



COLLINSVILLE AREA RECREATION DISTRICT

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## CLOSED SESSION MINUTES

NOVEMBER 20, 2012

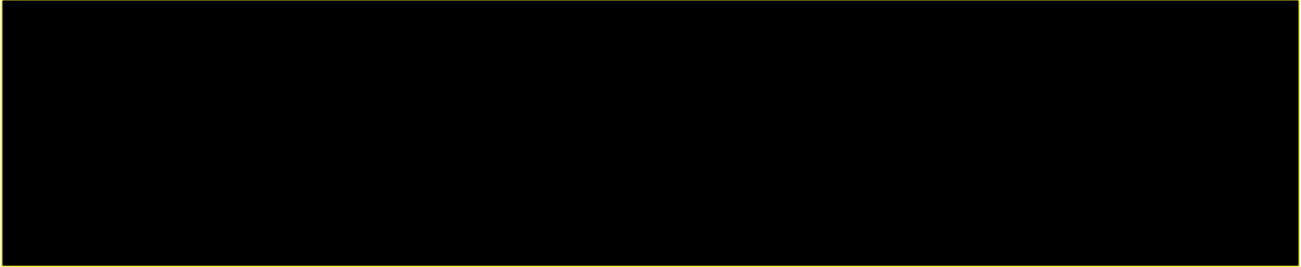
The CLOSED SESSION of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Andrew Carruthers at 8:12 PM, November 20, 2012 at the district office, 10 Gateway Drive, Collinsville, Illinois. Role was called with the following commissioners answering present: Andrew Carruthers, David Tanzyus, Patrick Collins, Spike Bryant, and Mary Ann Bitzer.

Others present included Executive Director Terry Wilson and Administrative Assistant Susan Zaber.

Terry Wilson referred to a memo provided to the Board and presented information regarding salary recommendations for staff. He stated with the two positions that were eliminated and he thought would continue to be eliminated, the two people the District had in finance that assisted the Director of Business were, so far, able to do everything the that position did. He stated the only thing they hadn't done in the past were bond issues, etc., which the Director of Business didn't do. He stated with the elimination of the two positions, more work was distributed to other positions, and there were positions that had salaries that weren't up to standard. He stated he proposed the increases become effective January 1, 2013. He stated he thought the amount proposed was a good start and he didn't know if what was proposed was the end because he still needed to complete new job descriptions, etc. He briefly described some of the responsibilities that were redistributed and additional information he discovered with the elimination of the two positions.

- David Tanzyus clarified that much of what Terry proposed was approximately a 10% increase, and recommended giving a portion in January and a portion later to allow time to figure out who was going to excel and who wasn't going to excel. There was discussion about who took what responsibilities and when individuals took responsibilities, and about paid time off benefits.
- Andrew Carruthers stated the last time a raise was provided, he believed, it was a uniform 2% increase across the board in 2011. He stated at the time he had a gripe because it was given without regard to merit or effort. He asked if the Board was safe in assuming the amounts recommended were based on effort and merit. Terry stated that was correct. Andrew asked Terry if he considered the increase a raise or was the recommendation to set staff income at the level it should be for the position per market and new and assumed duties that were taken without additional compensation in the past. Terry stated that was correct.
- David Tanzyus asked about other changes. Terry stated everyone would be salaried, comp time would not be monetary, and the work week was changed from 37.5 hours per week to 40 hours per week with regular hours of 8:30 AM to 5:00 PM.

- There were additional questions from the Board and discussion about other benefits, costs, the elimination of personal days, the method of implementing the increases, etc.



The last thing discussed was closed session minutes. The Board reviewed and discussed suggestions, and decided to release minutes for 1/2012, 5/1/2012, 5/29/2012, 5/31/2012, and 6/12/2012.



No further business coming before the Commissioners, a motion was made by Patrick Collins, seconded by David Tanzyus, that the CLOSED SESSION be adjourned to OPEN SESSION. Upon roll being called, those voting aye were: Carruthers, Tanzyus, Collins, Bryant, Bitzer. None voted nay. Motion passed.

The meeting stood adjourned at 8:47 PM.

Respectfully submitted,

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Susan Zaber, Recording Secretary

12/20/12  
Date