

**Minutes of the Waukegan Park District  
Committee of the Whole  
April 26, 2010**

The Committee of the Whole of the Waukegan Park District met in a regular meeting on April 26, 2010 at the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

**I. Call to Order**

The meeting was called to order by President Durkin at 3:00 p.m. who directed a call of the roll.

**II. Roll Call**

Present: Commissioners Duffy, Sarocka, Foley, Durkin. Absent: Commissioner Motley was unable to be physically present due to business commitments. Also present were Greg Petry, Board Attorney Charles Smith. **Motion by Commissioner Foley, seconded by Commissioner Sarocka, to allow Commissioner Motley to participate remotely as provided in the Illinois Open Meetings Act. Motion carried unanimously.**

**III. Topics**

A. Strategic Planning Workshop - Greg Petry reintroduced Barbara Heller from PROS Consulting. Ms. Heller's firm was hired to assist the Park District in formulating its strategic plan.

Ms. Heller presented comments received at the public forum held on April 8, 2010. She stated that the Park District is very fortunate to have had a large public turnout and interest in the Park District, and that the comments were extremely insightful and would assist in formulating the strategic plan.

Ms. Heller stated that one of the goals of this session would be for the commissioners to review the Mission Statement and to discuss development of a Vision Statement.

Ms. Heller divided the commissioners and senior staff into work groups to review the possible components of a Vision Statement, as well as a review of the existing Mission Statement and whether any changes needed to be made to the Mission Statement. A thorough analysis of the strengths, weaknesses, opportunities and threats to the Park District was reviewed.

Ms. Heller reviewed the checklist for strategy development and noted that there are two parts to strategy: a development and deployment. Of these, deployment is the one that is prone to more failure.

The balanced scorecard was discussed and Ms. Heller noted that it had evolved from a measurement tool to a tool for strategy and change. Components within the development strategy are: customer, financial, internal and learning/growth.

Strategic themes would be similar to the Park District's goals. Ms. Heller noted that there should be no more than 20 strategic measures in an organization. Strategic themes feature the following: object, measurement and targets (not set until one year after implementation).

For the final group exercise, the two groups were asked to consider four Park District goals and add or make changes to these based on the balanced scorecard perspective. Also note whether the current phrases pertain to each section. No more than six theme areas should be part of the planning.

Finally, Balanced Scorecard alignment was discussed along with instituting the process and just in time adjustments. These would be reviewed on an annual basis during the budget process. Additional maps could be created for departments following one year of implementation.

A brief question and answer session followed the presentation. All agreed that the community meeting attendees echoed the Board's thoughts.

#### **IV. Closed Session**

No motion was made to adjourn into closed session.

#### **V. Adjournment**

**Motion by Commissioner Sarocka, seconded by Commissioner Foley, to adjourn the meeting. Motion carried unanimously.** Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Charles W. Smith  
Secretary