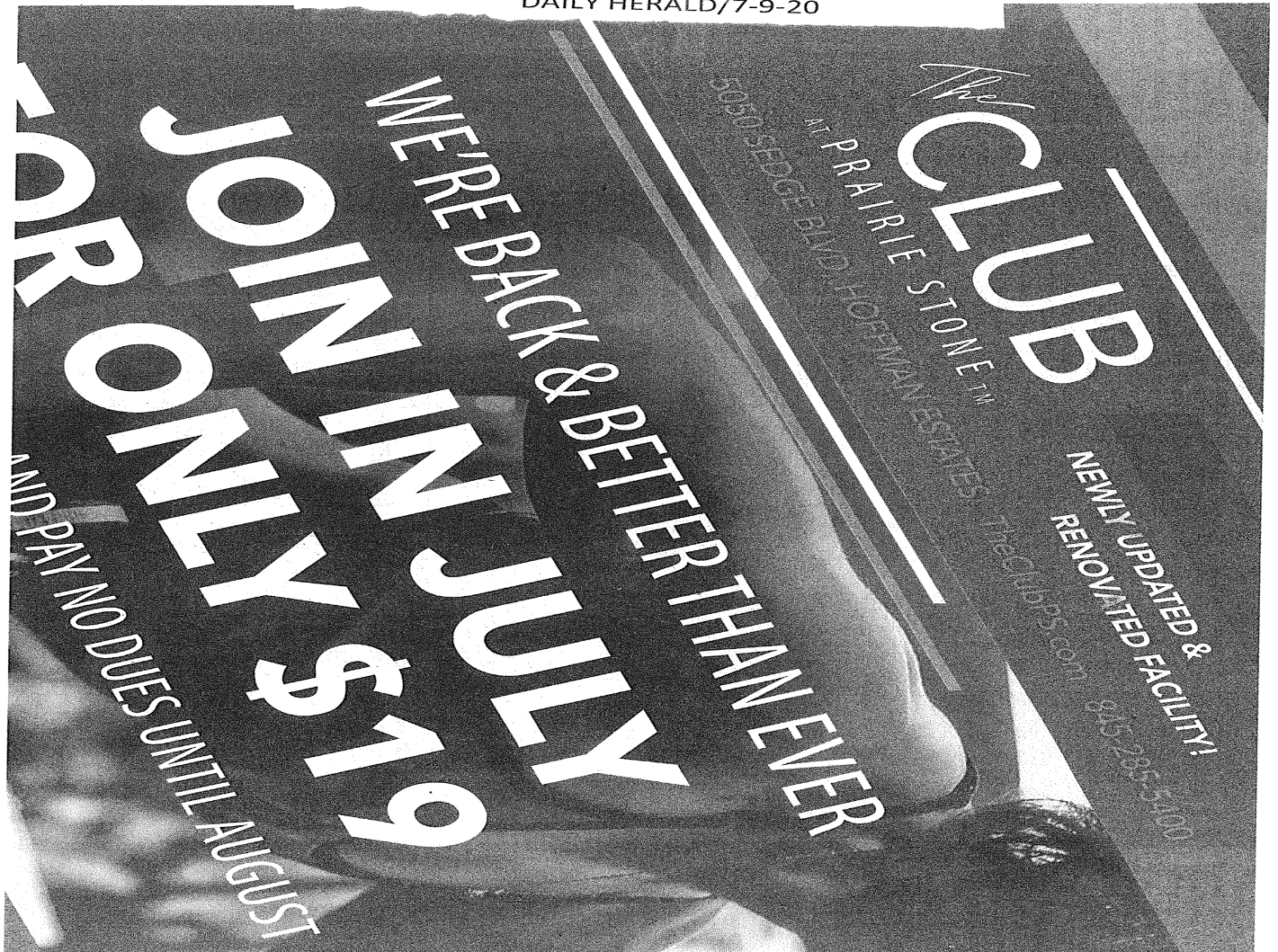
**SENIOR SPECIAL**

**18 Hole Round with Cart - \$37**

**FREE SLEEVE OF GOLF BALLS WITH ROUND PURCHASE WHEN YOU TURN IN THIS AD**

*Offer valid Monday-Friday. Expires August 31st.*

**RESERVE YOUR TEE-TIME TODAY BY CALLING 847-781-3681 OR VISIT BRIDGESOFPOPLARCREEK.COM**



**CLUB**  
AT PRAIRIE STONE™  
5050 SEDGE BLVD. HOFFMAN ESTATES, IL 60139  
NEWLY UPDATED & RENOVATED FACILITY!  
815-283-5100  
TheClub95.com

**WE'RE BACK & BETTER THAN EVER**

**JOIN IN JULY**  
**\$19**  
AND PAY NO DUES UNTIL AUGUST

## Triphahn Center opens indoor track so 50-plus community can avoid heat

*Submitted by Hoffman Estates Park District*

Hoffman Estates Park District (HEParks) opened its indoor track to the 50-plus community at the Triphahn Center this week for free usage during July and August.

"Moving every day is important for overall health," said Superintendent of Recreation Patrick Bodame. "With the heat and limited local locations available for indoor walking, the 50-plus community needed a safe, cool place to walk during the day. HEParks has that available for them in the Triphahn Center."

Under Restore Illinois Phase 4 Guidelines, participants must preregister for

this free 50-plus program. Interested walkers should enroll at [HEParks.org](http://HEParks.org) with program ID 235300 or in-person at the Triphahn Center, 1685 W. Higgins Road, Hoffman Estates, during business hours. Hoffman Estates residency is not required.

July walking track hours are: 6 a.m. to 9 p.m. Monday-Friday; 6 a.m. to 5 p.m. Saturdays; and 7 a.m. to 5 p.m. Sundays. The track is available to walkers and runners 13 and older for \$1 per visit, payable at the Triphahn Center front desk. An adult must accompany youth younger than 15 years.

In preparation for opening the indoor track, HEParks developed safety procedures

to keep track patrons healthy. The district established a touchless system to allow patrons to enter the building, check-in, and use the track without interacting with surfaces.

Following CDC guidelines, a disinfection schedule is in place for the indoor track. Patrons are required to wear face masks within all common areas of the facility, and walkers are encouraged to wear masks, if able.

For information about the walking program and the indoor track, contact Patrick Bodame, (847) 285-5565 or [pbodame@heparks.org](mailto:pbodame@heparks.org).

• Submit 'Your News' at [www.dailyherald.com/share](http://www.dailyherald.com/share).



Get our Dubs emails. Sign up at [dailyherald.com/newsletters](http://dailyherald.com/newsletters)

## RECAP OF WEEKLY UPDATES TO THE BOARD

### Updates 06.19.2020

- At The Club, we had a pipe leak behind a water fountain resulting into a water leak onto the carpet. The water leak has been mitigated by our staff and we do not anticipate any permanent damage. The only minor repair may be to repair the dry wall under the water fountain.
- At The Club, we have filled the lap pool and the zero-depth activity pool. When the zero-depth activity pool was filled we discovered a leak that staff believes is the valve from the surge pit. We will verify and repair this next week.
- At WRC, a drip pan from a ceiling RTU leaked onto the gym floor. This repair to the gym floor is estimated at \$2,500 to \$5,000. We have filed an insurance claim with PDRMA for this repair.



## **HE Resident Feedback on Fabbrini Pickleball Courts**

Please see the following email message:

*To the HEPD Commissioners and Executive Director:*

*Just a short message to say thanks for overseeing the development of the first-rate Pickleball courts at Fabbrini. You have recognized the growth of the sport, and made appropriate investments in the courts. Bravo! I have seen significant court use by seniors on most, if not each morning, and lots of others in the afternoons and evenings.*

*If any of you are interested in playing Pickleball, let me offer unasked-for advice. Don't. You will be hooked to the addiction!*

*You guys have my votes next election!*

*Theodore Gamrat*

## **Updates 06.26.2020**

Please see the following link to view the program offerings in our Digital Guide for July – August 2020: [Digital Guide](#)

## **Restore Illinois Plan – Phase 4: Are playgrounds opening?**

As we discussed at the Board Meeting, it appears Phase 4 will allow playground usage. Phase 4 of the Restore Illinois Plan was released this week and is effective today, June 26. IAPD has provided an update after receiving official guidance from DCEO that during Phase 4 the decision to open outdoor playgrounds is at the discretion of units of local government (see attached for the IAPD update). Staff has checked with other Park Districts and found other Park Districts are opening their outdoor playgrounds. According to our legal counsel, this is how we should proceed: we should take down all caution tape and post signage at all playgrounds. Please see attached for an example of the signage that will be posted at each playground on Monday, June 29.

## **IAPD Board Self-Evaluation**

We have tentatively scheduled the Special Board Meeting for Tuesday, September 29, 2020. We are still waiting to receive availability from two Commissioners. If you have not reached out to Monica with your availability, please do so as soon as possible.

## **IAPD Summer Golf Tour Outings**

While we do want to support IAPD, for this year, we feel it would be best for anyone who is interested in participating in the IAPD Summer Golf Tour Outings do so by paying for it on their own. Please let Monica know if you are interested in playing, and if we are able to have a foursome, it will be \$90/person. Otherwise, it is \$110/golfer.

## **Executive Director Talsma Out of Office (06/27 – 7/6)**

Executive Director Talsma will be out of the office Saturday, June 27 through Monday, July 6. He will be back in the office on Tuesday, July 7. In his absence, Alisa Kapusinski, Director of Recreation, will be serving as

the acting Executive Director. Alisa's direct line is 847-781-3634. You may call Monica with questions, too. Monica's direct line is 847-781-3633.

*\*The following picture was attached to this email\**



*\*The following IAPD Legislative Update was attached to this email\**

**#34-2020 -- June 26, 2020**

**TO: IAPD Members**

**FROM: Peter Murphy, Esq., CAE, IOM, IAPD President and CEO**

**Jason Anselment, IAPD General Counsel**

**RE: Playgrounds**

Today, the Governor issued a [new Executive Order](#), which reflects the changes for Phase 4 that start for each region beginning today, June 26. We encourage you to carefully review the order along with the [guidelines for Phase 4](#) that we shared with you on Monday when they were released.

The new Executive Order is silent on the use of outdoor playgrounds, but IAPD has just received official guidance from the DCEO that:

- Indoor playgrounds are to remain closed.
- Units of local government are provided the discretion to determine if outdoor playgrounds can open; the playground should be limited to no more than 50 persons at the playground and following all other applicable IDPH guidance.

We have been told that Phase 4 swimming facility guidelines are forthcoming, and we will send those as soon as they become officially available.

We understand the need for members to have guidance impacting your agency's operations as soon as possible. As we have been doing this week and throughout each Phase, we will continue to work diligently to obtain official guidance upon which the IAPD membership can safely rely, and we will send it to the membership as soon as it becomes officially available.

However, as we have stated on numerous occasions, IAPD strives to provide members with the latest available accurate information, and while we are often aware of unofficial statements, rumors and speculation, we are committed to first verifying the accuracy and reliability of information directly from the State source and do not rely on secondhand information from other organizations that, in some cases, has later been retracted.

As soon as we receive future official guidance, we will send it to the membership.

Please visit the [IAPD COVID-19 Resource page](#), which we continue to update daily, for updates related to the COVID-19 crisis.

As always, please continue to contact us with any questions.

## **Updates 07.02.2020**

### **Notice of COVID-19 Exposures:**

As the district is open more and we are offering more programs, the chances of our district having exposure and/or diagnosed COVID-19 cases is bound to increase. The district continues to make safety of our participants and safety of our staff its top priority. Stringent cleaning procedures continue to be maintained including disinfecting high-touch areas hourly and cleaning/disinfecting each room as well as equipment after each use. In addition, all staff are required to wear face masks and maintain social distance from others. This week, the district had one confirmed COVID-19 case and one incident that is awaiting COVID-19 test results. This information is being shared to keep you informed.

Case 1: We had a Personal Trainer who was potentially exposed to a positive case of COVID-19. The Personal Trainer was tested on Monday, June 29, and will quarantine until receiving negative test results. Tests are still pending at this time. We have notified all of the Personal Trainer's clients via email and received confirmation they have received the message. The Personal Trainer's last day at The Club was Saturday, June 27. We will follow up with the clients as soon as we receive test results.

Case 2: A camp counselor at Willow received confirmation of a positive COVID-19 test on Wednesday, July 1, after taking his test on June 29. He was last present at Willow on Wednesday, June 24. All of the camp participants who were in last week's camp were notified via email late on July 1.

### **July/August Digital Program Guide**

Please see the following link to view the program offerings in our Digital Guide for July – August 2020: [Digital Guide](#)

### **IAPD Board Self-Evaluation**

Thank you for notifying Monica of your availability for Tuesday, September 29. There is a scheduling conflict for that date, but Monica is working with IAPD to coordinate a new one. She will reach out with options as soon as possible.

### **IAPD Summer Golf Tour Outings**

While we do want to support IAPD, for this year, we feel it would be best for anyone who is interested in participating in the IAPD Summer Golf Tour Outings do so by paying for it on their own. Please let Monica know if you are interested in playing, and if we are able to have a foursome, it will be \$90/person. Otherwise, it is \$110/golfer.

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### **Updates 07.10.2020**

#### **Update on COVID-19 Exposures:**

Last week, you were informed of the pending case below:

We had a Personal Trainer who was potentially exposed to a positive case of COVID-19. The Personal Trainer was tested on Monday, June 29, and will quarantine until receiving negative test results. Tests are still pending at this time. We have notified all of the Personal Trainer's clients via email and received confirmation they have received the message. The Personal Trainer's last day at The Club was Saturday, June 27. We will follow up with the clients as soon as we receive test results.

As a follow-up, the employee's test result was received on July 3 and the result was negative.

### **July/August Digital Program Guide**

Please see the following link to view the program offerings in our Digital Guide for July – August 2020: [Digital Guide](#)

## Updates 07.17.2020

### Upcoming Events

- [Jul 19 - Birds of Prey on Display](#)
- [Jul 24 - Trivia Night by The Trivia Guys](#)
- [Aug 2 - Birds of Prey on Display](#)
- [Aug 7 - Fortnite Tournament](#)
- [Aug 23 - Birds of Prey on Display](#)
- [Aug 28 - Disney Trivia by The Trivia Guys](#)

### July Board/Committee Meetings

An informal poll was distributed asking Commissioners to reply to the email with any objections to in-person meetings for the July Board/Committee Meetings. No strong objections were received. Two Commissioners expressed concerns, but acknowledged that their concerns are being addressed by staff. We will be holding in-person meetings starting this Tuesday, July 21. If you wish to not attend, staff will be prepared to allow dial-in for telephone conference attendance.

Holding in-person meetings beginning in July was announced at the June Board/Committee Meetings. We have not received any objections from any Community Representatives. If a Community Representative chooses to not attend for COVID-19 related reasons, he/she will not be charged with an unexcused absence.

Please contact Craig if you prefer to call in for Tuesday's meetings.

### IAPD Board Self-Evaluation

Monica is working with IAPD to coordinate a new date. She will reach out with options as soon as possible.

### Sexual Harassment Training

Public Act 101-0221 was signed by Governor Pritzker which requires all Illinois employers to provide sexual harassment training to their employees/Commissioners/Community Representatives each year. It is a legal requirement that all complete this training. Please review the training slides which are attached to this email. After reviewing the training slides, please print and sign the certificate of participation page at the end, indicating that you have read and understood the information presented. Please give the signed certificate to Craig/Monica at the July or August Board/Committee Meetings.

### IAPD Complimentary Webinar Series

IAPD is offering the Diversity, Equity, Inclusion 3-Part Education Series. The keynote presentation qualifies for 0.1 CEUs, and all events are free. Click here for additional details: [Diversity, Equity, Inclusion 3-Part Education Series](#). Please let Monica know if you are interested in attending and she will handle registration for you.

Below is the schedule for the series:

Conversation Circle: Diversity, Equity, Inclusion – Part I Tuesday, July 21, 10:00 a.m.
Conversation Circle: Diversity, Equity, Inclusion – Part II Tuesday, July 28, 10:00 a.m.
Lessons from Leaders: Diversity, Equity, and Inclusion (0.1 CEUs available) Tuesday, August 18, 10:00 a.m.

### **IAPD Leadership Classic Golf Outing**

Monday, August 10: Bridges of Poplar Creek Country Club (Hoffman Estates Park District)

The District is receiving one foursome as the host of the golf outing. If you are interested in playing, please let Monica know.

### **HEChamber 30<sup>th</sup> Annual Golf Outing**

Thursday, September 24, 2020

Bridges of Poplar Creek Country Club

The District still plans to sponsor as we have in the past to support the District's local businesses. The sponsorship provides one foursome for us. Please let Monica know if you are interested in playing.

### **IAPD Best of the Best Awards Gala**

Friday, October 16

Chevy Chase Country Club (Wheeling Park District)

Cocktail Reception at 6:30 p.m.

Dinner at 7:00 p.m.

The District may still apply for some awards, but is currently not planning on attending the dinner, unless a Commissioner would like to go. The dinner will be limited to 50 people. Please let Monica know if you are interested in attending.

*\*The following PDF was attached to this email\**

[Sexual Harassment Training Documents](#)

## MEMORANDUM M20-090

**TO:** Board of Commissioners  
**FROM:** Craig Talsma, Executive Director  
**RE:** Executive Director Review Process  
**DATE:** July 28, 2020

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### **Background:**

The question as to the best way for the Board to perform the Executive Director's review was brought up during my last review. The system currently in place is comprised of a set of objectives that are separate from the overall District goals and objectives. These objectives often mimic current District objectives or would be something specific to a given year.

In determining the best review method, questions were raised on evaluating the performance of the Director. It was suggested that there should be a quantifiable method or specific metric system completed once a year. Then, the Board could easily quantify the success of the Director and use this calculation to determine a merit increase and/or bonus.

While the Director's role for the District is to function both as a manager and leader, more emphasis is put on the leadership role and this makes a quantifiable approach to evaluating performance very difficult. There are the District's annual objectives as approved prior to the start of the year; these objectives are usually quantifiable and can be measured as complete or not complete.

The District's annual objectives typically double as the Director's objectives. By accomplishing these, staff succeed in meeting the Board approved goals for the District. There are six goals that the Board has approved, along with the District's mission and vision. These are:

### **Our Mission**

To provide the best in parks and recreation by adhering to our values of integrity, innovation, cooperation, accountability, respect and excellence.

### **Our Vision**

Enriching our community through parks and recreation.

### **Our Goals**

- #1 – Healthy & Enjoyable Experiences: provide beneficial and rewarding experiences.
- #2 – Social Equity: ensure enjoyment of our parks, facilities and programs for all.
- #3 – Financial Stewardship: make financially prudent decisions

#4 – Operational Excellence: create and sustain the best park and recreation services in a safe environment.

#5 – Environmental Awareness: protect and preserve the environment through responsible decisions.

#6 – Customer Service: empower staff to build a positive culture and ensure customer satisfaction.

The true measurement of success of the Director on an annual basis is to determine if he is meeting the mission and vision of the District and achieving success in accomplishing the District approved goals. The annual objectives are the measurable means in determining if staff has accomplished the goals of the District.

### **Implications:**

Most importantly, a good leader will achieve the mission, vision, and goals for the organization. These are accomplished by creating a culture of success for the staff and leading them in a positive manner towards accomplishing what they are tasked with.

How a leader effectively manages all the staff of the District is not directly measurable, but it can be seen and felt. Erin Patton in her article “14 Factors for Measuring Leadership and Management Performance”, she divides measuring performance into different factors between management and leadership. Management focuses on managing staffing, performing tasks, making decisions, setting objectives, and monitoring performance. Whereas leadership focuses on delegating authority, encouraging achievement, coaching others, guiding work, providing support and representing the organization.

In Rob Gray’s article “Measuring Leadership Effectiveness”, he points out that “We judge their leadership by the decisions they make, the way they arrive at them and the outcomes of their actions”.

Paul Kearns of the Maturity Institute says “it is important to take a broader view of leadership by looking at organizational maturity”.

Leigh Lafever-Ayer, HR Director for Enterprise Rent-A-Car, states “Leaders are given a cultural compass model of leadership expectations based on founding values, so it takes a more holistic approach”.

Robert Mann in his book *The Measure of a Leader*, concluded that good leaders have a mission and inspire others to join them, create strong organizations, have excellent interpersonal skills and are good motivators.

I currently sit on two Boards associated with the District, NWSRA and PDRMA. I have been on these boards for multiple years and have taken part in the review of the Executive Director for



those entities from a board member approach. On both of these Boards, it is realized that the majority of the evaluation of the Director focuses on the achievement of goals, but more importantly the success of that individual as leader. As noted above, leadership can be subjective in how one views or measures its success.

When I have reviewed the Executive Director for both NWSRA and PDRMA, I know that the majority of the success beyond measurable goals and objectives is based on my subjective view of how well the Director operated the association in its entirety.

Additionally, there is no preset level of value to any given area. Point systems can be used to evaluate satisfaction within any given category or level. For example, “meets”, “exceeds”, or “needs improvement” are common measurement units. In the end, however, there is no preset metric that computes the merit increase and/or bonus. That level of merit can normally not be measured at the start of the year. Certainly achieving objectives and how those objectives are met is measurable, but it is much harder to measure the success of a leader, especially since everyone views success in their own mind differently.

The annual review process for all full-time staff of the District utilizes the same form for all supervisory levels. Our form has 14 criteria each with a few areas of concentration designed to assess success in achieving annual objectives. A copy of the District’s annual review form is attached.

Clearly the success of a good leader is not necessarily quantifiable, and even if evaluated with a measurement tool that can place levels of values on different subjective measurements, in the end it will be a subjective approach.

I have attached the review documents that I use for NWSRA as well as PDRMA. I also have included the review document used for the Executive Director at the Schaumburg Park District. Those along with the District’s full-time staff review form have been utilized to produce the proposed outline for my review.

In choosing how to evaluate myself, I believe these documents work well. I think the most important item for consideration is that the annual objectives are the Executive Director’s objectives. Any specific directives or tasks can be specifically added to the annual objectives to ensure that desired outcomes from the Director will be included for annual performance. Achieving these annual objectives serve as the quantifiable portion of the Director’s review. The Director’s review is done in February after the completion of the year, so measurable items are easily reviewed.

The more important leadership attributes of the Director should fall in line with achieving the overall six goals of the District. These goals can have specific items attached to them that can show achievement in a more holistic approach. How the Director achieves these goals and meets the needs of the District is what the Board Members should evaluate the Director on.

In the end, the evaluation of the Executive Director will center on how the Board feels he did. As examples: Did he achieve success for the District? Is the community pleased with the park

district? Is staff achieving the goals that the Board has set forth? With a seven member board, there will be different views or feelings towards the levels of success. In the end, how the Board feels the Director did in achieving the vision, mission, goals and annual objectives should be the measure of success. This measure may or may not be quantifiable.

The new form that will evaluate the Executive Director would then be used for his annual review. This review should also allow the Director the opportunity to meet with the Board in-person for the review.

**Staff Recommendation:**

Staff recommends the Board approve the attached proposed outline for the Executive Director's annual review.

**Hoffman Estates Park District  
Executive Director Annual Review**

<b>1. Healthy &amp; Enjoyable Experiences: Provide beneficial and rewarding experiences.</b>				
	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Manage facility and new and existing program offerings for the community.				
Maintain adequate parks, playgrounds and facilities for the community.				
Comments:				
<b>2. Social Equity: Ensure enjoyment of our parks, facilities and programs for all.</b>				
	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Expand opportunities for inclusion and towards various demographics within the community. Assist Friends of HEParks Foundation in fulfilling its mission.				
Participate as a board member of NWSRA supporting District usage for individuals with special needs.				
Comments:				
<b>3. Financial Stewardship: Make financially prudent decisions</b>				
	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Monitor and manage district budget including capital projects in order to meet or exceed expectations.				
Research, evaluate and secure alternative funding that meets or exceeds budget.				
Comments:				
<b>4. Operational Excellence: Create and sustain the best park and recreation services in a safe environment.</b>				
	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Accomplish annual objectives.				
Monitor and evaluate organizational structure to maintain an effective and efficient workforce.				
Work with public and private partnerships to enhance cooperative relationships.				
Comments:				

<b>5. Environmental Awareness:</b> <b>Protect and preserve the environment through responsible decisions.</b>	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Maintain open space and parks for residents to enjoy.				
Oversee district-wide green initiatives that provide a favorable return on investment.				
Comments:				
<b>6. Customer Service:</b> <b>Empower staff to build a positive culture and ensure customer satisfaction.</b>	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Provide leadership to foster teamwork and build morale to facilitate a highly motivated and productive team.				
Build winning teams and work effectively with others to accomplish goals and resolve problems.				
Comments:				
<b>7. Community Relations &amp; Agency Image</b>	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Work with local governmental agencies and media to promote effective and efficient public services.				
Resolve resident concerns in a diplomatic and timely manner.				
Comments:				
<b>8. Effective Administrative/Management System</b>	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
Have a solid knowledge of district and Park & Recreation industry. Ability to identify, learn and apply new information.				
Seek to collaborate and offer assistance, as well as delegate decision-making authority to appropriate individuals.				
Review and update district policies and procedures to reflect current laws or needs.				
Comments:				

	Exceeds Expectations	Meets Expectations	Improvement Opportunity	Improvement Required
<b>9. Board/Executive Director Relations</b>				
Provide Board and committee meeting information and communicates on projects, events, or issues on a timely basis.				
Oversee Board-approved committees including recruitment, orientation, and ongoing development of new Community Representatives.				
Comments:				
<b>10. Future Planning and Development</b>				
Ability to provide clear sense of direction for the organization. Identifies key issues and sets priorities and anticipates and brings about change when needed.				
Maintain and update CMP and GIS to support annual objectives.				
Comments:				

**HOFFMAN ESTATES PARK DISTRICT  
EMPLOYEE APPRAISAL – SUPERVISORS**

Employee: \_\_\_\_\_

Date of Appraisal: \_\_\_\_\_

Page 1

**CATEGORIES / RATING SYSTEM**

Please rate the employee with regard to your perception of his/her performance in the particular areas being considered. The following is a description of each level of performance:

<b>Meets Performance Requirements</b> (Use N/A for criteria that does not apply.)	<b>Opportunity for Performance Improvement</b>	<b>Requires Performance Improvement</b>
--	--	---

**Performance Criteria**

**1. Customer Service**

*Greets all customers promptly and appropriately by phone or in person, and resolves customer concerns both internal & external in a diplomatic fashion and in a timely manner.*

☐ Meets Performance Requirements      ☐ Opportunity to Enhance Performance      ☐ Requires Performance Improvement

**Comments:** \_\_\_\_\_

**2. Work Ethic**

*Quality of work produced and the promptness with which it is completed with the ability to produce the quantity of accepted work that meets district standards.*

☐ Meets Performance Requirements      ☐ Opportunity to Enhance Performance      ☐ Requires Performance Improvement

**Comments:** \_\_\_\_\_

**3. Knowledge of Job**

*Has a solid knowledge of department, district and industry. Ability to identify, learn and apply new information. Seeks out training and new information to improve self and staff.*

☐ Meets Performance Requirements      ☐ Opportunity to Enhance Performance      ☐ Requires Performance Improvement

**Comments:** \_\_\_\_\_

**4. Reliability & Dependability**

*The amount of supervision required and job performance regarding timely completion and follow-up.*

☐ Meets Performance Requirements      ☐ Opportunity to Enhance Performance      ☐ Requires Performance Improvement

**Comments:** \_\_\_\_\_

**5. Supervision/Decision-Making**

*Acts on and makes timely decisions. Delegates decision-making authority to level with capability and information closest to the internal or external customer. Subordinates have a clear understanding of what is expected. Gives constructive criticism and praise in a timely manner and during evaluations. Obtains the support of others & creates a positive work atmosphere.*

☐ Meets Performance Requirements      ☐ Opportunity to Enhance Performance      ☐ Requires Performance Improvement

**Comments:** \_\_\_\_\_

**6. Adaptability**

*Ability to be flexible when changes occur. Anticipates and brings about change when needed.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**7. Selection & Staff Development**

*Competence and development can be seen in staff. Builds winning teams, works effectively with others to accomplish goals and resolve problems. Seeks to collaborate and offer assistance.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**8. Vision/Direction**

*Ability to provide clear sense of direction for the organization/department. Secures relevant information. Identifies key issues and sets priorities.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**9. Integrity / Accountability**

*Trustworthy and demonstrates trust in others. Honest about mistakes, strengths, actions and limitations.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**10. Communication**

*Listens to criticism and directions and reacts appropriately. Open and honest feedback, freely shares ideas and information, is approachable, listens and respects the ideas of others.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**11. Operational Management**

*Operates within given budget, identifies uneconomical procedures and offers more efficient ways.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**12. Adherence to District Policies/Procedures**

*Follows district's procedures and policies and demonstrates I2CARE values.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_  
\_\_\_\_\_

**13. Safety Management**

*Ensures all division staff is trained in safety to promptly address, document and report any unsafe condition.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

Comments: \_\_\_\_\_

\_\_\_\_\_

**14. Green Practices**

*Strives to introduce or accomplish green practices.*

☐ Meets Performance Requirements    ☐ Opportunity to Enhance Performance    ☐ Requires Performance Improvement

**List Employee's Strengths**

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**List Areas for Improvement**

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**Professional Development & Growth**

*Establish developmental areas of growth and educational goals for the upcoming year.*

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**Goals (Attachment)**

*Summarize overall attainment of specific goals and projects assigned during the year.*

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**Future Goals (Attachment)**

*Summarize next year's specific goals and objectives.*

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**Employee Comments** \_\_\_\_\_

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### Additional Comments

[illegible]

**Employee's Job Responsibilities:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

☐ Employee has reviewed his/her Job Description and Organization Chart.

Employee's signature is required to acknowledge receipt of performance appraisal. Employee's signature does not imply that the employee either agrees or disagrees with the performance appraisal.

**Supervisor's Signature**

**Employee's Signature**

Date \_\_\_\_\_



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## ANNUAL PERFORMANCE EVALUATION

---

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Evaluation Period From: \_\_\_\_\_

To: \_\_\_\_\_

Date of Last Evaluation: \_\_\_\_\_

### GUIDELINES FOR EVALUATING PERFORMANCE

The following recommendations are designed to assist you in evaluating the performance of the NWSRA Executive Director:

1. Complete this form considering the Director's performance during the entire review period. Evaluate performance using the following ratings:

**(3) Exceeds Performance Expectations.** Significantly above the identified criteria needed for quality and/or quantity of needed behavior / skills

**(2) Meets All Performance Expectations –** Meets the identified criteria needed for quality and/or quantity of needed behavior / skills

**(1) Improvement Needed in Performance –** Generally does not meet the identified criteria needed for quality and/or quantity of needed behavior / skills

**(N/A) NOT APPLICABLE –** I have not seen enough to make a proper evaluation

1. **Exhibits Core Values** – Respect for each other; dedicated to safe and fun programs; collaboration for community access; commitment to enthusiastic services ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

2. **Customer Focus** – Works effectively with internal staff ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

3. **Customer Focus** – Works effectively with member districts ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

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4. **Customer Focus** – Provides outstanding service to the NWSRA community ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

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5. **Teamwork / Cooperation** – Works with SLSF to achieve desired results ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

6. **Communication** – Effectively handles agency communication; demonstrates good verbal and written responses ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

7. **Leadership** – Inspires staff while displaying energy and enthusiasm ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

8. **Leadership** – Works with local leaders and legislators ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

9. **Fiscal Responsibility** – Manages revenues and expenses; submits thorough and accurate information

☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

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10. **Fiscal Responsibility** – Total command of NWSRA and SLSF budgets

☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

11. **Management Traits** – Sets realistic goals and priorities; gives clear instruction and guidance

☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

12. **Administrative Tasks** – Provides comprehensive documentation and follows all procedures and policies

☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments:

---

13. **Administrative Tasks** – Suggest proper recommendations and solutions for issues concerning agency

☐ 3 ☐ 2 ☐ 1 ☐ N/A

Strengths / Opportunities for Improvement:

Comments: Excellent enthusiasm and support for staff and members and participants.

---

14. **Overall Performance** – Please list two (2) strengths of the Executive Director

Comments: Attitude

---

Comments: Leadership

---

15. **Overall Performance** – Please list two (2) areas of improvement for the Executive Director, if applicable

Comments:

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Comments:

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#### 16. SPECIAL ACCOMPLISHMENTS AND MISSED OPPORTUNITES

Provide feedback in response to unexpected or unplanned events or demands. Describe any accomplishments or special achievements, which had significant impact on the department or District. Also, describe any missed opportunities and performance improvement necessary.

##### Accomplishments:

---

##### Missed opportunities:

---

#### 17. Overall Performance

- ☐ (3) Exceeds Performance Expectations
- ☐ (2) Meets All Performance Expectations
- ☐ (1) Improvement Needed in Performance

Strengths / Opportunities for Improvement:

Comments: Focus on administrative tasks and decision making and clearly understand and communicate recommendations to Board. Make sure there is full understanding of why recommendation is being made or its parameters.

---

18. **Compensation** – The staff pool is 3%. Please provide your input on the merit increase for the Executive Director.

- ☐ 4%
- ☐ 3.5%
- ☐ 3%
- ☐ 2.5%
- ☐ 2%

19. **Bonus** – If you believe a bonus should be given, please enter the amount of bonus

Comments:

---

## 2017 PDMA CEO Evaluation

Please take a few minutes to complete the questions below. Your answers should pertain to the last 12 months. Each question is based on the following scale:

**Improvement Required** – Performance is less than expected. Employee meets some job requirements, however, the need for further development and improvement in other areas is clearly apparent.

**Improvement Opportunity** – Performance meets the requirements of the position, however, the opportunity exists for performance to be enhanced.

**Meets Expectations** – Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work and is described as good, solid performance. When minor deviations in performance occur, the overall level of performance still meets all performance requirements.

**Exceeds Expectations** – Performance regularly exceeds job requirements and expectations. Those accomplishments are above expected levels. Performance is high with thorough and on-time results.

1. Member Service					
	Improvement Required	Improvement Opportunity	Meets Expectations	Exceeds Expectations	Not Applicable (N/A)
Maintains good rapport with the members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds promptly and professionally to member inquiries and sees issues through to resolution.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Considers member feedback in development of coverage and services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					
<div></div>					

## 2. Board Interactions

	Improvement Required	Improvement Opportunity	Meets Expectations	Exceeds Expectations	Not Applicable (N/A)
Keeps the Board informed on issues and operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offers professional advice to the Board on items requiring Board actions, with appropriate recommendations based on thorough study and analysis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seeks and accepts constructive criticism of his work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responds promptly and professionally to Board inquiries and concerns.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provides information in a timely manner for Board decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management style is anticipatory and professional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)



3. Personnel Management					
	Improvement Required	Improvement Opportunity	Meets Expectations	Exceeds Expectations	Not Applicable (N/A)
Recommends and executes sound personnel procedures and practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delegates authority and responsibility to staff members appropriate to the skill and position each holds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implements a planned program of staff evaluation, development and improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="text"/>				

4. Leadership	Improvement Required	Improvement Opportunity	Meets Expectations	Exceeds Expectations	Not Applicable (N/A)
Regularly demonstrates PDRMA's core values: service, quality, integrity, leadership and innovation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Functions as a self-starter, setting high personal standards and pursuing goals with a high level of personal drive and energy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands and keeps informed regarding all aspects of risk pool management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finds innovative ways to solve problems and responds to issues using knowledge, experience, and insight.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional development goals are accomplished.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 5. Financial Management

	Improvement Required	Improvement Opportunity	Meets Expectations	Exceeds Expectations	Not Applicable (N/A)
Manages the budget within the adopted guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Values the efficient and effective management of facilities, staff, services and partnerships.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifies best business models to support efficient and effective service and program delivery.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					

## 6. Strategic Goals

	Improvement Required	Improvement Opportunity	Meets Expectations	Exceeds Expectations	Not Applicable (N/A)
Strategic plan objectives are met for each Cornerstone.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains net assets within prescribed ranges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments					

**SCHAUMBURG PARK DISTRICT**  
**ANNUAL EXECUTIVE DIRECTOR'S REVIEW**

Please rate the Executive Director's effectiveness in addressing and supporting these Goals and Objectives. (10 equals strong and 1 equals weak.)

**1. (OVERALL) EFFECTIVE ADMINISTRATIVE/ MANAGEMENT SYSTEM**

Rating 1-10 \_\_\_\_\_

**STRENGTHS:**

**SUGGESTIONS FOR IMPROVEMENTS:**

**DIRECTIONS TO CONSIDER/OTHER:**

**SCHAUMBURG PARK DISTRICT**  
**ANNUAL EXECUTIVE DIRECTOR'S REVIEW**

**2. (OVERALL) FINANCIAL STABILITY OF THE DISTRICT**

Rating 1-10

--

**STRENGTHS:**

--

**SUGGESTIONS FOR IMPROVEMENTS:**

--

**DIRECTIONS TO CONSIDER/OTHER:**

--

**SCHAUMBURG PARK DISTRICT**  
**ANNUAL EXECUTIVE DIRECTOR'S REVIEW**

**3. (OVERALL) COMMUNITY RELATIONS/AGENCY IMAGE/EFFECTIVE COMMUNICATIONS**

Rating 1-10 \_\_\_\_\_

**STRENGTHS:**

**SUGGESTIONS FOR IMPROVEMENTS:**

**DIRECTIONS TO CONSIDER/OTHER:**

**SCHAUMBURG PARK DISTRICT**  
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**4. (OVERALL) BOARD/EXECUTIVE DIRECTOR RELATIONS**

Rating 1-10 \_\_\_\_\_

**STRENGTHS:**

**SUGGESTIONS FOR IMPROVEMENTS:**

**DIRECTIONS TO CONSIDER/OTHER:**

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**5. (OVERALL) FUTURE PLANNING AND DEVELOPMENT**

**Rating 1-10** \_\_\_\_\_

--

**STRENGTHS:**

--

**SUGGESTIONS FOR IMPROVEMENTS:**

--

**DIRECTIONS TO CONSIDER/OTHER:**

--



**SCHAUMBURG PARK DISTRICT**  
**ANNUAL EXECUTIVE DIRECTOR'S REVIEW**

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OVERALL RATING 1 – 10: \_\_\_\_\_

**SUGGESTED COMPENSATION:**

- Percentage of increase: \_\_\_\_\_%
- Additional Bonus: \$ \_\_\_\_\_