

**GEAUGA PARK DISTRICT
BOARD MEETING MINUTES
December 14, 2009**

A special meeting of the Geauga Park District Board was held on December 14, 2009 at The West Woods Nature Center in Russell Township, Ohio for the purpose of discussing employee compensation. The meeting was called to order at 5:01 p.m. President Robert McCullough was in the Chair. Board members Dr. Mark Rzeszotarski and Mr. John Leech were present.

Employees present:	Visitors Present:
Tom Curtin, Executive Director	None
Keith McClintock, Deputy Director	
Paige Hosier, Marketing Director	
Robin Pilarczyk, Human Resources Manager	

ADOPTION OF THE AGENDA

Mr. Leech moved to adopt the agenda for the meeting.
Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Mr. McCullough	Yes
Mr. Leech	Yes

ADOPTION OF THE MINUTES

There were no minutes presented for adoption.

INTRODUCTION OF GUESTS

No guests were present.

COMMUNICATIONS TO THE BOARD

No communications to the Board were presented.

OPEN TO PUBLIC

No member of the public was present.

UNFINISHED BUSINESS

EMPLOYEE COMPENSATION

Geauga Park District Staff

Mr. Curtin presented an article from *The News Herald* related to Geauga County's budget. The article explained that the Geauga County Commissioners will explore the possibility of employee raises following the first quarter of next year and after exact carry-over figures are known.

Dr. Rzeszotarski asked about the Park District's revenue projections for 2010. Mr. McClintock answered that for budgeting purposes, revenue projections were kept flat with no increases.

Mr. Leech stated that the Park District has a tremendous staff and that adverse public relations should not dictate actions relating to employee compensation. He commented that the following issues should be considered when looking at the totality of the situation: 1) employee raises were included in the 2010 budget 2) the staff saved a considerable amount of money on projects in 2009 and 3) the staff did a great job this year and should be compensated.

Mr. Leech proposed a two percent raise matrix be put in place. A lengthy discussion followed. Dr. Rzeszotarski stated that the merit matrix could be frozen for 2010 and an across-the-board raise be provided to all employees. Mr. Leech stated that the matrix system seems to work well and that employees are familiar with it.

Mr. Leech made a motion to approve a two percent modified matrix system as follows:

	First Quartile	Second Quartile	Third Quartile	Fourth Quartile
"Exceeds" Expectations	3.0%	2.5%	2.0%	1.5%
"Meets" Expectations	2.5%	2.0%	1.5%	1.0%

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Mr. McCullough	Yes
Mr. Leech	Yes

Executive Director’s Contract

The Board reviewed Mr. Curtin’s contract for 2010. The following changes were suggested:

- a) Language referring to compensatory time will be deleted because compensatory time is not awarded.
- b) Language referring to professional growth/expenses will be amended to read: *“The Board shall pay the Executive Director’s tuition in the amount of \$4,500 during 2010 for Board-approved university courses or programs which he satisfactorily completes.”*
- c) Language referring to severance pay will be amended to read *“...will pay to the Executive Director as a severance payment one (1) month’s salary for each year of service...”*

The Board deferred action on the revisions until later in the meeting.

NEW BUSINESS

EXECUTIVE SESSION – ROLL CALL

Dr. Rzeszotarski moved to enter into Executive Session at 5:38 p.m. for the purpose of discussing the Executive Director’s contract.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Mr. McCullough	Yes
Mr. Leech	Yes

The Board returned from Executive Session at 5:57 p.m.

The Board discussed the Executive Director’s current contract and the changes proposed to the language relating to compensatory time, professional growth and severance pay. The Board agreed to the changes in the language as stated previously.

The Board commended Mr. Curtin on his job performance. They also commented that they are looking forward to another productive year in 2010. The Board agreed that Mr. Curtin’s performance warranted an increase in salary of two percent, bringing Mr. Curtin’s annual salary to \$97,911.84, effective January 1, 2010.

Dr. Rzeszotarski made a motion to adopt the changes to the Executive Director’s contract and approve a salary increase of two percent, effective January 1, 2010.

Mr. Leech seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Dr. Rzeszotarski	Yes
Mr. McCullough	Yes
Mr. Leech	Yes

REPORTS FROM COMMITTEES OF THE BOARD

There were no reports from committees of the Board.

REPORTS FROM OFFICERS AND EMPLOYEES OF THE BOARD

There were no reports from committees of the Board.

The meeting was adjourned at 5:59 p.m.

SUNSHINE LAW COMPLIANCE

The rules of the Park Board were complied with by sending notice pursuant to the rules adopted by the Board.

Respectfully submitted,

Thomas G. Curtin, Executive Director

Robert McCullough, President