



BOARD OF DIRECTORS BUSINESS MEETING AGENDA

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

September 27, 2022- 4:30-6:30 p.m.

Call meeting to order

Treasurer Keefer called the meeting to order at 4:32 p.m.

No adjustments made to the agenda. Agenda approved.

Board members in attendance: Bob Keefer, board treasurer, Peggy Tehan, board president (via Zoom), Jeff Tryens board vice president (via Zoom), Molly Baumann, board secretary (via Zoom)

Board member absent: Heath Foott, board member

Staff in attendance: Jennifer Holland, executive director, Julia Conrad, program supervisor, Britney Steigleder, accounting clerk, Sarah McNeale, recording secretary

Welcome visitors

No visitors or comments submitted.

Review and consider approval of consent calendar

- August 16, 2022 business meeting minutes
- July financials

Vice President Tryens moved to approve consent calendar; President Tehan seconded. Motion passed unanimously.

Receive draft August financials

Britney Steigleder, accounting clerk, presented the draft August financials to the board. Draft financials provide the board an overview of current financials and have not yet been reviewed by Treasurer Keefer.

No board action needed.

Consider motion to approve payment of \$10,019.16 to High Desert ESD for July substitutes in summer care programs

The district uses High Desert ESD substitute services when there is a temporary or short-term staff vacancy in care programs to ensure the programs maintain an appropriate staff to child ratio. The July 2022 invoice from High Desert EDS is \$10,019.16. As this amount exceeds the executive directors purchase authority level of \$9,999, board approval is required to pay the invoice.

President Tehan observed that the ESD payment is in the budget under the contracted services line item which is in the materials and services category. This is a different from category from personnel services so both will need to be tracked to have a clear idea of total personnel costs.

President Tehan moved to approve authorization of payment of \$10,019.16 to High Desert ESD for July sub services; Vice President Tryens seconded. Approved unanimously.

Consider motion to approve the creation of a new Local Government Investment Pool Account for the Capital Improvement Reserve Fund and transferring in \$100,000 from First Interstate Bank Capital Improvement Reserve Fund account

In June of 2022, the district opened a Local Government Investment Pool (LGIP) account for General Fund dollars. Since June, these funds have earned \$1,535.71 in dividend payments. Executive Director Holland proposed setting up an additional LGIP account to hold Capital Improvement Fund Reserve dollars due to the high rate of return.



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President Tehan asked is minimum balance was required, to which Executive Director Holland responded that there was no such requirement.

President Tehan moved to approve the creation of a new Local Government Investment Pool account for the Capital Improvement Reserve Fund and transferring in \$100,000 from First Interstate Bank Capital Improvement Reserve Fund account; Vice President Tryens seconded. Approved unanimously.

Executive Director report

Executive Director Holland directed the board's attention to a new section in her report utilized to keep the board apprised of public engagement with district marketing strategies like daily social media posts.

After speaking with Curt Scholl, Superintendent of Sisters School District, regarding the future use of the current Sisters Elementary School building Executive Director Holland drew up a draft timeline for the board to see the actions that are being worked on. This list will likely be amended as needed. Vice President Tryens questioned the timeline noting the board had not yet decided if the school building is the best option for the district to pursue. Executive Director Holland clarified that the timeline was only meant as a means of outlining the information gathering process. She acknowledged the board's decision would rely on several key factors that will need to be spelled out before a decision can be made. To clear up any confusion she will add the board's evaluation process and decision to the timeline.

Executive Director Holland also discussed that she had solicited quotes for executing the public opinion survey; however, the financial management policy is unclear on the maximum contract amount the executive director has authority to authorize without board approval. As such, she will be bringing the final contract choices to the board for review and approval. Executive Director Holland will also follow up with board on clarifying the written policy.

Executive Session: In accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer.

Vice President Tryens motioned to moved into executive session in accordance with ORS 192.660(2)(i) the board will meet to review and evaluate the employment-related performance of the chief executive officer. President Tehan seconded. Moved into executive session at 5:00 p.m.

Left executive session at 5:19 p.m.

Consider motion to approve executive director's annual review, compensation, and contract renewal

Treasurer Keefer opened the floor up for a motion to approve the annual review for Executive Director Holland as superior/commendable, compensation merit increase of 1.5%, tuition reimbursement of \$5,250 per year for the next two years, increase in vacation day from 13 days to 15 days for next two years, then 18 days beginning July 1, 2024, increase severance pay if terminated without cause from two months to three months for the next two fiscal years and four months beginning July 1, 2025. All pay is retroactive to September 1, 2022 with the contract being three years in length.

Vice President Tryens moved, President Tehan seconded. Approved unanimously

Board member updates

Secretary Baumann noted seeing an SPRD soccer sign with QR code for additional information posted at the soccer fields. She welcomed the use of this technology.



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Treasurer Keefer praised staff's success in putting on the Glory Daze Car Show, noting the fun he had volunteering. He also celebrated the pickleball courts seeing lots of use.

Board president updates

President Tehan reiterated how fun the Glory Daze Car Show was and commended the staff on a well-presented event.

Other business

Work session October 11th will start at 5 p.m.

Treasurer Keefer adjourned meeting at 5:37 p.m.

Respectfully submitted,

Sarah McNeale, Recording Secretary

Approved by the Board of Directors on 10/25/2022