

**PARK DISTRICT OF THE CITY OF GRAND FORKS
EXECUTIVE DIRECTOR EVALUATION COMMITTEE MEETING
NOVEMBER 18, 2020**

The Executive Director Evaluation Committee of the Grand Forks Park District met on Wednesday, November 18, 2020, in the ICON Sports Center board room, 1060 47th Avenue South, at 10:00 a.m. with President Skarperud presiding.

ROLL CALL

Present were President Skarperud and Vice-President LaDouceur.

Park District staff in attendance were Executive Director Palmiscno and Superintendent of Finance Hellyer.

FOR DISCUSSION

Executive Director Evaluation

Executive Director Palmiscno informed the Committee that he is going to retire around the end of May 2021. A general discussion followed about the current state of the Park District.

Palmiscno provided a report on the projects and operations that occurred in 2020.

The Committee did not have any changes to the existing Executive Director job description.

Due to the upcoming retirement for Palmiscno, the Committee decided not to complete a formal written evaluation. The Committee expressed their thoughts on Palmiscno's performance in 2020 as being happy with the work he has done, his handling of the COVID-19 pandemic, and maintaining the culture and morale of the Park District staff.


The Committee reviewed Palmiscno's 2020 salary, other salary information from similar type positions within other organizations, and the salary study information that was conducted in 2017. Superintendent of Finance Hellyer noted that a 3.0% market/performance adjustment had been previously approved for 2021 for other Park District staff.

After discussion, the Committee decided to recommend at the December 1, 2020, Board meeting, a 2021 salary of \$132,662.40 for Palmiscno. This would be an increase of 2.5%. The new pay rate would be effective for the first payroll in January of 2021.

The Committee requested that staff provide the process and procedures for an internal applicant hiring process and an external applicant hiring process, to the full Board of Park Commissioners at the December Board meeting. The Committee requested that the Park District attorney be consulted for this information.

ADJOURNMENT

The committee meeting was adjourned at 10:24 a.m.



Bill Palmiscno, Executive Director and Clerk