



Governance Committee Meeting Minutes  
Wednesday, October 23, 2024; 8:30am  
Fargo Sports Center Board Room

1. Review Governance Committee Purpose; Commissioner Hill  
Commissioner Hill discussed an overview of the purpose of the governance committee.
  - a. Assist the Board President and Executive Director in planning upcoming agendas.
  - b. Review the Board's Annual Work Calendar.
  - c. Coordinate and conduct new member orientation.
  - d. Review when directed by the Board's President and recommend updates to existing Board Governance policies for consideration and action by the Board.
  - e. Review and recommend updates to existing Board Ordinances for consideration and action by the Board.
  - f. Monitor federal, state, and city legislation and executive actions about Park District interests, keeping the Board informed regarding such issues.
  - g. Compile the annual review of the Executive Directors' performance and prepare a recommendation for Board consideration.
  - h. 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.
  - i. Work on other projects or issues as assigned by the action of the Board.
  
2. Review Fargo Park District Governance Annual Work Plan; Commissioner Hill  
Susan reviewed the annual work plan and stated that it will be started in January of 2025. There was discussion on cancelling the September Governance meeting because of the NRPA and we are hosting the NDRPA in September.
  
3. Executive Director annual review; Commissioner Hill  
Commissioner Hill discussed the process for the executive director's annual review. It was suggested that her evaluation starts now and use the model the commissioners have used and start the new process next year. There was discussion HR's role in the process. Susan will need to finish her self-review by November 8<sup>th</sup>. Carmen will send out evaluations to the commissioners by the 13<sup>th</sup> of November and the commissioners will send back to Carmen by December the 4<sup>th</sup>. Carmen will compile and get it to Commissioners Dawson and Hill.  
Commissioner Dawson asked when the staff reviews will be done. Susan stated they are working on that now, for 2025 using the same process as previous. Starting in 2026 there will be a new review process that raises will be based on performance.
  
4. Review Park Board Policies and Ordinances; Commissioner Hill  
Susan discussed policies and ordinances. Susan explained that spoke with Carolyn to find out the difference between policies vs. ordinances on the website, it has been combined. Carolyn thought some were just added because there was an issue and to address it, they created a policy to address the issue. Susan stated they should all be reviewed and updated. Susan asked are there any as a board commission that you

want us to address first, is there an order or priority? The commissioners are comfortable with the team prioritizing the policies and ordinances to review. Commissioner Hill asked if by the next meeting to have a priority list to review. He suggested having staff vetting recommendations, look at other ordinances at different municipalities and make suggestions. Verbiage updates, and have Jeff with a final review.

5. Discuss new board member orientation; Commissioner Hill

Commissioner Hill stated there won't be a new board member for another 2 years, so there is time to create a new process for board orientation. There needs to be a structure and onboarding. He also suggested an annual refresher workshop. Commissioner Rostad it is important to get the 1:1's with the department heads and have them sit down and review what they do, facility tours, park tours, shop tours. Susan stated we will have the Park System Master Plan and the Strategic Plan to use in orientation. Understanding the Century Codes, the does and don'ts of the meetings. Having someone come in and discuss the meeting laws. Jayne suggested to use part of the new employee orientation, there are parts that would work for the board orientation. Also have the annual report included with the orientation. Commissioner Rostad suggested to have a welcome video and then they can "claim" their email address, etc. It was suggested to have this training within a month of the next board meeting. Commissioner Hill stated we need board feedback to lead this, have Commissioner Absey suggest items.

Commissioner Rostad asked to have the Governance Meeting at 8:15, it was approved.

Minutes submitted by Carmen Johnson, Executive Assistant