

June 25, 2024

President Tehan called the meeting to order at 4:00 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)

Board members absent: Heath Foott, board member

Staff in attendance: Jennifer Holland, executive director, Jared Lustig, deputy director, Sarah McNeale, recording secretary

Adjustments and approval of agenda

No adjustments were made to the agenda. Agenda approved.

Welcome visitors

No visitors were present. No comments were submitted.

Review and consider approval of consent calendar

- May 28, 2024, business meeting minutes
- June 11, 2024, special meeting minutes
- April financials and audit log

Vice President Tryens moved to approve consent calendar. Treasurer Keefer seconded; Motion approved unanimously.

Receive draft May financials

Executive Director Holland presented the draft May financials to the board as an overview of the district's financial situation. Executive Director Holland noted that an updated cash flow was included in the presentation.

No board action required

Youth athletics volunteer usage report

Deputy Director Lustig briefed the board on volunteer utilization for the youth athletics program and answered questions from the board.

Review proposed process, timeline, and forms for executive director evaluation

President Tehan introduced the topic by reminding the board that upon the completion of the executive director's previous annual evaluation a desire was expressed for a formal process for future evaluations to create consistency year over year. Executive Director Holland then presented a proposed timeline and process, including a self-evaluation form and an evaluation form to be completed by individual board members. Both were based off the executive director's current job description. It was noted that the proposed process also adds a 360 evaluation to be conducted on even numbered years that would include gathering feedback from the executive director's direct reports as well as identified community partners. Board members asked clarifying questions and provided feedback on the proposed process, timeline, and forms, while Holland noted suggestions.



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The HR committee will review and provide feedback to Executive Director Holland in time to be presented for a vote at the July 23 board meeting.

Consider motion to approve updated Paid Leave Oregon (PLO), Oregon Family Leave Act (OFLA) and Family Medical Leave Act (FMLA) policies

Executive Director Holland gave the board an update on changes to the Paid Leave Oregon, and Oregon Family Leave Act which have necessitated updating the district policy. The updated policy also includes more detailed information for employees on OFLA and FMLA and was built off a policy template that HR Answers developed to be compliant with both state and federal law.

A consensus among board members and Executive Director Holland was reached that the policy updates will be reviewed and any changes to wording noted. Final approval of the policy will be considered at the July 23 board meeting.

Receive update on district committee status including considering approval of dissolution of Outlaw Volleyball Committee and Lacrosse Committee, and the transfer of the Astronomy Committee and Labyrinth Committee to general fund to operate under an advisory capacity

Executive Director Holland updated the board on the status of individual committees. Executive Director Holland informed the board that there will need to be a new policy that governs the new advisory committees.

Secretary Baumann left the meeting at about 5:10 p.m.

Treasurer Keefer moved to approve dissolution of Outlaw Volleyball Committee and Lacrosse Committee and to approve transfer of Astronomy Committee and Labyrinth Committee to general fund to operate in an advisory capacity as presented by staff. Vice President Tryens seconded; Motion approved unanimously.

Review draft FY25 meeting schedule

Executive Director Holland reviewed a draft board of directors meeting schedule for FY25. She noted that moving to one meeting a month, adding a work session an hour before the business meeting every other month. For the majority of meetings, the 4th Tuesday of the month works with the exception of November and December due to holidays. Due to the budget process, in the month of May, there are additional meetings.

No board action needed as board will consider formal adoption in July

Executive Session: In accordance with ORS 192.660(2)(e) the board will meet to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Moved into executive session at: 5:39 p.m.

Moved out of executive session at: 6:30 p.m.

Executive director report

Executive Director Holland gave updates on items pertaining to the district and new recreation center.

Board member updates

Board members provided updates regarding district matters.



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Other business

None

President Tehan adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Sarah McNeale, recording secretary.

Approved by the board of directors on 07/20/2024