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Vernon Hills Park District  
Board of Park Commissioners  
Special Board Meeting

July 31, 2024  
635 N. Aspen Drive  
Vernon Hills, IL 60061  
5:30 p.m.

**MINUTES**

1. Call to Order

President Doerhoefer called the meeting to order at 5:30 p.m.

2. Roll Call

Present: Commissioners Robbins, Jacobs, Giraldo, Sente, Doerhoefer.  
Guest: Alan Howard, IAPD

3. Executive Director Search Update

President Doerhoefer invited Alan Howard to update the board on the Executive Director Search.

Alan highlighted the information he would be providing; an update on the marketing efforts, providing candidate interview questions to consider and reviewing the search timeline.

He reported that the brochure outlining the vacancy was delivered to approximately 900 individuals. These individuals are current directors, deputy directors, superintendents and senior level executive candidates. The vacancy has been posted online and activity is beginning to increase. Alan expects that candidate application packets will be received the last week of the opening period due to the exhaustive nature of requirements.

Alan recapped the meeting he had earlier today with Leadership staff.

Alan provided the board with a matrix to utilize during the selection process as well as sample interview questions to consider. The board selected a bank of questions that Alan will provide in a summary format at a later date. The board would like IAPD to forward all candidate application packets as well as provide a short list of top candidates for consideration.

Candidate references will be checked by IAPD.





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The board will receive the candidate packets on August 27<sup>th</sup> from IAPD. First round interviews will take place September 3-5 and begin each night at 5:30pm. Each interview should last one hour with 15 minutes in between. Second round interviews will be September 10-11 also at 5:30pm. During the week of September 16-18, board members will be having breakfast, touring facilities and having dinner with finalists. Contract negotiations during the week of September 23 with a target signing date of September 28.

4. Adjournment

Upon proper motion and second the Board voted unanimously to adjourn the meeting at 7:15 p.m.

David Doerhoefer, Park Board President

Jeff Fougerousse, Park Board Secretary



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**Lakeview Fitness** 700 Lakeview Parkway · Vernon Hills, IL 60061 · Phone 847-996-6330 · Fax 847-367-5855  
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