

Agenda - April 21, 2020

Illinois Association of Park Districts Director Search Proposal

Illinois Association of Park Districts Professional Services Agreement



**NOTICE OF SPECIAL MEETING OF
THE WEST CHICAGO PARK DISTRICT
BOARD OF PARK COMMISSIONERS
TUESDAY, APRIL 21, 2020
6:00 P.M.**

PUBLIC NOTICE IS HEREBY GIVEN that the Board of Park Commissioners of the West Chicago Park District, DuPage County, Illinois (the "Park Board") will hold a special meeting of the Park Board on the 21st day of April, 2020 at 6:00 p.m. The Agenda for the Meeting is as follows:

AGENDA

Special Meeting of the West Chicago Board of Park Commissioners

**Tuesday, April 21, 2020
6:00 p.m.**

Due to the shutdown of all Park District facilities in response to COVID-19, this meeting will be held by video/audio conferencing via GoToMeeting as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

- I. Call to Order and Roll Call**
- II. Pledge of Allegiance**
- III. Public Comment**

The public is invited to join the meeting via audio by using the instructions below. Plan to join the meeting 5-10 minutes before the start of the meeting. Members of the public will be automatically muted. Therefore, please email any public comment to commissioners@we-goparks.org by 4:00 p.m. on 4/21/2020 to be read at the meeting.

GoToMeeting:

Special of the Board of Park Commissioners
Tue, Apr 21, 2020 6:00 PM (CDT)

Please dial in using your phone: +1 (646) 749-3112

Access Code: 772-718-213

- IV. President's Comments**
- V. Approve Meeting Agenda**

VI. New Business

- A. Presentation - Illinois Association of Park Districts President and CEO - Peter M. Murphy, Esq., CAE, IOM
 - Director Search Proposal
- B. Review/Discussion – Illinois Association of Park Districts Director Search Proposal
- C. Possible Motion – Approval of Illinois Association of Park District Professional Services Agreement

VII. Adjourn Open Meeting

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at mmedeiros@we-goparks.org. Requests for a qualified interpreter require a five working day notice.

Director Search Proposal

West Chicago Park District



www.we-goparks.org

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Why IAPD is the Preferred Search Service

IAPD is your association. You are probably familiar with the broad array of specialized services that we have provided the **West Chicago Park District** since 1973. One of the most important services we provide is the Director Search Service. From board self-evaluations to the Director Search Service, our niche is park districts and helping boards succeed.

Our goal is to make the highly challenging and time-consuming process of finding your agency's next chief executive as seamless and worry free as possible so that your board can focus on choosing the best candidate from a selection of outstanding finalists.

Experience

- For 27 years, the IAPD has been a leading provider for executive search solutions for park and recreation agencies. We specialize in providing unparalleled senior level executive search, management assessment and succession planning services which are tailored to the specific needs of our membership.
- IAPD's Director Search Service helps boards attract outstanding professionals to serve as the chief executive of park and recreation agencies. Initiated by the IAPD in 1992, the Director Search Service is a valuable and highly sought-after membership service that has resulted in 133 director searches in Illinois and a number of states throughout the country.

Cost

- The IAPD Director Search Service is much more cost effective than other search services. This savings to our members in no way diminishes the comprehensive nature of the IAPD search or the level of service that you and your agency will receive.
- IAPD's Director Search Service is more cost effective because other firms are primarily profit driven. IAPD is driven by the goal of attaining the best, most qualified candidates who will lead Illinois' park districts, forest preserves, conservation and recreation agencies into a successful future. Our interest is to find the best professionals possible to lead our member agencies, not to profit from this service.

Customization

- Unlike other search firms IAPD truly customizes its comprehensive search process and tailors it to the specific needs of each agency.
- IAPD's search service is also unique because we focus exclusively on park and recreation director searches, not school superintendents, city managers or other executive-level positions.

What People Are Saying About the IAPD Director Search Service

"Using IAPD to coordinate our search for a new Executive Director simplified our job and gave us the best choice of candidates. The person that we chose for the position was just what we wanted in a director, but we would not have gone wrong with any of the applicants that IAPD selected for us to interview."

Deerfield Park District

"IAPD took a difficult and daunting process and made it easier for our board to find the director who's a perfect match for our agency."

Wheeling Park District

"IAPD did a great job in getting applicants, vetting them and providing us with a list and details of the top ones. We could not have done this on our own. In a timely manner, IAPD did all the hard work in finding and selecting candidates. The fee was lower than others and well spent."

River Trails Park District

"IAPD conducted the director search, narrowed down the candidates to only those that met our Park District's criteria and then presented all the candidates' information to our Board of Commissioners in a professional and easy to use format. The IAPD director search service made the process of hiring a new director a much easier process which was very helpful during our Park District's transition."

Plainfield Park District

"When our Executive Director of 39 years retired, our board of commissioners was at a loss on how to find a successor. The IAPD immediately provided us with the roadmap. Their Director Search Service guided our board through the process, advertising for and quickly finding numerous exceptional candidates for this critical position. The professionalism and knowledge displayed by the IAPD gave us the confidence to hire the right person."

Effingham Park District

The Search Process

Phase One – Identifying the Board’s Ideal Candidate

The first step in the director search process is to develop a leadership criteria matrix to define the characteristics that the agency seeks in a new director.

- This is accomplished through a board member survey which takes you through a step-by-step analysis of leadership qualities.
- The search team including IAPD’s President and CEO will review a detailed compilation of board responses. These responses and further discussion with the board will serve as a guide in determining the specific qualifications the board is looking for in the new executive director. This phase of the process is important in developing an understanding of what set of skills the board expects in their new executive director.
- The search team and/or IAPD’s President and CEO, at the board’s request, will also meet and/or survey with the agency’s management team and other stakeholders. Key personnel will receive specifically tailored interview questions. These responses will serve as a guide in determining the qualifications staff members are looking for in the new executive director.

As a result of this phase, we will generate subject to the Board’s approval:

- A list of qualifications, experience, salary limits and a job description.
- Board expectations of executive duties and responsibilities.
- Information for the announcement of vacancy brochure and other advertisement content.
- A board agreed upon timeline including specific deadlines for the selection process.

Phase Two – Development of the Announcement of Vacancy Brochure and Other Marketing Materials

Upon completion of the meetings described in phase one, IAPD will develop an announcement of vacancy brochure customized for your agency’s director search. The announcement of vacancy brochure is vital to identifying an executive director who will be a good fit for your agency. The IAPD will provide expertise and counsel to your board in developing this “blueprint” for the prospective executive director.

The brochure includes such topics as:

- List of qualifications/characteristics/requirements
- Description of your agency and your community
- Financial data about your agency
- Board member information
- Compensation range
- Application procedure
- Tentative timeline for the selection process

Phase Three – Advertising the Vacancy

IAPD will solicit applications for the position of executive director through a variety of methods which may include, but are not limited to:

- Mailing the announcement of vacancy brochure to every park district board president, director and supervisory staff in the state of Illinois through the use of our exclusive membership database.
- Sending information to IAPD's proprietary potential job candidate listing.
- Post the position on our website, Social Media and LinkedIn & Indeed.
- Posting the vacancy with established state, regional and national associations' websites which may include, but are not limited to, Illinois Association of Park Districts, Illinois Park and Recreation Association and the National Park and Recreation Association. This includes an exclusive posting in the Career Center on IAPD's website.
- Personally contacting prospective candidates who meet the criteria established by the board.
- Recruiting candidates for the position utilizing information generated from our 133 successful park district-specific director searches.
- Throughout the search process, placing information in IAPD's weekly electronic newsletter that is distributed to more than 3,500 individuals.
- Providing information about the vacancy to collegiate placement services.
- Sending the brochure to select IAPD mailing lists, including, but not limited to, select individuals interested in employment, and various regional (Southern Illinois Park and Recreation Association and the Central Illinois Recreation Council for Leisure Experience) park and recreation groups.
- Advertising in local, regional, statewide, or national newspapers (if requested).

Phase Four – Candidate Evaluation, Selection and Recommendation

Because the level of detail required, and the volume of information gathered from applicants could easily overwhelm a board, our expert screening committee conducts a confidential review. The screening committee is a group comprised of active and retired professionals and board members in the field of parks and recreation with extensive human resources experience.

This review by the screening committee narrows the pool of applicants ensuring only the most highly qualified professionals, who meet or exceed the requirements for the position, are selected as interview candidates. This and other tasks related to the recruitment of the new executive director will save your board and staff valuable time.

The IAPD search team will then carefully evaluate each candidate by:

- Personally interviewing references provided by the candidate.
- Expanding beyond the applicant's list of references by personally contacting individuals within IAPD's extensive park and recreation network, including individuals in the field who are familiar with or have worked with the applicant.
- Gathering additional information from candidates at the request of the board (questions about employment, etc.).
- Investigating each candidate through an extensive review of electronic data to gather additional in-depth information on each applicant.
- Personally interviewing all candidates that will be presented to the board for consideration.

Phase Five – IAPD Presents Candidates to the Board

Once IAPD's extensive background investigation has been completed and our search team has carefully evaluated each applicant, the IAPD team will develop a detailed report for review by the board. This report will include the recommended list of potential candidates.

The IAPD President/CEO will meet with the board and present each candidate the screening committee is recommending for the board's consideration. A Candidate Portfolio is developed for each board member that includes the following information on each candidate:

- Cover Letter
- Resume
- List of Accomplishments
- Employment History and Summary of References
- Reference Letters

- Responses to Management Questions
- Salary History
- Verification of Educational Degrees

Resource materials that are in the Candidate Portfolio will include:

- Potential interview questions that the IAPD has developed for the board to use during the selection process.
- Guidelines for interviews and tips for hiring the executive.
- A list of questions the IAPD search team asked when interviewing candidate references.
- A candidate ranking form that will aid the board in tracking responses the candidates provide during an interview.

From this Candidate Profile, the board will select specific candidates to interview.

Phase Six – Interviewing and Selection

Once the board has selected the final candidates it wishes to consider, the search team will make arrangements for and schedule all interviews requested by the board based on the Board's agreed upon availability and timeline.

IAPD will notify in writing all candidates who have not been chosen for an initial interview.

While IAPD prepares detailed information for the interview process including recommended interview questions, we do not participate in the interviews or in the selection of the executive director.

Selecting the executive director is ultimately the decision of the board and is one of the most important decisions the board will ever make. It affects not only your agency, but also the residents of your community for many years to come. IAPD's President and CEO will remain as a consultant to the board throughout the selection process.

Before the board chooses the desired candidates to interview, the IAPD will hire an independent investigative firm to perform a **comprehensive background check** on all finalists. This background check will include:

- driving record
- social security number trace
- criminal history search for federal, state and county

This will be in addition to the background check that the park district is required to do through the state police database after the offer of employment.

Phase Seven – Negotiations and Employment Agreement

IAPD's search team will assist the agency with negotiating with the preferred candidate (upon the board's request).

IAPD's search team is available to assist the agency and/or its attorney in developing an Employment Agreement (upon the board's request).

Phase Eight – Post Employment

After the hiring process has been completed, IAPD will contact the board liaison to review key aspects of the search process.

To make sure the newly chosen director begins employment with the proper tools, IAPD will provide complimentary copies of IAPD's publications and other membership resources. To properly introduce the hired director to the park and recreation community, we will include an announcement in the statewide *Illinois Park & Recreation* magazine.

IAPD Satisfaction Guarantee

If the board desires to see additional or different candidate's other than those presented, or in the unprecedented event the chosen Executive Director decides to not begin employment with the agency, IAPD will reopen the search process without any additional charge or cost to the agency.

If the appointed Executive Director departs from the position within one (1) year of employment, IAPD will assist the agency in hiring a new executive director without any additional charge or cost to the agency.

Consulting Fees

The consulting fees to conduct a Director Search for the **West Chicago Park District** shall be an amount not to exceed \$9,490.00 for all costs and expenses reasonably incurred by IAPD in the performance of these services, which shall include, without limitation, the following:

- The cost of developing, printing, distributing and advertising the job vacancy brochure.
- The time necessary to conduct and analyze reference checks, establish personal contacts, review applications and interview candidates.

- Time and expenses to meet with the board to present the candidates.

Timeline

Below is a proposed expedited timeline to conduct a director search for the **West Chicago Park District** (*based on signing of the contract*):

<i>5 days</i>	Receive the information to develop the Announcement of Vacancy brochure.
<i>5 days</i>	Develop and finalize the Announcement of Vacancy brochure
<i>2 days</i>	Print, mail and electronically distribute the Announcement of Vacancy brochure. Place notices of vacancy with state and national organizations, as well as other agreed upon outlets
<i>4 weeks</i>	Deadline for receiving credentials and resumes
<i>1 week</i>	Screening committee reviews applications
<i>1 week</i>	Selection Team (Board) reviews slate of finalists
<i>1 week</i>	Selection Team (Board) interviews candidates
<i>1 week</i>	Selection of Director
<i>2 to 4 weeks</i>	Date of employment

We will provide you a detailed timeline once a contract has been signed.

Search Team/Screening Committee

The IAPD search team is comprised of individuals with more than 150 years of experience in the field of park and recreation. Each member of the search team is currently **actively** working in the park and recreation field.

Peter M. Murphy, Esq., CAE, IOM

Mr. Murphy is an attorney and a Certified Association Executive. He joined the Illinois Association of Park Districts in 1980 as General Counsel. In his current capacity as President and CEO, he manages the association's operations and personnel. He works with the IAPD board of trustees to develop strategic plans and goals for the association and is responsible for establishing corporate and nonprofit partnerships. He directs all programs and services including the director search service, board member training, publications, education, public awareness, research and marketing. He works with more than 415 park districts, forest preserves, conservation, recreation and special recreation agencies throughout the state of Illinois that fall under the policy direction of more than 2,100 locally elected park and recreation board members.

Casey Wichmann

Ms. Wichmann is the Director of Marketing & Development for the Illinois Association of Park Districts and brings an extensive amount of human resource management experience to the search process; including recruitment, screening, reference checks, employee evaluations, staff development and hiring. She also has a long history of marketing, advertising, finance and fund development in both the public and private sector. Her communication and organizational skills play a key role in the entire search process.

Jason Anselment

Jason Anselment is the Legal/Legislative Counsel for the Illinois Association of Park Districts. He serves as the contact for legal questions and as the liaison to the General Assembly. He provides legal assistance throughout the director search process and if needed assistance with contract negotiation.

Screening Committee

The screening committee is a group comprised of active and retired professionals and board members in the field of parks and recreation with extensive human resources experience. They review the pool of applicants ensuring only the most highly qualified professionals, who meet or exceed the requirements for the position, are selected as interview candidates.

References from Prior IAPD Searches

Board Members/Commissioners

Gary Gillis
Peoria Park District (2015)
309-353-4328
grgillis54@gmail.com

John Hemingway
Macomb Park District (2016)
309-255-4569
J.Hemingway@macombparks.com

Alfred J.J. Hollis
Kankakee Valley Park District (2016)
(815) 216-7993 (cell)
alfred.hollis@gmail.com

Mary Kay Ludeman
Plainfield Park District (2014)
(815) 955-8853 (cell)
ludemann@plainfieldparkdistrict.com

George Longmeyer
Schaumburg Park District (2012)
630-330-4372 (cell)
glongmeyer@comcast.net

Mike Reid
Skokie Park District (2019)
847-401-9473
cubbiemike@gmail.com

Wally Frasier
Mundelein Park & Recreation District (2007)
847-946-2351
wwfrasier@comcast.net

Additional references from other searches can be provided upon request.

IAPD Searches

Addison Park District
Alsip Park District
Barrington Park District
Bedford Park District
Belvidere Park District
Bensenville Park District
Blue Island Park District
Bourbonnais Township Park District
Broadview Park District
Burr Ridge Park District
Butterfield Park District
Byron Forest Preserve District
Byron Park District
Calumet Memorial Park District
Carbondale Park District
Carol Stream Park District
Cary Park District
Champaign County Forest Preserve District
Clark County Park District
Community Park District of LaGrange Park
Deerfield Park District
DeKalb Park District
Des Plaines Park District
Dixon Park District
Downers Grove Park District
DuPage County, Forest Preserve District of
Effingham Park District
Elgin, City of
Flagg-Rochelle Park District
Forest Preserve District of Kane County
Fort Wayne IN Parks & Rec. Department
Frankfort Park District
Freeport Park District
Geneseo Park District
Genoa Township Park District
Glen Ellyn Park District
Glencoe Park District
Hoffman Estates Park District
Homewood-Flossmoor Park District
Ivanhoe Park District of Riverdale
Joliet Park District
Kankakee Valley Park District
Kingsbury Park District
Lake Bluff Park District
Lemont Park District
Lincoln Park District
Lincolnway Special Recreation Association
Lisle Park District
Lombard Park District
Look Memorial Park
Macomb Park District
Macon County Conservation District

Manhattan Park District
Marion Park District
Matteson, Village of
Maywood Park District
McHenry County Conservation District
Minneapolis MN Parks & Recreation
Mokena Community Park District
Mt. Prospect Park District
Mundelein Park & Recreation District
Naperville Park District
New Lenox Community Park District
North Jeffco Park & Recreation District
Oak Brook Park District
Oak Forest Park District
Oakbrook Terrace Park District
Olympia Fields Park District
Oregon Park District
Park District of Highland Park
Park Ridge Recreation & Park District
Pekin Park District
Peoria Park District
Plainfield Park District
Posen Park District
Princeton Park District
Prophetstown Park District
Prospect Heights Park District
Quincy Park District
River Forest Park District
River Trails Park District
Rockford Park District
Round Lake Area Park District
Salt Creek Rural Park District
Schaumburg Park District
Skokie Park District
South Barrington Park District
SportsTurf Managers Association
Springfield Park District
Streamwood Park District
Sugar Grove Park District
Summit Park District
Thornton Recreation Department
Tinley Park Park District
Urbana Park District
Vail Park and Recreation District
Vernon Hills Park District
Washington Park District
West Chicago Park District
Western Springs Park District
Wheaton Park District
Wheeling Park District
Winnebago County Forest Preserve District

IAPD PROFESSIONAL SERVICES AGREEMENT

WHEREAS, the position of Executive Director for the West Chicago Park District ("District") has become available; and

WHEREAS, the Board of Park Commissioners of the West Chicago Park District ("Board") desires to employ the best candidate available for the position of Executive Director; and

WHEREAS, the Illinois Association of Park Districts ("IAPD") furnishes consultation services to assist park districts in hiring directors and other executive personnel on a not-for-profit basis;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is covenanted and agreed by and between the WEST CHICAGO PARK DISTRICT and the ILLINOIS ASSOCIATION OF PARK DISTRICTS as follows:

1. The recitals contained in the preamble above shall be deemed terms, conditions and provisions of this Professional Services Agreement, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.
2. IAPD agrees to furnish certain professional services to the District including, without limitation, the following:
 - a. After consultation with the Board, IAPD shall develop a job vacancy brochure for the position of Executive Director. The job vacancy may include, without limitation, the following items:
 - I. A description of the community the District serves.
 - A. Socio-economic
 - B. Industrial
 - C. Cultural aspects
 - II. A description of the District.
 - A. Geographic location
 - B. Board membership
 - C. Current staff
 - D. Facilities
 - E. Program offerings

- F. Special projects (current or projected)
- G. Financial data including budgets, bonded indebtedness, bonding power, assessed valuation, tax rates, referenda history and projected needs.

III. Position description.

- A. Board-director relationships and responsibilities
- B. Staff-community relations
- C. Business administration requirements
- D. Personnel
- E. Professional training and experience desired
- F. Personal qualities desired
- G. Evaluation procedures

IV. Expected salary range.

b. IAPD shall solicit applications for the position of Executive Director. Methods of solicitation shall include but shall not be limited to:

- I. Publication and distribution of the job vacancy brochure
- II. Posting of the vacancy with established state and national publications, collegiate placement services, and professional recreation associations.

c. IAPD shall pre-screen all applicants, and shall recommend to the Board the applicants who best meet the position description. IAPD shall maintain the confidentiality of all information concerning applicants not recommended by IAPD.

d. IAPD shall check the references of all applicants whom it recommends to the District.

e. IAPD shall furnish to the District a complete resume, all background information and the comments of all references concerning each candidate that it recommends to the District.

f. IAPD shall furnish to the Board the following materials to assist the Park Board in interviewing the candidates recommended by IAPD:

- I. Sample guidelines and format for initial and final interviews.
- II. Sample questions appropriate to interview sessions.
- III. Salary and fringe benefit package options.

IV. Analysis of the questionnaire that the Board intends to submit to each candidate.

3. In consideration for the foregoing services, the District agrees to compensate IAPD in the amount of \$9,490.00, which includes, but is not limited to, the following costs and expenses incurred by IAPD in the performance of these services:

- a. The cost of developing, printing, distributing and advertising the job vacancy brochure.
- b. The time necessary to establish personal contacts, review applications, conduct and analyze reference checks.
- c. Reasonable expenses to meet with the board to present the candidates.
- d. All other duties and responsibilities of IAPD as specified in the Director Search Proposal.

4. The District agrees to submit the above-mentioned fee, to the IAPD with this signed contract.

5. The District may terminate this Agreement at will, by sending written notice to IAPD. The District shall reimburse IAPD for the costs and expenses described in Paragraph 3 above that were reasonably incurred prior to the date that IAPD receives the District's written notice of termination.

6. Any notices or other communications required by this Agreement shall be delivered or mailed, with postage pre-paid, and addressed as follows:

To the District:

Frank Lenertz, Board President
West Chicago Park District
201 W. National Street
West Chicago, IL 60185

To IAPD:

Peter Murphy, Esq., CAE, IOM
Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186

7. This Agreement is entered into in the State of Illinois and shall be construed, interpreted and applied in accordance with its laws.

8. This Agreement may be executed in counterparts.

9. If the District should terminate for cause the Executive Director whom the Board selects at the conclusion of IAPD's search and the termination occurs within the first year of said Director's employment, IAPD agrees to perform all of the services described in Paragraph 2 of this Agreement, in order to assist the District in hiring a new Executive Director, without charge or cost to the District.

West Chicago Park District

Illinois Association of Park Districts

By: _____
Frank Lenertz, Board President

By: _____
Peter M. Murphy, President & CEO

Dated: _____, 2020

Dated: _____, 2020