

MINUTES OF WORKSHOP MEETING BOARD OF PARK COMMISSIONERS FEBRUARY 4, 2021

The Workshop Meeting of the Board of Park Commissioners was called to order by President Patinkin at 7:02 p.m. via remote access by Zoom video. Attendance was taken and the following were:

Present: Antokal, Caron, Cohen, Lapin, Patinkin (5)
Absent: None (0)

And there was a quorum in attendance. Also present were Jeff Nehila, Secretary/Executive Director; Jeff Harvey, Laura McCarty, Jay Zahn, Tony Korzyniewski, Jason Mannina, staff members.

PUBLIC COMMENT

No public comments were received by email prior to the meeting.

Community Survey Discussion

The Deerfield Park District administered a community survey in 2013/2014. The survey was essentially an attitude and interest survey which measured customer satisfaction levels for services and programs. The survey was incorporated into the district's Strategic Plan in 2017, along with staff and board input. As our five-year Strategic Plan will end in 2022, this year is an ideal time to complete another survey. Most agencies administer a community survey every 10 years or less. Our policy states that intention.

As programs and services were severely altered due to the COVID-19 virus and the operational tiers we navigated through to provide services and programs, we certainly learned a lot about new directions in services. As residents also adapted to the change in scope of services and programs, it would also be an ideal time to determine our successes and areas to improve upon or explore. We believe our world as we knew it will change for quite a time, if not forever, and continual adaption will be paramount in our successes in providing quality and desired programs and services in the future.

Ideally, a community survey measures residents' satisfaction levels and needs, wants and desires in a constant and known setting. I think we all know that this scenario is not consistent with our present and future endeavors. Therefore, the time to conduct this survey is opportunistic. In a typical time, we would develop a Request for Proposal to firms that traditionally perform a community survey. The RFP would have stringent timetables, required confidence levels in reporting, random sampling processes and a final report, all based on a price. As Director Nehila believes the development of an RFP may not be practical and provide us with the results and information we are seeking, the development of an RFQ, or Request for Qualifications, may be a better pursuit. Within the RFQ, certain benchmarks and results can be required. The opportunity to evaluate a firm's expertise, experience and knowledge of our field through an RFQ will lead us to a more desired outcome.

The development of an RFQ was done when we completed the Jewett Park Master Planning process in which we interviewed firms, selected one, and then agreed upon a proposal. Director Nehila believes this process was beneficial as we were able to measure not only qualifications but the desire of the firm to engage in the project.

If the RFQ process is an agreed upon path, staff can develop a timeline to post the RFQ, select finalists, interview the finalists and then negotiate a contract. Important to note that we'll be one of the first agencies to conduct a survey within the COVID-19 timeframe. Director Nehila believes it's even more critical to go with the RFQ process because of this reason.

In anticipation of this project's movement, staff is developing some sample questions and areas of measurement, but Commissioners will be part of the survey development process.

State Conference Recap

Commissioners shared information from the virtual IAPD/IPRA State Conference.

The next regular meeting of the Board of Park Commissioners is scheduled for Thursday, February 18, 2021 at 7:00 p.m.

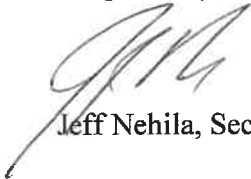
Motion made by Treasurer Cohen, seconded by Commissioner Antokal, to adjourn the Workshop Meeting at 7:34 p.m. Roll call vote as follows:

AYES: Cohen, Antokal, Caron, Lapin, Patinkin (5)

NAYS: None (0)

Motion passed in a roll call vote.

Respectfully submitted,



Jeff Nehila, Secretary