

**MINUTES OF THE  
BOARD WORKSHOP  
OF THE  
BOARD OF PARK COMMISSIONERS  
SKOKIE PARK DISTRICT  
MARCH 21, 2017  
6:00 P.M.**

**ATTENDANCE AT MEETING**

Board Members Present:

President Jerry B. Clarito  
Vice President Michael W. Alter  
Commissioner Susan Aberman  
Commissioner Michael Reid  
Commissioner Maureen Yanes

Others Present:

Executive Director/Secretary John V. Ohrlund  
Khemarey Khoeun, Skokie Resident  
Kenneth Mantel, Skokie Resident

**CALL TO ORDER**

President Clarito called the Board Workshop of the Board of Park Commissioners to order at 6:08 p.m., followed by the recitation of the Pledge of Allegiance.

**BOARD COMMITTEE ESTABLISHMENT/COMPOSITION**

Commissioner Yanes started a discussion of the existing standing committees of the Board and suggested creating a diversity committee. After discussion a Board diversity committee was recommended as well as combining parks and recreation/facilities into a single committee. Commissioner Yanes also recommended a health and wellness committee. After discussion this committee was not recommended at this time, but rather to have health and wellness a focus within the recreation committee. Most agreed that health and wellness is a significant focus within the District. The four Board committees would thus be finance, marketing, parks and recreation, and diversity. With sufficient community interest derived from a diversity committee, a public advisory committee may be created in the future.

**BOARD COMMITTEE STAFFING**

Commissioner Yanes recommended hiring a part time person to be in charge of diversity or community outreach. Commisior Aberman suggested this discussion take place within the new diversity committee. Director Ohrlund described the community outreach position within the Wheeling Park District. Similar work within the Skokie Park District is accomplished by a number of positions rather than one person. Health and wellness tasks are also the responsibility of current staff members. After discussion it was determined to continue review of these tasks within the committee structure.

**COMMUNICATIONS**

Executive Director Ohrlund discussed the various work groups within the District and whether the Board desires additional communications related to these activities. Commissioners noted existing communications and recommended a monthly update of special topics, possibly within the Board packet.

### **BOARD REPORT DELIVERY SCHEDULE**

For many years the monthly Board report has been delivered the Friday before the Tuesday Board meeting. Commissioner Yanes recommended moving the delivery date up a day or two. Director Ohrlund discussed the timing and process of staff preparation of this report. Director Ohrlund noted that the longer reports, such as camp, aquatics, budget and goal updates are now being delivered up to a week prior to the meetings. Commissioner expressed their appreciation for this. After discussion it was agreed to move the monthly Board report delivery to the Thursday prior to the Tuesday meeting, whenever possible.

### **EXECUTIVE DIRECTOR ANNUAL REVIEW SCHEDULE**

President Clarito recommended moving the Director's annual review to April, rather than the traditional June or July, so that he could have input. Director Ohrlund discussed the positives and negatives of doing so. Commissioner Reid noted the short time interval (3 weeks) now available. Alternate methods for providing review input for the outgoing president were discussed. Legal input was recommended.

### **COMMENTS FROM CITIZENS**

Mr. Kenneth Mantel discussed his understanding of the composition of the potential health and wellness committee as primarily citizens with a liaison from the Board. He said hospitals and other organizations may be able to provide some funding for training in this area. Commissioner Reid noted funding from Skokie Hospital for some health and wellness programs at Tot Learning Center. Mr. Mantle also had suggestions on how the outgoing president can provide input, similar to being an outside consultant.

Ms. Khoeun discussed a concern that citizens do not seem to understand how they can be engaged in the discussions and decisions of the District. Commissioners discussed the various ways such communications can and do take place including social media, attending Board meetings, web site, calls and emails to commissioners, the Director or staff. Commissioner Aberman suggested the media (Skokie Review) write an article on how citizens can engage with various governmental organizations. Commissioner Yanes suggested a community welcoming help office. Director Ohrlund commented on the responsiveness of staff to public contacts and questions. He suggested an open house or community coffee following the upcoming election.

### **COMMISSIONER COMMENTS**

There were no further commissioner comments.

### **ADJOURNMENT**

Commissioner Reid moved to adjourn the workshop. Vice President Alter seconded the motion. All Commissioners voted aye. Motion carried. The workshop adjourned at 7:18 p.m.

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Jerry B. Clarito  
President

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John V. Ohrlund  
Secretary