

**APPROVED MINUTES - SPECIAL BOARD MEETING  
PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF OAK PARK  
HELD ON MONDAY, FEBRUARY 25<sup>TH</sup>, 2013 AT 7:30 P.M.  
IN ROOM 101 OF OAK PARK VILLAGE HALL**

**I. CALL TO ORDER**

President Pope called the meeting to order at 7:35 P.M.

**II. ROLL CALL**

PRESENT: Trustees Brewer, Hedges, Johnson, Lueck, Salzman and Tucker; President Pope  
ABSENT: None

**III. AGENDA APPROVAL**

It was moved and seconded to approve the agenda for the meeting. A voice vote was taken and the agenda was approved as presented.

**IV. PUBLIC COMMENT**

There was no public comment.

**V. REVIEW OF THE FINANCE COMMITTEE'S RECOMMENDATIONS FOR THE PILOT  
DEPARTMENT'S GOVERNANCE-LEVEL PRIORITIES TO BE USED IN THE  
PERFORMANCE MANAGEMENT PROGRAM**

President Pope announced that this information has been reviewed by the Finance Committee and was unanimously recommended.

Village Manager Cara Pavlicek noted that reinstating the Performance Management Program was one of the commitments made by staff during the 2013 budget process. The chosen pilot departments are Public Works, Fire, Police and the new Economic Development Department, which consists of Business Services, Building and Property Standards, Housing and CDBG Services and Community Planning. Staff level governance priorities have been identified; the next step is identifying specific performance measures and metrics to be brought before the Board by April 1.

Trustee Lueck wanted to see more intergovernmental cooperation opportunities included. She also noted that some boards and commissions may need to be realigned with the departments' objectives and measures being put forth. President Pope suggested looking at realignment of boards and commissions as part of the adoption of the Comprehensive Plan.

Trustee Lueck noted that the management of Village owned properties was not included in the Business Services priorities. Trustee Brewer commented that this issue was discussed with the Finance Committee and is under consideration but since it did not fall under one of the top

three priorities for Business Services, it does not appear on the document distributed to the Board.

Trustee Lueck asked for clarification regarding enhanced prioritization of long-range capital planning. Director of Public Works John Wielebnicki explained that this would include prioritizing projects over a five year period based on funding availability and possible sources of funding.

Trustee Johnson noted that the governance priorities are very specific to each department and asked how cross-functional work will be handled. Ms. Pavlicek stated that once all departments are included in the program, the Manager's Office will address cross-departmental communication. There was a discussion regarding Village services that span several departments and improvement to customer service.

Trustee Salzman stated that a best practice measurement regarding business recruitment should be instituted. Trustee Tucker agreed. Ms. Pavlicek stated that creating a recruitment structure was included in the partner contract with OPDC; this is currently being worked on.

Trustee Salzman also asked for clarification of Building and Property Standards' governance priority regarding continuing education for inspectors. Director of Building and Property Standards Steve Witt explained that due to the upcoming adoption of the new set of codes, being proactive regarding education on the nuances of code will help the entire building process go smoother, from submission of the initial design to the final inspection.

Trustee Johnson asked how the employees' performance will be measured against some of these broader department goals. Budget and Finance Manager James Harris gave an overview of each phase of development within the program, including how it will be monitored. Trustee Johnson asked how employees are being engaged into the process. Ms. Pavlicek noted that Fire and Police, for example, have shown improvements in performance measurements already in place.

Following further discussion President Pope stated that if the Board was in agreement, these recommendations will be on the March 4 Consent Agenda for adoption.

### **ADJOURN**

It was moved and seconded to adjourn. A voice vote was taken and the motion was approved. The meeting adjourned at 8:29 P.M. Monday, February 25, 2013.

### **SUBMITTED AND RECORDED IN THE OFFICE OF:**

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Teresa Powell, Village Clerk

By: MaryAnn Schoenneman  
Interim Deputy Village Clerk