

**Minutes of the Waukegan Park District
Committee of the Whole
May 28, 2013**

The Committee of the Whole of the Waukegan Park District met in a regular meeting on May 28, 2013 at the Rose Administrative Center, 2000 Belvidere, Waukegan IL.

I. Call to Order

The meeting was called to order by President Kilkelly at 4:45 p.m. who directed a call of the roll.

II. Roll Call

Present: Commissioners Duffy, Foley, Sarocka, Bridges and President Kilkelly.
Absent: None. Also present was Executive Director Greg Petry, Board Attorney Charles Smith.

III. Topics

The purpose of the Committee of the Whole meeting was for new commissioner orientation. Each of the commissioners introduced themselves and gave a short biography.

President Kilkelly stated that this is her second term as a commissioner, but that the terms were not consecutive as she spent a term on the Waukegan Township Board. She enjoys working with the citizens and building the Park District.

Commissioner Duffy stated that this is his 11th year as a commissioner and he is extremely proud of the organization and what they have together accomplished over the last 11 years.

Commissioner Foley stated that she was first elected as a commissioner for an unexpired term in 2007 and was re-elected in 2009. She has 16 years of experience preceding her membership on the Park Board as a member of the Waukegan School Board.

Commissioner Sarocka stated that he was first elected in 2007 and re-elected for a new six year term in 2013. He prides himself in representing the interest of the golfing community but is interested in all the facets of the Park District.

Commissioner Bridges stated that he is excited to join a winning team and that is how he views the Park District. He stated that in his opinion, the Waukegan Park District has been responsible for a lot of positive happenings in Waukegan and that he looks forward to being a part of that positive movement. He is a full time Waukegan firefighter and a lifelong Waukegan resident.

Executive Director Greg Petry began the orientation by reviewing the Commissioner Orientation binder, going through the Mission Statement and explaining the history of the Mission Statement and its evolution over time. He explained how the Park District positively impacts the environment, the economy, and the quality of life in Waukegan.

Mr. Petry then reviewed the budgetary process and how all of the actions of the commissioners revolve around the strategic plan. Each year the budget is reviewed to see how it is fulfilling the strategic plan adopted by the commissioners.

Mr. Petry stated that there are currently 57 full time employees, plus seasonal employees. He reviewed the location of the Park's facilities and the history of the Park District, pointing out that the Park District will be celebrating its centennial in 2016 and that staff has begun planning for the centennial celebration.

Mr. Petry stated that the most popular new facilities are the SportsPark and the Field House at Hinkston Park. These are a direct result of the voter referendum approved in 1997 that provided the financial wherewithal for the Park District to construct these new facilities.

He also pointed out that the decline in equalized assessed valuation as a result of the economic downturn is a potential threat to the Park District and its ability to have the funds necessary to administer all the programs that it currently offers to the public.

Mr. Petry reviewed the Customer Service Pledge and reminded the commissioners of the commitment that they and the entire staff make to fulfill the needs of the constituents of the Park District.

Mr. Petry reviewed in detail the Commissioner Policy Handbook, meeting procedures and practices.

At 5:22 p.m., Commissioner Sarocka announced that he had to leave the meeting.

Mr. Petry continued his review of the Policy Handbook and explained the Park District's crisis plan and how, in the event of an emergency, the staff is to respond. Public statements are only to be made by the Executive Director or the Board President in consultation with the Executive Director. The crisis management team is in place to immediately ascertain when any unusual event takes place and to ensure that the proper message is distributed to the public.

It was stressed that although the commissioners are free to express their opinions and to disagree at Board meetings, that once a policy is established by the Board it is important that all Board members support that policy or decision. The commissioners were reminded that they should not be making statements as to policy

or position and that if constituents raise questions, they should be referred to the appropriate staff for answers.

Board attorney Charles Smith gave a brief biography for Commissioner Bridges explaining his history of having worked at the Chicago Park District while attending school and having served as the Waukegan Park District's lead attorney since 2001. Mr. Smith congratulated Commissioner Bridges on his election and the importance of his role in bringing diversity to the Board.

Mr. Smith reviewed the Illinois Open Meetings Act, the Freedom of Information Act, the Gift Ban Act, and the Prohibited Interest in Contracts Act and advised that if any of the commissioners have questions concerning laws governing the Park District's actions to call him. Mr. Smith also stressed that if there is ever a question about hiring or discipline of employees that those matters should always be referred to the Executive Director to be handled by the appropriate staff members. Commissioners should never involve themselves in a hiring or discipline, or any personnel actions.

President Kilkelly reminded the commissioners that they only hire one employee for the Park District and that is the Executive Director and that all the other personnel decisions are made by the Executive Director.

Mr. Smith left at 5:55 p.m. to attend another meeting.

At this time, Jim Glogovsky, Superintendent of Finance and Administration, was welcomed to the group. He presented information on his responsibilities and staff.

Theodora Anderson, Manager of Community Relations, was present to describe the duties and responsibilities of her role in the organization.

IV. Adjournment

A motion for adjournment was made by Commissioner Foley and seconded by Commissioner Duffy.

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

Charles W. Smith
Board Attorney/Secretary