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**NILES PARK DISTRICT**  
Minutes of Executive Session  
Howard Leisure Center  
Tuesday, August 20, 2019  
7:04 pm

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**BOARD MEMBERS**

**PRESENT:** Julie Genualdi, Vice President  
Jim Hynes, Commissioner  
Dennis O'Donovan, Commissioner

**STAFF MEMBERS**

**PRESENT:** Tom Elenz, Executive Director  
Scot Neukirch, Director of Finance  
Heather Petrie, Executive Admin. Coordinator

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**Call to Order**

The meeting was called to order at 7:04p.m. to discuss the commissioner vacancy on the board.

**Roll Call**

Recording Secretary Petrie called the roll. All commissioners were present. Executive Director Tom Elenz, Finance Director Scot Neukirch, Attorney Dan Shapiro, and Administrative Coordinator Heather Petrie were also present.

**Discussion**

**Personnel**

Executive Director Elenz informed the board that he has received 4 applications for the board vacancy. He asked the board to discuss the candidates and see if they could come to a consensus on whom to choose. Once a decision is made, he suggested holding a special meeting (before the next board meeting) to nominate the candidate and install him/her at the next board meeting.

The commissioners discussed the possibility of conducting a background check on the candidate, since it is an appointment and not an elected seat on the board. If so, Dan Shapiro suggested notifying the candidates that a background check would be conducted. After some more discussion, the board decided to proceed with the background check on the final candidate, rather than all four.

The board then went on to discuss each of the candidates for consideration, and decided to appoint Scott O'Brien. Executive Director Elenz said a special meeting would be scheduled to nominate Mr. O'Brien, and he would be installed at the next board meeting.

Executive Director Elenz also asked the board to create another full time position in the Park Services Department, at approximately \$40,000/year. A vacancy was created about a year and a half ago, and that department remains short staffed.

After discussion, the board agreed to have Executive Director Elenz proceed with hiring a full time employee for Park Services.

A motion was made by Commissioner Hynes and seconded by Vice President Genualdi to adjourn executive session. Recording Secretary Petrie called the roll:

Vice President Genualdi	Yes
Commissioner Hynes	Yes
Commissioner O'Donovan	Yes

The motion passed 3-0

APPROVED:

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President  
Board of Commissioners

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Board Secretary

Date: August 20, 2019