

MINUTES OF THE CLOSED SESSION MEETING BOARD OF PARK COMMISSIONERS April 4, 2024

The Closed Session Meeting of the Board of Park Commissioners was called to order by President Cohen at 6:55 p.m. in the Patty Turner Center. Executive Director Harvey called the roll, and the following were:

PRESENT: Brown, Caron, Cohen, Patinkin and Serota (5)

ABSENT: None (0)

Staff: Executive Director Jeff Harvey, Deputy Executive Director and Director of Recreation Laura McCarty

President Cohen reported the purpose of the Closed Session meeting is to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body in accordance with Section 2(c)(1) of the Open Meetings Act.

Alan Howard is the IAPD Director of Finance and Human Resources. He serves as the point person on the executive search service program. Mr. Allen explained the process and will send a qualification survey for the Board to provide insight on eight to 10 core qualifications for the position. He will take the input and aggregate the results for the Board. Mr. Allen will work with staff on getting photos and information for the announcement of vacancy brochure that will be designed to highlight the market for the statewide, regional and national search. He will also take care of various job postings and will actively recruit on LinkedIn. After the initial interviews, the Board would decide who to move forward with for a finalist interview. It is common for Boards to ask the finalists to prepare a presentation, provide a topic to present to the board and have another high-level interview. A Board member or two may take the finalist out to dinner, and do a site visit to get to know your agency.

President Cohen noted six or seven years ago IAPD assisted in hiring former director Jeff Nehila, so some of the historical information may be available. He questioned whether the interviews would be remote or live. Mr. Howard explained local candidates would be interviewed live where out-of-state candidates could travel or be remote for the initial interview. He explained there are typically two interviews, possibly a third if a tie-breaker is needed. Mr. Howard explained candidates will be required to answer questions, provide letters of recommendations and references. At the final stage, finalists will have a background check completed.

Commissioner Serota asked if other agencies have staff engaged in the process. Mr. Howard explained that is the exception rather than the rule. If the Board wanted him to meet with a handful of key staff to see what they are seeking in their next Executive Director, he would do that and report back to the Board.

Ms. McCarty has been in the profession for close to 30 years and would like to see a list of the applicant's names. She knows a lot of people as well as the culture of the district. She believes it is crucial to bring in the right person that is the right fit for the district. Mr. Howard explained the process is customizable.

Commissioner Brown moved to adjourn the Closed Session. Commissioner Serota seconded the motion. The motion passed unanimously on a voice vote.

The meeting was adjourned at 7:25 pm.

Respectfully submitted,



Jeff Harvey
Secretary

Transcribed by:
Jeri Cotton