

Morton Grove Park District

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Morton Grove Park District
6834 Dempster, Morton Grove, IL 60053
Minutes of a Special Board Meeting
Held on February 24, 2016 at 6:30pm

- I. **Roll Call:** President Staackmann called the meeting to order at 6:30pm.

Commissioners Present: Dominick Burdi, Dan Ashta, Mark Manno (arrived at 6:37pm), and Dan Staackmann

Staff Present: None

Guests Present: Chuck Balling and Charles Williams; GovHR and Eric Poders, Morton Grove Voice/resident

- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

- III. **Additions or Deletions/Changes to the Agenda:** None

- IV. **New Business:**

Internal Communications Focus Group Facilitated by Charles Balling and Charlie Williams: Chuck and Charlie explained they were there to promote a good working relationship between the Board of Commissioners and the Executive Director, Jeff Wait. First they asked the Commissioners opinions on what has worked in the past in building a trusting, professional and effective relationship with the Executive Director.

- Commissioner Staackmann explained that the responsibilities of the Executive Director and the responsibilities of the Board were defined in the Executive Director's contract which helped establish the Directors role.
- Commissioner Manno said he finds it most effective to communicate via emails and the telephone.
- Commissioner Ashta sited that the new Director is prepared for the meetings and can anticipate the Board members questions. Also, Director Wait has made an effort to establish dialogue with each Board member and seems flexible to their individual styles and is a good listener too.
- Commissioner Burdi stated that Director Wait has great ideas and follows-through to get the job done. He is very positive and pays attention to detail.
- Commissioner Staackmann noted that a bi-annual review was written into Jeff's contract. He also stated it is a good sign to see Director Wait and the

staff get involved with Park District and community events. Staackmann has seen growth within the last 6 months and believes a level of trust is developing, Jeff seems more confident and self-assured.

Gov/HR asked if there were any obstacles that needed to be avoided by either Jeff or the Board. Staackmann stated the Director tries to please the Board both individually and collectively and sometimes that is not always possible. Commissioner Ashta thought there has been more dialogue and everyone seems better prepared. Commissioner Staackmann and Manno said the board packets are better now; they include more of a recap of what had been discussed in the past however maybe a staff recommendation and detail can be included along with the action to vote on.

The Director should communicate what was said to one commissioner to all the commissioners and that the Board members should let the Director handle the staff.

It was agreed to move forward with evaluation form "A", which covers more of personal attributes and if they liked could use evaluation form "B" for the annual review (which will include goals and objectives).

Gov/HR offered suggestions on how to conduct the evaluation. Make sure to put Director Wait at ease and allow Jeff time to share his thoughts and goals.

Gov/HR explained it was best to keep an evaluation file throughout the year and gather data as it happens. They also suggested coming to all meetings prepared, and noted Chuck will summarize a one or two page orientation for the Commissioners.

V. Commissioner Comments:

Commissioner Ashta: None.

Commissioner Manno: None.

Commissioner Burdi: None.

Commissioner Coursey: Absent.

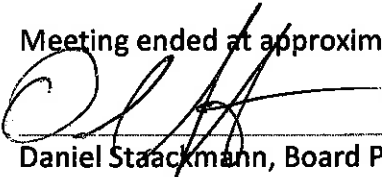
Commissioner Staackmann: Left the meeting at approximately 7:25pm.

VI. Executive Session: None

VII. Adjournment:

Commissioner Burdi made a motion, seconded by Commissioner Ashta to adjourn the meeting. Motion carried by voice vote.

Meeting ended at approximately 7:42pm.


Daniel Staackmann, Board President


Jeff Wait, Board Secretary