

Sisters Park and Recreation District
Board of Directors Meeting
5:30 PM Tuesday, October 9th, 2018

Minutes

Present: Jeff Tryens President, Bob Keefer, Heath Foott, Jayne Simmons

Staff: Courtney Snead

Agenda was reviewed, motion to accept agenda by Jayne Simmons, seconded by Bob Keefer. All ayes, none opposed.

Minutes from September 11, 2018 Board Meeting motion to approve by Bob Keefer, seconded by Heath Foott, with noted corrections:

- Curt Scholl, not Curt Schules, page 1
- To move interviews, not “phone interviews,” page 3
- Todd Garrett, not “Garret,” page 3.

All in favor, none opposed.

Financials:

Jayne Simmons motioned to accept the amended July Financials, which was seconded by Bob Keefer. All in favor, none opposed.

Bob Keefer recommended that Fiscal Year Financials be finished and ready to discuss during the November Board Meeting. This was met with agreement, but no motion.

Also discussion of Events Coordinator, documentation and tracking, D-ATE Night, and future Luaus. Courtney Snead mentioned budget analysis, meeting with the Partners to clarify relationships, fiscal sponsors, rules for cash, contracts (or agreements) and designation of public funds under ‘Rules of Budget.’

Old Business

Severance Documents for Todd Garrett with an apparent signature was returned in SASE. Still unsure if 40 hours personal leave is owed to Todd Garrett, as we have no signed contract. There was no personnel file on Todd Garrett. Jeff Tryens has emailed Todd to ask for a copy of the signed contract.

- Jayne Simmons to look for signed copy of contract in recording secretary’s file.
- points made for service,
- timeline of 21 days has passed.

Heath Foott suggested contacting Spencer Rockwell for guidance for what to do next.

Interim Executive Director’s Report

Executive Director recruitment update

The Executive Director binder compiled by Interim ED Courtney Snead has 15 full applications, 1 not complete, and 1 not qualified.

- Executive Session set for October 17, 2018 for the purpose of discussing, rating and selecting candidates for the executive director position.
- Courtney Snead has tentatively set the date for Partners interviews with candidates to be October 29th or November 1st.
- Courtney Snead will have the task of vetting the finalist via references, employers, supervisors, co-workers, and subordinates. She suggested the finalists come with letters from the above.
- Board members matrix due back to Courtney by Friday, October 12th.

** A reminder that applications are confidential.**

A motion to adopt proposed organizational chart, with changes (Adult and Youth position at 1.0 - full-time,) budget permitting, and adding software report was made by Bob Keefer and seconded by Heath Foott. All ayes, none opposed.

A motion was made to adopt the proposed wage schedule for permanent employees by Bob Keefer and seconded by Heath Foott. All ayes, none opposed.

ADP: Discussion on benefits to match employees hours for contributions to 401K. SPRD to match 1% for 1%, 2% for 2%, up to 3% for 3%, for six months for full-time employee, or once 1,000 hours have been worked, by part-time employees. Heath Foott made the motion and Bob Keefer seconded for Courtney Snead to develop policy under this criteria. All in favor, none opposed.

IT Assessment

Bob Keefer made the motion for Courtney Snead to get two more bids for server replacement and authorizes her to decide which meets and exceeds Covenant's bid, but not to exceed \$15,000.00. It was seconded by Jayne Simmons. All ayes, none opposed.

It was noted that contract labor switching to employee hourly must meet or exceed minimum wage laws. Courtney Snead to research with the Bureau of Labor on this.

Personal Time accruals will be tracked by ADP for time off.

Line of Credit: \$30,000.00 transferred to general fund for the running of SPRD until taxes start rolling in, in November.

Key System

Locks to be changed and new keys issued for greater security of building and personnel. Total cost to be \$12,000.00, with a grant picking up \$5,000.00.

Red Cross shelter discussed, but more research needs to be completed.

Program Participants: 1,182 unduplicated people participated in 2017-2018. Tiered rates for early registration have been enacted. We need to interact with “The Lodge” to encourage seniors to take advantage of all that SPRD has to offer them.
After-school program: no bump-up despite offering 1/2 pricing.

Board Comments

Jeff Tryens, President, spoke of the Horizons Visioning Project, asking Peggy Tehan to suggest Coffield Center as a community center already in existence.

Meeting Adjourned at 8:37 PM.

Next Board Meeting will be Wednesday, October 17th, at 8:00 AM.

Respectfully submitted,

Jayne Simmons