

Buffalo Grove Park District

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Core Values

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

2018-19 Goals and Objectives

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Complete Summer hiring process	A	Scott Spitz	Excellence	Select One
Conduct Part-Time Manual Training for all seasonal hires	A	Scott Spitz	Excellence	Select One
Conduct all Full-Time Staff Training	A	Scott Spitz	Excellence	Select One
The Finance Department will update the fixed asset records of the District using AssetMax software.	A	John Short	Stewardship	Select One
Attend a minimum of one training workshop or conference per quarter.	A	John Short	Excellence	Select One
Assist Risk Manager (or designee) with Accident Reports and Worker's Compensation claim reporting to PDRMA.	A	Aleta Kahn	Excellence	Select One
The Finance Department will maintain the fund accounting software (Incode) as well as QuickBooks.	A	Eliza Hollis John Short	Innovation	Select One

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Explore the options of changing banking relationship to Wintrust.	A	John Short	Excellence	Select One
	A	Select One	Select One	Select One
	A	Select One	Select One	Select One

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Work on completing compensation strategy for Full-Time Employees	B	Scott Spitz	Stewardship	Select One
		John Short		
Plan Wellness Challenge & Wellness Kickoff Event	B	Scott Spitz	Community	Select One
Hold Benefit fair for full-time / key part-time employees	B	Scott Spitz	Excellence	Select One
Review potential sessions for the 2019 IAPD/IPRA state conference as a member of the A&F Program Committee.	B	John Short	Community	Select One
The audit will be completed and approved by the Board on September 17, 2018.	B	Aleta Kahn	Stewardship	Select One
		Eliza Hollis		
		John Short		
The annual Certificate of Achievement in Financial Reporting Award will be applied for by October 16, 2018.	B	John Short	Excellence	Select One
Attend a minimum of one training workshop or conference per quarter.	B	John Short	Innovation	Select One

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The health insurance options for the District will be researched and a recommendation will be made to the Board of Commissioners by November 8, 2018.	C	Scott Spitz	Excellence	Select One
		John Short		
Attend a minimum of one training workshop or conference per quarter.	C	Scott Spitz	Innovation	Select One
		John Short		
Prepare for 2019: New-Hire, Re-Hire Packets, Anniversary Gift Schedule, Performance Review Schedule, Employee Spotlight Schedule, etc.	C	Scott Spitz	Excellence	Select One
Plan Staff/Board holiday party	C	Scott Spitz	Community	Select One
The Finance department will assist the Executive Director and staff in preparation of the annual budget.	C	Eliza Hollis	Stewardship	Select One
		Aleta Kahn		
		John Short		
	C	Select One	Select One	Select One
	C	Select One	Select One	Select One

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Finance and Human Resources

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Purge Incode of outdated employee records to free up space	D	Scott Spitz	Innovation	Select One
Plan part-time employee appreciation lunch	D	Scott Spitz	Stewardship	Select One
Conduct employee satisfaction survey	D	Scott Spitz	Character	Select One
Attend a minimum of one training workshop or conference per quarter.	D	John Short	Innovation	Select One
Using the data from User Data, input the budgeted cash flows into Incode for the new fiscal year.	D	John Short	Stewardship	Select One
	D	Select One	Select One	Select One
	D	Select One	Select One	Select One