



1685 West Higgins Road, Hoffman Estates, Illinois 60169

heparks.org t (847) 885-7500 f (847) 885-7523



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. 1057
TUESDAY, SEPTEMBER 22, 2020
7:45 p.m.
***Room 113 of the Triphahn Center**
(Northside – 50+ Program Rooms)

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES (attached)
 - A. Regular Board Meeting Minutes 08/25/2020
5. COMMENTS FROM THE AUDIENCE
6. CONSENT AGENDA ([Click here to access all Board & Committee Packets](#))
 - A. Purchase of Grinder at Bridges of Poplar Creek / M20-104
 - B. Electricity Contract / M20-105
 - C. IMRF Resolution R20-005 / M20-100
 - D. Palatine Library Agreement / M20-106
 - E. Fitness Program Manager Job Description / M20-110
 - F. Open and Paid Invoice Register: \$881,153.28
 - G. Revenue and Expenditure Report and COVID-19 Impact Statement
 - H. Acceptance of A&F Minutes 08/25/2020 (see August packet)
7. PRESIDENT'S REPORT
8. ADOPTION OF EXECUTIVE DIRECTOR'S REPORT
9. OLD BUSINESS

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



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Regular Board Meeting
September 22, 2020
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10. NEW BUSINESS
 - A. The Hap & Jan Wittkamp Senior Center Designation / M20-107
 - B. Executive Director Review Process / M20-108
11. COMMISSIONER COMMENTS
12. ADJOURNMENT



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MINUTES
REGULAR BOARD MEETING NO. 1056
August 25, 2020

1. Roll Call:

A regular meeting of the Hoffman Estates Park District Board of Commissioners was held on August 25, 2020 at 7:03 p.m. at the Triphahn Center in Hoffman Estates, IL.

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 Golf and Facilities Bechtold, Director of Recreation Kapusinski, Director of Parks, Planning, and Maintenance Hugen, Executive Assistant Logan

Audience: Comm Reps Utas and Winner; C&M Manager Burgess; Assistant Golf Course Superintendent Bugay; Hockey Coach LaFrenere; HIIT Club Fitness Coordinator Koeckritz and family; Hap and Jan Wittkamp

2. Pledge of Allegiance:

Everyone present stood for the Pledge of Allegiance.

3. Approval of Agenda:

Commissioner Chhatwani made a motion, seconded by Commissioner R. Evans to approve the agenda as presented. The motion carried by voice vote.

4. Recognition:

A. August 2020 Best of Hoffman:

Hap Wittkamp was awarded the Best of Hoffman award for August 2020 for his years of service as a Community Representative for the Recreation Committee and for his invaluable efforts in the origination and continued success of the District's Senior Center.

B. Employees of the 1st Quarter:

PT: Hockey Coach Matt LaFrenere was awarded for his hard work, passion, and dedication to the District's hockey program.

FT: C&M Manager Katie Burgess was awarded for her efforts in leading the C&M Department, enhancing the marketing efforts, expanding The Club's marketing strategy, and managing all of the communications and creating some of the virtual recreation offerings throughout the COVID-19 pandemic.

C. Employees of the 2nd Quarter:

PT: HIIT Club Fitness Coordinator Sarah Koeckritz was awarded for being one of the most beloved and popular fitness instructors at The Club. In addition, she is being recognized for her work with the virtual fitness classes offered throughout the COVID-19 pandemic as well as the ongoing expansion of the virtual fitness class library.

FT: Assistant Golf Course Superintendent PJ Bugay was awarded for serving as an integral part of the success of the golf course maintenance program and for his hard work and dedication to the golf course throughout the duration of the COVID-19 pandemic.

C&M Manager Burgess, Assistant Golf Course Superintendent Bugay, Hockey Coach LaFrenere, HIIT Club Fitness Coordinator Koeckritz and family, and Hap and Jan Wittkamp left the meeting.

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

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to recess the Board Meeting at 7:12 p.m. for the purpose of convening the A&F Committee meeting. The motion carried by voice vote.

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

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to reconvene to the Regular Board Meeting at 7:57 p.m. The motion carried by voice vote.

7. **Approval of the Minutes:**

Commissioner McGinn made a motion, seconded by Commissioner Kinnane to approve the minutes of the July 21, 2020 Special Board meeting and the minutes of the July 28, 2020 Regular Board meeting as presented. The motion carried by voice vote.

8. **Comments from the Audience:**

None

9. Consent Agenda:

Commissioner Kilbridge made a motion, seconded by Commissioner K. Evans to approve the consent agenda items A-K 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. Virtual Park Tour
- B. Boiler Disconnects / M20-096
- C. HEAA Rental Contract for 2020 / M20-093
- D. NWSRA Annual Assessment R20-004 / M20-089
- E. Limited Bond Issue Ordinance O20-003 / M20-099
- F. Personnel Policy Manual Changes / M20-098
- G. Open and Paid Invoice Register: \$822,483.67
- H. Revenue and Expenditure Report and COVID-19 Impact Statement
- I. Acceptance of B&G Minutes 07/21/2020 (see August packet)
- J. Acceptance of Rec Minutes 07/21/2020 (see August packet)
- K. Acceptance of A&F Minutes 07/28/2020 (see August packet)

10. President's Report:

President Kaplan asked the Board to review the Executive Director Review materials submitted last month and any suggestions or comments should be submitted to Monica who will consolidate the materials and distribute those the Friday before the September 22 Board Meeting. The Executive Director Review Process will be discussed at the September 22 Board Meeting.

President Kaplan reminded the Board of the IAPD Board Self-Evaluation with Peter Murphy being held at Bridges of Poplar Creek Country Club at 6:00 p.m. on Thursday, September 3. Dinner will be provided by the staff at Bridges.

President Kaplan commended Director Bechtold and the golf staff on adding the divider screens in the golf carts in response to the COVID-19 pandemic. This strategy now allows for dual riders to do so safely.

President Kaplan noted he and the pickleball players are very appreciate of the windscreens at the Fabbriini pickleball courts and added the windscreens are very nice.

11. Adoption of Executive Director's Report:

Executive Director Talsma thanked his direct reports and all staff for everything that is being done across the District.

Commissioner Kinnane made a motion, seconded by Commissioner R. Evans to adopt the Executive Director's Report as presented. The motion carried by voice vote.

12. Old Business:

None

13. New Business:

None

14. Commissioner Comments:

Commissioner R. Evans asked about the new COVID-19 regulations for face masks in restaurants and bars and how that is impacting the golf course. Director Bechtold explained patrons will need to have their mask on while ordering food/drinks and/or when a staff member is present. Staff will be responsible for enforcing these state mandated regulations. Patrons will be asked to leave the property if they will not abide by it.

Commissioner Kinnane commended Executive Director Talsma and staff on a great job.

Commissioner McGinn noted the fishing gear donation from Cabela's was very nice.

Commissioner K. Evans noted Hap Wittkamp has been a major part of the 50+/Senior Center and he means so much to the District.

15. Executive Session:

Commissioner Kilbridge made a motion, seconded by Commissioner Chhatwani to recess to Executive Session at 8:10 p.m. for the purpose of:

- A. Minutes, pursuant to 5 ILCS 120/2 Section 2(c)(21) of the Open Meetings Act
 - 05/26/2020
- B. Appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, pursuant to 5 ILCS 120/2 Section 2(c)(1) of the Open Meetings Act.

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

Commissioner R. Evans made a motion, seconded by Commissioner Chhatwani to reconvene to Regular Session at 8:28 p.m. The motion carried by voice vote.

16. Possible Discussion and Vote:

The Board's general consensus is to move forward with the first selection and offer him/her the Community Representative vacancy and, if that does not work out, offer the vacancy to second selection.

Commissioner McGinn made a motion, seconded by Commissioner Chhatwani to offer the first selection the Community Representative position with the Recreation Committee followed by the second selection if the first does not work out. The motion carried by voice vote.

17. Adjournment:

Commissioner Kinnane made a motion, seconded by Commissioner Chhatwani to adjourn the meeting at 8:29 p.m. The motion carried by voice vote.

Respectfully submitted,

Craig Talsma
Secretary

Monica Logan
Executive Assistant

**HOFFMAN ESTATES PARK DISTRICT
REGULAR BOARD MEETING NO. 1057**

EXECUTIVE DIRECTOR'S REPORT

September 2020

PARKS DIVISION

TC ICE RINK 2 RENOVATION

Dasher board install began on August 17 and was finished on August 28. Minnesota Ice was able to fire up the system the week of August 24 and HEParks staff began cooling the floor to get ready for the ice painting and building up of the rink. Ice painting began on August 31 and was completed on September 1 with HEParks staff assisting the contractor in painting the lines and logos. Once that was completed, members of the Ice Maintenance team started flooding the rink to get roughly 1 ½ inches of ice built up before the opening of the rink. This process started on September 2 and was finished on September 6 with flooding taking place every hour and a half throughout each day. Final cuts to prepare the ice for skaters were completed on the morning of September 8 with the rink open. Dasher boards are scheduled to be cleaned in October and, at that time, both rinks will have the dasher boards cleaned.



THE CLUB RENOVATIONS

The locker install contractor began installing the lockers the week of August 10. At that point, the floors were finished and HEParks staff had prepped everything for the arrival of the lockers. Working alongside the locker install contractor, HEParks staff ran the electrical for the lights and the USB ports. This was time consuming as each locker has its own USB port with a wire that has to be connected to a hub with electric running to it.

Staff completed the reconstruction of the locker room benches by framing the benches and then sealing the framing. In late August, the flooring contractor began the walls in the Club bathrooms, HEParks staff removed the partitions and taped off all fixtures in preparation. The bathrooms were finished on August 30, with staff putting the partitions back up, caulking all toilets and urinals, and replacing ceiling tiles. The Club locker rooms were opened on the morning of the September 1 and turned out great. There are still minor adjustments to be made

by the locker install company which will be taking place in the evening when the facility is closed as to not disturb our members.



SOUTH RIDGE OSLAD (project can be followed at [Park Projects](#))

- The Earthwork Contractor finished establishment of subgrade elevations and finished grades for landscaping to take place.
- The internals for the bathroom have been ordered and planned into the schedule. The mechanicals for the splash pad room were installed and all plumbing in the bathhouse has been completed.
- The earthwork contractor was able to establish all grades at the path and the parking lots with proof rolls so that the paving contractor, Chicagoland Paving, could take over. Chicagoland Paving began placing stone on the path and in the parking lots the week of August 24. This is a long process and it is the final step to make sure the cross slope is less than 2% and the slope runs are less than 5%. The parking lot asphalt binder was

applied on August 27 and 60% of the path around the lake was poured on September 3. The remainder of the asphalt has been delayed due to weather and is currently schedule for September 14 with weather permitting.

- HEParks staff continued to work on the bathhouse, completing the roof structure, making adjustments after rough inspections, building the soffits and installing the siding. Staff also completed the rough grading for grass and plants to be installed; this is currently scheduled for the week of September 14 with weather permitting.
- Perfect Turf, the contractor responsible for synthetic turf fall surface, was scheduled for a September 8 start date, but the weather has pushed that date back a week.

The project is still on schedule for the fall opening of the park. Once the park is open, HEParks staff will begin the construction of the nature playground located on the northwest corner of the lake.



The following is a brief list of other items completed by staff during August:

- Park mowing and garbage removal
- Weed control at all park ID signs and Vogeley Park
- Tree trimming and branch clean-up at Black Bear, Cannon, South Ridge, and Winding Trails.

- Aquatic applications for algae and bottom growth
- Sports fields maintenance
- Baseball and softball field set-ups and maintenance
- Black Bear Pond shoreline establishment work was performed
- Landscape waste removal from Cannon along with park maintenance
- Playground checks and repairs
- Thorguard Lighting Protection checks and repairs
- Memorial benches installed at Fabbrini Park
- Ice rink perimeter flooring installed, player's bench flooring and wall behind player bench was painted.
- Wolves' locker room upgrades: new equipment room combining old room with large closet to create one room with work bench and cabinets for storage, updated players' lounge, all new carpet in ice rink level, deep cleaning of all tile, and sauna was completed.
- HVAC checks and repairs
- Filter changes on pools at The Club
- Mower maintenance and repairs
- Vehicle checks and repairs

Recreation Division



This past month, staff has continued to plan for all sports programs to be offered in accordance with the new All Sports Guidelines.

The September/October Fall Brochure was launched at the end of August with programs beginning mid-September.

“Pat in the Park” was offered again this month (it was originally offered during quarantine). Families were challenged to visit two parks, Victoria and Charlemagne Parks, to “hunt” for the pictures of a cartoon-Pat around the park. These great programs gets our community outdoors and into our parks. Over twenty families submitted their “headcounts” to Pat to receive a prize.

The hockey program and athletics department will be partnering with Brent Sopel, an ex-Chicago Blackhawk, to provide mental health workshops for the athletes.



Triphahn Center



Willow Recreation Center

Four group fitness classes were offered with a total of 27 participants.

Triphahn Center Fitness

<u>Membership</u>	<u>8/31/2019</u>	<u>1/1/20</u>	<u>8/31/2020</u>	<u>YTD Var. +/-</u>
Total	842	781	625	-156

48 members cancelled this month once the billing began on August 4.

Willow Rec Center Fitness & Racquetball

<u>Membership</u>	<u>8/31/2019</u>	<u>1/1/20</u>	<u>8/31/2020</u>	<u>YTD Var. +/-</u>
Fitness	245	304	127	-177
Racquetball	49	63	64	+1
Total	294	367	191	-176

23 members cancelled this month once billing began on August 4.



Dog Off-Leash Areas

<u>Dog Park Passes</u>	<u>8/31/2019</u>	<u>1/1/20</u>	<u>8/31/2020</u>	<u>YTD Var. +/-</u>
Total	675	683	612	-71



General Programs

Dance:

- Summer dance classes concluded in August. Fall session will begin the week of September 9.
- Jessica Karbowski was hired as the new part-time Dance Coordinator to oversee the dance program. Jessica grew up dancing at HEParks and is a current dance instructor at the Park District. She will be creating a new dance curriculum to streamline all dance classes while overseeing the enrollment and program creation.

Young Rembrandts:

- There were two participants in an Elementary Drawing class and two participants in Preschool Drawing (held virtually).

eSports

- The first in-person esports Fortnite tournament took place at NIU Hoffman Estates on Friday, August 7. We had a great turnout of 12 kids with social distancing measures in place to protect all of our participants.

Wings & Talons

- Approximately 70 people attended the August 23 open house to visit the birds inside the mews. This group is offering an owl pellet dissection event in September.

Special Events

- A new Halloween event has been created for October 24: Drive Boo Trunk or Treat. This event will be similar to last year's Trunk or Treat event, but families must remain in their car as they drive through the Bridges parking lot to receive candy. Promotion was just launched in early September and there are already 162 families enrolled.



50+ Club

All 50+ memberships are on hold.

The 50+ Club continues to remain closed for drop-in usage, but community members may register for free activities that are offered throughout the week. Weekly activities include: volleyball, chair volleyball, walking club, cards and games, billiards, mah jongg pickleball and ping pong. Drop-in is not available for these activities; participants must pre-register to attend.

Enrollment for August was:

Billiards – 7
Cards & Games – 13
Chair Volleyball – 10
Mah Jongg – 11
Volleyball – 18
Pickleball – 14
Ping Pong – 12
Walking Track - 28

There were 11 participants in two Forever Strong classes, six participants in Line Dancing, and three participants in Tai Chi. These are paid registration classes.



Early Childhood

The ELC program expanded to two rooms in August. There are 16 children attending compared to 40 children last year.

The part-day preschool program began on August 24. A considerable amount of families chose to withdraw prior to the start of the school year and many classes were cancelled/merged. Natalie held virtual parent orientations the week before school began. New guidelines are in place this year for the in-person program which includes children wearing masks throughout the class, less shared toys in the classroom, and parent pick-up taking place outside the building.

19-20 TC		20-21 TC		+/-	19-20 WRC		20-21 WRC		+/-
Threeschool	14	Threeschool	0	-14	Threeschool	12	Threeschool	0	-12
2's Playschool	28	2's Playschool	6	-22	2's Playschool	14	2's Playschool	0	-14
3's & 4's	116	3's & 4's	43	-73	3's & 4's	61	3's & 4's	25	-36
Total	158	Total	49	-109	Total	87	Total	25	-62



School Age - STAR and Day Camps

Summer Camp:

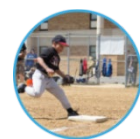
One week of camp was held in August. There were 20 children in the full-day camp and 10 children in the half-day camp.

Though the camp program looked much different this summer, all of the camp staff and campers adjusted to the new guidelines and still had a successful summer overall.

STAR Before & After School

The STAR Study Hall program was created to provide the needed child care to families who must work while their children do remote learning. Child care is offered from 7am-3pm with a 3-6pm additional option at both TC and WRC. Registration is offered on a weekly basis.

The first week was offered August 17-21 though school was not in session. This program ended up running as a camp for this week before school began. There were nine enrolled at TC and nine at WRC. For the week of August 24-28, there were 14 at TC and 22 at WRC. For the week of August 28, there were 19 at TC and 21 at WRC. All children are provided their own table, power source and Wi-Fi. The children must bring their tablet/computer and headphones. Staff roam the room to assist children with any questions.



Youth Athletics

Summer basketball

- The summer league continued through August. Additional social media marketing was used this month including video highlights of weekend scrimmages. Live stream of the championship scrimmages were shown on Facebook as well.

Youth baseball

- An extra safety measure was implemented in August which did not allow players in the dugouts in order to stay in appropriate social distance from each other.
- Staff met with the N60 baseball group to plan tryouts for 2021 teams.

Fall basketball

- A new 3v3 fall league was created. This league will start on October 12. This program will provide the players an activity in between the summer league and the winter season.

Fall soccer

- Practices began the week of August 17. The first scrimmage will be September 13.
- Fall enrollment is down 50% with 131 players.

Fishing:

- Two classes were offered in August with four participants each. A total of 38 participants were enrolled in fishing classes this summer compared to 23 enrolled last summer.
- Staff is planning a Fishing Derby on October 3 at Fabbrini Park. There are already 17 people registered.
- Cabela's donated fishing rods and reels to the HEParks fishing program. Just this month, we received binoculars and yard finders for our nature programs.



Ice Operations

Figure Skating

Summer mini camps ended at the end of July. For August, two new classes were offered: Jump/Spin class with 38 skaters and Power/Edge class with 13 skaters.

August freestyle had 106 skaters enrolled. A newly revamped private lesson program was offered for July and August. A total of 157 private lessons were scheduled between three skating coaches.

Hockey

August concluded with two additional hockey clinics offered.

- Dust the Rust off your Skates had 92 players.
- Gonzo Scrimmage Clinic (offered before the 8/15 “no scrimmage rule”) had 75 players

When the All Sports Guidelines were released on July 29, the fall hockey league was suspended. There were 90 players enrolled at the time of the league suspension; all players were refunded their enrollment fees. Practice clinics were created to replace the league play for September allowing players the opportunity to still practice on the ice three times per week. September clinics begin the week of September 8. Enrollment to date is:

Mites	20
Squirts	27
PeeWees	20
Bantams	33
Midgets	26
Wolverine Girls	16
Goalie Clinic	8
TOTAL	149 players

The Northwest Hockey League would like to activate the season as soon as the All Sports Guidelines are lightened. In order to do so, we were notified at the beginning of September that we are required to submit rosters for each team by early October. Registration for the “fall” hockey league was re-opened on September 4 requiring on a minimal \$50 initial payment. This allows staff to create a tentative team roster for each level. There are 62 players re-enrolled to date.



Aquatics

Seascape was closed for the 2020 season.



Communications and Marketing

Design Work:

- Sept/Oct Fall Brochure & promo

- BPC Phase 4 food handling guidelines
- BPC Golf outing signage
- The Club signage: locker room, hours, monthly promotion
- Virtual Park Tour video creation

Promotions:

- Study Hall
- Hockey League & lessons
- ELC & Preschool openings
- Fall registration
- The Club

Email campaigns: Five e-blasts sent this month

Press Releases:

- Fishing equipment donation
- Soccer registration
- Birds of Prey
- Trivia Night
- Fall Fun Guide

Social Media:

- 56 posts and four videos in August (655 minutes of video viewed – of which half are not HEParks followers)
- Top interactive posts:
 - 1) Bike Path Connection – 4607 reached
 - 2) Fishing Derby registration – 2871 reached
 - 3) Basketball scrimmage video – 1320 reached

of Followers:

HE Parks Facebook: 4921 (+21 from last month)

HE Parks Twitter – 1086 (+7 from last month)

HE Parks Instagram – 682 (+33 from last month)

50+ Facebook- 111 (+1 from last month)

Wolfpack Facebook- 301 (+4 from last month)

Wolfpack Instagram – 297 (+14 from last month)

Figure Skating Facebook – 81 (+1 from last month)

Bridges Facebook – 1019 (+12 from last month)

Bridges Instagram – 116 (+1 from last month)

Bridges Twitter – 164 (+1 from last month)

The Club Facebook – 1619 (-13 from last month)

The Club Instagram – 259 (+3 from last month)

The Club Twitter – 36 (no change)

Website:

Traffic to HEParks Website in August: 20,502 unique page views to the website.




Highest visit days:

- August 7: Study Hall program announcement – 30% of traffic to website was to Study Hall page.
- August 25: Program Brochure – after the e-blast went out with the sneak peek link

Highest visited pages

- Highest visited pages in August 2020 – Home, STAR, Program Guide, Dog Parks, Bids

Bridges General Programs

-  In response to the new COVID-19 guidelines, staff has updated and increased signage for wearing masks when coming to the halfway house and while ordering food from a server.
-  High School golf has begun and the learning center is very active with both Hoffman Estates High School and Conant High School. Both schools had record tryout numbers.
-  Marketing materials are up for the ProAm Scramble. The event has been modified from a shotgun to tee times to help with social distancing. In addition, the post-round buffet has been replaced with lunch tickets to the Grill Station. The field will be limited to 24 teams.

Golf Rounds

MONTHLY ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
4,647	5,674	4,433	4,277	5,938	4,994
YTD ROUND TOTALS					
2016	2017	2018	2019	2020	5 Year Average
22,110	22,735	20,563	18,551	16,740	20,140

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

MONTHLY RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
3,020	3,541	3,164	4,130	4,574	3,686
YTD RANGE BASKET SALES TOTALS					
2016	2017	2018	2019	2020	5 Year Average
15,104	15,626	13,972	16,102	11,596	14,480

Hole In One Contestant Update

HOLE IN ONE MONTHLY SALES TOTALS				
2016	2017	2018	2019	2020
0	278	199	384	581
YTD HOLE IN ONE SALES TOTALS				
2016	2017	2018	2019	2020
0	1,793	1,599	1,954	585

Communications & Marketing

Bridges Facebook – 1,019 followers in August. 1,007 followers in July.

Bridges Instagram – 116 followers in August. 115 followers in July

Bridges Twitter – 164 followers in August. 163 followers in July

Food & Beverage

We had our first golf outing with full food and beverage service and 100 golfers played. The group was split into two groups of 50 and kept separate rooms. Each guest was served a plated meal with desserts and there was bar service in both rooms.

Wedding Count Update:

2021 = 17 ceremony and reception, 1 reception

This time last year our bookings for 2020 were only 5 ceremony and reception, 3 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 August our high averaged 84° (2° above average) and low averaged 64° (also 2° about average). This included six days with highs at or above 90° (average is 3.6 days). With summer official over, 2020 has set the record for the hottest summer (June-August) on record. We saw an average temp of 76.7° beating out the next closest year (1955) by .3°. We received only .39" of rain (4.9" average) which is about 8% of our normal amount. For the month, we saw 25 total playable* days (80%) and weekends in August we had eight playable* days (80%).

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

I'm starting to feel like a broken record, but once again water was the main focus of the month. With rain totals being dramatically low, it once again meant relying on our 23 year old irrigation system and hoses to keep things alive. In the Midwest, irrigation systems are designed to supplement rain not replace it. Designing and installing a system with enough heads and large enough pumps to completely replace rain is just not cost effective in the Midwest like it is the arid southwest. Staff had to supplement the irrigation system, and to do so, staff put in about 90-100 hours watering dry spots on greens, tees, and fairways.

We received a good amount of rain over Labor Day weekend and the forecast shows more is on the way. This should be just what the course needs to start a great fall. Forecasted temperatures look perfect for upcoming aerification of playing surfaces, too.

Between weather conditions and PGR applications we saw limited turf growth which allowed the small maintenance team to accomplish a lot of items on course. Here is a list of some of the tasks the maintenance team has been working on in August:

- Mowed all playing surfaces regularly
- Rolled greens when not mowing
- Changed cups and set-up course
- Filled divots on tees and fairways
- Raked bunkers
- Sprayed greens, tees, and fairways
- Vented greens
- Topdressed greens
- Hand watered greens and tees
- Trimmed tree bases
- Trimmed yardage plates and sprinklers
- Repaired irrigation issues
- Pulled weeds in beds
- Cleaned up storm damage
- Pruned low limbs
- Seeded stumps
- Finished raising sprinkler heads around greens

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 bentgrass surfaces with less frequency than normal, PGR and overall lack of moisture has shown no difference than normal.
- Bunker maintenance has been limited.
 - Bunkers have been raked 2-3 days a week based on play and staff availability.
 - Bunkers have not been edged or fly mowed this year. Top portions of slopes have been mowed but lower sections are being left long. This has resulted in 250 hours of labor saved so far this year.
- Ornamental bed maintenance on the course has been limited, but the beds have received mulch and weeds have been sprayed.
- Detail items that are being done on a 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 verticutting, topdressing, and venting have been very limited based on labor availability.



Membership Totals	<u>8/31/2019</u>	<u>08/31/2020</u>	<u>1/01/2020</u>	<u>Var. +/-</u>
Totals	2915	2453	2837	-384

Member Services/Sales

- August is traditionally a month of transition and despite the pandemic we did see some of the same patterns of slower usage and enrollments at the end of the month. We did enroll 66 new members (\$19 enrollment) and have offered those students who held the student summer pass to enroll as members with a \$0 enrollment fee. In comparison, we enrolled 94 new members in August of 2019, so we are at about 70% enrollment from the normal. We have had interest with the student passes and a handful of student pass holders have taken advantage of this incentive.
- The Club is holding steady with an average 58% daily visit use in the month of August compared to August 2019 daily visit usage.
- The end of August brought a close to The Club locker room project and we will begin earlier opening hours as of September 1. We have received rave reviews from members about the finished product!

- September will mark the first month we will be charging dues since the closure due to the pandemic. We expect to be busy after billing with member account maintenance and updates.

Operations and Fitness Departments:

- Attendance numbers for our group fitness classes are steadily increasing. We will continue to make minor adjustments with times and instructors to maximize attendance numbers and respond to member feedback we have received. Staff is looking to hire our current PT HIIT fitness instructor as our FT fitness Manager focusing on programs. The updated FT job description will be presented at the September A&F/Board meeting for approval.
- We have added back one aqua class in conjunction with the member locker rooms reopening.
- We are continuing the marketing campaign to encourage members to book their spot for classes through the MYZone app. We are also working to get the MyZone module set up on an iPad at the front desk so desk staff can assist members with creating an account and booking.
- The entire Club staff have been doing an incredible job with all the additional duties, new routines and new protocol. Truly a phenomenal team effort each and every day!
- Club staff has a new, full-time Custodian, Michael A, who began in August and is doing a great job of jumping right in to the endless cleaning work needed in the facility. In addition, The Club has started training Cesar A, who was hired as a full-time, district-wide Custodian/maintenance staff. Cesar is also doing very well with his training at The Club, so far. We are very lucky to have found both of these new team members!

Marketing The Club

- The Club Facebook – 1,619 followers in August. 1,632 followers in July. August is the first month we have shown a decrease in the number of followers—the drop may be due to the increased number of membership cancellations.
- The Club Instagram – 259 followers in August. 256 followers in July
- The Club Twitter – 36 followers in August. 36 followers in July

Club Marketing Support

- Signage for new locker rooms
- Updated hours
- Labor Day
- Monthly Promotion
- STOP Signs for check-in at Bridges and Club to make sure members aren't exhibiting symptoms.
- New directional signage for HIIT Club.
- Fitness videos

FINANCE & ADMINISTRATION

A. Finance/Administration

- Met with David McDonnell of McDonnell Energy and Mollie Vanderlaan of Satori Energy to review options for our electric service contract. Reviewed information from the US Department of Energy to independently confirm outlook and prepared a recommendation to be presented at the Committee meeting based on analysis of best options available.
- Changed WebTrac credit card processing so the customer is no longer re-directed to an outside link. Along with simplifying the customer experience, this change will eliminate communication problems between RecTrac and the processor that resulted in duplicate charges due to customers reprocessing payments that were not recognized in RecTrac.
- Met with S&P Global to obtain a rating for the bonds being issued to refund the Series 2010A Bonds as well as to issue the District's annual bond. The District's AA+ rating was confirmed with a stable outlook despite Illinois having a negative outlook.
- Processed applicable monthly returns as required.
- Processed Club/TC/WRC cancellations, including attachment of documentation to RecTrac household member.
- Processed Club/TC/WRC member holds in anticipation of September 1st billing.
- Refunded hockey league payments due to cancellation.
- New features/processes in RecTrac:
 - Created STAR Study Hall program
 - Assisted with figure skating program restructure
- Payroll Cycle Processing
 - 08/07/20 \$225,085.25
 - 08/21/20 \$225,958.71

B. Administrative Registration/EFT Billing

- EFT Billings for:
 - a. Sponsorship/Marquee
 - b. ELC
 - c. Men's Hockey League
 - d. TC/WRC Fitness
 - e. Club Fitness will bill September 1st
- Administrative
 - a. Program Cancellations/Refunds
 - b. Program Fee/Rule Adjustments
 - c. Updated Program/Pass online information
- Administrative Registration for:
 - a. Assistance with Phase 4
 - b. Soccer
 - c. Scholarship

C. Human Resources

- Met with several salary and wage benchmarking companies to determine whether pricing and services would provide sufficient benefit to the District to justify the cost. The services required a multi-year contract at \$10,000 or more per year which did not meet our needs.
- Processed five new part-time hires.
- Attended PDRMA PATH webinar on new program structure.
- Completed submission of additional audit documentation as requested by IMRF.
- Attended interviews for custodial positions.
- Provided orientation for full-time custodial position.

D. Technology

- In the process of upgrading Windows 7 desktops to new Windows 10 desktops, 14 out of 20 desktops have been deployed.
- VMWare is the software we use to run all of our virtual servers. We utilize Veeam software to facilitate and create the backups of all of our virtual servers. Veeam will no longer support our VMWare version, an upgrade to both software programs is needed. Consulting with Sterling as to the best option.
- The Fortinet firewalls are installed and configured. The cutover date has been tentatively scheduled for September 29th.
- Ordered two (2) Canon R40 larger capacity desktop scanners for the business department. These have been configured and installed.

Hoffman Estates Park District offers events, child care, golf

ADVERTISER GENERATED CONTENT
Submitted by Hoffman Estates Park District

This fall have a blast with Hoffman Estates Park District (HEParks).

There is something for everyone to enjoy this season with our adult, youth and children's activities and special events.

View the complete list of early fall special events and programs online at HEParks.org.

Some of the fall special events require preregistration; you may enroll for these programs in person at one of HEParks community centers or online at HEParks.org.

Early fall programs include 50+ programs, esports, fitness

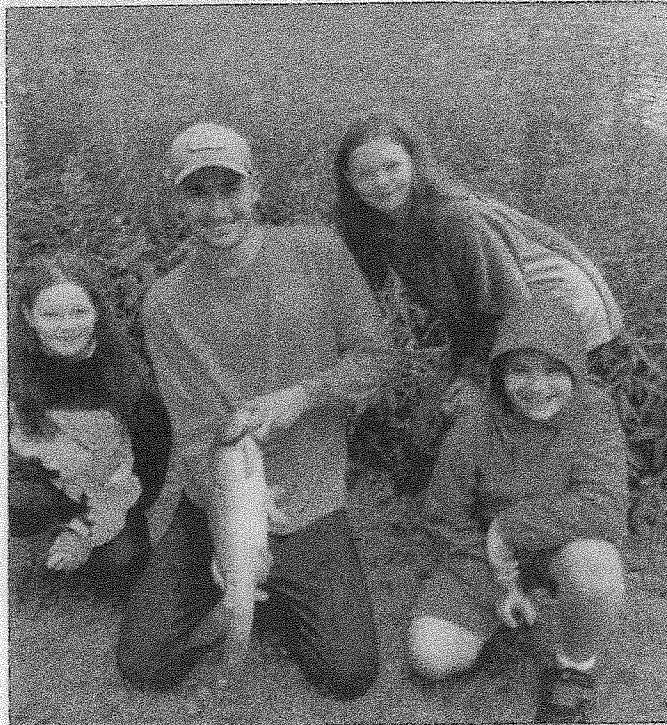
classes, youth STEM programs, music, cooking, baton, dance, art, gymnastics, martial arts, fishing, horsemanship, hockey, ice skating and basketball.

Fall events include an all-ages Fishing Derby on Saturday, Oct. 3, and Drive-Through Trick-or-Treating on Saturday, Oct. 24.

Child care: For families looking for full-day care for school-aged children, HEParks is offering the Study Hall program at Triphahn Center and Willow Recreation Center. Study Hall is a full-day, weeklong program designed to provide kindergartners through sixth-graders a safe and supervised place to

complete their remote learning. Students will also enjoy crafts, games, physical activity and more throughout the day. This program runs from 7 a.m.-3 p.m. with additional care available from 3 to 6 p.m. Monday-Friday. Learn more at heparks.org/star-school-program.

Golf nights: Family Golf Nights are back at Bridges of Poplar Creek Country Club. Every evening at 5:30 p.m. Junior Golfers, ages 17 and under can play for \$2 with an \$8 paid adult admission; \$12 cart fee. Daily 9-hole and 18-hole tee times are available. Reserve your tee time by calling (847) 781-3681 or visiting bridgesofpoplarcreek.com.



The Hoffman Estates Park District is hosting an all-ages Fishing Derby on Saturday, Oct. 3.

FALL FUN

DAILY HERALD MEDIA GROUP

9-13-20



hoffman estates park district

It's Time for Fall Fun

Enroll today in these fun fall programs:

dance & baton	figure skating
fitness	hockey
gymnastics	50+ programs
martial arts	preschool
basketball	fishing
golf	music
pickleball	e-sports
racquetball	STEM
fitness classes	and more!



Study Hall

NEW! Study Hall
Full-day care for a school age students participating in remote learning.

Visit HEParks.org to enroll in Fall Programs and Events!

We take the health and safety of our patrons seriously. View our comprehensive COVID-19 Program, Cleaning and Safety Guidelines at HEParks.org.

FALL FUN

DAILY HERALD MEDIA GROUP

9-13-20

drive through

TRICK OR TREAT

October 24

Bridges of Poplar Creek

11:00a-2:00p - \$10 per vehicle

ID# 245918

Register at heparks.org

Trick or Treat while never having to leave your car this year. Staff and businesses will decorate their vehicles and provide Halloween Treats. All goblins and ghouls will remain inside the car at all times.



fishing derby

October 3

Fabbrini Park

7:45a-12:15p - Ages 3+ - \$7/\$9

ID# 249084 - heparks.org

Come down to the local watering hole and bring your favorite poles and pals for our annual catch-and-release fishing derby!

- Cash prizes for adult division
- Special overall prize for the youth division
- All ages welcomed, all children must be accompanied by an adult
- Fee is per person
- Socially distanced fishing for individuals and families
- Fishing poles will be supplied per a request for the duration of the derby, one per registration.

RECAP OF WEEKLY UPDATES TO THE BOARD

Updates 08.21.2020

Two or three individuals from a Midwest state union association are demonstrating by the entrance to TC. Their signs stipulate unhappiness of the use of Hacienda Landscaping company which the District used for South Ridge. Hacienda Landscaping is not a union shop, but they are required to pay prevailing wage.

The individuals are set up on the northeast boundary of our parking lot and are protesting within the state highway right-of-way (parkway). Staff granted them permission to park cars in the parking lot due to safety reasons. They are causing no disruptions to our service. If you have any questions, please call Craig directly.

Upcoming Events

- [Aug 23 - Birds of Prey on Display](#)
- [Aug 28 - Disney Trivia by The Trivia Guys](#)

Client Review of Bridges on The Knot

Please see below for a client's review of Bridges on The Knot:



posted 08/16/2020

We cannot say enough nice things about Bridges of Poplar Creek and the team working there - especially Jennifer! As a couple with an originally planned 2020 wedding, this year went from happy and exciting to sad and extremely stressful, but Jennifer was a saving grace throughout it all. She is incredibly responsive and communicative and was so helpful throughout the entire planning process. When we originally decided to move our date in the early days of the pandemic, she was so flexible and easy to work with, and when the continuing COVID crisis meant our plans would continue to change, she remained as kind and quick to respond as ever. We had a great experience working with her and would recommend this venue to other couples looking for a kind and communicative vendor with a beautiful outdoor ceremony location and indoor reception space (the new wood floors are beautiful!)

IAPD Board Self-Evaluation

The Special Board Meeting at 6:00 p.m. on Thursday, September 3 is being held in the Fairway Room of Bridges of Poplar Creek Country Club. Dinner will be provided.

2020 Board & Committee Meetings

The Buildings & Grounds Committee Meeting and Recreation & Facilities Committee Meeting have been cancelled for September due to a lack of business. Also, as the NRPA Conference has gone virtual, the October meetings have been changed back to the third week and fourth week of the month, October 20 & 27 (the normal dates). Please see attached for an updated calendar.

IAPD Webinar: Playgrounds Must Be Accessible and Safe

Join IAPD for a two part series and listen to John McGovern (WT Group) and Tony Malkusak (CPSI) as they review the federal regulatory playground requirements in the Americans with Disabilities Act (ADA) and discuss how these interface with the American Society for Testing Materials (ASTM) voluntary playground safety standards.

Member price: \$10 / CEUs: 0.1

Part 1 – Wednesday, August 26 @ 9:00 a.m.- 10:15 a.m.

Part 2 – Thursday, September 3 @ 9:00 a.m. – 10:15 a.m.

Please let Monica know if you are interested and she will register on your behalf.

IAPD Leadership Institute - Seminar

Thursday, September 17, 2020

6:00 p.m. – 9:00 p.m.

Schaumburg Golf Club

\$125 for members. Please let Monica know if you are interested in attending and she will register on your behalf.

HEChamber Illinois Legislative Virtual Update

Friday, September 18, 2020

12:00 – 1:00 p.m.

Featuring Senator Cristina Castro, Senator Ann Gillespie, Senator Dan McConchie, Senator Laura Murphy, Representative Fred Crespo, Representative Tom Morrison, Representative Michelle Mussman, and Mayor William D. McLeod

Please let Monica know if you are interested and she will register on your behalf. It is free to attend.

IAPD Summer Golf Tour – Outing #3

Monday, September 21

Heritage Bluffs Public Golf Course - Channahon Park District

The District is willing to pay for any Commissioners who wish to play. If you are interested in playing, please let Monica know.

HEChamber 30th Annual Golf Outing

Thursday, September 24, 2020

Bridges of Poplar Creek Country Club

The District is sponsoring the event and 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 has applied for 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.

NRPA Virtual Conference

The 2020 NRPA Annual Conference: A Virtual Experience (NRPA Virtual) will take place October 27–29. It is \$295 for members. Please let Monica know if you are interested in attending (virtually).

Attached to the email was the Calendar 2020 of Board Meetings

HOFFMAN ESTATES PARK DISTRICT 2020 BOARD/COMMITTEE MEETINGS

<u>JAN</u>	21	7:00pm 7:20pm Followed by	Buildings & Grounds Committee Recreation Committee SPECIAL BOARD MEETING
	28	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
	<u>FEB</u> 18	7:00pm 7:45pm	Buildings & Grounds Committee Recreation Committee
	25	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>MAR</u>	17	7:00pm 7:45pm 8:00pm	CANCELLED – B&G Committee CANCELLED – Rec Committee CANCELLED - SPECIAL BOARD
	18	7:00pm	EMERGENCY BOARD MEETING
	24	7:00pm 7:10pm	CANCELLED - Board Meeting CANCELLED – A&F Committee
	30	6:00pm	EMERGENCY BOARD MEETING*
<u>APR</u>	21	7:00pm 7:20pm	CANCELLED - B&G Committee CANCELLED - Recreation Committee
	28	7:00pm 7:10pm	Board Meeting* CANCELLED - A & F Committee
<u>MAY</u>	12	7:00 pm	SPECIAL BOARD MEETING*
	19	7:00 pm 7:20pm	CANCELLED - B&G Committee CANCELLED - Rec Committee
	26	7:00pm 7:10pm Immed follow	Board Meeting* CANCELLED - A & F Committee ANNUAL MEETING*
<u>JUNE</u>	16	7:00pm 7:30pm	Buildings & Grounds Committee* Recreation & Facilities Committee*
	23	7:00pm 7:10pm	Board Meeting* Administration & Finance Committee*

<u>JULY</u>	21	7:00pm 7:20pm Immed follow	Buildings & Grounds Committee Recreation & Facilities Committee SPECIAL BOARD MEETING
	28	7:00pm 7:20pm	Administration & Finance Committee Board Meeting
	<u>AUG</u> 18	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	25	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>SEPT</u>	3	6:00pm	SPECIAL BOARD MEETING*
	15	7:00pm 7:20pm	CANCELLED – B&G Committee CANCELLED - Rec Committee
	22	7:00pm 7:10 pm	Board Meeting Administration & Finance Committee
<u>OCT</u>	20	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	27	7:00pm 7:10pm	Board Meeting Administration & Finance Committee
<u>NOV</u>	10	6:00pm Followed by	COMMITTEE OF THE WHOLE - 2021 Budget SPECIAL BOARD MEETING - Approve Budget in tentative form
	17	7:00pm 7:20pm	Buildings & Grounds Committee Recreation & Facilities Committee
	24	7:00pm 7:10pm	Board Meeting Administration & Finance
<u>DEC</u>	15	7:00pm Immed follow 7:30pm	PUBLIC MEETING: B&A Ordinance Buildings & Grounds Committee Recreation & Facilities Committee
	22	7:00pm 7:10pm	Board Meeting Administration & Finance

Updates 08.28.2020

IAPD Board Self-Evaluation

The Special Board Meeting at 6:00 p.m. on Thursday, September 3 is being held in the Fairway Room of Bridges of Poplar Creek Country Club. Attached is the agenda for the meeting.

****The dinner menu will be as follows:**

Caesar salad

Filet

Twice Baked Potato

Green beans

Lava chocolate cake

****Please let Brian Bechtold (or Monica) know how you would like your filet prepared and if you have any dietary needs.**

NWSRA Thank You Letter

Please see attached for NWSRA's thank you letter to the District for donations provided to their agency in support of their upcoming events.

Tricia O'Brien Thank you Card

Tricia O'Brien of the HEChamber sent the attached thank you card to the District for the plant we sent her for her mother's passing.

HEParks Pat in the Park

The District is currently running their second Pat in the Park event. Help us find Superintendent of Recreation Pat Bodame! He has been spotted along the park district created paths within Victoria Park and Charlemagne Park. Can you help us find him?

Head out to the parks between August 26 and September 2 to find Pat and email the number of Pat heads you find to PBodame@heparks.org to be entered to win a HEParks prize pack! Help us spread the word about the event by taking a photo of a Pat head and posting it to your social media account tagging @HEParks.

IAPD Leadership Institute - Seminar

Thursday, September 17, 2020

6:00 p.m. – 9:00 p.m.

Schaumburg Golf Club

\$125 for members. Please let Monica know if you are interested in attending and she will register on your behalf.

*So far, we have Ron, Pat K, and Raj attending.

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*So far, we have Pat K and Raj attending.

The Special Board Meeting Agenda, the NWSRA Thank you Letter, and the Tricia O'Brien Thank You Card were attached to this email



1685 West Higgins Road, Hoffman Estates, Illinois 60169

heparks.org t (847) 885-7500 f (847) 885-7523



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
SPECIAL BOARD MEETING
THURSDAY, SEPTEMBER 3, 2020
6:00 PM
*Bridges of Poplar Creek Country Club**

1. ROLL CALL
2. APPROVAL OF AGENDA
3. COMMENTS FROM THE AUDIENCE
4. EXECUTIVE SESSION
 - A. Pursuant to 5 ILCS 120/2 Sec 2(c)(16) of the Illinois Open Meetings Act, self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.
5. ADJOURNMENT

All meetings are held in the boardroom of the Scott R. Triphahn Community Center & Ice Arena at 1685 W. Higgins Road in Hoffman Estates, unless otherwise specified. If an accommodation or modification is required to attend this public meeting please call 847-885-8500 with at least 48 hours' notice.



We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.

August 21, 2020

Mr. Craig Talsma
Hoffman Estates Park District
1685 West Higgins Road
Hoffman Estates, IL 60169

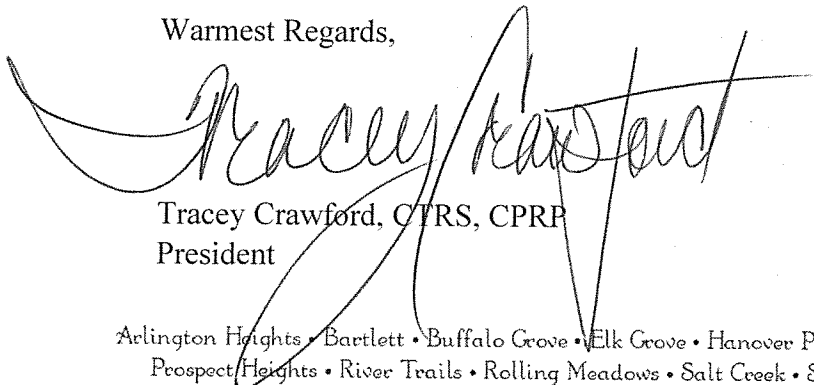
Dear Craig,

Because of your generosity, NWSRA participants continue to benefit from abundant opportunities to learn, grow and excel. On behalf of Special Leisure Services Foundation (SLSF), we would like to thank you for your donation of five Family Fun Pack's (valued at \$150 each). This donation will assist SLSF with raising funds through our five golf outings. And thank you for extending the passes to be valid through 2021 due to the COVID-19 pandemic, which was an extremely generous touch.

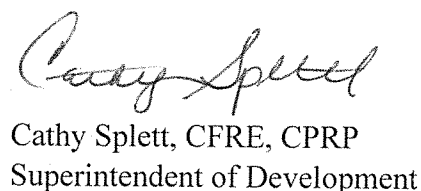
We are grateful for your continued advocacy for individuals with disabilities. As you are aware, this pandemic is so difficult for NWSRA participants, as changes in routine, isolation from their friends, and often an inability for them to communicate their thoughts and feelings, makes this incredibly hard on our families. NWSRA is currently providing virtual and face to face programming in order to meet the needs of our families while adhering to IDPH and Restore Illinois guidelines.

Our work to provide opportunities to children and adults with disabilities remains essential and will continue to be necessary, long after this crisis is behind us. We couldn't do this without you! Our member park districts with the support of their elected boards help to make that happen. Thank you for your continued support.

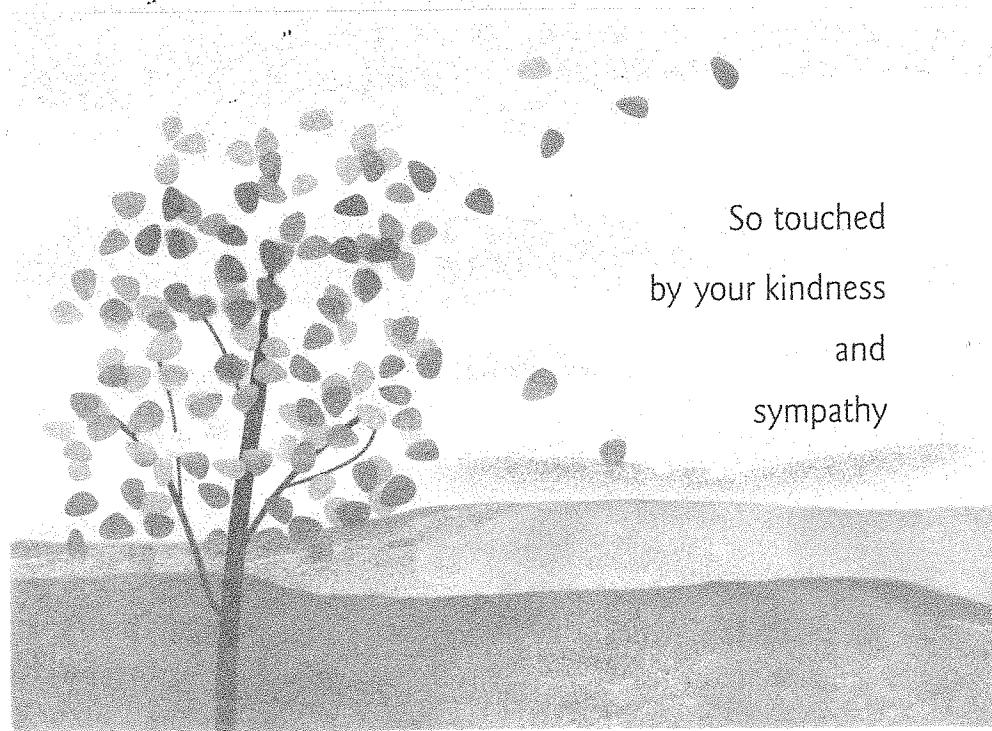
Warmest Regards,



Tracey Crawford, CTRS, CPRP
President



Cathy Splett, CFRE, CPRP
Superintendent of Development



So touched
by your kindness
and
sympathy

Dear Craig, Staff, Commissioners
and Community Representatives,

I thank you all for the
beautiful plant for my
mom's passing. It has
brightened my days during
this difficult time.

I thank you again for
your kindness.

Tricia and the Buier Family

Updates 09.04.2020

Upcoming Events

- [Sep 9 - Explore with the Forest Preserve](#)
- [Sep 12 - Neighbors for Conservation](#)
- [Sep 18 - eSports Tournament – Fortnite](#)
- [Sep 26 - Neighbors for Conservation](#)
- [Sep 26 - Seed Collection at Charlemagne Park](#)
- [Oct 3 - Fishing Derby](#)
- [Oct 3 - Neighbors for Conservation](#)
- [Oct 11 - Pro Am Scramble – Golf Tournament](#)
- [Oct 17 - eSports Tournament – Rocket League](#)
- [Oct 24 - Drive-Boo Trick or Treat](#)

TC Ice Rink Update

The ice rink project finished up very well. The rink will be ready for skating on Tuesday, September 8. The only item remaining to be completed is the cleaning of dasher boards which will be done by an outside contractor in October.

IAPD Board Self-Evaluation

If you complete the Post Evaluation and would like Monica to submit it to IAPD on your behalf, please send it to her or drop it off at your earliest convenience.

IAPD Leadership Institute - Seminar

Thursday, September 17, 2020

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Schaumburg Golf Club

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HEChamber 30th Annual Golf Outing

Thursday, September 24, 2020

Bridges of Poplar Creek Country Club

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Wishing Commissioner Ron Evans a very Happy Birthday on Tuesday!



Updates 09.11.2020

Upcoming Events

- [Sep 12 - Neighbors for Conservation](#)
- [Sep 18 - eSports Tournament – Fortnite](#)
- [Sep 26 - Neighbors for Conservation](#)
- [Sep 26 - Seed Collection at Charlemagne Park](#)
- [Oct 3 - Fishing Derby](#)
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- [Oct 24 - Drive-Boo Trick or Treat](#)

IAPD Best of the Best Awards

The results are in!! Hoffman Estates Park District was awarded the Intergovernmental Cooperation Award for the District's work with the Village of Hoffman Estates and the Forest Preserves of Cook County in paving the path that is now connecting east and west Hoffman Estates.

Due to the COVID-19 pandemic, the Awards Gala has become a virtual event. We will share more information about this as it comes to light.

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HOFFMAN ESTATES PARK DISTRICT MEMORANDUM NO. M20-107

To: Board of Commissioners
From: Craig Talsma, Executive Director
Date: September 22, 2020
Re: The Hap & Jan Wittkamp Senior Center Designation

Background

In August 2020, after more than thirteen years of service, Arthur “Hap” Wittkamp announced his resignation from his volunteer position as a Community Representative for the Recreation Committee. This event triggered a reaction in staff who reflected on all that Hap and his wife, Jan, have done for the District and ultimately realized how greatly we are indebted to them.

To show the appreciation for all that the Wittkamps have done, staff would like to formally name the Senior Center after the Wittkamps. Currently we do refer to this as the 50Plus Club, however over 90% of all members are over the age of 60 and despite earlier thoughts it has found its path more specifically as a home for our seniors.

This request is subject to Park District Board Policy 5.05 Naming and Renaming of Park Sites, which is outlined below:

5.05 NAMING AND RENAMING OF PARK SITES

The Board shall select names for new parks, buildings, facilities, athletic fields, or, when appropriate, to change the name(s) of existing parks, buildings, facilities, or athletic fields of the district that have not been dedicated. The Board may consider the following elements in determining the naming or renaming of parks, buildings, etc. (for purposes of this section only, "parks" shall mean parks, buildings, facilities, athletic fields, or other "namable" property of the District):

- A. Parks may be named after streets, geographical locations, historical figures, events, concepts or as otherwise determined by the Board.
- B. Parks may be named for individuals or groups that have donated land or facilities to the District or made a significant financial contribution toward the development of parks.
- C. Parks may be named for individuals or groups that have made exceptional contributions to the community. Names of individuals, including, but not limited to, District Commissioners or other public officials, may not be given to a park, building, facility or athletic field unless the individual is deceased or if the Board determines that there are substantiated extenuating circumstances whereby the naming of the park, building, facility or athletic field while the individual is alive serves the best interests of the district.
- D. The Board at public meeting should first announce the proposed name of the park (requires a 5/7 vote).
- E. A park should only be confirmed and the name made official after a waiting period of at least sixty (60) days before the confirmation vote. However, when substantiated extenuating circumstances arise, the 60 day official waiting period may be waived at the discretion of the Board before the confirmation vote.

F. A 5/7 vote by the Board is required to name a park, or to change the name of an undedicated park.

The Park District has five park sites that are named after individuals consistent with Policy 5.05:

In 1999 Kelly Park was renamed Cannon Crossing Park in recognition of **Bill Cannon**. Bill was a very active volunteer in the Hoffman Estates community and longtime Park District volunteer for various youth athletic programs.

In December of 2010, the Community Center and Ice Arena was renamed the Scott R. Triphahn Community Center and Ice Arena in recognition of **Scott Triphahn**. Scott was a highly influential Park District Commissioner for 12 years, a passionate volunteer youth athletic coach, founding President of Friends of HEParks Foundation and steadfast pillar of Hoffman Estates.

In January 2015, Highpoint Park was officially renamed Joseph L. Fabbrini Park. **Joseph L. Fabbrini** was an individual who made exceptional contributions to the community and was one of several early community leaders who had a vision of creating a Park District for Hoffman Estates. Joe served as one of the first Park District's Commissioners and the first Director through 1967.

In January 2016, Victoria Park Playground was renamed Peter M. Smith Playground. **Peter Smith** was a true champion and advocate for promoting equal access for all individuals with disabilities.

In May 2019, the three ball fields at Fabbrini Park were named after **Stephen and Connie Johnson**. Stephen was responsible for the success of the District's baseball program for nearly 20 years dating back to the 1970s. His wife, Connie, was also heavily involved in the program.

Implications

In addition to Hap's service as a Community Representative, Hap and Jan have been instrumental in the development and success of the senior/50+ program. The Wittkamps truly are the foundation of the program and our center. Even before the 50+ Club was developed, the pair led the district in the creation of an organized senior program – even touring and researching other senior centers to report back on how different agencies operate. They speak on behalf of all the seniors and have the best interest of the seniors in mind when creating and enhancing programs.

Jan and Hap's contributions to the District go beyond the Senior Center as they also volunteer for many park district events and are a fixture at the Friends of HEParks Foundation events as well.

Situated within the Scott R. Triphahn Community Center & Ice Arena is the Senior Center. Staff feels that naming the Senior Center after Hap and Jan Wittkamp would be a great way to honor these individuals and all they have done for the District.

Although Policy 5.05C states that naming a park, building, facility or athletic field should only be named after a deceased individual, the policy stipulates that if the Board determines that there are substantiated extenuating circumstances whereby the naming of the park, building, facility or athletic field while the individual is alive serves the best interests of the district, the district may name the structure after a person who is alive.

At the present time, both Hap and Jan Wittkamp are alive and due to the fact that both Hap and Jan were instrumental in the development and success of the Senior Center, staff feels that the designation of the Senior Center is appropriate and should be made so that they each personally know the gratitude that the District has for all that they have done or us.

Recommendation

Staff recommends that the Board approve designating the Senior Center at the Triphahn Center as the Hap & Jan Wittkamp Senior Center.

MEMORANDUM M20-108

TO: Board of Commissioners
FROM: Craig Talsma, Executive Director
RE: Executive Director Review Process
DATE: September 22, 2020

Background:

In July of this year, staff proposed a new format for the Executive Director review process. The proposed format better fit the wide scope of the Executive Director's responsibilities allowing for a review to be conducted at a comprehensive level and therefore appropriately assessing the overall leadership exhibited by the Executive Director as compared to the review format that was previously used.

As part of this discussion other review documents were included for the Board to review. At that time, it was determined that the Board would review those documents plus the Chamber matrix document and the prior year HEParks Executive Director document. These were sent to the Board as well. At the August meeting, the Board agreed to forward their thoughts to staff to collate and provide an update.

Implications:

Commissioner R. Kaplan is in favor of the Schaumburg one while also utilizing the main components from the IAPD workshop's example for an Executive Director review (his reply and the list of IAPD review criteria is attached).

Commissioner R. Evans presented an actual review form that is in broad overview scope similar to the Schaumburg form, his philosophy is to keep it simple (his form/comments are attached).

Commissioner R. Chhatwani also expressed keeping it simple. She also liked the NWSRA page regarding proposed increase amounts (her reply is attached).

Commissioner P. Kinnane provided a detailed review that appears to lean towards a non-numerical approach of evaluation. No specific criteria form was selected, though it focused more on the process as a whole with a review of each form (his comments are attached).

Commissioner L. Kilbridge is in favor of using the proposed form presented by staff (her reply is attached).

Commissioner K. Evans noted that his preference was a matrix format similar to the Chamber form. Examples of how to use the matrix system and suggested areas were provided that would then allocate specific amounts for meeting, exceeding or not meeting expectations (his comments/examples are attached).

Commissioner P. McGinn agreed with the Chamber matrix format as well. He provided examples to use for calculations that are business bottom line oriented versus leadership oriented (his reply is attached).

Staff's proposed form, the Schaumburg form, and the Chamber form are all attached as well.

Staff Recommendation:

The Board should decide on a form and the criteria to be used to review the Executive Director's annual performance, as well as any aspects of the review process.

From: [Robert Kaplan](#)
To: [Monica Logan](#); [Craig Talsma](#)
Date: Wednesday, September 16, 2020 11:04:38 AM

Monica/Craig

Regarding the modification of the ED Annual Review, I am not in favor of using a Matrix. I am in favor of using a combination of the Annual Review used by Schaumburg PD and the one included in the IAPD materials provided to us by Peter Murphy-which i can send you a copy of it you don't have it.

Robert

Robert M. Kaplan Attorney & Counselor at Law 1535 W. Schaumburg Road, Suite 204 Schaumburg, IL 60194 P-847/895-9151 F-847/895-7320 NOTE: The information in this e-mail is confidential and may be protected by the attorney's work product doctrine or the attorney/client privilege. It is intended solely for the addressee(s); access to anyone else is unauthorized and may subject the unintended reader to federal criminal and civil penalties for the unauthorized reading of this message. If this message has been sent to you in error, please do not review, disseminate, distribute or copy this message. Please notify the sender by reply e-mail that you have received the message in error, then delete the message. Thank you for your cooperation.

IAPD EVALUATING THE EXECUTIVE

1 = Never; 2 = Almost Never; 3 = Sometimes; 4 = Almost Always; 5 = Always;
6 = I Don't Consider This Germane to the Executive's Job

- | | |
|--|-------------|
| 1. The executive does a good job handling the routine affairs of the agency. | 1 2 3 4 5 6 |
| 2. The executive encourages good instruction. | 1 2 3 4 5 6 |
| 3. The executive is an advocate of equal opportunity and affirmative action programs. | 1 2 3 4 5 6 |
| 4. The executive takes the lead in recruitment of quality staff. | 1 2 3 4 5 6 |
| 5. The executive consults with appropriate staff and board members on salary and promotion decisions. | 1 2 3 4 5 6 |
| 6. The executive recognizes and rewards staff in accordance with their contributions to agency programs. | 1 2 3 4 5 6 |
| 7. The executive applies the same standard of quality for all staff | 1 2 3 4 5 6 |
| 8. The executive is thorough in evaluating staff. | 1 2 3 4 5 6 |
| 9. The executive provides adequate guidance to the staff. | 1 2 3 4 5 6 |
| 10. The executive encourages and promotes excellence of all staff. | 1 2 3 4 5 6 |
| 11. The executive takes into account the personal welfare of individual staff members. | 1 2 3 4 5 6 |
| 12. The executive is keenly interested in maintaining high performance standards. | 1 2 3 4 5 6 |
| 13. The executive fosters the development of each staff member's talents or interests. | 1 2 3 4 5 6 |
| 14. The executive lets staff members know what is expected of them. | 1 2 3 4 5 6 |
| 15. The executive is assertive in communicating needs to the board, citizens and legislators. | 1 2 3 4 5 6 |
| 16. The executive is a strong spokesperson for the needs of the agency. | 1 2 3 4 5 6 |
| 17. The executive is influential in the formation of external policies affecting the agency. | 1 2 3 4 5 6 |
| 18. The executive has high credibility outside the agency. | 1 2 3 4 5 6 |
| 19. The executive has high credibility inside the agency. | 1 2 3 4 5 6 |
| 20. The executive is a good representative of the agency at professional meetings. | 1 2 3 4 5 6 |

1 = Never; 2 = Almost Never; 3 = Sometimes; 4 = Almost Always; 5 = Always;
6 = I Don't Consider This Germane to the Executive's Job

- | | | | | | | |
|---|---|---|---|---|---|---|
| 21. The executive has an interest and concern for helping staff who wish to become involved in state and national professional organizations. | 1 | 2 | 3 | 4 | 5 | 6 |
| 22. The executive has the respect of his peers within the field. | 1 | 2 | 3 | 4 | 5 | 6 |
| 23. The executive informs the staff and board of funding opportunities for agency activities. | 1 | 2 | 3 | 4 | 5 | 6 |
| 24. The executive has an influence in the formulation of state and national policies that affect the agency. | 1 | 2 | 3 | 4 | 5 | 6 |
| 25. The executive is viewed as a respected professional within political circles. | 1 | 2 | 3 | 4 | 5 | 6 |
| 26. The executive actively participates in prestigious seminars, workshops, task forces, etc | 1 | 2 | 3 | 4 | 5 | 6 |
| 27. The executive needs to delegate more authority. | 1 | 2 | 3 | 4 | 5 | 6 |
| 28. The executive follows through on administrative details. | 1 | 2 | 3 | 4 | 5 | 6 |
| 29. The executive arranges effective and equitable allocation of staff responsibilities. | 1 | 2 | 3 | 4 | 5 | 6 |
| 30. The executive delegates authority and responsibility to personnel for completion of tasks. | 1 | 2 | 3 | 4 | 5 | 6 |
| 31. The executive demonstrates flexibility in administering the agency. | 1 | 2 | 3 | 4 | 5 | 6 |
| 32. The executive has a clearly defined philosophy of administration. | 1 | 2 | 3 | 4 | 5 | 6 |
| 33. The executive is out of town too often. | 1 | 2 | 3 | 4 | 5 | 6 |
| 34. The executive is effective in supervising office operations. | 1 | 2 | 3 | 4 | 5 | 6 |
| 35. The executive is effective in utilizing committees relative to the accomplishment of the agency's functions. | 1 | 2 | 3 | 4 | 5 | 6 |
| 36. The executive is effective in working with the board about budgetary matters. | 1 | 2 | 3 | 4 | 5 | 6 |
| 37. The executive is effective in preparing and explaining budget requests. | 1 | 2 | 3 | 4 | 5 | 6 |
| 38. The executive is effective in phasing out unnecessary or wasteful programs | 1 | 2 | 3 | 4 | 5 | 6 |
| 39. The executive involves the staff and board on important matters. | 1 | 2 | 3 | 4 | 5 | 6 |
| 40. The executive promotes informed discussion in making policy decisions. | 1 | 2 | 3 | 4 | 5 | 6 |

1 = Never; 2 = Almost Never; 3 = Sometimes; 4 = Almost Always; 5 = Always;
6 = I Don't Consider This Germane to the Executive's Job

41.	The executive solicits input from staff, board and participants in a systematic way.	1	2	3	4	5	6
42.	The decision making in this agency is too centralized.	1	2	3	4	5	6
43.	The agency is poorly organized.	1	2	3	4	5	6
44.	The executive seems to lack any long-range plans or goals for the agency.	1	2	3	4	5	6
45.	The executive is assertive in implementing or initiating improvements in programs and operations.	1	2	3	4	5	6
46.	The executive is able to place proper emphasis on the major policy matters.	1	2	3	4	5	6
47.	The executive's decisions are for short-run solutions rather than long-range plans.	1	2	3	4	5	6
48.	The executive avoids controversial issues regarding the future of the agency.	1	2	3	4	5	6
49.	The executive maintains good balance among several major missions of the agency.	1	2	3	4	5	6
50.	The executive is able to analyze the agency in terms of its growing or waning strength and anticipate its needs.	1	2	3	4	5	6
51.	The executive shows visions in planning for the future.	1	2	3	4	5	6
52.	The executive exercises appropriate influence in setting goals for the agency.	1	2	3	4	5	6
53.	The executive provides an identifiable set of goals which are realistic in terms of the resources.	1	2	3	4	5	6
54.	The executive encourages informal discussion of agency issues, problems and policies.	1	2	3	4	5	6
55.	The executive is able to maintain staff morale.	1	2	3	4	5	6
56.	The executive is accepting of divergent interests and opinions.	1	2	3	4	5	6
57.	The executive takes personal interest in all members of the agency.	1	2	3	4	5	6
58.	The executive fosters professional interaction and a sense of pride in the agency.	1	2	3	4	5	6
59.	The executive is successful in reducing conflicts and tensions within the agency.	1	2	3	4	5	6
60.	The executive shows respect for the professional integrity of other staff and board members.	1	2	3	4	5	6

1 = *Never*; **2** = *Almost Never*; **3** = *Sometimes*; **4** = *Almost Always*; **5** = *Always*;
6 = *I Don't Consider This Germane to the Executive's Job*

61.	There is a lack of communication between the executive and the board.	1	2	3	4	5	6
62.	The executive is overly concerned with protecting his/her position.	1	2	3	4	5	6
63.	The executive is open to advice and criticism.	1	2	3	4	5	6
64.	The board feels comfortable in presenting arguments and minority points of view to the executive.	1	2	3	4	5	6
65.	The executive is sensitive and perceptive in working with people.	1	2	3	4	5	6
66.	The executive lets staff know when they've done a good job.	1	2	3	4	5	6
67.	The executive keeps staff informed of important policies affecting the agency.	1	2	3	4	5	6
68.	The executive facilitates the paperwork that staff needs to complete.	1	2	3	4	5	6
69.	The executive makes his/her own position clear on issues facing the staff.	1	2	3	4	5	6
70.	The executive is too authoritative in agency policy matters.	1	2	3	4	5	6
71.	The executive is willing to make the tough, unpopular decisions.	1	2	3	4	5	6
72.	The executive has difficulty in making decisions without long delays	1	2	3	4	5	6
73.	The executive is able to take a position and uphold it in the face of conflict and opposition.	1	2	3	4	5	6
74.	The executive acts more as a reactor than an initiator of action.	1	2	3	4	5	6
75.	The executive is willing to take criticism for implementing policy decisions.	1	2	3	4	5	6
76.	The executive is a decisive thinker.	1	2	3	4	5	6
77.	The executive attempts to accommodate the wishes and needs of different interest groups.	1	2	3	4	5	6
78.	The executive too often ignores board recommendations.	1	2	3	4	5	6

Executive Director Annual Review

1) Effective - Administrative / Management / Leadership / Meeting Goals and Objectives

Exceeds Expectations ☐ Meets Expectations ☐ Improvement Expected ☐

Comments :

Overall
Rating
1-10 -

2) Financial Stability / Stewardship of the District

Exceeds Expectations ☐ Meets Expectations ☐ Improvement Expected ☐

Comments :

Overall
Rating
1-10 -

3) Community Relations / Agency Image / Communication

Exceeds Expectations ☐ Meets Expectations ☐ Improvement Expected ☐

Comments :

Overall
Rating
1-10 -

4) Executive Director / Board Relations

Exceeds Expectations ☐ Meets Expectations ☐ Improvement Expected ☐

Comments:

Overall Rating
1-10 _____

5) Future Planning and Development

Exceeds Expectations ☐ Meets Expectations ☐ Improvement Expected ☐

Comments:

Overall Rating
1-10 _____

6) Overall Performance -

Exceeds Expectations ☐ Meets Expectations ☐ Improvement Expected ☐

Comments:

Suggested Compensation

Percentage of Increase: _____%

Additional Bonus: \$ _____

Comments:

From: Raj Chhatwani

Hi Monica

Sorry I would have missed if you would had not reminded me. Here is my response below:

I like to keep it simple.

I like NWSRA No 17 and 18 to sum up the overall recommendation.

(*See attached for NWSRA Evaluation)

The new format provided for Executive Director Annual Review by HEPD

1. Healthy & Enjoyable experience and 2. Social Equity can be consolidated into one.
2. Remove the category-Improvement Required. Keep only three rating Subjective categories - Exceed Expectation, Meets Expectation and Improvement opportunity.

Best Regards

Thank you

Raj

16. SPECIAL ACCOMPLISHMENTS AND MISSED OPPORTUNITIES

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:

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

INTRODUCTION

At a 2020 Board Meeting after the completion the Executive Director's evaluation the Board discussed the current evaluation format for the Executive Director and the process of reviewing and possibly updating the format that has been utilized for several years.

The members of the Board were assigned the task of reviewing various evaluation formats in use by other agencies. Upon completion of the review of the evaluations the Board members were to be prepared to discuss the various considerations regarding the current evaluation format and make recommendations of change.

After reviewing and discussing the review process, the Board would then be tasked to decide whether the existing review system will remain in place or should be changed to enhance the process. Change to the review form and process should only be instituted if there is a better and more efficient way to handle evaluating the Executive Director. Change should not be instituted just for the sake of change. We have had the current system for 25 years and for the most part it has worked for the District.

Changes to the current evaluation process were to be agreed upon by the Board before being placed in to service. It is unclear as to whether any changes were to be agreed upon by consensus or a formal vote by the Board would be required.

Any changes to the format or the evaluation process would be instituted with the Executive Director's 2021 evaluation.

REVIEW PROCESS

I decided that I would use a process that would allow me to thoroughly evaluate the following documents.

1. Hoffman Estates Park District Executive Director Annual Review
2. Hoffman Estates Park District Employee Appraisal – Supervisors
3. NWSRA Annual Performance Evaluation
4. Schaumburg Park District Annual Executive Director's Review
5. PDMRA CEO Evaluation
6. HE Chamber of Commerce President's Performance Matrix

I also requested the job description of the Hoffman Estates Park District's Executive Director.

I wanted to review the Executive Director's Job Description to see if some information could be extracted from this document and used as part of an annual review. I would like to note that it has been about **6 years** since the Executive Director's Job has been revised or updated. I believe that there should be a process in which the Board reviews the Executive Director's Job Description and determine if any changes should be made to this document. The Executive Director can also make periodic recommendations regarding changes to their job description.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

I also examined an employee appraisal from Northshore University Healthcare System. Northshore is a private entity and not a government organization. I wanted to determine if any information could be extracted from this appraisal system that could be utilized as part of our review.

HOFFMAN ESTATES DIST. EXECUTIVE DIRECTOR REVIEW

Out of all the reviews and evaluations presented this is the one that I am most familiar with.

This annual review has been in use by the Hoffman Estates Park District for an estimated **25 years**. It is my understanding that the document may have been created by former Executive Director Dean Bostrom when he was initially hired by the Park District. Although it would be easy to say that the document has served its purpose over the years, it would be safe to say that there have been changes to the responsibility of the Executive Director. Also based on some of the information I have reviewed suggests that some changes are in order.

What I do not care for regarding this review system is the scoring system that is utilized. It is called a rating system and Commissioners need to rate each major category on a scale of 1 to 10. The review states that "10 equals exceeds expectations and 1 equals poor performance." What do scores 2 thru 9 equate to? Sure, it is east to say that a 5 is meets expectations, but what else do the other numbers equate to?

Upon my review of other evaluations online, the Northshore University Healthcare evaluation use verbiage to rate each category as opposed to a numerical scoring system.

The following is the language that is utilized as part of the Northshore University Healthcare review process. There are four (4) categories used to rate the performance of the employee.

<u>M+</u> <u>Meets Plus</u>	<u>M</u> <u>Meets</u>	<u>M-</u> <u>Meets Minus</u>	<u>D</u> <u>Does Not Meet</u>
Performance always meets and frequently exceeds expectations for most behaviors, duties and/or responsibilities both in quality and quantity	Performance meets expectations for most behaviors, duties and or responsibilities and may occasionally exceed expectations	Performance meets expectations for behaviors, duties and/or responsibilities some of the time	Performance is below expectations for many behaviors, duties and/or responsibilities. Immediate improvement is necessary

Using the current numerical scoring system requires each Commissioner to rate the Executive Director on a scale of 1 to 10. The current review process has a total of five (5) categories the require each Commissioner to score the Executive Director. I do not believe that individual categories are averaged based on the seven (7) Commissioners scores. Example: In one category, the Executive Director receives the following scores: 3,4,5,5,5,8,9 in one area of the review. The total of all the scores is 39. The average score for this category would be 5.6. Only if someone averages the scores for each category and the total reviews do we really know how the Executive Director was assessed.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

Also, the Northshore evaluation system has numerous categories under each major of the evaluation that each receive a score. Not just scoring the individual on each of the major categories.

I took one section of the existing Hoffman Estates Executive Director Annual Review and created an example as to how this change would work. I used the alpha scoring system as opposed to the numerical scoring to illustrate how this would work. Also each line item under the major topic area would receive a score.

1. OVERALL EFFECTIVE ADMINISTRATIVE/MANAGEMENT SYSTEM

AREA OF WORK	SCORE
Provide leadership to foster teamwork and build morale to facilitate a highly motivated and productive team to accomplish the mission and goals of the district.	M+
Monitor and evaluate organizational structure and make recommendations / changes to promote an effective and efficient organizational workforce.	M+
Successfully implement succession planning to help ensure that staff is trained and capable of assuming higher level positions and responsibilities within the organization.	M
Review and update district policies and procedures to ensure that policies and procedures are updated to reflect current laws and the mission and values of the district.	M+
Oversee district wide training program to include an annual curriculum of both mandatory and elective topics to promote both personal and professional development.	M
Prepare 2020-2024 CMP utilizing consensus from FPC and Board approval during 2019.	M+
Work with staff to develop pan analytical process to support decision making. Utilize analytics for measuring performance.	M+
Oversee South Ridge grant development project and receipt of grant funds.	M+
Implement a variety of new programs.	M+
Accomplishment of annual budget objectives	M

The thought of scoring each category as opposed to one overall score for the overall section of the review allows for indications of each specific topic as to how the Executive Director performed. There may strengths and weaknesses in specific areas. This allows each Commissioner to provide better scoring detail.

Next part of the current review are the smaller advisory categories that should be considered as part of the duties facilitated during the year by the Executive Director. These smaller categories are not individually scored but give an overview of what should have been facilitated as part of the overall category.

I would recommend that two (2) months prior to the beginning of the review process the categories should be reviewed and update based on current circumstances and developments. This recommendation will be included in my final summary and recommendations.

After a review of the items to be considered as part of the larger category are areas for comments and suggestions for improvement. These areas are titled:

- 1). Strengths
- 2). Suggestions For Improvement

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

3). Directions To Consider/ Other

My initial recommendation is to remove the category Directions To Consider / Other. When you look at the entire process Suggestions For Improvement it is really the same category as Directions To Consider / Other/ Directions to consider can just be incorporated in the Suggestions For Improvement.

Next, if the Executive Director is rated high or low in any category the Commissioner shall be required to provide comments why there was an exceeds or does not meet rating. To just give a high or low rating without any sort of comments or recommendations for improvement is not doing the entire process just. To just give a rating or score with no documentation is not serving the purpose of the review. Comments should be known issues whether they be good or bad. At no time should a Commissioner incorporate any sort of third party or hearsay information that was not documented during the year.

Also, Commissioners should consider whether to include documentation regarding any topic that was discussed or considered as part of an Executive Session. At times there may be items that are brought to the attention of the Executive Director as part of an Executive Session. This may include issues regarding the performance of the Executive Director. However, until the minutes from the Executive Session are released any information that could be made public could violate the purpose of the Executive Session.

As part of any "bonus" category there should be a recommended bonus amount. Plus, each Commissioner should be required to provide comments regarding why no bonus, or a bonus should be provided. Also, there always seems to be a debate between the low bonus and the high bonus. Maybe we should consider averaging the bonus. If the total amount of all the bonuses recommended and are compiled and that amount is \$27,000 the average of that would be \$3,857. The Board could consider rounding that to \$4,000.

However, some Commissioners may not be in favor of giving the Executive Director a bonus. These Commissioners could indicate a recommended bonus of \$0. This will defeat the purpose of average the bonus if the Director receives consideration for a bonus annually.

If there is to be consideration for eliminating the bonus as part of the annual process, the matter should be brought before the Board at a public meeting and voted on. To ask for a consensus is to leave the discussion open each year at the time of review.

HOFFMAN ESTATES EMPLOYEE APPRAISAL – SUPERVISORS

I reviewed the Hoffman Estates Employee Appraisal – Supervisor. This evaluation offered the verbal rating categories as opposed to a numerical score.

The appraisal is geared more towards an hourly or middle management employee. The topics covered seem to deal more with day to day operations and not the annual big picture of the Park District that the Executive Director is tasked with.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

The evaluation requires the person doing the appraisal to list the employee's job responsibilities. This is required as the appraisal is used for a variety of positions with different job descriptions with the district.

NWSRA PERFORMANCE EVALUATION

I reviewed this evaluation and found things that could be applied as part of revising the Hoffman Estates review.

First, I like the fact that they use wording to rate their Executive Director as opposed to numerical scores. Their rating categories include the following:

(3) Exceeds Performance Expectations	(2) Meets All Performance Expectations	(1) Improvement Needed In Performance
Significantly above the identified criteria needed for quality and/or quantity of needed behavior / skills	Meets the identified criteria needed for quality and/or quantity of needed behavior / skills	Generally, does not meet the identified criteria needed for quality and/or quantity of needed behavior/skills

The one thing that concerns me in the above wording is the word "quantity." Maybe quantity refers to the number of people that services were provided to. I am not sure, but I do not see how quantity plays an overall role in the performance of our Executive Director.

On the back page of the evaluation is a category listed as **18. Compensation**. As part of this category it states what the annual staff pool is for the organization. It also allows for the Board to recommend an annual pay increase that is different from the staff pool. The Executive Director could receive that which is part of the staff pool. The consideration for annual increase ranges from 4% down to 2%.

The other category that came to mind was **19. Bonus**. The category states "If you believe a bonus should be given, please enter the amount of the bonus." As part of our review process we also ask for a recommendation regarding what, if any, bonus the Executive Director should receive. As part of our review process regarding the Executive Director there was discussion regarding whether we should be giving a bonus. We should provide a bonus to the Executive Director. During the five (5) years I have participated in the review process there has been a bonus provided to the Executive Director. Someone advised me there were a couple of years that the Director did not receive a bonus. I do believe that the maximum bonus allowed as part of the process should be capped at **\$5,000** annually.

SCHAUMBURG PARK DISTRICT ANNUAL EXECUTIVE DIRECTORS REVIEW

The most simplistic of the executive director's reviews was the one utilized by Schaumburg Park District. This is a basic process in which the Commissioners are asked to provide a rating of 1 to 10.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

Then under each category the Commissioners are to provide comments regarding strengths, suggestions for improvement and directions to consider/other. There is no discussion regarding what is being considered as part of each category. It would be difficult to properly score someone or write any comments without knowing what each category is to consider.

There was nothing that I could gather from this review that would be helpful as part of any upgrade to our review system.

HE CHAMBER OF COMMERCE PRESIDENT'S PERFORMANCE METRICS – 2014

This evaluation has some merits. However, I must temper this with regards to is the President of the Chamber Board solely responsible for completing this review or are the members of the Chamber Board participants? Is the President the person that is being evaluated?

This performance review is geared towards more of system where the growth or decline of membership of the chamber is highest of driving factors. Plus, there is not the same level of staffing at the Chamber as there is at the Park District.

There are only three (3) major categories that are part of this evaluations. These include:

- 1). Membership
- 2). Financial Accountability
- 3). Chamber Presence

The only one of these three (3) categories that would apply to the Park District is the financial accountability. Membership and chamber presence are not applicable to the review we utilize.

The one thing I would like to say about the Matrix System on an informal basis is ***"It takes the guessing game and debate out of the decision as to the Director's annual compensation."*** However, can this system be designed and incorporated as part of the Park District's review process? It would be interesting to see what could be done. I reiterate that I am opposed to tying the Executive Director's percentage pay increase to that what is given to the staff. There should be some more latitude given to the Board regarding this decision. The NWSRA process gives their board the latitude to make that decision.

NORTHSHORE UNIVERSITY HEALTHCARE PERFORMANCE APPRAISAL (attached)

I wanted to look towards another evaluation/review process to determine if there was any other additional information that could be used as part of our process. This evaluation is geared towards nurses that are hourly employees of the hospital. I realize much of the information that is contained in this evaluation is not applicable to our review process. However, there are a couple of takeaways that could be part of a discussion.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

First and foremost, the Performance Rating System they use. As opposed to a numerical score the use a verbal system to describe the employee's performance in each category. I believe that these categories provide an actual description of how the employee is performing. Is the Executive Director a **Meets Plus** or **Does Not Meet** in a specific category?

<u>M+</u> <u>Meets Plus</u>	<u>M</u> <u>Meets</u>	<u>M-</u> <u>Meets Minus</u>	<u>D</u> <u>Does Not Meet</u>
Performance always meets and frequently exceeds expectations for most behaviors, duties and/or responsibilities both in quality and quantity	Performance meets expectations for most behaviors, duties and or responsibilities and may occasionally exceed expectations	Performance meets expectations for behaviors, duties and/or responsibilities some of the time	Performance is below expectations for many behaviors, duties and/or responsibilities. Immediate improvement is necessary

Also, under each specific topic, each of the individual categories requires the person completing the evaluation to provide one of the scores. In our current process, one negative comment may result in a low score. Sure, the Executive Director might have not met expectations regarding a specific item, but overall performance for that area exceeded expectations. Yet that one thing could result in an overall low score for that topic. In the individual rating system, you could rate the Executive Director as a **Meet Minus**, but everything else would be a **Meets Plus** or **Meets Minus**.

In the Northshore University Healthcare System, the employee is required to evaluate themselves prior to submitting their review to the manager. Just putting this out as part of the thought process.

POST MEETING WITH THE EXECUTIVE DIRECTOR

As part of the Board's discussions regarding the entire review process pertained to meeting with the Executive Director and what was to transpire after the review meeting. Some Board members requested that the President provide the Board with a verbal summary as to the context of the meeting.

If there was no disagreement by the Executive Director when the Board President meets with him/her, then I do not believe the President needs to report back to the Board on how the review meeting discussion went. To have a line item on the agenda for the President to report nothing does not make sense.

However, if the Executive Director contests the information regarding their review then the President should be required to report back to the Board on the item(s) of concern. The reason for this would be to consider whether the Board is willing to change the narrative, raise or bonus that may be of concern by the Executive Director.

If there are no changes or modifications made to the narrative, raise or bonus, the President of the Board would meet with the Executive Director privately to review the Board's decision(s).

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

Once this process is completed the matter shall be considered closed with no further action by the Board or the Executive Director.

CONSIDERATIONS / RECOMMENDATIONS

After completing a review of the various information provided I would make the following recommendations/suggestions for discussion by the Board:

- 1). If the Board is to consider making changes to the current review form and process it should be done to enhance the process and not be done just for the sake of change.
- 2). I believe that the numerical scoring system should be changed to a verbal scoring system. Something along the lines of Northshore University Healthcare or the NWSRA.
- 3). If the Board opts to remain with a numerical scoring system then it should be revised from a 1-10 to a 1-5 scoring. This would narrow the scoring and make it a stronger indication of performance. 5 being the highest score, 3 being a middle score and 1 being a low score. I believe the 1-10 score is too broad.
- 4). The date on the copy of the Executive Director's Job description I received indicates that it was last updated in 2014. I believe some things have probably changed and review of the document should be considered. The job description outlines the tasks of the Executive Director and that document coincides with the review process.
- 5). I believe that as a Board we already do this, but we should receive and review the annual goals and objectives for the Executive Director. This should be completed prior to January 1st of each year. The goals and objectives are part of the consideration process when each of us complete the review. The Board should take the time prior to completing the evaluation to review those goals and objectives.
- 6). I recommend that the Board should not include in their review process any incidents or situations that the President or we collectively discussed with the Executive Director during the year. If that item has been addressed and there is no reoccurrence then the matter should be considered closed. Obviously, major issues that come to the Board's attention may need to be addressed as part of the review. One item that comes to mind would be the auditor determining major financial issues as part of the annual audit.
- 7). Correct me if I am wrong, but there is no process in place for the Executive Director to appeal the review should they believe there are item(s) in error. Maybe the Executive Director does not want to appeal the review but may want to include and attach a letter of rebuttal to the review that would be part of his file. If we do not have a system in place we should consider creating one.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

- 8). One month prior to the submission of the reviews by the Commissioners the Executive Director shall submit to the Board a copy of their job description and a summary that highlights the accomplishments of the previous year.
- 9). Board members have expressed a desire to have the Board President, once the review process is completed, to brief the Board regarding how the Executive Director received his review. If the Executive Director is satisfied with their review and does not want to appeal or rebuttal it then there is no need for the President to report to the Board. However, appeals and rebuttals would be reported to the Board.
- 10). I call this the comment section of the review process. It is okay to rate an Executive Director high or low based on whether they did not meet or exceed expectations. That is each board members decision. However, if you rate the Executive Director low or high in any category you need to back it up in the comments section of the review. You cannot rate someone low and not tell them where they went wrong. You cannot rate someone high and not give evidence of a high rating. An evaluation without some constructive ideas as to how to improve or keep doing things is a waste of time. The review process is the opportunity to give the Executive Director future direction.
- 11). There should always be the opportunity to receive a bonus as part of the review process. I agree that the performance of the Executive Director may warrant not receiving a bonus for that given year. However, most years of the review process consideration by the Board to give a bonus should be considered. I temper this with the bonus is tied to performance.
- 12). The maximum bonus should be capped at \$5,000. At no time and for any reason should the Board be permitted to offer the Director a bonus of more than \$5,000.
- 13). I do not believe that the Executive Director's annual percentage pay increase should be tied to what the remainder of the staff received. I appreciated how the NWSRA process gave the Board members a chance to make a recommendation for annual salary increase. Outstanding performance might allow for a 1% increase over what the general raise is for the staff. Poor performance might warrant a reduction in the amount of percentage offered.
- 14). Once the Commissioners have completed and delivered the reviews to the Board President, the scores and comments should be compiled. Depending on what scoring system is utilized the scores should be averaged. The Executive Director should not have to compile the averages of the scores.
- 15.) During the Executive Session to discuss the reviews provided by each Commissioner, the Board will discuss the percentage of pay increase and the bonus the Executive Director's bonus. Prior to notifying the Executive Director of their raise and bonus the Board will reach a consensus as to the amounts. If no raise or bonus are to be offered for the year, then the Board shall collectively discuss the reasons why during that Executive Session with the Executive Director. The Executive Director is entitled to know why there was no raise and/or bonus.

COMMENTS REGARDING EXECUTIVE DIRECTOR REVIEW PROCESS

Submitted by Pat Kinnane

- 16). Commissioners should be required to attach their names to the review that they completed. The Executive Director should not receive any part of a review that is submitted in anonymity.
- 17). Maybe as part of meeting with the Executive Director to review their evaluation another member of the Board could be present for the discussion. Maybe the Vice President of the Board or another member of the Board could participate as part of the process.
- 18). Clearly, one of most devastating issues that has confronted the Board and the Park District has been the onset and lingering effects of the COVID Virus. As Governor Pritzker declared It was an act of God. Since the COVID Virus began, the Park District has been at the mercy of the Governor and the IDPH regarding what could or could not be facilitated by the District. Therefore, future reviews during the COVID outbreak must be adjusted accordingly and should take into consideration as part of the Executive Director review process.

From: [Lili Kilbridge](#)
To: [Monica Logan](#)
Date: Wednesday, September 16, 2020 4:27:07 PM

Hi Monica:

I apologize for not getting back to you, I was on vacation last week.

At any rate as far as the evaluation, I'm good with the suggested review form that Craig sent to the board.

Lili

Sent from my iPhone

From: Keith Evans <kjevans@comcast.net>
Sent: Thursday, September 17, 2020 12:49 PM
To: Monica Logan <mlogan@heparks.org>
Subject: RE: Executive Director Review Process - Additional Info Request

What can be measured for ED. Suggestions from 1 commissioner.

Step 1 is to choose measurement criteria which includes a performance goal – example: budget performance would earn a Rating Score of 1, if 5% or more less (worse) than budget, would earn a Rating Score of 2 if between -5% to +5%, and earn a Rating Score of 3 if greater than 5%. In this example I used 1, 2, 3, we could use any range: 1-5 or 1-10 or 1-100 or even 1-1,000,000, whatever is desired. Step 2 then assigns Score Weighting to each measurement category so that the cumulative weighting percentages add to 100%. Step 3 is to add up the Score Products of the Rating Score times Score Weighting to calculate the Final Score. Step 4 is to compare the 0-3 Cumulative Score to an agreed upon scale for annual increase and annual bonus.

Simple example:

1. Wash the dishes (1=wash 50% or less of the time, 2= 50% -80%, 3= 80% or more)
Rating Score result, ED earned a Rating Score of 3, Board previously assigned Score Weighting to be 45%, therefore Score Product = $3 \times 45\% = 1.35$
2. Dry the dishes (1=dry 50% or less of the time, 2 = 50% -80%, 3 = 80% or more)
Rating Score result = 1, Score Weighting = 20%, Score Product = $1 \times 20\% = 0.2$
3. Put away dishes (1=put away 50% or less of the time, 2 = 50% -80%, 3 = 80% or more)
Rating Score result = 2, Score Weighting = 35%, Score Product = $2 \times 35\% = 0.7$

Cumulative result is $1.35 + 0.2 + 0.7 = 2.25$ (out of a possible perfect score of 3.0). The 2.25 score is then compared to the annual increase and bonus grid:

Previously agreed upon Annual Increase Scale 1 = 0%, 2 = 2.5%, 3 = 5% (in the above case, the result of 2.25 would earn a prorated annual salary increase of 3.125%. Trust me, it is prorated fairly)

Previously agreed upon Annual Bonus Scale 1 = 0, 2 = \$2500, 3 = \$5000 (2.25 earns \$3125 - ditto on the prorated trust)

Suggested HEParks measurement criteria (I am sure I am missing some other areas):

1. Achieving budgetary goals (income less expenses) – Overall District and specific goal by facility (golf, Club, Seascape)

Alternatively, we can measure vs prior year(although 2020 is a complete mess to use as a reference)

2. Membership goals, either in absolute numbers (vs budget) or increase over prior year for Club, Triphahn Fitness, WRC Fitness, 50+ and others?
3. Program enrollment, either in absolute numbers (vs budget) or increase over prior year for (assume we measure programs only with larger numbers that are run by staff vs outside contractors) summer camps, dance, swim, figure skating, hockey, baseball/softball, soccer and others?
4. Program enrollment either in absolute numbers (vs budget) or increase over prior year for programs run by outside contractors.
5. Employee satisfaction improvement (requires baseline survey before implementing for following year).

6. Board rating for responsiveness of ED to their questions and satisfaction with thoroughness, helpfulness, focus, priority (OK for ED to assign low priority when appropriate, but should be communicated to board/board member), Board would reach consensus on Rating Score.
7. Board rating for intergovernmental cooperation (can assign board members to talk to village manager, state reps, state senators, county commissioner, TWP Supervisors for feedback – seriously, one or two phone calls per board member)
8. Education or professional advancement plan for ED. Based on achievement of improvement goals suggested by ED and board at beginning of period (classes, seminars, community outreach, convention, etc.)

Of course, grid measurement specific items (or overall result) like this can be overridden by consensus of the Board for extraordinary events which would be out of the ED control.

Thanks,

A handwritten signature in black ink, appearing to read "Keith Evans". The signature is stylized with a large, looped "K" and a cursive "Evans".

Keith Evans

Keith Evans

e kjevans@comcast.net

From: [Pat McGinn](#)
To: [Monica Logan](#)
Date: Wednesday, September 2, 2020 9:29:37 AM

Hi Monica

I reviewed the following examples of possible performance evaluations

HEPD (Director)
Chamber of Commerce
NWSRA
Schaumburg Park District
HEPD Employee Evaluation/Supervisors

I am in favor of The Chamber Performance Metrics example as it applies specifics to merit increases particularly as it relates to Bonuses. Tangible factors should/need be part of the evaluation in my opinion for bonus consideration

Please let me know if you need anything else from me regarding this and I'll be happy to follow up.

Pat

From: Pat McGinn <patmcginn1080@gmail.com>
Sent: Thursday, September 17, 2020 7:37 PM
To: Monica Logan <mlogan@heparks.org>
Subject: Re: Executive Director Review Process - Additional Info Request

Sorry Monica

I've been busy at work.....

examples would be like

For Bonus

1.) grow memberships at each location if met X % of bonus meet

Club 20% 1,000 to 1200

Willow 10% 300 to 330

TC 10% 500 to 550

2.) Advertising grow Advertising/Marquee sign revenue

15% from \$100,000 to \$115,000 if met if met X % of bonus met

3.) BPC increase rounds 10%

30,000 rounds to 33,000 rounds if met X % of budget meet

That's the overall idea. Other commissioners might have ideas/thoughts too

i.e increase 50 + by 50 members

ELC increase by 10% etc

if targets met that % of bonus would be "earned"

Analogy in the biz world

hit sales/rev number X % of bonus meet

increase gross margins 1% X percent of bonus earned

improve inventory turns 1 point X of bonus earned

I might be a good leader but if I don't hit my numbers I don't get bonus

Pat

Staff's Proposed Form

Hoffman Estates Park District Executive Director Annual Review

1. Healthy & Enjoyable Experiences: Provide beneficial and rewarding experiences.	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:				
2. Social Equity: Ensure enjoyment of our parks, facilities and programs for all.	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:				
3. Financial Stewardship: Make financially prudent decisions	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:				
4. Operational Excellence: Create and sustain the best park and recreation services in a safe environment.	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:				

5. Environmental Awareness: Protect and preserve the environment through responsible decisions.	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:				
6. Customer Service: Empower staff to build a positive culture and ensure customer satisfaction.	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:				
7. Community Relations & Agency Image	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:				
8. Effective Administrative/Management System	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
9. Board/Executive Director Relations				
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:				
10. Future Planning and Development				
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:				

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 ADMINSTRATIVE/ 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
ANNUAL EXECUTIVE DIRECTOR'S REVIEW

4. (OVERALL) BOARD/EXECUTIVE DIRECTOR RELATIONS

Rating 1-10 _____

STRENGTHS:

SUGGESTIONS FOR IMPROVEMENTS:

DIRECTIONS TO CONSIDER/OTHER:

SCHAUMBURG PARK DISTRICT
ANNUAL EXECUTIVE DIRECTOR'S REVIEW

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

OVERALL RATING 1 – 10: _____

SUGGESTED COMPENSATION:

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

HE Chamber of Commerce President's Performance Metrics - 2014

Approved 3/24/2014

	<u>Measurement Metric/ Merit Increase Factor</u>	<u>Threshold</u>	<u>Goal</u>	<u>Maximum</u>
1. Membership				
a. Net Membership Growth	# Members @11/30/2014	295	305	315
	Merit Percentage Component	0.40	0.75	1.10
	<i>Threshold Members = 2/1/2014 actual</i>			
b. New Membership Additions	# New Members Feb-Nov	30	50	70
	Merit Percentage Component	0.40	0.75	1.10
2. Financial accountability				
a. Finance Committee Rating	Subjective	Good	Better	Best
	Merit Percentage Component	0.20	0.35	0.50
	<i>criteria est .by committee, ex - prep of history/comparisons, 1/4ly Mtgs, 2015 budget presented by Oct 2014</i>			
b. Budget outcome for 2014	Dollars	-\$2,000	\$0	\$3,000
	Merit Percentage Component	0.50	1.00	1.50
c. Build revenue	2014/2013 %	0.00	2.50	5.00
	Merit Percentage Component	0.20	0.35	0.50
	<i>calendar year measurement</i>			
3. Chamber Presence				
a. Committee involvement	Subjective	Good	Better	Best
	Merit Percentage Component	0.10	0.12	0.15
b. Marketing the Chamber	Subjective	Good	Better	Best
	Merit Percentage Component	0.10	0.12	0.15
	<i>ex - community involvement, board input, Web presence</i>			
Sum of Merit Percentage Components		1.90	3.44	5.00
Bonus (based on Merit Percentage result)		\$1,000	\$2,000	\$3,000

Performance achievement not reaching threshold metric will result in 0% merit by category.

Subjective - Chairman will discuss Ex Dir performance as it relates to specific item with appropriate board or committee members.

Approval will be subject to year end review and adjustment by HE Chamber Board