

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY JANUARY 15, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday January 15, 2013 at 8:47 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of executive session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. Commissioners present included: President Grady, Rosedale, Haas, Weber and Yates. Also present was Executive Director Hecker.

ITEMS TO DISCUSS:

APPROVAL OF EXECUTIVE SESSION MINUTES OF November 27, 2012

Commissioner Haas moved to approve the executive session Minutes of November 27, 2012 as presented. Commissioner Rosedale moved to second the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried

SUCCESSION PROCEDURE FOR EXECUTIVE DIRECTOR POSITION

Personnel Committee members Jana Haas and Donald Rosedale reported that they met with Executive Director Hecker on two occasions within the last six months to review possible plans and strategies for the scheduled retirement of the current Executive Director at the end of June 2014.

Commissioner Haas and Commissioner Rosedale both indicated that the current residency requirement for the Executive Director should be discussed as one of the first issues relative to succession planning.

The Board reached a consensus that residency in Des Plaines will not be a requirement for the new Executive Director.

Commissioner Rosedale suggested that the Board review the current Executive Director Job Description and be prepared (at the February 2013 Park Board Meeting in Closed Session) to discuss what qualifications, characteristics and personality traits the Board would like to see in the new Executive Director. Rosedale went on to say that the results of those qualifications, characteristics and personality traits might direct the Board to focus on internal staff or advertise the position through IAPD as a state and or national search.

The Board reviewed a proposal from IAPD in regard to their Executive Search program. The Executive Session ended at 9:15 p.m.

APPROVED



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY MARCH 19, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday March 19, 2013 at 6:37 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, review of executive session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. Commissioners present included: President Grady, Rosedale, Haas, Weber. Commissioner Yates arrived at 6:41 p.m. Also present was Executive Director Hecker.

APPROVAL OF EXECUTIVE SESSION MINUTES OF January 15, 2013

Commissioner Rosedale moved to approve the Executive Session Minutes from January 15, 2013 as presented. Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

APPROVAL OF EXECUTIVE SESSION MINUTES OF February 19, 2013

Commissioner Rosedale moved to approve the Executive Session Minutes from February 19, 2013 as presented. Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

EXECUTIVE DIRECTOR RETIREMENT/SUCCESSION PLANNING

Personnel Committee member Jana Haas updated the Board on discussion that took place with Executive Director Hecker and Personnel Committee member Don Rosedale in regard to the process of succession planning due to the pending retirement of Executive Director Hecker scheduled for June 2014.

The Committee recommended that any future contract with a new Executive Director not include a requirement that the Executive Director live in Des Plaines. The Board reached a consensus that residency will NOT be required.

The Board also reached a consensus that the three Department Heads will be sent a letter inviting them to submit a letter of interest for the Executive Director position along with a resume and responses to a few questions.

Commissioner Rosedale moved to suspend the Executive Session at 7:01 p.m. with the intent to re-convene the Executive Session at the conclusion of the Regular Session of March 19, 2013. Commissioner Weber seconded the motion.

Discussion: None

All commissioners present voted in favor by acclamation.

Motion Carried.

RE-CONVENED IN EXECUTIVE SESSION

The Board returned to Executive Session at 8:18 p.m. (after a 10 minute recess from the Regular Meeting of March 19, 2013)

The Board discussed finalizing the position qualifications, experience requirements and the timeline for interviewing internal department head candidates. The Board agreed by consensus that if none of the three Department Heads are interested in the position or if after a "probationary period", the candidate does not meet the expectations of the Board, the candidate can retain their Department Head position and the Board will conduct a national search thru the IAPD shortly after January 1, 2014. The Board also discussed a timeline for a "probation period" and measureable objectives for the candidate selected to achieve during the "probation period".

Executive Director Hecker presented a draft of a letter to be sent to the three Department Heads announcing the opportunity to apply for the position as well as what will be required to be included in the letter of interest.

The Executive Session ended at 8:53 p.m.

APPROVED

President

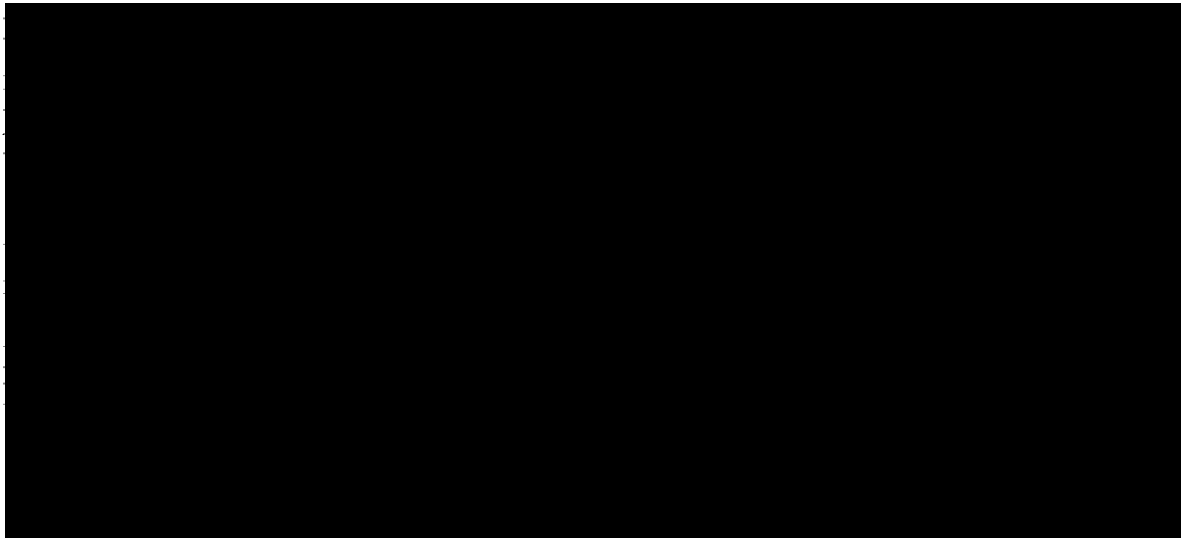


Secretary



**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY APRIL 16, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday April 16, 2013 at 9:25 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. Commissioners present included: President Grady, Rosedale, Haas, Weber and Yates. Also present was Executive Director Hecker and Superintendent of Recreation Linda Traina.



APPROVAL OF EXECUTIVE SESSION MINUTES OF MARCH 19, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of March 19, 2013 as presented. Commissioner Haas moved to second the motion.

Discussion: None

All Commissioners voted in favor by acclamation.

Motion Carried

SEMI-ANNUAL REVIEW OF CLOSED (EXECUTIVE) SESSION MINUTES

Executive Director Hecker reported that he and Commissioner Rosedale reviewed the minutes from Closed Sessions to determine if the need for confidentiality still existed for any or all of the Closed Session Meeting Minutes.

Commissioner Rosedale moved to release the minutes from the following Closed Session Meetings as the need for confidentiality no longer exists:

- March 16, 2010
- November 16, 2010
- December 14, 2010
- October 23, 2012
- February 19, 2013

Commissioner Weber moved to second the motion

Discussion: None

All Commissioners voted in favor by acclamation

DESTRUCTION OF CLOSED SESSION VERBATIM RECORDINGS

Executive Director Hecker reported that he and Commissioner Rosedale had reviewed the approved minutes from Closed Sessions to determine if any of the verbatim recordings could be destroyed within the parameters as described in the Park District Code. Commissioner Rosedale submitted a list of Closed Session Meeting Minutes that have been approved and took place at least 18 months ago. The Board reached a consensus that the list of meeting minutes should be destroyed and will take official action in open session.

EXECUTIVE DIRECTOR SUCCESSION PROCEDURE

The Board discussed the process and timetable for interviewing the two internal candidates that have submitted their applications for the Executive Director position. The Board set May 15 and May 16 at 6:30 p.m. for the scheduled interviews. Commissioner Haas suggested that the Board Members send her any interview questions that they would like to have included in the process.

The Executive Session ended at 10:30 p.m.

APPROVED



President



Secretary

**DES PLAINES PARK DISTRICT
EXECUTIVE SESSION MINUTES
TUESDAY DECEMBER 17, 2013**

The Des Plaines Park District Board of Commissioners convened into Executive Session on Tuesday December 17, 2013 at 9:01 p.m. in the David L. Markworth Board Room of the ALC in accordance with the Park District Code 70 ILCS 1205 Paragraph 120, pertaining to matters related to personnel, closed session minutes, litigation or the setting of a price for sale or lease of property owned by the Des Plaines Park District, or the purchase of property. Commissioners present included: President Weber, Grady, Rosedale and Haas. Commissioner Yates was absent. Also present was Executive Director Hecker and Assistant Executive Director Donald Miletic.

APPROVAL OF EXECUTIVE SESSION MINUTES OF OCTOBER 15, 2013

Commissioner Rosedale moved to approve the Closed Session Minutes of October 15, 2013 as presented. Commissioner Grady moved to second the motion.

Discussion: None

All Commissioners present voted in favor by acclamation.

Motion Carried 4 – 0 – 1 Absent

Executive Director Hecker left the Executive Session at 9:05 p.m.

CONSIDER THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DES PLAINES PARK DISTRICT

The Board met with Assistant Executive Director Donald Miletic to review the transition process of assuming the Executive Director position on June 21, 2014, including review of an Employment Agreement drafted by Mr. Miletic. Mr. Miletic also submitted a compensation and benefit proposal for year one of the Employment Agreement for the Board's consideration.

The Board discussed elements of the Draft Employment Agreement and the Compensation and benefit proposal.

Mr. Miletic left the meeting at 9:40 p.m.

The Board reached a consensus that Commissioners Rosedale and Haas would schedule a time to meet and confer with Attorney MacDonald in regard to the proposed Employment Agreement. The Board also agreed to update Commissioner Yates on the status of the transition process. The Board also agreed that the January 21, 2014 Meeting Agenda would include an action item regarding the Executive Director transition process.

Mr. Miletic returned to the Executive Session at 9:52 p.m.

The Executive Session ended at 9:58 p.m.

APPROVED



President



Secretary