Governance Committee Meeting
Wednesday, May 20, 2026; 8:15 a.m.
Fargo Park Sports Center
Marsh McLennan Conference Room
6100 38th Street S, Fargo

# AGENDA

1. Recognition of Audience/Public Comments
2. Review Park Board Commissioner Onboarding Process, Jerry Rostad, presenter
3. Review and Discuss Executive Director Accountability, Jerry Rostad, presenter
4. Review and Discuss Personnel Administration, Jerry Rostad, presenter
5. Other

*Next Park Board Meeting: June 9, 2026; 5:30 p.m.*
*Next Planning Committee Meeting: June 17, 2026; 8:15 a.m.*
*Next Governance Committee Meeting: June 24, 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: May 20, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 1 - Review Park Board Commissioner Onboarding Process

Review and discuss the final draft of the onboarding process for new Park Board Commissioners. Minor updates have been made to the Introductory Meeting section to ensure all Park District departments are included, along with additional time allotted for those meetings.

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

Thank you.

***President leads***

***Vice President and Executive Director support***

**1. Pre-Election Preparation**

- Board President reaches out to candidates with key dates and information regarding next steps, if elected.
    - CC: Vice President
    - Ideally completed the first week in June but must be completed prior to election day.

**2. Election Day (2nd Tuesday in June)**

- 2nd Tuesday in June, on even numbered years (2026, 2028, 2030, 2032)
- 2nd Wednesday (one day after the election)
    - Board President contacts newly elected commissioners to schedule an initial meeting with President and Executive Dir. (if multiple new commissioners are elected, multiple meetings may be necessary to avoid quorum).
        - CC: Exec. Dir., Exec. Asst., HR Dir., Board Vice President

**3. Initial Meeting - preferably the week of the election or early the following week, as schedules allow:**

- **Meeting with President and Exec. Dir. (1.5 hours)**
    - Receive contact information for key personnel
        - Briefly meet Dept. Dirs.
    - Overview of the Park District's Mission, Vision, Values
        - Overview of Strategic Plan/Park System Master Plan
    - Sign Code of Conduct
    - Roles & Responsibilities
        - Committee Structure and Preferences
    - Charitable Gaming Rules and Regulations
    - Office/Admin Tour
    - Schedule Full Orientation
- **Meeting with HR/IT/Exec. Asst. (.5 hours)**
    - HR paperwork (W2)
    - IT logins/passwords & devices
    - Clothing, name tag & business cards

Park Board Onboarding

**Training to be completed prior to July Board Meeting:**

- **Introductory Meetings (3 hours):**
    - With Department Directors
        - Foundation
        - Golf
        - Valley Senior Services
        - Finance
        - IT
        - Community Relations
        - Human Resources
        - Parks
        - Recreation
        - Fargo Parks Sports Center
        - Courts Plus
- **Governance Overview (1.5 hours):**
    - Role and responsibilities of commissioners
    - Legalities of public meetings and open records
    - Bylaws and policies
    - Meeting procedures and rules of order
    - Financial overview: budgets, revenue streams, and major expenses
        - Mill Levy 101
    - Park Bench Training

- **Break (if all in one day)**

- **Park/Facility/Project Tour/Personalized based on each new commissioner (3.5 hours): Open to ALL commissioners**
    - Sports Center
    - Shops
        - North, South, Old & Carpenter
    - Golf Courses
        - Edgewood, El Zagal, Prairiewood, Rose Creek & Osgood
    - Pepsi Field
    - Courts Plus
    - VSS
    - Yunker Farm

- Island Park + Swimming Pool
- Lindenwood Park + Campground
- Orchard Glen
- Rheault Farm
- Arenas & Sports Fields
  - Cornerstone, Colosseum, Metro Rec Center, Tharaldson Little League + Attic, Michelson + Jack Williams, Starion Field + Tharaldson Fields, Brunsdale (pickleball + youth baseball) & North Softball Complex
- Facilities Operating on Park District Land
  - Scheels Arena, Red River Zoo, and Curling Club
- Swimming Pools
  - Roger G. Gress, Madison, South & Davies
- New or completed projects + recently renovated/improved facilities

**4. Follow-Up and Support**

- **Mentorship Program:**
  - Pair new commissioners with experienced commissioners.
  - If multiple new Commissioners, President and Vice President meet with new Commissioners.
- **Human Resource Training**
  - HR will provide training on relevant HR Policies and performance review procedures to evaluate the Executive Director.

# M E M O R A N D U M

DATE: May 20, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 2 – Review and Discuss Executive Director Accountability

The Governance Committee will review and discuss Executive Director Accountability, C/ED-5. Commissioners will review the monitoring form for this policy and complete the forms after the meeting.

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

Thank you.

## C-ED-5 Executive Director Accountability

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

1. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a schedule and method determined by the Board and include them in the Board's Annual Work Plan.

3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.

4. The Board will acquire monitoring data by the following methods:

    a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.

    b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.

5. Annually, the Board will conduct a formal summative evaluation of the Executive Director. The summative evaluation will be based on data collected and decisions made by the Board during the year related to monitoring OEs and Strategic Plan Results, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

    a. A summary of the data from monitoring the Board's OEs during the year.

b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.

c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

**Monitoring Method: Commissioner self-assessment**
**Monitoring Frequency: Reviewed Annually**
**Adopted: September 2025**

FARGO PARK DISTRICT – 2026-27

May 20, 2026

RE: C/ED-5 EXECUTIVE DIRECTOR ACCOUNTABILITY

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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**C/ED - 5: Executive Director Accountability**

The Fargo Park District Board of Commissioners shall align the Executive Director's performance review with the organization's Strategic Plan Results and OEs. In addition, the successful completion of a set of yearly professional goals and demonstration of a set of professional competence skill sets define the Executive Director's job responsibilities and are the primary basis for the Executive Director's performance evaluation. As its Annual Work Plan outlines, the Board will determine organizational performance based on its defined systematic monitoring process.

| 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. All policies instructing the Executive Director (OEs and Strategic Plan Results) will be monitored according to a schedule and method determined by the Board and included in the Board's annual work plan. In addition, the Board may monitor any policy if a majority decides that conditions warrant monitoring at times other than those specified by the annual schedule.

| Substantial compliance | Inadequate Compliance |
|---|---|
| | |

Vicki

| Substantial compliance | Inadequate Compliance |
|---|---|
| | |

Jerry

| Substantial compliance | Inadequate Compliance |
|---|---|
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Aaron

| Substantial compliance | Inadequate Compliance |
|---|---|
| | |

Zoe

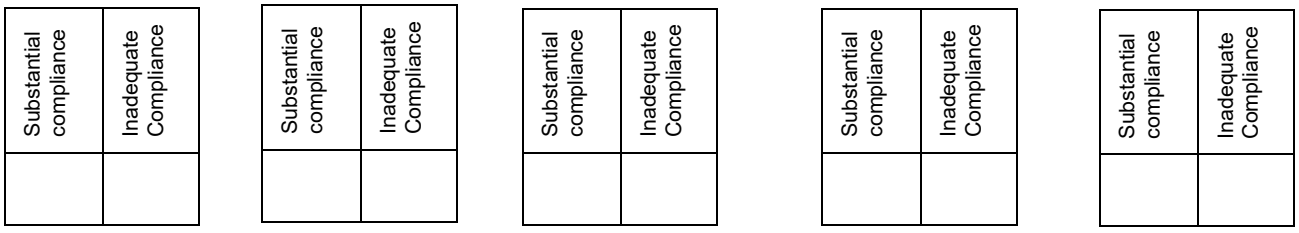
| Substantial compliance | Inadequate Compliance |
|---|---|
| | |

Joe

2. In addition to the OEs and Strategic Plan Results, the Board will review and weigh in on reasonable progress made on a set of professional goals established each year by the Executive Director. The Board will monitor these goals according to a schedule and method determined by the Board and include them in the Board's Annual Work Plan.




3. In addition to the OEs and Strategic Plan Results, the Board will weigh in on successfully demonstrating a set of professional competencies defined by the Board. These competencies will be monitored according to a schedule and method determined by the Board and included in the Board's Annual Work Plan.




4. The Board will acquire monitoring data by the following methods:
    a. By Internal Report, the Executive Director submits information that certifies and documents compliance with OEs or reasonable progress toward achieving strategic initiatives, professional goals, and professional competencies.
    b. By Board Inspection, the whole Board, or a committee duly charged by the Board, formally assesses compliance or reasonable progress based upon specific criteria.




5. Annually, the Board will conduct a formal summative evaluation of the Executive Director. The summative evaluation will be based on data collected and decisions made by the Board during the year related to monitoring OEs and Strategic Plan Results, professional goals, and professional competencies. The Board will prepare a written evaluation document consisting of:

    a. A summary of the data from monitoring the Board's OEs during the year.
    b. Conclusions based upon the Executive Director's reasonable interpretation of the initiatives of the Strategic Plan and whether reasonable progress has been made toward its achievement.
    c. Conclusions based upon the Board's assessment of whether reasonable progress has been made toward the Executive Director's demonstration of professional competencies.

(C/ED-5)
*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:

# M E M O R A N D U M

DATE: May 20, 2026

TO: Fargo Park Board Committee Members

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 3 – Review and Discuss Personnel Administration

The Governance Committee will review and discuss – Personnel Administration (OE-3). Commissioners will review the monitoring form for this policy and will complete the forms after the meeting.

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

Thank you.

## OE-3 Personnel Administration

The Executive Director shall ensure employee recruitment, employment, development, evaluation, and compensation in a manner necessary to achieve the Fargo Park District's Mission.

***Staff Treatment***

Concerning the treatment of paid staff, 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:***

- Ensure background inquiries and checks before hiring any paid personnel.
- Operate with written personnel policies which:
  - Communicate personnel rules and procedures for staff,
  - Provide for effective handling of grievances,
  - Include adequate job descriptions for all staff positions,
  - Include salary and compensation plans that comply with state law,
  - Include an effective personnel performance evaluation system,
  - Establish 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 to marriage or public assistance, or status in any group protected by federal, state, or local law.
- Protect confidential information.
- Honor the terms of any agreements with staff.

***Staff Evaluation***

Concerning the evaluation of employees, the Executive Director shall develop an evaluation system that measures employee performance annually.

***Accordingly, the Executive Director shall:***

- Develop and administer an evaluation system designed to document staff performance, recognizing the contributions of each staff member to impact the success of the Fargo Park Board's Mission.

Monitoring Method: Commissioner self-assessment
Monitoring Frequency: Reviewed Annually
Adopted: October 2025

FARGO PARK DISTRICT – 2026-27

May 20, 2026

RE: Monitoring Report on OE – 3 Personnel Administration

FROM: Susan Faus, Executive Director

BOARD FOCUS: Action Required

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

Governance policies are monitored per the schedule. Monitoring determines the degree to which board policies are being met. Information that does not contribute directly to this purpose is not considered monitoring data. The standard for compliance shall be whether the Executive Director has reasonably interpreted the Board policy being monitored.

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.

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## OE-3 Personnel Administration

The Executive Director shall ensure employee recruitment, employment, development, evaluation, and compensation in a manner necessary to achieve the Fargo Park District's Mission.

| Policy Statement | Summary Response | Administrative Opinion of Status | Board Members' Assessment |
|---|---|---|---|
| Staff Treatment:<br>Concerning the treatment of paid staff, 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:<br>• Ensure background inquiries and checks before hiring any paid personnel. | The Park District has a policy to ensure background checks are completed before hiring paid personnel.<br><br>Criminal Background Check Policy No. 115. | X ____Compliant<br><br>____Non-Compliant | ____Compliant<br><br>____Non-Compliant |
| • Operate with written personnel policies:<br>o Communicate personnel rules and procedures for staff,<br>o Provide for effective handling of grievances,<br>o Include adequate job descriptions for all staff positions,<br>o Include salary and compensation plans that comply with state law,<br>o Include an effective personnel performance evaluation system,<br>o Establish 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 to marriage or public assistance, or status in any group protected by federal, state, or local law. | The Park District has an employee onboarding procedure that was updated in 2023.<br><br>The Park District does not have a formal policy to handle grievances, but has a procedure in place with Human Resources.<br><br>The Park District has job descriptions for all positions.<br><br>The Park District has a Compensation Philosophy policy that is consistent with state law.<br>Policy No. 425<br><br>The Park District has a procedure to evaluate employee performance annually. This procedure was just updated as part of the Strategic Plan.<br><br>The Park District has a Harassment Policy that protects against discrimination, bullying, etc. in the workplace.<br>Policy No. 110 | X ____Compliant<br><br>____Non-Compliant | ____Compliant<br><br>____Non-Compliant |

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|---|---|---|---|
| • Protect confidential information. | The Park District has a confidentiality policy. Policy No. 480<br><br>The Park District has a Privacy Standard policy. Policy No. 465 | X ____Compliant<br><br>____Non-Compliant | ____Compliant<br><br>____Non-Compliant |
| • Honor the terms of any agreements with staff. | The Park District does not enter into special agreements with employees. The exception would be employment contracts (Executive Director only).<br><br>The Park District has had a separate agreement with two golf professionals that ended in November of 2025. | X ____Compliant<br><br>____Non-Compliant | ____Compliant<br><br>____Non-Compliant |
| Staff Evaluation<br>• Concerning the evaluation of employees, the Executive Director shall develop an evaluation system that measures employee performance annually. | The Park District has a procedure to evaluate employee performance annually. This procedure was just updated as part of the Strategic Plan. | X ____Compliant<br><br>____Non-Compliant | ____Compliant<br><br>____Non-Compliant |
| Accordingly, the Executive Director shall:<br>• Develop and administer an evaluation system designed to document staff performance, recognizing the contributions of each staff member to impact the success of the Fargo Park Board's Mission. | The revised performance review has a section on goal setting and values that align with the goals of the Park District.<br><br>Each Department has an Annual Work Plan that establishes priorities for work that is tied to the Strategic Plan. | X ____Compliant<br><br>____Non-Compliant | ____Compliant<br><br>____Non-Compliant |

| **Possible Policy Changes**<br>*DIRECTIONS*: 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. |
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Recommendation: