



**Sisters Park and Recreation District  
Board of Directors Work Session  
5:30pm Tuesday, February 5, 2019**

**MEETING MINUTES**

**1. Call Meeting to Order**

- The Board of Directors meeting was called to order by President Tryens at 5:31pm on February 5, 2019 at the Coffield Center located at 1750 W McKinney Butte Rd.

Board members present: Jeff Tryens, Peggy Tehan, and Bob Keefer. Heath Foott arrived at 5:38pm. Jayne Simmons was not present.

Staff members present: Courtney Snead Interim Executive Director, Chad Rush, Recreation Programs Director, and Patricia Hennings, Recorder.

Visitors present: none

- Reminders: None
- Adjustments and/or approval of the agenda:

Treasurer Tehan moved to approve the agenda as amended. Board member Keefer seconded. Motion carried unanimously.

**2. Old Business**

- Consider amending the signers on the SPRD checking, Partner Reserve checking, and SPRD money market bank accounts with First Interstate Bank.

Interim Director Snead described her recent experience at the bank when she discovered that Todd Garrett was still a signer on SPRD bank accounts.

Treasurer Tehan moved to approve removing Todd Garrett as a signer on the SPRD checking, Partner Reserve checking, and SPRD money market bank accounts with First Interstate Bank. Board member Keefer seconded. The motion carried unanimously.

- Discuss proposed partnership with Central Oregon Community College

Interim Director Snead presented the board with information regarding a recent discussion with Central Oregon Community College and a potential partnership. Interim Director Snead talked about the idea of expanding adult



programming at SPRD and the potential to partner with COCC to bring such classes and workshop's to SPRD. Interim Director Snead informed the board that COCC has offered to put a sign up on the highway that includes SPRD's logo on the board. Interim Director Snead introduced the idea of letting COCC use SPRD's building to instruct adult education classes. The positive impact of increasing COCC's presence in Sisters Country and the potential partnership was discussed among the board. The board asked Interim Director Snead to bring a draft MOU to the board at a future meeting.

- Review proposed changes to the Personnel Policy Manual

Interim Director Snead presented the board with SPRD's existing personnel policy manual. The Human Resources committee of the Board met on January 17, 2019 to review the proposed changes. The cover memo outlined the areas of the policy in which the Human Resources committee wanted the full Board to discuss. A discussion commenced about the amount of PTO that can be carried forward at the end of the fiscal year. The current policy is 40 hours can be carried forward and the rest is forfeit. The proposal is to increase carryover hours to 50 hours.

Board member Keefer proposed that the Board increase the carry over amount from 50 hours to 80 hours.

Treasurer Tehan suggested the carry forward be lower than 80 hours due to the financial liability it creates if people can keep carrying forward large numbers of PTO accruals that will get paid out upon separation of employment.

President Tryens suggested that it be increased to 60 hours and extra hours could get put into the disability bank. The Board generally agreed to this approach.

Interim Director Snead presented the board with the list of current paid holidays offered to SPRD employees:

- 1) New Year's Day
- 2) Memorial Day
- 3) Independence Day
- 4) Labor Day
- 5) Thanksgiving Day
- 6) Christmas Day



Interim Director Snead presented the board with the proposed list of paid holidays:

- 1) New Year's Day
- 2) Martin Luther King, Jr. Day
- 3) President's Day
- 4) Memorial Day
- 5) Independence Day
- 6) Labor Day
- 7) Thanksgiving Day
- 8) Day after Thanksgiving
- 9) Christmas Day
- 10) Day after Christmas if it falls on a Thursday

Board member Keefer questioned why SPRD would decline to include Veterans Day as a paid holiday, considering it is a Federal holiday. The rest of the board did not agree that Veterans Day should be an SPRD employee paid holiday, even though it is a Federal holiday.

Board member Foott suggested that a "floater" holiday be added to the paid holiday list instead of the "Day after Christmas if it falls on a Thursday" holiday. He also shared that the proposed benefit package was much larger than the current policies provided.

Board member Keefer expressed his support for the proposed policies and stated that if SPRD wants to retain quality employees, then SPRD is going to need to offer a benefit package that is commensurate with other governmental entities.

President Tryens summarized the proposal to add a floating holiday and the Board generally agreed to this approach.

Interim Director Snead presented the current wellness incentive program and requested clarification of the Board's intent with the program.

A discussion commenced pertaining to the \$450 recreation and fitness employee benefit, which is taxable. Treasurer Tehan recommended that the board increase the \$450 to \$500/fiscal year for employees only and not their household. It was also discussed that any amounts not used would not carry over rather, it would be a use-or-lose employee benefit.

The board generally agreed with this approach.



The board asked Interim Director Snead if the 50% off of SPRD programs pertained to preschool tuition. Interim Director Snead informed the board that 50% has been used in the past for SPRD employees to receive a 50% discount for preschool tuition.

The board generally agreed that the 50% discount was extended to the household, and that the policy should be amended to specifically reduce the preschool discount to 25% starting in the next fiscal year.

Interim Director Snead brought up the topic of bereavement leave, which the HR committee recommended leaving out of the policy manual, but wanted the full Board to weigh in.

Board member Keefer expressed that he supports including it in the policy manual.

There was a consensus of the Board to leave this benefit out of the employee manual. The policy will be considered for approval at the next business meeting of the Board.

- Review proposed Executive Director recruitment materials

Interim Director Snead presented the recruitment materials for the executive director position. The only recommended change was increasing the salary range to \$60,000-\$80,000. The Board was generally supportive of the proposal. The materials will be considered for approval at the next business meeting of the Board.

### **3. Adjourn Meeting**

The meeting was adjourned at 7:45pm

Respectfully submitted,

Patricia Silva Hennings, Recorder

Approved by the Board of Directors on February 19, 2019.