



## BOARD OF DIRECTORS BUSINESS MEETING MINUTES

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

November 29, 2022- 4:30-6:30 p.m.

### Call meeting to order

President Tehan called the meeting to order at 4:31 p.m.

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

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

No adjustments were made to the agenda.

### Welcome visitors

President Tehan welcomed, Angela Saraceno from St. Charles Health System, Nicole Mardell from Deschutes County

No public comments submitted.

### St. Charles check presentation

St. Charles Health System annually awards agencies that are doing good in the community a donation to recognize and support the good works they do. Angela Saraceno from St. Charles Health System's Community Benefit Department presented the district with a donation of \$2,000 because of the work the district does to keep kids and the community active.

### Provide feedback for the Deschutes County Comprehensive Plan

Deschutes County's Comprehensive Plan is the policy framework for planning and growth covering a 20-year period. As part of their update process, Nicole Mardell joined the board to seek feedback and gather input from the board and staff on challenges, and opportunities they see facing the county over the next 20 years.

As she led the discussion, she questioned the board about issues they think are important connecting them to topics presented in her outline, including transportation, recreation, housing, forest land, natural resources, and community engagement.

Some of the key points mentioned:

- Bike, trail connections, converting railroad byways, or logging roads, natural corridors
- Recreation, facilitating nature-based programs
- Forming closer partnerships in the community, to support early intervention and resources for the homeless population
- Keeping equity in outdoor recreation by providing at-risk youth access to education and exploration of natural resources

At the conclusion of the brainstorming session Nicole Mardell thanked the board for participating, briefing them on next steps in the process and invited additional comments or questions to be submitted via email or online.

### Review and consider approval of consent calendar

- October 11, 2022, work session minutes
- October 25, 2022, business meeting minutes
- September financials

*Treasurer Keefer moved to approve consent calendar with minor changes as presented; Vice President Tryens seconded. Motion passed unanimously.*

### Receive draft October financials

Britney Steigleder, accounting clerk, presented the draft October financials to the board. No major items of note.

*No board action needed.*

### Consider motion to approve authorization of payment of \$15,136.00 to UK Soccer for summer camp program

Britney Steigleder, accounting clerk, presented a request for authorization of payment to UK Soccer for summer programs in the amount of \$15,136.

*Vice President Tryens moved. Board Member Foott seconded. Motion passed unanimously.*

### District staffing update

Executive Director Holland updated the board on plans to partition the current program supervisor position into two separate positions following ongoing staffing issues which have resulted in higher than anticipated demands of time and energy, increased job stress and turnover of that position.

After cutting back staffing drastically in 2020 due to COVID restrictions on programs, Executive Director Holland has been strategic in rebuilding staffing levels to ensure growth doesn't outpace need. In the past year however, there has been a sustained increase in demand for programs for all ages, particularly with youth programs. Additionally, the district has experienced a high rate of staff turnover (part of a national employment trend) which has required an increase in time to train, support, and coach new and existing staff by the program supervisor. This position has turned over twice in the last year, with both individuals citing workload demands as a factor in the decision to leave.

With the current staff structure of one program supervisor for all programs being unsustainable to meet the growing needs of the district while also supporting a healthy work/life balance for staff, Executive Director Holland described her solution to split the current program supervisor position into two separate positions, a care supervisor, and a recreation/athletic supervisor.

The care supervisor's office will be at the Annex to provide on-site support to the care team and will oversee preschool, Kids Club, summer day camp, and the Playground Program.

The recreation/athletic supervisor will be housed at the Coffield Center and oversee youth recreation, youth athletics, adult recreation, adult athletics, senior programs, fitness, and the Outlaw Club in addition to volunteer coaches. Budgetarily this change does not create extra personnel expenses for the district over what was budgeted and will leave wiggle room for the district to address other staffing issues that may arise.

The merging of multiple part-time site coordinator positions into one full-time position allows staffing FTE levels and costs to remain within budget and FTE projections.

Member Foott expressed appreciation for the update, Vice President Tryens agreed. Treasurer Keefer also expressed his support for the plan encouraging staff to look for ways to improve the quality and quantity of its programs and retain



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quality staff while remaining aware of impacts on cost recovery. President Tehan recommended staff keep an eye on revenues as staffing levels are achieved noting that revenue numbers for some programs are not meeting budgeted expectations likely as a direct result of staffing issues. This allows cost recovery structure, or fees to be adjusted if needed. Treasurer Keefer stressed the need to keep programs financially accessible to the community.

### Executive Director report

Executive Director Holland gave a verbal update on the public opinion survey the district is having done. She has had the opportunity to educate members of the public who have reached out to her with questions or comments because of receiving the survey link postcard in their mail. She noted there were 400 respondents, far exceeding the number expected, and the number needed to be considered statistically valid. Response overall has been positive, and results will be presented to the board. Executive Director Holland also thanked Vice President Tryens and Treasurer Keefer for their assistance in wordsmithing some of the questions.

### Board member updates

Treasurer Keefer voiced his pleasure at attending the tree lighting event and participating in the holiday parade with SPRD staff and kids, noting the high turnout. He also informed the rest of the board that pickleball play is still going on outside, and recently started indoor play which has seen a high demand for space.

Vice President Tryens also shared his delight at participating in the parade. He then asked about the opening of a cold weather shelter in the Hangar building next to the SPRD Education & Recreation Annex. Executive Director Holland replied that no one had contacted her about it noting she anticipated getting word sometime in January if there is one.

### Board president updates

President Tehan updated the other board members on tax receipts from the county being on track with where they should be.

She also praised staff for the successful parade and tree lighting events and asked about the district's plans for both events going forward. Executive Director Holland discussed schedule issues with the events which will need to be worked out and plans to work in partnership with Explore Sisters in planning next year's holiday events.

Executive Director Holland directed praise toward Nikki Olsen the events coordinator who organized both events.

### Other business

No other business

**President Tehan adjourned the meeting at: 6:29 p.m.**

Respectfully submitted,

Sarah McNeale, recording secretary

Approved by the Board of Directors on 01/24/2023