Strategic Plan 2020-2024

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ACKNOWLEDGMENTS

Board of Park Commissioners
Sharon Knitter President
Tom Truedson Vice President
Kevin Tan Treasurer
Frank Trombetta Commissioner
Lara Suleiman Commissioner

Staff
Laure Kosey Executive Director
Bonnie Gibellina Executive Administrative Assistant
Liz Littwin Corporate and Community Relations
Dave Thommes Deputy Director
Bob Johnson Director of Parks and Planning
Santos Alvarado Landscape Specialist
Santiago Escobedo Park Technician
Felipe Perez Parks Specialist
Jake Stachowiak

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Matthew Crilly Building Technician
Matt Murtaugh Building Engineer
Allegra Wozniak Aquatic Supervisor

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Kim Catris Recreation Manager, Youth & Camp
Brian DeWolf Recreation Manager, Athletics
Karen Spandikow Recreation Manager, Adult

Katie Basile Superintendent of Facilities
Kathy Chartrand Registration Coordinator
Mike Delgado Fitness Supervisor
Carmen Enriquez Facility Coordinator/Rentals
Ryan Husch Facility Supervisor/Membership
Gloria Marquez Lead Custodian
Olga Martinez Custodian
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Robert Pechous Superintendent of Communications & IT
Katie Garrett Marketing & Communications Admin
Greg Wooley Creative Services Administrator

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Alice Belden Tennis Admin/Programming
Leticia Limone Tennis Center Assistant Manager
Paul Sykora Tennis Center Lead Custodian
Deanna Terrafino Tennis Admin/Accounting

Marco Salinas Chief Financial Officer
Michelle Korman Account Clerk
Linda Noonan Human Resources Manager
Linda Pizzello Human Resources Assistant
Nancy Strathdee Finance Manager
Mission:
It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community.

Vision:
To provide a diverse range of opportunities designed to keep the members of the Greater Oak Brook Community happy, fit and active. By maintaining fiscally responsible practices and focusing on communication, environmental stewardship, and accessibility, the Oak Brook Park District works to help our community as a whole be its very best and feel its very best.

Strategic Initiatives:
- To ensure that the very best facilities are available to our constituents.
- To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.
- To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.
- To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.
- To prioritize the fiscally responsible use of resources in all aspects of our operations.

Core Values:

Communication
Engaging in open, honest, and respectful communication, both internally and externally, will educate our community on the benefits of parks and recreation.

Collaboration
Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively foster recreational creativity, encouragement, and motivation.

Accessibility & Inclusion
Ensuring that everyone, regardless of age or ability, has access to the very best in park and recreational opportunities to enrich their quality of life.

Holistic Wellness
Providing programs, services, and opportunities designed to improve all aspects of the overall wellness of the Greater Oak Brook community.

Consistent Customer Service
Providing the very best experience to each individual who visits our park district facilities and to promote loyalty among our staff and constituents.

Environmental Conservation & Stewardship
Fostering the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

www.obparks.org
The COVID-19 pandemic brought about unprecedented challenges and obstacles for the Oak Brook Park District. This Strategic Plan will reflect and incorporate these obstacles and serves as a working document. The Board of Commissioners and Staff are guided by the Oak Brook Park District’s mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community, and strive to do so even when faced with uncertain times.

The Oak Brook Park District’s Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission, vision, and core values, with strategic initiatives. This will ensure the operational goals for the next four years fall within the parameters of our Master Vision.

2020 Strategic Planning Workshop

On March 12, 2020 the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. The workshop reviewed the accomplishments completed under the previous strategic plan identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next four years.

Review

The Oak Brook Park District Leadership Team reviews the progress of Strategic Plan initiatives every six months during regular staff and department head meetings. The Strategic Plan progress is presented semiannually at regular board meetings.

History of Oak Brook Park District’s Strategic Plan

Oak Brook Park District’s Strategic Planning initiative began September 11, 2010 with a planning meeting lead by consultant John Fontana. During the meeting, staff and board members utilized a SWOC analysis to better understand critical challenges and needs, then prioritize them to create S.M.A.R.T. (specific, measurable, attainable, realistic, and timely) goals, acknowledging people accountable for results and identify potential obstacles.

Staff Involvement

To ensure the success and realization of strategic initiatives, staff on every level contributes to an accurate assessment of the Oak Brook Park District’s operational strengths, weaknesses, opportunities and challenges.

Board Involvement

Elected board members participate in the Strategic Planning workshop to develop goals that are designed to help make the Oak Brook Community the very best.

Community Involvement

Through regular facility surveys, program evaluations, focus groups, and client engagement, the Oak Brook Park District actively solicits and incorporates formal as well as informal resident, participant, member, and community input throughout the strategic planning process.
### Mission:

To provide the very best in park and recreational opportunities, facilities, and open lands for our community.

<table>
<thead>
<tr>
<th>Strategic Initiative</th>
<th>Performance Measures</th>
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<tbody>
<tr>
<td>- To ensure that the very best facilities are available to our constituents.</td>
<td>- Facility usage, including accessibility and inclusion</td>
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<td></td>
<td>- Facility survey satisfaction scores</td>
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<td>- Increased membership revenue</td>
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<td>- Participant attendance</td>
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<td>- To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.</td>
<td>- Park survey satisfaction scores</td>
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<td>- Park usage, including accessibility and inclusion</td>
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<td>- Event attendance</td>
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<td>- Participation in outdoor special events</td>
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<td>- Recycling in parks</td>
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<tr>
<td>- To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.</td>
<td>- Number of recreation programs offered each season</td>
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<td>- Registration numbers</td>
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<td>- Program survey satisfaction scores</td>
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<td>- Program evaluation scores</td>
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<td>- Resident participation</td>
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<td>- Nonresident participation</td>
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<td>- Inclusion statistics</td>
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<tr>
<td>- To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.</td>
<td>- Retention</td>
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<td>- CPRP and professional certification status</td>
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<td>- Employee satisfaction survey scores</td>
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<td>- Board participation and visibility</td>
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<td>- Volunteer hours served</td>
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<td>- Safety Audit scores</td>
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<td>- Orientation completion</td>
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<td>- Staff knowledge of Mission Statement</td>
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<td>- Participation in voluntary team building events</td>
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<td>- Goal achievement</td>
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<td>- To prioritize the fiscally responsible use of resources in all aspects of our operations.</td>
<td>- Fund balances-Budget vs. Actual</td>
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<td>- Financial audit results</td>
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<td>- Excellence in Financial Reporting status</td>
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<td>- OBPARKS Foundation involvement</td>
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<td>- Financial reserve balances</td>
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**Be Your Very Best. Feel Your Very Best.**

**HAPPY | FIT | ACTIVE**

www.obparks.org
## IMPLEMENTATION

### Primary Goals: Completion by November, 2022

<table>
<thead>
<tr>
<th>Initiative(s)</th>
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| Co-op programming with local library, schools, and surrounding park districts | • Create and improve relations with local organizations by serving on committees and attending meetings.  
• Collaborate with other local organizations to limit duplications and provide the best program opportunities.  
• Focus on accessibility and inclusion. | Recreation |
| Implement consistent customer service throughout our facilities | • Quarterly customer service training is provided to the service desk team, including the new COVID-19 protocol.  
• Positive reinforcement for staff customer service excellence is provided through direct staff acknowledgment and Action Awards.  
• The District Core Values will continue to be used for the development of a quarterly customer service training plan for all departments. | Facilities |
| Upgrade outdoor lighting to energy efficient LED fixtures | • Research energy grants and rebates.  
• Conduct an energy efficiency audit of all outdoor lighting.  
• Select new LED fixtures with a life-expectancy of at least 10 years.  
• Replace all parking lot lighting and select new security lighting at Central Park. | Facilities, Parks |
| Convert Central Park basketball courts to pickleball courts | • Evaluate the cost to convert the existing courts to pickleball.  
• Design courts to make the most effective use of the space.  
• Hire qualified court surface professionals to perform the conversion.  
• Work with marketing team to advertise the new courts. | Parks, Marketing |
| Automate HR on-boarding process | • Identify system capabilities needed to improve the efficiency of the on-boarding process (i.e., recruitment, hire, on-boarding, orientation).  
• Research system options, feasibility of integration with BS&A Software, and cost.  
• Establish a budget to purchase and implement software.  
• Prepare a Request for Proposal.  
• Prepare a plan for implementation of the software.  
• Train supervisors on system use. | HR |
| Improve security | • Develop a purchasing/replacement plan.  
• Identify locations that need access control. | Parks, Facilities, IT |
| Install front entrance pavers at Tennis Center | • Improve front entrance aesthetic.  
• Replace front pavers and parking lot curb. | Tennis |
| Create new relationships with local businesses and retail existing sponsors | • Keep touch with existing sponsors and partners to retain their business and keep inquiring how we can make the relationship better.  
• Reach out to local businesses and organizations to see how we can work together with programming and special events. | Marketing |
### IMPLEMENTATION

**Primary Goals: Completion by November, 2022**

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| | Analyze program offerings to identify gaps in service | • Identify times of the day where new programs can be offered.  
• Conduct surveys with current participants to identify new program ideas. | Recreation |
| | Complete phase 1 of Master Vision for Central Park North Fields | • Begin construction in summer of 2020.  
• Perform value-engineering throughout project to provide the best improvements at the lowest cost.  
• Ensure new soccer fields feature high-quality and resilient turf grass.  
• Have park open for use in the spring of 2021 with fields open in fall of 2021. | Parks |
| | Focus on member retention at Family Recreation Center | • The Annual Member Appreciation Day was provided and will be an on-going annual event.  
• Additional member retention efforts will continue and are on-going, including the member referral program & free guest day on Fridays for members.  
• A 2020-2021 initiative includes the New Member Welcome Packet and increasing the strength of the new member on-boarding program after COVID-19.  
• The Aquatics and Fitness 3 year Business Plans were developed, which provided additional member retention services and programs that will be explored and/or provided. | Facilities |
| | Develop Sustainability Team | • Further develop the role of the team to undertake challenges like recycling, reduction of single-use plastics, and increased awareness.  
• Develop and facilitate internal and external educational on the new rules of recycling.  
• Investigate getting local students involved with public education if recycling fits in with school curriculum. | Parks, Marketing, Administration |
| | Update and implement tour procedure for Family Recreation Center | • Redesign Family Recreation Center tour process.  
• Consider accessibility and inclusion.  
• Prepare the tour process before new post-COVID-19 memberships are launched. | Facilities |
| | Offer more outdoor recreational opportunities at Dean Nature Sanctuary | • Create 4 programs at Dean Nature Sanctuary.  
• Evaluate programming and adjust accordingly.  
• Consider accessibility and inclusion opportunities. | Recreation |
| | Increase low-impact/balance/Pioneer fitness programming | • Offer at least 2 new programs in the Pioneer fitness area.  
• Creating a paid progressive balance program for Pioneers.  
• Create virtual programming post COVID-19. | Recreation, Facilities |
| | Increase music availability in fitness studios | • Research streaming music platforms.  
• Install equipment in studios. | Facilities, IT |
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| Use technology in our parks for education | • Investigate geocaching opportunities within parks.  
• Determine feasibility of QR code technology and research comparable technology for nature education and tours via mobile devices in the parks. | Recreation, IT |
| Perform roof and mechanical repairs to Family Recreation Center | • Roof and mechanical repairs have been completed and are on-going.  
• Additional funds have been allocated within the capital budget for future repairs. | Facilities |
| Update and distribute the new member welcome packet | • The new member welcome packet is in process of being developed and will be launched within 2020-2021. | Facilities, Marketing |
| Streamline front desk operations | • Assess streamlining service desk staff.  
• Consider COVID-19 requirements, accessibility and inclusion. | Facilities, IT |
| Install electronic schedule displays and online registration kiosks | • Increase the amount of information to patrons.  
• Identify locations and equipment needed.  
• Create installation plan recognizing accessibility and inclusion. | Facilities, IT |
| Offer more outdoor recreational opportunities in the winter | • Offer one new winter event.  
• Explore virtual programming in winter months. | Recreation |
| Expand obparks.org email addresses | • Identify which staff need official email addresses.  
• Determine the benefit vs. the cost. | Facilities, IT, Tennis, Recreation |
| Examine the perpetual swim lesson model | • Improve swim lesson program management by having more control over registration levels and number of participants.  
• Allow for better budget planning with consistent revenue flow through monthly installments.  
• Understand concerns with staffing and scheduling consistency.  
• Evaluate the feasibility of implementing the model. | Aquatics |
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| Red          | Electronic personal training tracking | • Evaluate current process and inefficiencies.  
• Develop a better tracking system. | Facilities, IT |
| Orange       | Reorganizing staff job descriptions | • Optimize administrative operation.  
• Review and adjust administrative staff tasks.  
• Include new COVID-19 requirement. | Tennis, HR |
| Orange       | Develop a bi-annual all part time staff PDRMA training | • Provide a unified message and training to all part time staff emphasizing inclusion and anti-racism.  
• Provide the opportunity for staff to get to know each other across departments. | Recreation, Aquatics, Tennis, Parks, HR |
| Orange       | Tennis Pro retention | • Create an attractive employment package - ONGOING.  
• Support continuing education and training.  
• Promote a positive working environment.  
• Began offering health benefits to certain Tennis Pros. | Tennis, HR |
| Orange       | Increased cross promotion of programming and events within departments | • Create more awareness of programming and facility options available our members and guests post COVID-19.  
• Develop programming that brings departments together in designing and managing the program/event.  
• Offer new and innovative programming that showcases the Park District. | Marketing, Aquatics, Recreation, Facilities |
| Red          | Add one SUV and pick-up truck to vehicle fleet and replace skid steer | • The District's only SUV is in high demand by all departments.  
• Purchase a second SUV to accommodate demand.  
• Purchase a pickup truck to support the increasing responsibilities of the Parks department.  
• Replace current undersized skid-steer with an appropriate model. | Parks |
| Red          | Update lighting in Family Recreation Center to LED | • Several regions within the facility, including the gymnasium, has been upgraded to LED lighting.  
• Future budgetary and operational plans include on-going upgrades for Family Recreation Center to LED lighting. | Facilities |
| Red          | Expand custodial hours and schedule | • Determine feasibility of adding additional shifts for cleaning high-traffic areas after hours.  
• Explore shifting responsibilities and expanding hours and duties of custodial staff to alleviate other departmental cleaning needs. | Facilities |
| Red          | Increase cross promotion of programming and events within departments | • Create more awareness of programming and facility options available our members and guests.  
• Develop programming that brings departments together in designing and managing the program/event - Fitness & Aquatics are in the process of creating a joint event involving Fluid Running and group fitness; creating a “Training for a Tri” type program.  
• Offer new and innovative programming that showcases the Park District staff and facilities - in the process of creating a “dry land” training class for swim participants led by a fitness instructor. | Marketing, Aquatics, Recreation, Fitness |
# IMPLEMENTATION

## Secondary Goals: Completion by November, 2024

<table>
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<tr>
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</table>
|               | Do a feasibility study and renovate existing facilities as needed to meet programming needs | • Evaluate existing facilities to identify areas of improvements.  
• Evaluate existing programming to identify areas of improvements. | Recreation, Fitness |
|               | Improve picnic area at Tennis Center patio | • Repair damage and make improvements - ONGOING.  
• Develop into a family picnic area/rental opportunity.  
• Consider accessibility and inclusion. | Parks, Tennis, Facilities |
|               | Construct restrooms at Central Park North site | • Research the feasibility of constructing outdoor restrooms.  
• Determine the size and amenities of the restrooms.  
• Work with architect and engineer to develop cost opinion.  
• Construct restrooms that best serve the needs of the site. | Parks, Recreation |
|               | Increase safety of the pathway system | • Repair and pave pathways - ONGOING.  
• Apply for grants to assist. | Parks |
|               | Increase path system | • Assess areas of growth.  
• Work with Village.  
• Develop long term development plan. | Parks |
|               | Develop pocket parks | • Develop an implementation strategy with the Village.  
• Charging stations and water refill options | Parks, Administration |
|               | Diversify outdoor Tennis space | • Add clay courts.  
• Add U10 Courts.  
• Consider accessibility and inclusion. | Tennis, Finance, Parks |
|               | Central Park West improvements | • Fix drainage and basement issues.  
• Upgrade plumbing.  
• Create better storage. | Facilities, Parks |
|               | Develop a corporate team building facility | • Build a challenge course near Central Park West.  
• Consider accessibility and inclusion. | Parks |
|               | Reconfigure outdoor courts | • Expand outdoor courts bookings and programming.  
• Offer different playing surfaces.  
• Organize bigger tennis events/tournaments. | Tennis |
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</table>
|   | Continue to develop junior and adult Tennis programming | • Increase participation numbers - ONGOING  
• Add teams  
• Add match play opportunities  
• Add cross-fit programming | Tennis                     |
|   | Incorporate fitness stations and new technology throughout Central Park | • Explore cost and feasibility of installing fitness stations.  
• Research apps to incorporate with stations to link technology.  
• Consider accessibility and inclusion with new stations and technology. | Parks, IT                  |
|   | Transition group training into specialized fitness/tennis classes | • Create fitness focus groups to determine specialty classes.  
• Implement 2 classes. | Fitness, Tennis             |
|   | Replace synthetic soccer field | • 10-year life span on current turf surfacing  
• Replace to maintain high-quality, safe playing field. | Parks                      |
|   | Implement a formal departmental training plan | • Staff training on District policies & procedures, including the Emergency Action Plan, is provided on a consistent monthly and quarterly basis.  
• Consistent staff training for all departments will continue into the future. | Facilities                  |
|   | Establish an updated interior and exterior Family Recreation Center maintenance plan | • Maintenance is provided and administered for Family Recreation Center on a consistent basis.  
• Staff will continue to work on the development of a structured plan. | Facilities                  |
|   | Develop community garden plots | • Develop a plan to create community garden plots at a park  
• Research how other Park Districts are managing garden plots.  
• Create plots and work with marketing to advertise to the public. | Parks, Marketing            |
|   | Install video analytics on tennis courts | • Improve patron’s overall experience through availability of video recording their matches and line-call assistance.  
• Improve programming quality by offering video analytics. | Tennis                      |
### IMPLEMENTATION

#### Secondary Goals: Completion by November, 2024

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|               | Establish a recruitment plan | • Assess the recruitment needs of each department for hiring full-time and part-time employees.  
  • Identify and select sources to recruit various types of employees.  
  • Prepare a recruitment template that identifies the essential functions of the job and that promotes the District as a great place to work.  
  • Assess the feasibility of integrating the recruitment process with the on-boarding process. | Human Resources, Administration |
|               | Better utilize Studio D | • Continue to evaluate feasibility of offering nighttime classes.  
  • Created timed opening/closing of exterior door to allow for better security during class times. | Recreation, Fitness |
|               | Organize storage areas | • Evaluate inefficiencies  
  • Evaluate storage needs | Recreation, Facilities, Marketing, Tennis |
|               | Update Family Recreation Center appearance and quality of use with new flooring, paint, window treatment, HVAC system and water treatment tools | • Improve the aesthetics of the Family Aquatics Center to a more modern look.  
  • Replace 1” tile with safe and easier to maintain surfacing.  
  • Replace current window shade treatment.  
  • Replace HVAC system for better air circulation and reduced noise pollution.  
  • Implement UV disinfection system for improved water treatment. | Aquatics |
|               | Conduct an inventory of the District’s historical and cultural resources | • Identify programs, events, parks, and facilities which have historical and/or cultural significance.  
  • Find opportunities for collaboration with local historical and cultural stewards. | Administration, Marketing |
SWOC Analysis

**Strengths**

- Leadership
- Brochure quality
- Quality programs/special events
- Facilities
- Good value for programs
- Oak Brook name/brand
- Community pride
- Dedicated staff
- Customer service and hospitality
- Board strives to meet community needs
- Desire to be center of community
- Financial reserves
- Board is involved/invested
- Intelligent staff - professionally accomplished
- Customer Retention
- Social media/marketing
- Executive director/board/staff working relationship
- Corporate relations/sponsorships/partnerships
- Parks and open space
- Website
- Cleanliness and atmosphere
- Master Vision
- Staff collaboration
- Diversity and accessibility
- Work/life balance
- Safety/risk management
- Good vision
- Human resource plans
- Maintenance
- Cooperation with Village and other organizations

**Weaknesses**

- Size of the community
- Staff cross-training on systems
- Staff turnover/fatigue (part time)
- No bus transportation for programming
- Aging facilities
- Engaging teen participation
- Tennis court improvements
- Directional signage
- Landlocked
- Lack of program space
- Cultural arts programming

**Strategic initiatives**

- Capitalize on our strengths to further our mission and vision.
- Address areas of needed improvement to increase revenue and service successes.
### Opportunities

- Maintenance plans
- Branding plan/benchmarking
- Increase programming & co-op with other park districts
- Grants
- Sponsorships
- Marketing and communications
- Collaborative relationships with village, library, forest preserve, schools
- Reach out to the corporate community
- Capital plans – 10 years
- Staff development
- Human Resources
- Revenue
- Facilities
- Technology
- Cross-promotions
- Website
- Registration software program integration
- Master Vision
- Improve and update all park district equipment
- Studio D
- Pocket parks
- Tennis and recreation cross promotion
- The Village’s Sports Core

### Challenges

- Competition – Lifetime Fitness, Kidtopia, Natatorium
- Aging facilities
- Parking
- Customer expectations
- Burnout
- Minimum wage increase
- Resident turnover and retention
- Investing and maintaining Capital Projects
- Changing population demographics
- Parks and Recreation post-pandemic
- Unknown diseases and/or insects
- Climate change
- Duplication of services with other organizations
- Technology and security

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**Strategic initiatives**

Evaluate the feasibility of opportunities that can increase service delivery and financial success.

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**Strategic initiatives**

Work to prevent service and revenue interruptions and mitigate risks.
MINUTES OF A SPECIAL MEETING
OF THE
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS
March 12, 2020

1) CALL TO ORDER THE SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND ROLL CALL
President Sharon Knitter called the March 12, 2020 Special Meeting of the Oak Brook Park District Board of Commissioners to order at the hour of 9:00 a.m. Commissioners Tan, Suleiman, Trombetta and Knitter were present. Commissioner Truedson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Bob Johnson, Director of Parks and Planning, and Marco Salinas, Chief Financial Officer.

2) APPROVAL OF THE MARCH 12, 2020 AGENDA OF THE SPECIAL MEETING
Commissioner Kevin Tan made a motion, seconded by Commissioner Lara Suleiman, to approve the March 12, 2020 Agenda of the Special Meeting.

There was no discussion and the motion passed by roll call vote.

Ayes: Commissioners Suleiman, Trombetta, Tan and President Knitter.
Nays: None
Absent: Commissioner Truedson

3) OPEN FORUM
President Knitter asked whether there are any public comments under the “Open Forum.” There were no public comments.

4) SPECIAL MEETING BUSINESS

a.) COVID-19 Discussions

i. President Knitter requested Executive Director Kosey to reach out to other park districts to receive feedback regarding their action plan to address the COVID-19 concern.

ii. Executive Director Kosey stated that a letter was going to be sent to all staff as well as a separate letter to the public. Executive Director Kosey also stated that she would be available during pre-designated times throughout the week and week end to directly address any concerns.

iii. Specific action plans and processes were discussed to address staff feeling ill and the use of sick time. If the staff was diagnosed with COVID-19, the staff member would stay at home for 2 weeks and not have to utilize sick time. The diagnosis of COVID-19 would be promptly reported to OSHA. After 2 weeks, a note would need to be received confirming the diagnosis of COVID-19 as well as the ability for the staff person to return to work.

iv. On-going discussions ensued, with the discussion including attorney approval of aspects in handling employee concerns and employee and public communications.

v. Discussions included facility closure and actions steps that would be taken, in the event of facility closure. The Park District would consult with the local school district, coinciding the Park District in accordance with the school district action.

vi. Discussions included ensuring staff were cross trained in multiple departments and prepared to work remotely, in the event of facility closure.
b.) Discussion of the strategic plan of the Oak Brook Park District
   i. Mission, Visions, and Core Values were reviewed by Executive Director, Laure Kosey. Executive Director Kosey discussed development process completed by staff, who worked on the strategic initiatives within November. The Mission, Vision, and Core Values were printed and posted on the walls of the rooms for all team and Commissioners to view during presentation.
   ii. Commissioner Suleiman commented that she would like the concept of inclusion within the Vision Statement. This was acknowledged. Inclusion was also reviewed, as part of our Core Values.
   iii. The Park District SWOT Analysis was discussed within small groups, which consisted of Commissioners, intermeshed with Park District staff.
   iv. The Strategic Initiatives were discussed and prioritized.
   v. The Autumn Oaks Property was addressed, with an overview presented by Bob Johnson, Director of Parks and Planning. Diagrams were provided and noted for the proposed phases of development for the open space.

c.) Training for the Prevention of Sexual Harassment Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221
   i. Training for Park District supervisory and administrative team as well as Commissioners was provided by Stanley Griggs, Employee Assistance Program, Perspectives Representative.
   ii. Training included formal presentation as well as small group discussions which took place among 3-4 Park District team members and Commissioners.

5) THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 16, 2020, 6:30 p.m.
   President Knitter announced the next regular Board Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 16, 2020, 6:30 p.m.

6) ADJOURNMENT
   Commissioner Tan made a motion, seconded by Commissioner Trombetta to adjourn the March 12, 2020 Special Meeting at the hour of 1:00 p.m. There was no discussion and the motion passed by voice vote.

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Laure L. Kosey, Executive Director