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**COLLINSVILLE AREA RECREATION DISTRICT
CLOSED SESSION MINUTES
MARCH 20, 2012**

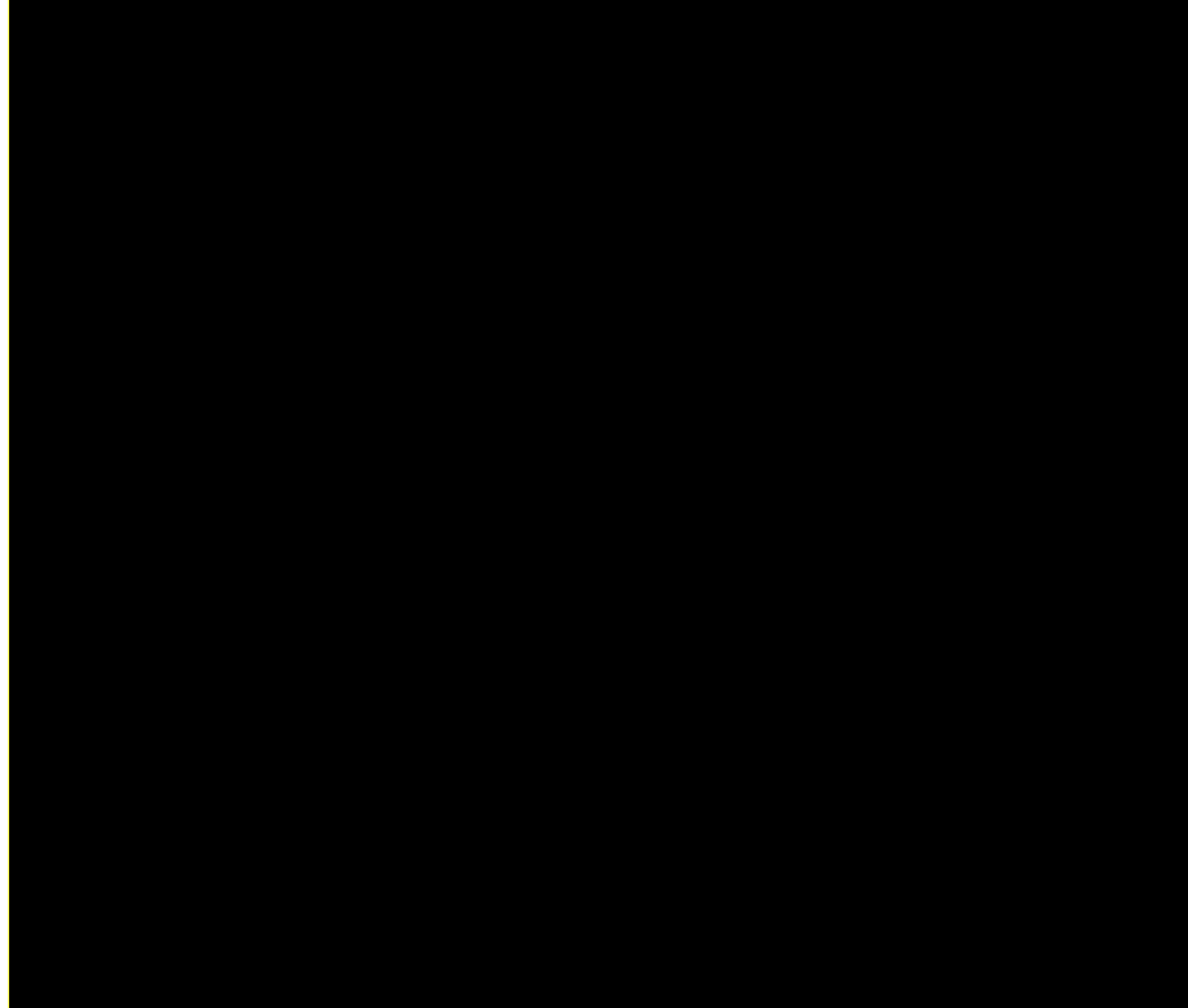
The CLOSED SESSION of the Board of Park Commissioners of the Collinsville Area Recreation District was called to order by President Mary Ann Bitzer at 8:16 PM, March 20, 2012 at the district office, 10 Gateway Drive, Collinsville, Illinois. Role was called with the following commissioners answering present: Andrew Carruthers, Spike Bryant, Joan Burke, and Mary Ann Bitzer. Commissioner David Tanzyus was absent.

Others present included CARD Interim Executive Director Rick Robbins, Attorney David Gerber, and Administrative Assistant Susan Zaber.

The purpose of the CLOSED SESSION was to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and to discuss the Sale or Purchase of Real Property.

Regarding the purpose of the closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees; the first item discussed was regarding the resignation of Stephanie Whittington, Aquatics Supervisor.

- Rick Robbins stated Stephanie's last day would be April 13, 2012. He stated many factors went into the decision and that she was taking a position in Charlotte, NC working for the county as one of their Aquatic Supervisors. He stated the District had some very competent part-time staff, who served in the Assistant Manager positions, and any calls made that needed to go beyond the Assistant Manager level would have to come to him. He stated he did not think there was a way to keep her without being able to provide her with approximately a 50% bump in her pay, and that she was willing to help with the transition plan and would work diligently over the next couple weeks.
- Mary Ann Bitzer asked Rick if he asked Stephanie the question of whether there was anything that would keep her. Rick stated he did ask, but that Stephanie was not comfortable throwing out a number and did not provide the number she was offered, but he thought it was approximately \$15,000 – 20,000 more than her current pay. He stated he had in the budget a bump of \$3,000 – 4,000 for Stephanie and an increase for a couple other recreation employees because of the extra responsibilities they picked up this year and because of the need to look at pay scales for positions.
- David Gerber asked Rick if he was looking to post the Aquatic Supervisor position. Rick stated the District would be posting the position shortly, but that there wasn't any way to get someone in the position that quickly. Mary Ann Bitzer asked about the Belleville pool closing. Andrew Carruthers asked about contacting other area similar facilities, like Raging Rivers or Hurricane Harbor. Rick stated he didn't know, but that Stephanie was involved in an organization called the St. Louis Aquatic Professionals that he could ask Stephanie about.



Regarding the purpose of the meeting to discuss the sale or purchase of property, the Board discussed the sale of the Vivian property.

- Joan Burke asked if the house could be sold with the listing that the roof was damaged. Rick Robbins stated he did not know that it was a safe structure or whether there was a legal issue, and he thought the District would cost itself more money by not repairing the roof. Andrew Carruthers asked if the insurance would cover the cost, and Rick stated he thought so, although there was a \$1000 deductible. Rick stated it was his thought to try and repair the roofs of the Vivian and Tara Lane property at the same time, because of the effect the roof issues would have on the sale price.
- Rick Robbins stated with the most recent damage to the roof of the Vivian house there was water damage from the roof caving in the one bedroom and was bowed in the other bedroom.

In regard to the sale or purchase of other property, David Gerber stated he had hoped to have something back from the owners of the property adjacent to Arlington Greens, but there was no response yet.



[REDACTED]

The last employee issue discussed was the Executive Director search.

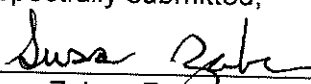
[REDACTED]

- Joan Burke asked who should spear head the process, if it was Susan Zaber or David Gerber to create the ads, etc. David Gerber stated he could do it and work with Susan. Susan stated she had a background in recruitment, and Human Resources in general, and could create interview sheets and other materials for the process. Joan Burke asked if when the Board met to conduct interviews if the interview sessions needed to be public. David Gerber stated no and that the interviews could be conducted in closed session. Joan stated she thought the Board needed to get moving on it, and if not completed by May 1st that it needed to be completed by June 1st. Spike Bryant stated he thought June 1st sounded more practical.
- Andrew Carruthers suggested posting the position April 1st, posting the position for 30 days, having the Board meet at the Committee-of-the-Whole meeting in May to review everything, having a meeting to interview candidates, and completing everything by June 1st. The Board discussed qualifications for the position. Joan asked Susan if she could find a job description, e-mail it to the Board, and solicit the Board's feedback.

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

The meeting stood adjourned at 8:36 PM.

Respectfully submitted,



Susan Zaber, Recording Secretary

3/20/12
Date