

Deerfield Park District
Planning Retreat Minutes
April 22, 2017

Board Present: Gil Antokal, Jan Caron, Joe Cohen, Greg Lapin, Rick Patinkin

Staff Present: Linda Anderson, Mike Bavier, Jim Beckman, Miguel Cabrera, Dan Caraher, Tomas Cisneros, John Clark, Chris Czajka, Ashley Dahl, Dolores Daley, Curt Ellis, Jonathan Gagne, Jim Gariti, John Greene, Tammy Ingoglia, Tim Johnson, Tony Korzyniewski, Jan Krapf, Jason Mannina, Audrey Melchiorre, John Meredith, Jennie Michalik, Jeff Napolski, Jeff Nehila, Pat Powers, Sherry Prause, Larry Pullega, Nancy Reese, Ryan Rickerson, Tom Roark, Kailey Schwartzhoff, David Shamrock, Bob Taylor, John Treichler, Lisa Turner, Jacob Weber, Ginny Wiemerslage, Adam Wohl, Mark Woolums, Jay Zahn

Director Nehila opened the retreat at 8:40 a.m. He welcomed everyone and thanked them for attending. The purpose of the retreat was to examine the current alignment of staff to the district's overall operations and to identify areas where the district could focus on for future planning.

A short history of typical parks and recreation planning processes and instruments was provided with the overall evolution going from a compilation of site specific park development plans to comprehensive plans which covered operations to strategic plans which identified specific organizational strategies. Strategic Plans have surfaced as the most recent planning instrument that a number of parks and recreation agencies have developed.

The district's newly adopted Mission Statement was revealed to all attendees as it was adopted by the board on April 20, 2017. The Mission Statement is:

To provide outstanding parks, services, facilities and recreation programs that enrich lives, promote healthy living and inspire memorable experiences.

The staff and board was acknowledged for their development and adoption of the statement.

The majority of full-time staff and all of the board were tasked to complete a Strategic Management Maturity Model assessment prior to the retreat. The scores by department were revealed along with an overall score. The average score of 22.14 indicated, according to the assessment template, that the district had formal structures and processes in place and measurements were somewhat aligned with strategy. This level is also classified as "Structured and Proactive."

The group then performed a SWOT Analysis, which identified internal strengths and weaknesses and external opportunities and threats. The exercise identified 15 strengths, 26 weaknesses, 16 opportunities and 9 threats.

The group then identified, by using the SWOT Analysis results, a significant number of opportunities and areas to focus on for the district going forward. Over 115 initiatives, opportunities, and projects were listed. The group then voted as individuals on the areas each person felt were most important to the district. Each participant was given a total of seven votes of which they could vote twice for only one initiative, strategy or project.

Director Nehila then recapped the retreat by stating he would then categorize the initiatives, opportunities and projects, and generate a report that indicated the leading vote getters. That report would then be used to develop a draft of a Strategic Plan which would be reviewed by staff and board before official adoption at a later date.

The retreat was adjourned at 12:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Nehila', is written over the typed name.

Jeff Nehila, Secretary