

CANCELATION NOTICE

POLICY COMMITTEE MEETING

Tuesday, July 26, 2022

8:00 am

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

POLICY COMMITTEE MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **PARK DISTRICT VALUES UPDATE**
- V. **DIVERSITY, EQUITY, AND INCLUSION (DEI) UPDATES**
- VI. **RENEWAL OF THE IGA WITH DISTRICT 113 FOR USE OF PARK AND SCHOOL PROPERTY**
- VII. **EMPLOYEE COMPENSATION AND CLASSIFICATION STUDY**
- VIII. **OTHER BUSINESS**
- IX. **OPEN TO THE PUBLIC TO ADDRESS THE BOARD**
- X. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XI. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



Memorandum

To: Policy Committee

From: Brian Romes, Executive Director

Date: July 26, 2022

Subject: **Park District Values Update**

Summary

To remain an Accredited Illinois Distinguished Agency, the Park District must have an active Strategic Plan. A Strategic Plan is essential for establishing and achieving District success through the development of strategic goals and objectives for the short, mid, and long term. The District's last Strategic Plan included goals and objectives from 2016 – 2020.

Throughout the last two years, the Park District has persevered through pandemic-related challenges, all while delivering essential programs and services to the community, remaining fiscally responsible, and maintaining staff and community health and safety. As we look back at what we've accomplished, gain perspective about where we are and dream about what we want to be as an organization, it is time for us to create clarity around who we are as an organization, and what we do best by defining the Organizational Values that invigorate staff, board, and community as we continue to deliver essential programs, services, and facilities.

In doing so, The Park District is redefining our Values in an effort to create a clear focus on what drives day-to-day decision-making, inspires leadership, and holds our organization, teams, and individuals accountable. The desired outcome of redefining Park District Values is a relentless focus on values-driven leadership, values-driven culture, and values-driven strategic initiatives that are simple, compelling, and aligned with our Mission (why we exist) and our Vision (what we aspire to do). There are three phases to our process; 1. Identify Values 2. Embed Values 3. Shape Strategy. Staff will provide an update to the Park Board Policy Committee on Phase 1 and 2 and discuss the next steps.



Memorandum

To: Policy Committee

From: Brian Romes, Executive Director

Date: July 26, 2022

Subject: **Diversity, Equity, and Inclusion (DEI) Update**

Summary

Staff will provide an update summarizing the Park District's 2022 initiatives and accomplishments surrounding diversity, equity, and inclusion.



Memorandum

To: Policy Committee

From: Chris Maliszewski, Assistant Director of Recreation and Facilities; Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director

Date: July 26, 2022

Subject: **Renewal of the IGA with District 113 for Use of Park and School Property**

Summary

The current intergovernmental agreement between District 113 and the Park District for use of certain park and school property expired in March 2022. Staff have been meeting with District 113 Administration to discuss updated terms. Staff will provide an overview of the updated terms and proposed amendment to the Policy Committee. Staff will be seeking approval to add the IGA to the consent agenda for the Board Meeting on Wednesday, July 27.

INTERGOVERNMENTAL AGREEMENT
FOR USE OF CERTAIN
PARK AND SCHOOL PROPERTY

THIS AGREEMENT is made as of this _____ day of _____, (the “**Effective Date**”) 2022, by and between the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, a unit of local government (“**Park District**”) and the Board of Education of Township High School District No. 113, Lake County, Illinois, a body politic and corporate (“**School District**”). Park District and School District are hereinafter sometimes individually referred to as a “Party” and jointly referred to as the “**Parties**”.

Recitals

WHEREAS, the School District owns and operates Highland Park High School and other real property used by Highland Park High School, collectively described in Exhibit A attached hereto and incorporated by reference (the “**High School Facilities**”), which serve the residents of Highland Park, Illinois; and

WHEREAS, the Park District owns and operates various facilities in the City of Highland Park, which serve the residents of Highland Park, collectively described in Exhibit B attached hereto and incorporated by reference (the “**Park District Facilities**”)(the High School Facilities and Park District Facilities are collectively referred to as the “Facilities”); and

WHEREAS, the Parties believe that the sharing of the facilities identified on Exhibits A and B is in the best interests of the Parties and the residents of Highland Park; and

WHEREAS, the Parties are authorized by Article 7, Section 10 of the Illinois Constitution, and the *Intergovernmental Cooperation Act* (5 ILCS 220/1 *et seq.*) to enter into agreements for the mutual benefit of the Parties; and

WHEREAS, the Parties desire to enter into this Agreement to allow for the sharing of certain facilities and properties on the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual promises of the Parties hereinafter contained and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as set forth below.

1. **Term.** This Agreement shall commence on _____ and shall terminate on _____, unless extended as provided herein. Unless a Party provides written notice of its intent to terminate this Agreement at least one year prior to the date of termination, this Agreement shall renew for successive,

additional five year terms.

2. **License Granted.** The Parties grant to each other a reciprocal, non-exclusive limited license to use the parking areas that currently exist or that are installed in the future on either the High School Facilities or the Park District Facilities, for parking purposes relating to Park District or School District purposes, as the case may be. Such license may be used during the times described in Exhibits A and B, respectively. Except as provided above, however, each Party shall obtain the prior consent of Property owner prior to any use of such parking areas to avoid conflicts.

3. **Use of Highland Park High School Facilities.** The Park District may use the Highland Park High School Facilities identified on Exhibit A on a first priority basis and at no charge during the days and times provided on Exhibit A. If no specific days and times are set forth on Exhibit A for a particular facility, the Park District shall contact the School District to schedule their use of such facility.

4. **Use of Park District Facilities.** The School District may use the Park District Facilities identified on Exhibit B on a first priority basis and at no charge during the days and times provided on Exhibit B. If no specific days and times are set forth on Exhibit B for a particular facility, the School District shall contact the Park District to schedule their use of such facility.

5. **Supervision and Maintenance.** Each Party shall be responsible for providing adequate and appropriate supervision for their respective use of the other Party's property. Neither Party shall be responsible for supervising the activities, programs, or use of the other Party. Each Party shall be responsible for routine custodial, security, maintenance, and supplies for its own facilities and properties. Notwithstanding the above, however, to the extent a Party utilizes a facility outside of its normal operating hours for that particular facility and the owner of the facility incurs fees, costs or expenses as result of such use (e.g., additional security guard or employee required to open a facility), or, as a result of the use of a facility by a Party additional custodial, security, maintenance or supplies above those normally provided the owner of the facility are required, the Party using such facility shall be responsible for all such fees, costs and expenses and shall promptly reimburse the owner of the facility upon request. For purposes of this Paragraph, "appropriate supervision" shall mean supervisors that are at least 19 years old. Nothing herein shall be construed to modify or create any duties to third parties or to waive any defenses and immunities available in statute or common law.

6. **Damage to Property.** Each Party shall pay the cost of repair for any damages beyond normal wear and tear which occur in connection with its use of the other Party's property and or facilities.

7. **Advertising.** The Parties agree to assist each other in advertising the other Party's programs offered at the Facilities provided under this Agreement, to the extent permitted by law and applicable policies.

8. **Storage.** Both Parties will endeavor to provide reasonable storage space for equipment that may be utilized in the programs offered at the Facilities. Notwithstanding the above, however, neither Party shall be responsible for the other Party's equipment stored on its site; it being agreed that any storage of equipment shall be done at the storing Party's sole risk except for willful misconduct.

9. **Indemnification.**

a. *Park District Indemnification.* The Park District shall defend, indemnify and hold harmless the School District, its individual board members, officers, employees, volunteers and agents (collectively, the "**School District Indemnities**") against any and all liabilities, obligations, claims, demands, damages, causes of action, costs, fees, and expenses whatsoever, including, but not limited to, reasonable attorney's fees, that arise out of, relate to, or are connected in any way with the Park District's use of any School District Facilities or any breach of this Agreement by the Park District.

b. *School District's Indemnification.* The School District shall defend, indemnify and hold harmless the Park District, its individual commissioners, officers, employees, volunteers, and agents (collectively, the "**Park District Indemnities**") against any and all liabilities, obligations, claims, demands, damages, causes of action, costs, fees, and expenses whatsoever, including but not limited to, reasonable attorney's fees, that arise out of, relate to, or are connected in any way with the School District's use of Park District Facilities or any breach of this Agreement by the School District

c. *No Waiver.* The School District and Park District agree that the cross-indemnification described in this Section is solely for the parties' mutual benefit and convenience and that it shall not be construed to create or modify any duties to third parties, none of whom are intended as a beneficiary of this Agreement. Nothing herein shall be construed to waive any defenses or immunities available to the parties in statute or common law in relation to third party claims.

10. **Insurance.** The School District and Park District, each at their own expense, will maintain at all times while this Agreement is in effect, the following insurance: (a) commercial general liability insurance, on an occurrence basis, in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate with sexual abuse and molestation coverage included; (b) excess or umbrella insurance coverage on an

occurrence basis in the amount of at least \$5,000,000 per occurrence and in the aggregate, and such insurance shall follow the form of the underlying policies; (c) automobile liability insurance with a limit of not less than \$1,000,000 each accident, and such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos); (d) workers' compensation insurance in the statutorily required amounts; and (e) employer's liability insurance of at least \$1,000,000 each employee for bodily injury by accident and bodily injury by disease. With the exception of the workers' compensation insurance, the School District and Park District shall name the other Party's indemnitees identified in Paragraph 9 as additional insureds on all insurance required hereunder on a primary and noncontributory basis. Each Party shall provide the other with a certificate of insurance, evidencing the insurance required hereunder within seven days of the Effective Date and annually thereafter. To the extent that the Park District or the School District are self-insured or utilize a risk pool, such party may satisfy the insurance requirements herein through self-insurance or participation in a risk pool so long as the self-insurance program or risk pool provides protections substantially similar to the insurance policies otherwise required hereunder.

11. **Third-Party Beneficiaries.** This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings whether oral or written of the Parties in connection therewith.

13. **Compliance with Laws.** In utilizing the areas and performing their obligations under this Agreement, the School District and Park District shall each comply with all applicable laws, rules, ordinances and regulations.

14. **Notice.** All notices and other communications given pursuant to this Agreement shall be in writing and shall be deemed properly served if delivered in person to the party to whom it is addressed or on the day of deposit with a nationally recognized overnight delivery service, with confirmation of delivery, as follows:

If to Park District:

Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

With copies to:

Ancel Glink, P.C.
175 E. Hawthorn Pkwy., Ste. 145
Vernon Hills, IL 60061
Attn: Adam Simon

If to School District:

Township High School District No. 113
1040 Park Avenue West
Highland Park, IL 60035

With copies to:

Hodges, Loizzi, Eisenhammer,
Rodick & Kohn LLP
3030 Salt Creek Lane, Suite 202
Arlington Heights, IL 60005
Attn: James S. Levi

15. **Amendment.** No amendment, modification or alteration of the terms hereof shall be binding unless the same be in writing, dated subsequent to the date hereof and duly executed by the Parties.

16. **Waiver.** The failure of either Party to demand strict performance of this Agreement on any one occasion shall not prohibit such Party from demanding strict performance hereof on any future occasion.

17. **Authority to Execute.** Each signatory hereto represents and warrants that he/she has the proper corporate authority to execute this Agreement and bind his/her respective entity to the terms and conditions hereof.

18. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which shall together constitute one and the same instrument.

19. **Incorporation of Recitals; Exhibits.** The recitals set forth above and the exhibits attached hereto are incorporated into and made a part of this Agreement.

20. **Interpretation.** Both parties agree that they have had an adequate opportunity to review this Agreement with counsel of their own choosing and enter into this Agreement freely and voluntarily. Since both parties have had an adequate opportunity to negotiate the terms of this Agreement, any ambiguity found herein shall not be construed against one party or the other.

IN WITNESS WHEREOF Park District and School District have each caused this Agreement to be executed by duly authorized officers thereof as of the date and year first above written.

**BOARD OF PARK COMMISSIONERS
OF THE PARK DISTRICT OF
HIGHLAND PARK, LAKE COUNTY,
ILLINOIS, a unit of local government**

**BOARD OF EDUCATION OF
TOWNSHIP HIGH SCHOOL
DISTRICT NO. 113, LAKE COUNTY,
ILLINOIS, a body politic and corporate**

By: _____
Its: President

By: _____
Its: President

Attest:

Attest:

By: _____
Its: Secretary

By: _____
Its: Secretary

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EXHIBIT A

WOLTERS FIELD CAMPUS

Wolters Field Turf and Outdoor Track (Football, Track, Lacrosse, Soccer, Field Hockey)

- August through May - after HPHS games or practices conclude, Saturday's after 3:00pm. Sundays 10:00am-4:00pm (Lights may not be used)
- June through August - Monday through Friday 11:00am-2:00pm for summer camp, as requested/approved for nights/weekends (Lights may not be used)
- Upon request/approval year round for special events

Wolters Varsity and JV Baseball Fields

- April through August - after HPHS games or practices conclude, Saturday's after 3:00pm. Sundays 10:00am-dusk
- Upon request/approval year round for special events in September and October

Wolters Varsity and JV Softball Fields (For softball use only)

- April through August - after HPHS games or practices conclude, Saturday's after 3:00pm. Sundays 10:00am-dusk
- Upon request/approval year round for special events in September and October
- June through August - JV softball field can be used by summer camp.

Wolters Back Soccer and Football Fields

- August through May - after HPHS games or practices conclude, Saturday's after 3:00pm. Sundays 10:00am-dusk
- June through August - Monday through Friday 9:00am-3:00pm for summer camp, and as requested/approved for nights/weekends
- Upon request/approval year round for special events.

HPHS CAMPUS

Vine Ave Field and St. John Field

- Upon request/approval year round for special events

Giant Gym

- November through March - Monday-Saturday after HPHS games or practices conclude. Sundays 10:00am-4:00pm when available
- Upon request/approval year round for special events

Intramural Gym

- Upon request/approval year round

Exhibition Gym

- Year round - Monday-Saturday after HPHS games or practices conclude.
Sundays 10:00am-4:00pm when available

Indoor Track

- Upon request/approval year round

HPHS Auditorium

- Upon request/approval year round

HPHS Tennis Courts

- Year round Saturdays and Sundays when available
- June and July - weekdays upon request/approval

HPHS Pool

- Sundays in May for winter lifeguard training (4-6 hours)
- Saturdays in May after Water Polo games/practices upon request/approval
- Upon request/approval year round for special events

EXHIBIT B

Highland Park Golf Learning Center

- Each program (boys and girls) will get a maximum of 1 day per week to use the grass.
- Teams may not take up more than 4 grass stalls during a practice session even if the range is not crowded.
- JV and varsity teams have unlimited use of the mats at the range and Hole 13 when it is available.
- Coaches must communicate in advance so the Park District is aware when HPHS teams plan to practice at the driving range.

Sunset Valley Golf Club

- Unlimited use of the Youth Golf Development Center and putting green.
- The golf course will be available to the boys and girls teams for three days of tryouts in early August.
- The boys and girls teams will have access to host all home matches Monday-Thursday. Friday will only be utilized if it is better for the golf course or in the event of a rainout.
- The high school will communicate the dates of all home matches with the golf course by June 1st. HPHS will host at Sunset Valley on approximately 12 dates each Fall. Tee times will be consecutive when hosting an event.
- If the golf course allows for HPHS to host an invite, all teams will pay to participate.
- On practice days, the high school will be given a maximum of 6-7 tee times after school, but it's possible the tee times may not be consecutive.

Outdoor Park District Tennis Courts (Fink or Cunniff)

- August-October - Monday-Friday 3:00-7:00pm. Saturdays upon request/approval
- March-May - Monday-Friday 3:00-7:00pm. Saturdays upon request/approval

Indoor Park District Tennis Courts (Deer Creek)

- August-October - Upon request/approval for special events.
- Late February/May - 3 dates to run tennis tryouts if necessary. Upon request/approval for special events.

Fink Park

- Use of Fink Park for our Boys and Girls Cross Country course. August-November

Rec Center

- Upon request/approval year round for special events.

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Memorandum

To: Policy Committee

From: Chris Kopka, Director of Human Resources and Workforce Strategy; Brian Romes, Executive Director

Date: July 26, 2022

Subject: **Employee Compensation and Classification Study**

Summary

One of the greatest assets of the Park District of Highland Park is its employees. It is important that fair and equitable compensation be provided to motivate, maintain, and attract quality staff from outside the organization.

In order to achieve this, compensation needs to be equitable both internally for current and externally for all prospective employees. If the District compensates below the market rate, it may lose competent employees and fail to attract outstanding potential recruits.

Compensation also needs to be designed around the nature and scope of the job and not the person. Each job needs to be carefully evaluated to list necessary tasks and actions and identify skills and abilities required, along with comparisons.

According to Park District Policy, every five years, the Park District's Compensation Plan shall be reviewed by a qualified third-party consultant. The last outside evaluation of Compensation was conducted in 2015. At that time, the District utilized a consultant to complete an employee classification plan and conduct a comprehensive salary and benefits market survey analysis with a selection of comparable Park Districts and municipalities to benchmark positions and made recommendations for a compensation plan. In early 2022, salary grades were evaluated using a 5-year benchmark study (both part-time and full-time), and minimums and maximums were adjusted.

On May 27, 2022, The Park District of Highland Park sent out a Request for Proposals for the *2022 Park District of Highland Park Compensation Study*. Four proposals were received. Staff evaluated the proposals and interviewed Pontifex, GovHR, and JER HR Group.

Staff also requested a proposal from GovHR to study and evaluate our current employee classification structure which will evaluate our current compensation and pay structure. Staff are recommending we review and ensure proper classification of all positions before completing a compensation study. A

review of the Park District's Classification and pay structure is important since over the past 5 years our structure has significantly changed due to staff turnover and the Pandemic.

Staff will review the proposals for the compensation study, as well as the proposal for a classification study and discuss recommended next steps.



PARK DISTRICT OF HIGHLAND PARK
Proposal for a Classification Study
July 7, 2022

GovHR USA, LLC ("GovHR") is pleased to provide the Park District of Highland Park with this proposal for a Classification Study for approximately 110 employees in 65 positions in the organization. The Study will include an evaluation of the Park District's compensation and pay structure to assure internal equity, and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the Park District to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

PROJECT TEAM

GovHR Chief Executive Officer Joellen Cademartori will serve as the Project Manager for the Park District's Classification Study. Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
jcademartori@govhrusa.com
Telephone 847-380-3238

Ms. Cademartori will be assisted by GovHR Senior Vice President Rachel Skaggs, Associate Vice President Alice Bieszczat and HR Generalist Mysi Hall in study preparation, data gathering and analysis. Biographies for the Consultant Team are attached to this proposal.

PROJECT APPROACH AND METHODOLOGY

The Park District of Highland Park would like a review and update of its current classification system for approximately 65 positions in the organization. The purpose of the Study is to ensure that positions are fairly and appropriately classified and included in the proper pay bands, as determined by an evaluation of job responsibilities, education and experience requirements, supervisory duties, independent judgment and decision making authority, and other aspects of the job.

To accomplish these objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified areas where we will need the Park District's input/assistance.

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

Meetings, Job Analysis**DELIVERABLE:** Start Up Documents**DELIVERABLE:** Job Analysis Questionnaire Form

- **Study preparation and project meeting (via video/conference calls).** Meet with Park District representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the Park District to accomplish this task.

- **Employee Kickoff Meeting**

Shortly after the initial project meeting with the Park District representatives, the Consultant will meet with the employees to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Job evaluation analysis and establishment of job classification system (Project Team).** Upon return of the JAQs by the Park District, GovHR will perform the following:

- Read each JAQ (up to 110) and corresponding Job Description (up to 65), in their entirety.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with Park District representatives and revise as necessary.

Progress Reports (via emails and conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the Park District's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the Park District as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the Park District representative and other key staff via video/conference calls to participate in a question and answer session and to review the results of the job evaluation exercise.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the Park District that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
 - a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
 - pay range options that are consistent with the Park District's pay policy, outlining the pros and cons of each option;
 - assignment of each position to an appropriate classification and pay grade based on internal equity;
 - recommendations on keeping the plan current, equitable and up to date over the next ten years.
 - An implementation plan and cost estimates of implementing the Study's findings and recommendations.
- Once the Park District representatives return review comments, a final report will be prepared and sent to the Park District.

PROPOSED PROJECT TIMELINE

GovHR is available to start this project within three weeks of acceptance of its proposal. A Study of this size would normally take approximately 90 - 120 days. We can work with the Park District on a shorter timeframe, if needed. This timetable is, however, contingent upon the timely response from the comparable entities supplying the salary data, as well as the timely response of the Park District employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with Park District representatives via email and conference/video call to discuss Study methodology and expectations.
- Week 2: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs.
- Week 7: Reading of JAQs and job descriptions.
- Week 8: Analyze data; prepare new classification plan.
- Week 9: Send draft findings to the Park District.
- Week 10: Meet with key Park District representatives via video and conference calls to review preliminary findings.
- Week 11: Prepare Draft Report and send to the Park District.
- Week 12: Get return comments from the Park District.
- Week 13: Prepare Final Report.
- Week 14: Present Report to the Board of Commissioners.

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time

COST PROPOSAL

We have proposed that the entire Study be conducted virtually due to the pandemic; however, if the Park District requests any in-person meetings, GovHR will provide the Park District with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be \$12,150 and will agree to complete the study for this **fixed fee of \$12,150**. We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 50% of the professional fees (\$6,075) will be due after the initial project meeting, and the balance of fees will be billed after the Study is completed. Invoices will be sent to the Park District and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

Study Phase Breakdown	Hour Breakdown	Cost
Meetings, Job Analysis		
Study preparation and project meeting (via video/conference call)	2 hours	\$300
Employee kickoff meetings (via Zoom or video presentation)	4 hours	\$600
Job evaluation analysis and establishment of job classification system		
Reading of up to 110 JAQs/up to 65 JDs, analyzing data	35 hours	\$5,250
Establishing classes, assigning of skill levels	20 hours	\$3,000
Review and evaluation of job analysis with Park District representatives (via email and conference calls)	10 hours	\$1,500
Draft and Final Report Preparation		
Writing draft report	8 hours	\$1,200

Final report	2 hours	\$300
PROJECT HOUR AND COST TOTAL	81 Hours	\$12,150

NOTE: If the Park District accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/COST:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the Park District chooses to have the Consultants make any on-site visits, there would be additional costs for the Consultant’s time and expenses.

Additional Services – any additional services not covered in this Proposal and requested by the Park District will be billed at the rate of \$150 an hour plus expenses.

This quote is good for a period of three months, after which prices may increase.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed Study for Park District of Highland Park is of the highest caliber and qualifications.

GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the Park District on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager
GovHR USA, LLC

Attachments: Consultant Biographies



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known as an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

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- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

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 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

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RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

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Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master’s Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel’s tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

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- Bachelor of Arts - English and Political Science, Northern Illinois University

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- Public Management Magazine article “Women Leading Government” co-authored with Heidi Voorhees
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| • City Manager, Princeton, IL | 2015 - 2019 |
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Alice BIESZCZAT



Alice Bieszcztat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszcztat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children’s Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

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- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children’s Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | |
|---|----------------------|
| • GovHR USA/Voorhees Associates | 2008; 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | 2009 – 2012 |
| • Lurie Children’s Hospital of Chicago | 2005 – 2008 |
| • American Diabetes Association | 2004 – 2005 |
| • Accelerated Fundraising Solutions | 2000 – 2003 |
| • Sprint Cellular/Alltel | 1996 – 2000 |





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)





GovHR USA
GovTEMPS USA

PARK DISTRICT OF HIGHLAND PARK, ILLINOIS
Proposal for a Compensation and Benefits Study
June 6, 2022

Principal Contact: Joellen Cademartori

✉ JCademartori@GovHRusa.com

📞 847-380-3238

630 Dundee Road, Suite 225, Northbrook, IL 60062
847.380.3240 Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

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Project Team	Page 2
Project Approach and Methodology	Page 2
Proposed Project Timeline	Page 4

Attachments: Consultant Biographies

RFP Forms, including References and Cost Proposal

FIRM BACKGROUND AND QUALIFICATIONS

GovHR USA, LLC (GovHR) is a certified woman-owned business that provides comprehensive executive recruitment, interim staffing, human resources consulting and organizational analysis services to local governments, intergovernmental organizations, school districts, non-profits and other governmental entities. GovHR consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, utilities and school districts. This combined hands-on knowledge and experience has made GovHR a proven leader in public sector consulting.

GovHR was founded by Heidi Voorhees and Joellen Cademartori to serve as a vehicle for excellence in public service across the United States. Throughout their careers Ms. Voorhees and Ms. Cademartori have strongly believed in the importance of local innovation, cost effectiveness, and responsiveness for local government. Both Ms. Voorhees and Ms. Cademartori have served and excelled in local government leadership positions, working closely with elected officials, employees, residents, businesses, and related stakeholders to enhance the quality of life in the communities they serve.

Over the past ten (10) years, GovHR has conducted more than one hundred (100) Classification and Compensation Studies. Without fail, every Classification and Compensation Plan recommended by GovHR has been successfully implemented by the client. A complete list of all our clients is located on our website (www.govhrusa.com).

UNDERSTANDING OF PROJECT

GovHR conducted the Park District of Highland Park's previous Study in 2015, which included an internal review of job classifications as well as an external review of its competitiveness in the marketplace. The recommendations that GovHR made as a result of the Study were implemented by the Park District, but no changes to the compensation plan have been made since that time, except that some positions were added in 2018 – 2020.

It is our understanding that the Park District would like to update its compensation plan, including a review of benefits, for its 39 full-time positions in the organization. The Park District would like the consultant to update the compensation plan by surveying both public and private sector employers in the area. The Park District would also like the consultant to review its existing compensation policies and provide guidance for future compensation adjustments, including recommendations for annual adjustments, salary for new hires, and adjustments for job changes including promotions, demotions, reclassifications and transfers. No internal review of job classifications is requested at this time. GovHR is happy to provide the Park District with a proposal for these services.

PROJECT TEAM

If selected to complete this Study for the Park District of Highland Park ("Park District"), GovHR CEO Joellen Cademartori will serve as Project Manager. Ms. Cademartori will be assisted with survey preparation, data gathering and analysis by Senior Vice President Rachel Skaggs and HR Specialist Alice Bieszcza. Biographies for the project team are attached to the proposal.

PROJECT APPROACH

To accomplish the Park District's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the Park District's input/assistance.

I. Meetings, Salary and Benefits Survey

Study preparation and project meeting

Meet with Park District representative(s) via conference call to discuss study methods and the current pay plans. Determine problem areas, answer questions, and review the scope and schedule of work. GovHR will require copies of any pay plans, current job descriptions, and any other relevant information related to salaries and benefits.

Establishing comparables - public and private sector

DELIVERABLE: Group of Comparable Communities and Private Sector Entities

Public Sector

Working with Park District staff, and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities and other park districts that impact the compensation market for the Park District. In selecting public employers, we normally use criteria such as population served, equalized value, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to the Park District of Highland Park.

Private Sector

The Consultant understands that the Park District would also like to survey private employers for salary comparison purposes. While GovHR is happy to accommodate the Client, it is our experience that there are three potential problems with this request. First, there are few "like" positions in both the public and private sectors. Second, we have found that obtaining salary data from private employers is extremely difficult to secure. Unlike public employers, a private employer's salary information is not part of the public record and they are under no obligation to share this with others. We have found that even after many attempts to get the data, we may be unsuccessful. And finally, private sector salary data may not be accurate if the respondent does not include bonuses, commissions or stock options as part of the base salary. Because of this, GovHR cannot guarantee successful results in obtaining the data. (It should also be noted that in GovHR's experience, private sector data may only be available as aggregate data and not employer or job description specific. Additionally, the data may not be current.) Our methodology for surveying private sector employers would be, with the assistance of Park District representatives, to select four (4) to six (6) major employers in the Highland Park area that would have some "like" positions (up to 10) for comparability purposes (e.g., clerical, human resources, accountants). We would then design and send out a separate survey for this group and make one follow up contact to secure salary data. In addition, we would check another survey source (e.g., the Bureau of Labor Statistics) to gather regional salary data on select classifications, if desired by the Park District.

Prepare and send out salary and benefits surveys**DELIVERABLE:** Salary and Benefits Survey

GovHR will design and send out the salary survey (under Park District letterhead) to gather salary data for the 39 full-time classifications in the comparable communities. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary and benefits data for “like” positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the Park District *may* be asked to make one follow up contact to those municipalities and private sector companies that do not initially respond to the survey request.

II. Salary and Benefits Survey Analysis**DELIVERABLE:** Salary Survey Data**DELIVERABLE:** Benefits Survey Data**DELIVERABLE:** New Salary Schedules

The following steps will be included in this component of the Study:

Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Park District’s salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each entity on each class and summarized in an overall table.

Using the data from the salary surveys, the Consultants will work with the Park District to determine its policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the Park District’s 39 full-time classifications. The salary schedules will outline what the specific percentages are between ranges and grades.

Tabulate, summarize, and analyze comparative benefit information obtained through the survey. GovHR will make suggestions and recommendations where the Park District’s benefits are inconsistent with the survey group. (Note: Regarding health benefits, GovHR typically requests respondents to provide information regarding employee and employer contribution amounts and for a copy of their health summary, which is provided to the Client. If a more detailed analysis is desired, GovHR can provide this for an additional cost at our hourly rate.)

The Draft and Final Reports will address any issues of concern to the Park District, such as salary compression between supervisors and subordinates and policies for employees whose base salaries exceed existing maximums in their pay range, as well as a suggested timeline for implementation and recommendations for prioritization of recommendations

III. Progress Reports

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the Park District’s representative and to be

available to address the Park District's questions, concerns and needs.

GovHR will make regular progress reports to the Park District as requested, particularly at critical points in the Study. Additionally, the Project Manager will review the results of the survey and the proposed new salary schedules with the Park District representative via email and/or conference call and make adjustments as warranted.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultant and sent electronically to the Park District. Once the representative reviews and returns comments, a final report will be prepared and sent to the client.

GovHR will review the Park District's compensation policies and provide instructions on the maintenance and upkeep of the compensation plan.

V. Presentation of Findings

Make a presentation of findings of the Study to the Park District Board of Commissioners and Management.

PROJECT TIMELINE

We are available to start the Study within 3 weeks of obtaining a signed contract. A project of this size would normally take about 90 days. The schedule is contingent, however, upon the timely response from the comparable municipalities and private sector companies supplying the salary and benefits data. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report. The following is a detailed breakdown of the proposed work schedule:


- Week 1: Meet with Park District representatives to discuss project and study methods.
- Week 2: Prepare and distribute salary and benefits surveys.
- Week 3 - 4: Return of salary and benefits surveys.
- Week 5: Analyze data; prepare new compensation plan.
- Week 6: Send draft findings to the Park District.
- Week 7: Receive return comments from the Park District.
- Week 8: Prepare Draft Report and send to the Park District.
- Week 9: Receive return comments from the Park District.
- Week 10: Prepare Final Report.
- Week 11: Presentation of Study findings to the Park District Board and Management.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the Park District of Highland Park is of the highest caliber and qualifications. GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work again with the Park District on this important project.

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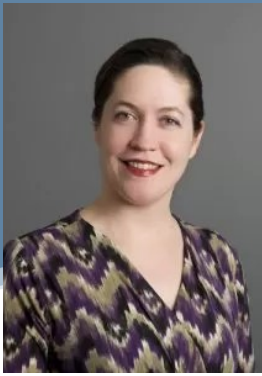
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Alice BIESZCZAT



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- | | |
|---|----------------------|
| • GovHR USA/Voorhees Associates | 2008; 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | 2009 – 2012 |
| • Lurie Children’s Hospital of Chicago | 2005 – 2008 |
| • American Diabetes Association | 2004 – 2005 |
| • Accelerated Fundraising Solutions | 2000 – 2003 |
| • Sprint Cellular/Alltel | 1996 – 2000 |



*Park District of Highland Park
2022 Compensation Study and Plan*

PROPOSAL FORM

(Page 1 of 2)

TO: Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

FROM: GovHR USA
Company
630 Dundee Rd. #225
Street Address
Northbrook, IL 60062
City, State, Zip
847-380-3240
Phone

FOR: 2022 Compensation Study

BASE PROPOSAL:

Benchmark approximately 35-40 positions	\$ <u>5,250</u>
Evaluate and recommend modifications to the current salary structure	\$ <u>11,250</u>
Guidance for future compensation policy/structure	\$ <u>No charge</u>
TOTAL BASE PROPOSAL	\$ <u>16,500</u>

Items applicable to the Evaluation Criteria can be attached as Exhibits. see attached detailed breakdown

Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

FEE PROPOSAL

We have proposed that the entire Study be conducted virtually due to the pandemic. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients. We estimate the fee for the entire study to be \$16,500 for professional fees and will agree to complete the study for **this fixed fee of \$16,500**. An invoice for 50% of the professional fee (\$8,250) will be sent after the initial project meeting, and the balance of the fee will be due upon project completion. Invoices are payable within 30 days, after which a 2% monthly charge will be added.

Study Phase Breakdown	Hour Breakdown	Cost
I. Meetings, Salary Survey		
• Study preparation and initial project meeting	1 hour	\$150
• Establishing comparables Public sector Private sector (deduct if using same comparables from 2015 Study)	10 hours 2 hours	\$1,500 \$300
• Prepare and send out salary and benefits surveys Public sector Private sector	16 hours 6 hours	\$2,400 \$900
II. Salary and Benefits Survey Analysis		
• Analyzing salary survey data Public sector Private sector	20 hours 8 hours	\$3,000 \$1,200
• Analyzing benefits data Public sector Private sector	10 hours 6 hours	\$1,500 \$900
• Establishing new salary schedules	12 hours	\$1,800
III. Review of Salary and Benefits Data and Proposed Salary Schedules with Park District Representative(s)	6 hours	\$900
IV. Draft and Final Report Preparation		
• Writing draft report	8 hours	\$1,200
• Final report	4 hours	\$600



V. Presentation of Study Findings to Park District Board & Management	1 hour	\$150
<u>PROJECT HOUR AND COST TOTAL</u>	110 HOURS	\$16,500

If the Park District accepts our proposal for this project, GovHR will for one (1) year from the date of signature of the agreement provide support services including telephone communications necessary by the staff with regard to any questions concerning the report. This Fee Proposal is good for a period of three (3) months, after which prices may increase.

PROPOSAL FORM

(Page 2 of 2)

SUBCONTRACTORS: List Name, Address, Phone and Work Assignment

1. None

2.

3.

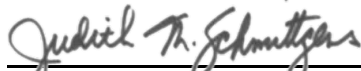
Pursuant to and in compliance with the general information, terms and conditions, scope of work, the undersigned agrees to supply the product in the quantities/perform all work in accordance with these contract documents for the prices and/or amounts specified herein in the Fee Proposal attached.

All amounts shall reflect the Firm's complete and thorough understanding of conditions which might affect the proposal. All amounts shall reflect the Firm's complete and thorough understanding of any and all provisions, restrictions and requirements of these contract documents including any proposal guaranties, proposal form signatures, project meetings or other proposal requirements.

The Owner reserves the right to accept any part, or all of any proposal, and to reject any and all or parts of any and all proposal. Any proposal which contains items not specified, or which does not complete all the items scheduled for proposal, shall be considered informal and may be rejected on this basis.

BY: Judith Schmittgens, Corporate Secretary

Name and Title of Authorized Agent


Authorized Signature

6/6/2022

Date

*Park District of Highland Park
2022 Compensation Study and Plan*

REFERENCES

Please include at least three (3) references with which the Firm has completed similar work of approximate magnitude required under this contract.

Project Name Classification and Compensation Study
Project Location Urbana Park District
Contact Person Alexandra Ivanova, Human Resources Manager
Telephone Number/E-Mail 217-367-1536 aivanova@UrbanaParks.org
Project Completion Date February 2021

Project Name Classification and Compensation Study
Project Location Oswegoland Park District
Contact Person Keith Zalewski, Superintendent of Human Resources
Telephone Number/E-Mail 630-554-4430 kzalewski@oswegolandpd.org
Project Completion Date March 2019

Project Name Classification and Compensation Study
Project Location St. Charles Park District
Contact Person Cathy Camm, Superintendent of Finance
Telephone Number/E-Mail 630-513-4310 ccamm@stcparks.org
Project Completion Date January 2019

Project Name Classification and Compensation Study
Project Location Village of Kennilworth
Contact Person Patrick Brennan, Village Manager
Telephone Number/E-Mail 847-251-1666 pbrennan@vok.org
Project Completion Date January 2022

Project Name Classification and Compensation Study
Project Location Village of Lincolnwood
Contact Person Anne Marie Gaura, Village Manager
Telephone Number/E-Mail 847-745-4717 agaura@lwd.org
Project Completion Date April 2022

Other Park District clients include: DeKalb Park District (2015); Elmhurst Park District (2016); Mount Prospect Park District (2013); Prospect Heights Park District (2015); Wilmette Park District (2018); and the Wood Dale Park District (2015). Additionally, many of our municipal clients have included Parks & Recreation Departments. A complete list of clients is available on our website at www.govhrusa.com.

*Park District of Highland Park
2022 Compensation Study and Plan*

FIRM PROFILE AND QUALIFICATIONS

(Page 1 of 2)

Name GovHR USA
Address 630 Dundee Rd. #225
City, State, Zip Code Northbrook, IL 60062
Contact Person Joellen Cademartori, CEO
Telephone Number 847-380-3238 E-Mail Jcademartori@govhrusa.com

of Employees 26 Annual Sales # 2021 - \$3,587,869
Firm's organization has been in business under its present business name for 8 1/2 years.

Firm's organization has had experience in work comparable with that required under the proposed contract:

as a prime contractor 13 1/2 years; (f/k/a Voorhees Associates)
as a subcontractor _____ years.

The following Firm's employees will be involved with the proposed contract:

Name Joellen Cademartori
Position Chief Executive Officer
Years of Experience 10 +
Responsibility/Task Manage project; client communications, review and analysis of data ; review and presentation of Reports

Name Rachel Skaggs
Position Senior Vice President
Years of Experience 4+, including managing more than 35 Studies since joining GovHR
Responsibility/Task survey document preparation, data review and analysis

Name Alice Bieszczat
Position Human Resources Specialist
Years of Experience 9 +
Responsibility/Task document preparation; data review and analysis

Firm may attach additional project detail to demonstrate ability to successfully complete work comparable with that required under the proposed contract.

FIRM PROFILE AND QUALIFICATIONS

(Page 2 of 2)

1. Within the past ten (10) years, has your firm, any officer or other individual employed by your firm, been the subject of any administrative or judicial proceeding for alleged violations of any law, or any rule or regulation of any governmental body. If yes, please provide a detailed explanation of the proceeding, including the nature of the charge or claim, the disposition of the matter and the specific individuals/entities involved.

No

2. Within the past ten (10) years, has your firm been the subject of any other type of claim, including by way of example and not limitation, for breach of contract? If yes, please provide a detailed explanation of the proceeding, including the caption, claimant, court or other dispute forum, nature and disposition of the claim.

No

3. Has your firm ever been terminated prior to completion of its services from any project? If yes, please provide a detailed explanation, including the identities of all entities and individuals involved, the nature of the services which your firm was to provide, the individuals who were assigned to provide the services and the reason given for the termination

No

Park District of Highland Park
2022 Compensation Study and Plan

CONTRACTOR'S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

GovHR USA, a(n) Limited Liability Company
Print name of Contractor Individual, Partnership, Corporation

as part of his bid or proposal on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract or entering into a contract with the Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

6/6/2022
Date

Contractor

By: Judith M. Schmittgen

Its: Corporate Secretary
Title

STATE OF ILLINOIS)
DISTRICT OF Lake) SS

I, the undersigned, a notary public in and for the State and District aforesaid, hereby certify that appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

DATED: June 6, 2022
Notary Public Julia Michele Snyder

[Notary Seal]

