Governance Committee Meeting
Wednesday, January 28, 2026; 8:15 a.m.
Fargo Park Sports Center
Island Park Conference Room
6100 38th Street S, Fargo

AGENDA

1. Review and Discuss Governance Policies – Board Culture, Committee Structure, Commissioners Addressing Board Member Violations; Commissioner Rostad, presenter

2. Review and Discuss Commissioners and Executive Director Relationships – Single Point of Contact and Single Unit of Control; Commissioner Rostad, presenter

3. Review and Discuss Operational Expectation – Treatment of Community Members; Commissioner Rostad, presenter

4. Other

Next Park Board Meeting: February 10, 2026: 5:30 p.m.
Next Planning Committee Meeting: February 18, 2026; 8:15 a.m.
Next Governance Committee Meeting: February 25, 2026; 8:15 a.m.

Susan Faus, Executive Director
Park Commissioners – Zoe Absey * Vicki Dawson * Joe Deutsch * Aaron Hill * Jerry Rostad
Clerk -Jeff Gunkelman

Our Core Values: * Be Authentic * Be Bold * Be Collaborative

MEMORANDUM

DATE: January 28, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 1 - Review and Discuss Governance Policies - Board Culture, Committee Structure, Commissioners Addressing Board Member Violations

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The Governance Committee will review three of the Governance Policies - Board Culture, Committee Structure, and Commissioners Addressing Board Member Violations. Commissioners will then complete the monitoring forms for these policies and return the results.

If you have any questions, please do not hesitate to contact me prior to the meeting.

Thank you.

GP 2 Board Culture

The Commissioners will govern lawfully, make all official decisions by formal vote, and, as a Board, govern with a long-term vision.

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.

2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.

3. To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members will:
    - Use Roberts Rule of Order as the basis for the format of all Board meetings.
    - Come to meetings adequately prepared.
    - Support the President of the Board in facilitating an orderly meeting.
    - Communicate openly and actively in conversation and dialog.
    - Encourage the balanced participation of all members.

4. The Fargo Park Board adheres to a regular meeting schedule, convening on the second Tuesday of each month, except in August and September, when the meeting is held on the first Tuesday. This consistent schedule, available on the Park Board Schedule webpage, ensures the Board's business is conducted promptly and efficiently. Meetings commence at 5:30 pm at the Fargo Parks Sports Center. The agenda for regular meetings is accessible on the Park Board Meetings page by the Friday before the meeting. Additionally, the Fargo Park Board meeting agendas are published in The Fargo Forum the Monday before the meeting.

5. Board Meeting Agenda Format
    - Call to Order
    - Approve Order of Agenda
    - Consent Agenda
    - Regular Agenda
        a. Recognition of Audience/Public Comments
        b. Director's Report
        c. Reports
        d. Adjourn

6. Consent Agenda
   The Board will use a consent agenda to expedite the disposition of routine matters. An item may be removed from the consent agenda upon the concurrence of a majority of the Commissioners' members present and voting. The President of the Board will place the removed item on the regular agenda.

7. Recognition of Audience/Public Comments
   - Citizens wishing to address the Park Board may do so during each meeting agenda's Recognition of Audience portion.
   - Those wanting to address the Board must sign up on the sheet in the Board Room before the meeting.
   - Each citizen who signs up to address the Board is asked to state their name and address for the record.
   - The Board is interested in hearing citizen comments and will listen carefully but may not respond or debate issues in this forum.
   - To allow the most opportunity for engagement with as many residents as possible, each speaker is asked to keep their remarks to the board to 3 minutes or less.
   - All comments are made to the Board and not to individuals in the audience.
   - The Board will not hear personal complaints against anyone connected with the Park District.
   - Groups of individuals addressing a common concern are asked to designate a spokesperson.

8. Statement read by President

9. Following the regular Fargo Park Board meetings, a video of the meeting will be posted on the Park Board Meetings page by the following week. A rebroadcast of Fargo Park Board Meetings is available on Thursdays at 9:00 p.m. and Fridays at 4:00 p.m. on Channel 56. This channel is only broadcast in the City of Fargo and is viewable by Sparklight and Midco customers. Meeting minutes are posted approximately two days after Board approval at the following month's regular meeting.

10. The Commissioners will be governed by a set of policies called "Governance Policies" and may be revised or amended at any time by majority vote. Proposed policy revisions will be referred to the Governance Committee. Subsequent committee recommendations will be brought to the full Board for approval.

Monitoring Method: **Commissioner self-assessment**
Monitoring Frequency: **TBD**
Adopted

FARGO PARK DISTRICT – 2026

January 28, 2026

RE: GP-2 MONITORING DOCUMENT

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked "Inadequate Compliance," the responding Board member will provide a short explanation of why the response was assessed using the "Explain your rating" section. Suggestions for possible policy changes must be included in the section of each policy.

The Commissioners will govern lawfully, make all official decisions by formal vote, and, as a Board, govern with a long-term vision.

GP-2: Board Culture

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

1. The Commissioners will function as a single unit. Individual members will voice their opinions, but the group will make decisions by a formal vote. No commissioner officer, individual, or committee will be permitted to limit the Board's performance or prevent it from fulfilling its commitments.

Substantial compliance	Inadequate Compliance

Vicki

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Aaron

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Substantial compliance	Inadequate Compliance

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2. The Commissioners are accountable for their performance and dedicated to continuous improvement. They pledge to provide their members with the necessary training and professional support to govern effectively.

Substantial compliance	Inadequate Compliance

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Jerry

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Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

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    - Use Roberts Rule of Order as the basis for the format of all Board meetings.
        - Come to meetings adequately prepared.
        - Support the President of the Board in facilitating an orderly meeting.
        - Communicate openly and actively in conversation and dialog.
        - Encourage the balanced participation of all members.

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Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

4. The Fargo Park Board meets regularly on the second or first Tuesday of each month, depending on the month, at 5:30 pm. The meeting agenda is available online and in The Fargo Forum before the meeting.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

5. Board Meeting Agenda Format
    - Call to Order
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        ii. Director's Report
        iii. Reports
        iv. Adjourn

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7. Recognition of Audience/Public Comments
    - Citizens wishing to address the Park Board may do so during each meeting agenda's Recognition of Audience portion.
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Joe

8. Statement read by the President.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

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Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

10. The Commissioners will be governed by a set of policies called "Governance Policies" and may be revised or amended at any time by majority vote. Proposed policy revisions will be referred to the Governance Committee. Subsequent committee recommendations will be brought to the Full Board for approval.

(GP-2)
Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

Recommendation:

GP 5 Committee Structure

A committee is a Board committee only if it comes from the Board's organizational structure and its work is intended to support the Board's work. The only Board committees are those listed in this policy. All Board members are welcome to attend committee meetings as audience members. The committee chair and Executive Director will create committee agendas. Board members may add an item to a committee agenda by contacting the committee chair. The Executive Director and staff members serve as resources for the committees.

All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

Committee Meeting Protocol

- Committee meetings are open to the public; proper notification and operation must be followed under the North Dakota open meeting laws.
- Meeting minutes will be posted on the Park District website after the Board approves them.
- Committees are not empowered to make decisions for the Board; instead, they make recommendations for the entire Board's consideration.
- Meeting dates will follow the annual work plan or be scheduled as needed.

Committee Guiding Principles

When used, Board committees will support the Board's work and never interfere with delegating authority from the Board to the Executive Director.

Accordingly:

- Board committees are to assist the Board in doing its job, not direct the staff.
- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert's Rules of Order during a meeting if they feel it is appropriate.
- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.
- Board committees will not directly deal with staff operations unless specifically authorized by the Board.
- Board committees may not speak or act for the Board except when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.
- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.
- This policy applies only to committees formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.

- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.

The following is a list and definition of current committees:

Governance Committee

Purpose:

1. Assist the Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.
9. Work on other projects or issues as assigned by the action of the Board.

Membership: The President or Vice President and at least one other Board Member as appointed by the President.

Staff Support: Provided by the Executive Director and Administrative Team.

Planning Committee

Purpose

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan.
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with administration to review, create, and recommend to the Board an annual budget.
5. Work with administration to review and prepare finance and budget performance updates for the Board.

Membership: The President or Vice President and two other Board Members as appointed by the President.

Staff Support: Provided by the Executive Director and Administrative Team.

Each committee will determine the frequency of regular meetings based on its tasks and annual work plan and forward Board meeting agenda items to the Board President and Executive Director.

***The Board President may make additional assignments at the annual reorganization Board meeting, such as representing the Park District Foundation Board.*

Monitoring Method: **Commissioner self-assessment**
Monitoring Frequency: **Reviewed Annually**
Adopted

FARGO PARK DISTRICT – 2026

January 28, 2026

RE: GP 5 MONITORING DOCUMENT

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

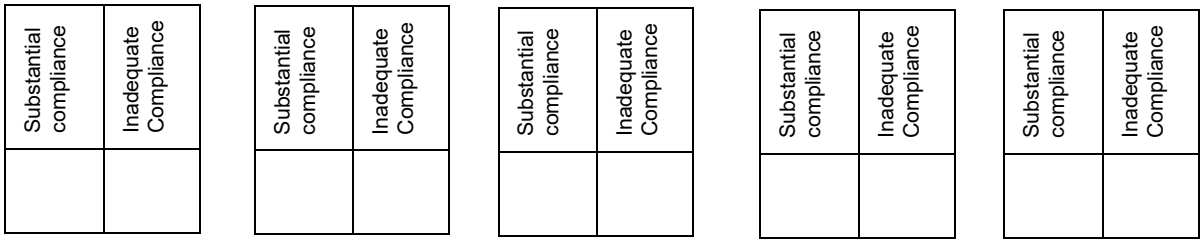
DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked "Inadequate Compliance," the responding Board member will provide a short explanation of why the response was assessed using the "Explain your rating" section. Suggestions for possible policy changes must be included in the section of each policy.

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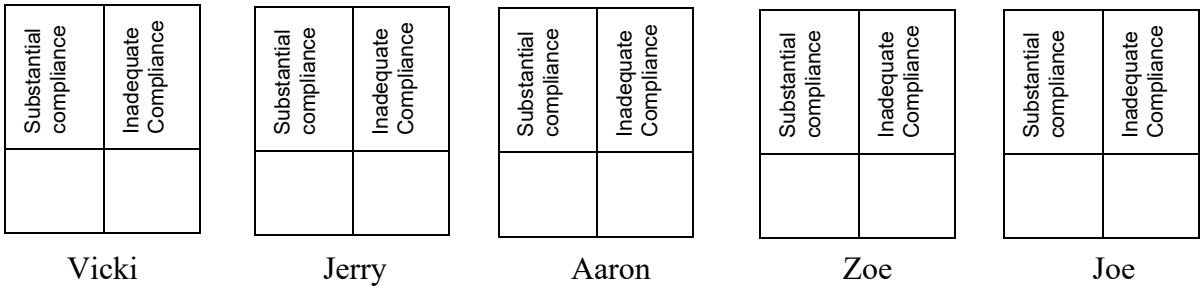
All committee meetings are public meetings subject to North Dakota open meeting statutes regarding public notice and written records.

Committee Guiding Principles

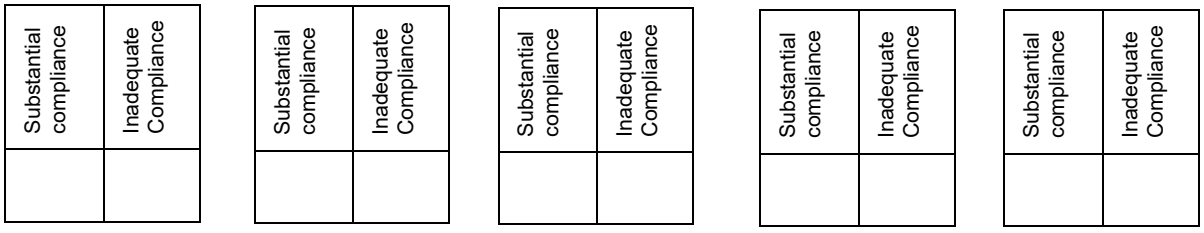
When used, Board committees will support the Board's work and never interfere with delegating authority from the Board to the Executive Director.



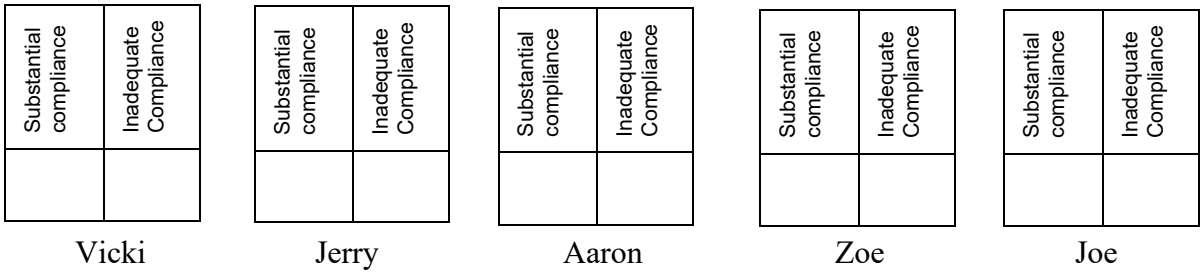
- Board committees are to assist the Board in doing its job, not direct the staff.



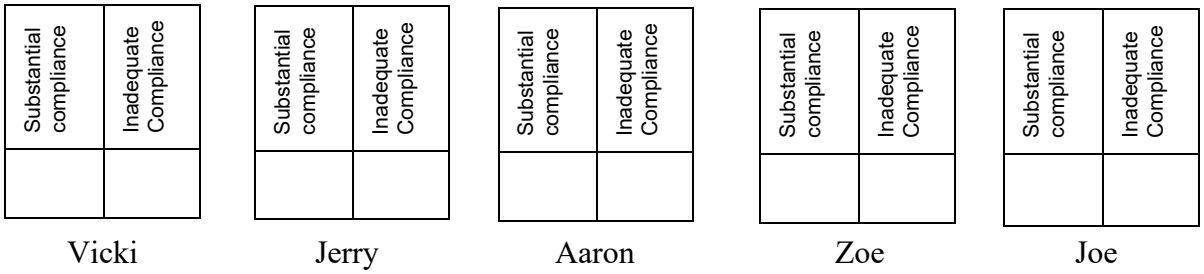
- Committee meetings are designed as working sessions and are less formal than regular Board meetings. However, the chairperson or any other committee member may institute Robert's Rules of Order during a meeting if they feel it is appropriate.



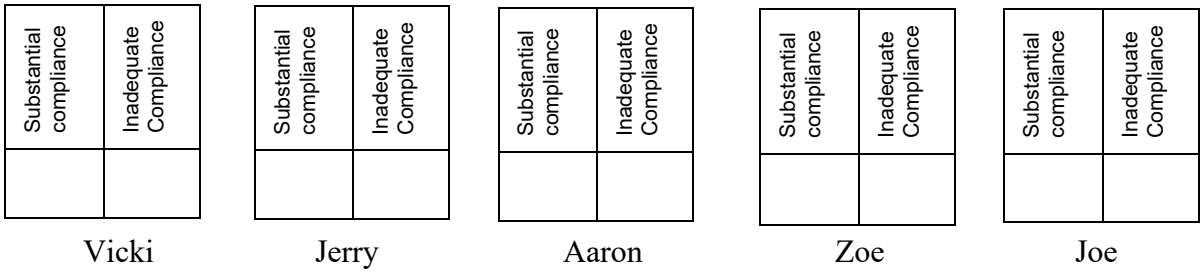
- Committees ordinarily assist the Board by preparing policy alternatives and implications for consideration.



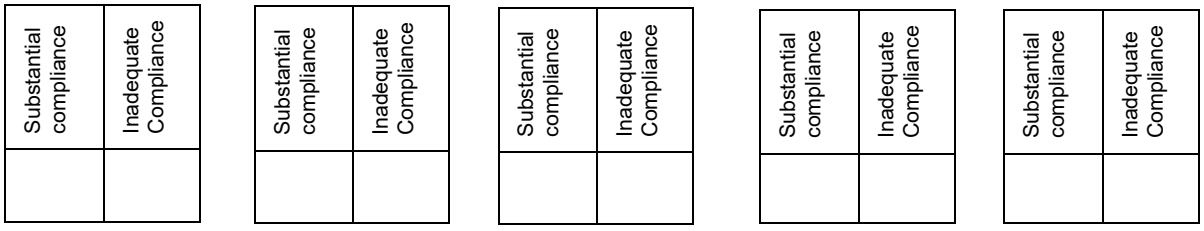
- Board committees will not directly deal with staff operations unless specifically authorized by the Board.



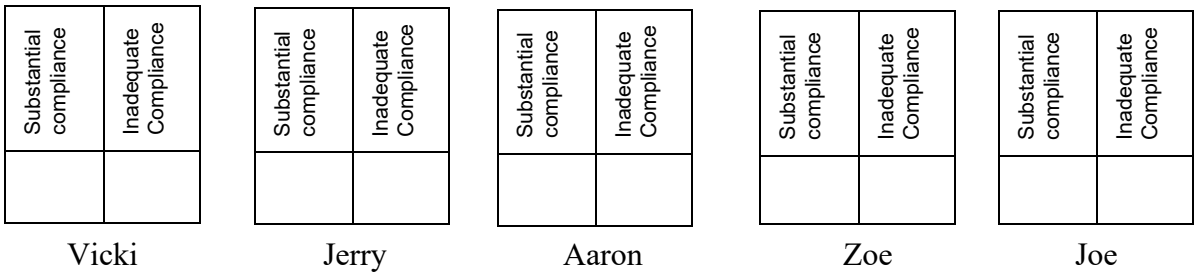
- Board committees may not speak or act for the Board expect when formally given such authority. The Board will carefully state expectations and authority to ensure that committee authority will not conflict with authority delegated to the Executive Director.



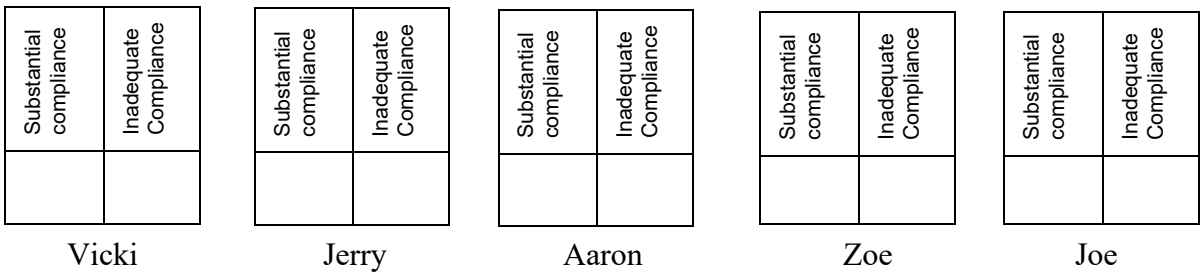
- Board committees may not exercise authority over the Executive Director or staff. Because the Executive Director works for the entire Board, any direction to the Executive Director related to a committee recommendation must come from the Board as a whole.



- This policy applies only to committee formed by Board action, whether the committees include Board members. It does not apply to committees formed under the authority of the Executive Director.



- Standing Board Committees will serve for one year. The board evaluates the committees annually and may reinstate, modify, or discontinue them by consensus. Membership expires at the time of reorganization. Standing committees appointed mid-year will serve until the time of reorganization.



Governance Committee
Purpose:

1. Assist Board President and Executive Director in planning upcoming agendas.
2. Review the Board's Annual Work Calendar.
3. Coordinate and conduct new member orientation.
4. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
5. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
6. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
7. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
8. If there is an opening in the Executive Directors position, the Governance Committee will organize a search process and the subsequent steps necessary to hire a new Executive Director.

9. Work on the other projects or issues as assigned by the action of the Board.

Membership: The President or Vice President and one other Board Member as appointed by the President.

Staff Support: Provided by the Executive Director and Administrative Team.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

Planning Committee

Purpose:

1. Work with the Administration to review and maintain a strategic plan for annual renewal.
2. Work with the Administration to maintain a long-range financial plan
3. Work with the Administration to maintain a Capital Improvement Plan.
4. Work with Administration to review, create and recommend to the Board an annual budget.
5. Work with Administration to review and prepare finance and budget performance updates for the Board.

Membership: The President or Vice President and two other Board Members as appointed by the President.

Staff Support: Provided by the Executive Director and Administrative Team.

Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

RECOMMENDATION:

GP 8 Commissioners Addressing Board Member Violations

The Fargo Park District Commissioners are committed to faithful compliance with the provisions of the Governance policies. A Commissioner will inform the Board President or the Board, in the Board member's opinion, if individual members are not in compliance with the Board's policies. If the President is the member whom the Board member feels is not acting in compliance with policy, the Board member will inform the Vice President. In the event of a member's willful and continuing violation of policy, the Board will seek a remedy in the following order:

1. Conversation privately between the offending member and the Board President.
2. Discussion in a public meeting between the offending member and the entire Board.
3. Public censure of the offending member of the Board.
4. Removal from any officer role on the Board or any committees shall happen by a majority vote of the Commissioners.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: TBD
Adopted:

FARGO PARK DISTRICT – 2026

January 28, 2026

RE: GP-8 MONITORING DOCUMENT

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked "Inadequate Compliance," the responding Board member will provide a short explanation of why the response was assessed using the "Explain your rating" section. Suggestions for possible policy changes must be included in the section of each policy.

GP-8: Commissioners Addressing Board Member Violations

The Fargo Park District Commissioners are committed to faithful compliance with the provisions of the Governance policies. A Commissioner will inform the Board President or the Board, in the Board member's opinion, if individual members are not in compliance with the Board's policies. If the President is the member whom the Board member feels is not acting in compliance with policy, the Board member will inform the Vice President. In the event of a member's willful and continuing violation of policy, the Board will seek a remedy in the following order:

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

1. Conversation privately between the offending member and the Board President.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

2. Discussion in a public meeting between the offending member and the entire Board.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

3. Public censure of the offending member of the Board.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Zoe

Substantial compliance	Inadequate Compliance

Joe

4. Removal from any officer role on the Board or any committees shall happen by a majority vote of the Commissioners.

Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

RECOMMENDATION:

MEMORANDUM

DATE: January 28, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 2 - Review and Discuss Commissioners/Executive Director Relationships – Single Point of Contact and Single Unit of Control

The Governance Committee will review two of the Commissioners/Executive Director Relationship Policies – Single Point of Contact and Single Unit of Control. Commissioners will then complete the monitoring forms for policies and return the results.

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

C/ED-1 Single Point of Contact

The Fargo Park District Board of Commissioners' sole direction of the operational organization is through the Executive Director.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: TBD
Adopted:

FARGO PARK DISTRICT – 2026

January 28, 2026

RE: C/ED-1 SINGLE POINT OF CONTACT

FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked "Inadequate Compliance," the responding Board member will provide a short explanation of why the response was assessed using the "Explain your rating" section. Suggestions for possible policy changes must be included in the section of each policy.

C/ED – 1 -Single Point of Contact

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Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Joe

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Zoe

1. The Fargo Park District Board of Commissioners' sole direction of the operational organization is through the Executive Director.

(C/ED-1)
Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

Recommendation:

C/ED-2 Single Unit Control

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.

1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.

2. The Executive Director is neither obligated nor expected to follow the directions or instructions of individual Board members, officers, or committees unless the Board has expressly delegated the exercise of authority.

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: TBD
Adopted:

FARGO PARK DISTRICT – 2026

January 28, 2026

RE: C/ED-2 SINGLE UNIT CONTROL

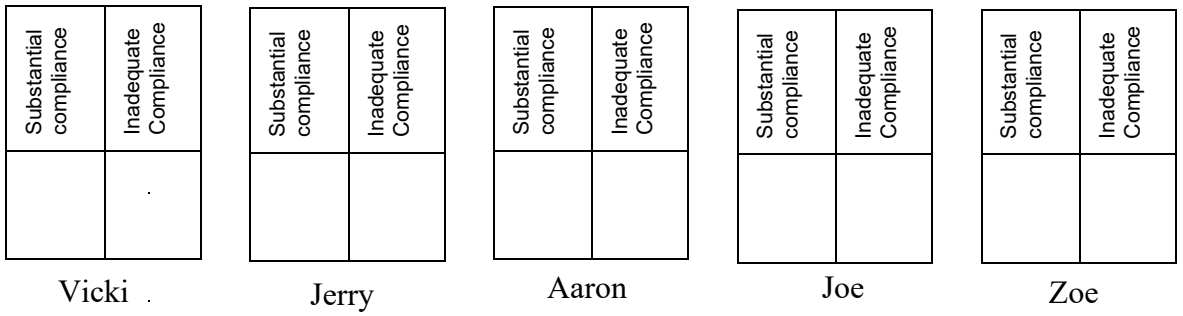
FOCUS: Action

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

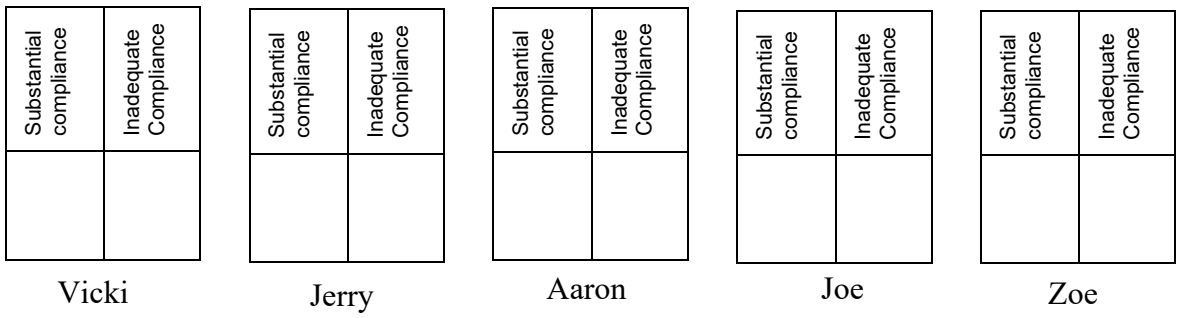
DIRECTIONS: Board members will provide an individual assessment of compliance with the policy. If marked "Inadequate Compliance," the responding Board member will provide a short explanation of why the response was assessed using the "Explain your rating" section. Suggestions for possible policy changes must be included in the section of each policy.

C/ED – 2 -Single Unit Control

The Fargo Park District Board of Commissioners will direct the Executive Director only through official decisions of the Board.



1. The Board will make decisions by formal, recorded vote to avoid ambiguity about whether direction has been given.



2. The Executive Director is neither obliged nor expected to follow the directions or instructions of individual Board members, officers, or committee unless the Board has expressly delegated the exercise of authority.

Substantial compliance	Inadequate Compliance

Vicki

Substantial compliance	Inadequate Compliance

Jerry

Substantial compliance	Inadequate Compliance

Aaron

Substantial compliance	Inadequate Compliance

Joe

Substantial compliance	Inadequate Compliance

Zoe

3. If the Executive Director determines that an information request from an individual Board member or a committee is unreasonable or requires a material amount of staff time, the Executive Director shall ask the committee or the member to refer such requests to the entire Board for authorization.

(C/ED-2)
Please explain your rating:

Please use the area below to suggest possible policy changes for the Governance Committee to review. Proposed edits must be included below using strike throughs or word additions and be accompanied by a rationale for the change:

Recommendation:

MEMORANDUM

DATE: January 28, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 - Review and Discuss Operational Expectation – Treatment of Community Members

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The Governance Committee will review the Operational Expectation – Treatment of Community Members policy. Commissioners will then complete the monitoring form for the policy and return the results.

If you have any questions, do not hesitate to contact me prior to the meeting.

Thank you.

OE-2 Treatment of Community Members

Concerning interactions with the community, the Executive Director shall not cause or knowingly allow conditions, procedures, actions, or decisions that are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, or in violation of Board policy.

Accordingly, the Executive Director shall:

- Protect confidential information.
- Effectively handle concerns or complaints.
- Maintain an organizational culture that values individual differences in opinion.
- Protect against wrongful or illegal conditions.
- Establish standard operating policies and procedures to ensure compliance with all federal and state laws.
- Establish standard operating policies and procedures to protect against discrimination, bullying, hazing, and harassment, which explicitly include everyone but are not limited to the following characteristics: race, color, religion, sex, sexual orientation, national origin, age, mental or physical disability, gender expression/identity, genetic information, or status concerning marriage or public assistance, or standing in any group protected by federal, state, or local law.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: TBD
Adopted:

FARGO PARK DISTRICT – 2026

January 28, 2026

RE: Monitoring Report on OE-2: Treatment of Community Members

FROM: Susan Faus, Executive Director

BOARD FOCUS: Action Required

Responding Board members: Zoë Absey, Vicki Dawson, Joe Deutsch, Aaron Hill, Jerry Rostad

DIRECTIONS:
Board members will provide an individual assessment of compliance with the policy using response options of "Compliant" or "Not Compliant." If marked "Not Compliant," the responding Board member will provide a short explanation of why the response was assessed. Questions regarding operational items associated with the policy must be lodged with the Executive Director, separate from the monitoring assessment. Suggestions for possible policy changes must be included in the area at the bottom of this document.

Concerning interactions with the community, the Executive Director shall not cause or knowingly allow conditions, procedures, actions, or decisions that are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, or in violation of Board policy.

OE-2: Treatment of Community Members

OE-2 Compliance Issue	Summary Response	Admin. Opinion of Compliance Status	Board Members' Assessment	
Accordingly, the Executive Director shall effectively handle concerns or complaints. Protect confidential information, Maintain an organizational culture that values individual differences in opinion, protect against wrongful or illegal conditions, and establish standard operating policies and procedures to ensure compliance with all federal and state laws.	The Park District has a Confidentiality Policy (Policy No. 480) in place to clarify expectations for employees to effectively protect confidential information and complies with federal and state laws. I effectively handle concerns or complaints from members of the community. I listen to concerns in a respectful and timely manner. I work with staff to respond to each issue with the plan of action and expectation of when the concern would be addressed.	X ____Compliant _____Non-Compliant	Compliant _____Vicki _____Jerry _____Aaron _____Zoe _____Joe	Non-Compliant ____Vicki ____Jerry ____Aaron _____Zoe _____Joe

Establish standard operating policies and procedures to protect against discrimination, bullying, hazing, and harassment, protected by federal, state, or local law.	The Park District has a Harassment Policy (Policy No. 110) that protects against discrimination, bullying, hazing, etc. In the policy, there is a procedure to follow if someone has been subjected to harassment. The policy is intended to protect employees of the Park District, but we follow the same procedure when working with members of the community.	X Compliant ____Non-Compliant	Compliant / Non-Compliant _____Vicki ____Vicki _____Jerry ____Jerry _____Aaron ____Aaron _____Zoe _____Zoe _____Joe _____Joe

Thoughts on Possible Policy Changes: