Agenda - February 4, 2020

IAPD Director Search Proposal

February - March 2020 District Meeting and Event Reminder

February - March 2020 Community Calendar



#### **AGENDA**

# Committee of the Whole Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

# Tuesday, February 4, 2020 6:00 p.m.

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at the West Chicago Park District Administrative offices, 201 W National Street, West Chicago, IL 60185 or call (630) 231-9474 ext. 100, Monday through Friday 8:30am to 5:00pm. Requests for a qualified interpreter require a five working day notice.

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

Visitors are welcome to address the Board of Park Commissioners. You are asked to sign in and wait to be recognized by the Board President. When recognized, please state your name, address and the item you wish to discuss. It is requested that one spokesperson for a group be appointed to the present the views of the entire group. There will be a 5-minute time limit per speaker.

- IV. Approve Meeting Agenda
- V. Recreation Department Gina Radun, Superintendent of Recreation
  - A. The Shell
    - Overview of past summers
    - Upcoming summer
  - B. Moving Forward
    - Community Survey
    - Programming and rental ideas
- VI. Miscellaneous
  - A. Review/Discussion IAPD Director Search Proposal
  - B. Discussion March 28, 2020 (Commissioner Retreat/Workshop) 8 am to 11 am
  - C. February 2020/March 2020 District Meeting and Event Reminder
  - D. February/March 2020 Community Events
- VII. Adjourn Open Meeting



# Director Search Proposal West Chicago Park District













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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
- Verification of Educational Degrees

Salary History

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 choses 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 <u>not to exceed</u> \$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 <u>expedited</u> timeline to conduct a director search for the **West Chicago Park District** (based on signing of the contract):

5 days	Receive the information to develop the Announcement of Vacancy brochure.
5 days	Develop and finalize the Announcement of Vacancy brochure
2 days	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
4 weeks	Deadline for receiving credentials and resumes
1 week	Screening committee reviews applications
1 week	Selection Team (Board) reviews slate of finalists
1 week	Selection Team (Board) interviews candidates
1 week	Selection of Director
2 to 4 weeks	Date of employment

We will provide you a <u>detailed timeline</u> 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





#### **Commissioners**

Reginald Bass Ken Driscoll Frank Lenertz Rick Spencer Scott Turney Courtney Voelz Tony Zaputil commissioners@we-goparks.org

# Gary Major Executive Director

Executive Director gmajor@we-goparks.org

# Michael Gasparini

Superintendent of Parks mgasparini@we-goparks.org

#### Leslie Hoffmann

Superintendent of Finance lhoffmann@we-goparks.org

#### Gina Radun

Superintendent of Recreation gradun@we-goparks.org

# February 2020 Meeting and Event Reminder

# February 4

Committee of the Whole Meeting @ ARC - 6pm (Recreation Department)

# February 7

• Stepping Into 2020 - Chamber Dinner @ NIU Conference Center (1120 E Diehl Rd., Naperville) - 6pm to 10pm

### February 8

• Jungle Book Kids @ ARC - 11am and 1pm

# February 11

• Board Meeting @ ARC - 6pm

# February 14

• Senior Social Gathering (Masquerade Ball) @ ARC - 12pm to 2pm

# If you are interested in helping with a February event...

Jungle Book Kids - Contact Jenni Shipp at jshipp@we-goparks.org Social Gathering - Contact Mary at mlester@we-goparks.org

# **Holiday Closures:**

February 17 - Administrative Offices are Closed



#### **Commissioners**

Reginald Bass Ken Driscoll Frank Lenertz Rick Spencer Scott Turney Courtney Voelz Tony Zaputil commissioners@we-goparks.org

#### Gary Major **Executive Director**

gmajor@we-goparks.org

#### Michael Gasparini

Superintendent of Parks mgasparini@we-goparks.org

#### Leslie Hoffmann

Superintendent of Finance lhoffmann@we-goparks.org

#### Gina Radun

Superintendent of Recreation gradun@we-goparks.org

# March 2020 **Meeting and Event Reminder**

#### March 3

Committee of the Whole Meeting @ ARC - 6pm (Special Events and Marketing)

#### March 10

Board Meeting @ ARC - 6pm

#### March 12

Senior Social (St. Patrick's Day) @ ARC - 12pm to 2pm

#### March 21

Daddy Daughter Date Night @ ARC - 5pm to 7:30pm

# If you are interested in helping with a March event...

Senior Social / Daddy Daughter Date Night - Contact Mary at mlester@we -goparks.org

#### Save the Date!

April 4 - Easter Egg-Stravaganza - 9:30am to 11:30am (Mary) April 25 - Mother Son Date Night - 5pm to 7pm (Mary) May 3 - 80 and Over Celebration - 2pm to 4pm (Mary) June 13 - Hello Summer - 4:30pm to 10pm (Mary)

		View All (	Calendars	Combined		
February 20		VICW AII (	Jaichaars	Combine		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 Week 5	27	28	29	30	31	1
2 Week 6 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	3 7:00 PM City Council Meeting	4 7:00 PM Plan Commission	5 7:00 PM VFW Bingo	6 7:00 PM Infrastructure Committee Cultural Arts Commission District 33 Board of Education Meeting	7 6:30 PM First Friday Family Fun Night 7:00 PM Civil Air Patrol Meeting American Legion bingo	8 9:00 AM Community Clothing Closet 10:00 AM Jungle Book Kids
Week 7 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	Board of Education Meeting	11 4:30 PM Civil Service Commission 6:30 PM Park Commissioner Board Meeting	1.2 7:00 PM <u>VFW Bingo</u>	13	7:00 PM Civil Air Patrol Meeting American Legion bingo	9:30 AM SAT Practice Exam
16 Week 8 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	17 7:00 PM City Council Meeting	18 7:00 PM Plan Commission	19 6:30 PM Fraud and Identity Theft Education 7:00 PM VFW Bingo Environmental Commission	7:00 PM District 33 Board of Education Meeting	2.1 7:00 PM Civil Air Patrol Meeting American Legion bingo	22
23 Week 9 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Sports - Community High School Click for Leman Middle School Wkly Sports 9:30 AM Family Worship Service 2:00 PM VFW Auxiliary Bingo	24 7:00 PM Public Affairs Committee	25 6:00 PM Historical Preservation Commission	26 7:00 PM VFW Bingo	27 10:00 AM Chess Club 6:00 PM Finance Committee 7:00 PM Fire Protection District Trustees Meeting	28 7:00 PM Civil Air Patrol Meeting American Legion bingo	29

All calendars are subject to change. Under no circumstances will the City of West Chicago or any of its partner organizations be held liable for any problems or issues arising from submissions to the calendar.

March 2020									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
Week 10  Click for Elem. Wkly  Activities  Click for H.S. Wkly	7:00 PM City Council Meeting	7:00 PM Plan Commission	4 7:00 PM VFW Bingo	7:00 PM Infrastructure Committee	6 6:30 PM First Friday Family Fun Night 7:00 PM	7			
Activities  Click for H.S. Wkly  Sports - Community  digh School  Click for Leman Middle  School Wkly Sports  1:30 AM  Family Worship Service				Cultural Arts Commission District 33 Board of Education Meeting	Civil Air Patrol Meeting  American Legion bingo				
::00 PM /FW Auxiliary Bingo									
Week 11 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Eports - Community High School Click for Leman Middle Echool Wkly Sports	Benjamin District #25 Board of Education Meeting 7:00 PM Development Committee	10 4:30 PM Civil Service Commission 6:30 PM Park Commissioner Board Meeting	<b>1.1</b> 7:00 PM <u>VFW Bingo</u>	12	7:00 PM Civil Air Patrol Meeting American Legion bingo	9:00 AM Community Clothing Closet			
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Week 13 Click for Elem. Wkly Activities Click for H.S. Wkly Ac	7:00 PM Public Affairs Committee	24 6:00 PM Historical Preservation Commission	25 7:00 PM <u>VFW Bingo</u>	26 6:00 PM Finance Committee 7:00 PM Fire Protection District Trustees Meeting	27 7:00 PM Civil Air Patrol Meeting American Legion bingo	28			
Week 14 Click for Elem. Wkly Activities Click for H.S. Wkly Activities Click for H.S. Wkly Eports - Community High School Click for Leman Middle Community Click for Elem. Wkly Click for H.S. Wkly Click for Leman Middle Click	30	31	1	2	3	4			