



**Sisters Park and Recreation District
Board of Directors Business Meeting
5:30pm Tuesday, February 19, 2019**

MEETING MINUTES

1. Call Meeting to Order

- The Board of Directors meeting was called to order by President Tryens at 5:33pm on February 19, 2019 at the Coffield Center located at 1750 W McKinney Butte Rd.

Board members present: Jeff Tryens, Peggy Tehan, Bob Keefer, Heath Foott. Jayne Simmons arrived at 5:40pm.

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

Visitors present: none

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

Treasurer Tehan moved to approve the agenda as amended. Vice President Foott seconded. Motion carried unanimously.

2. Welcome Visitors

- There were no visitors present at the meeting.

3. Correspondence

- There was no correspondence.

4. Minutes

- November 20, 2018
- January 28, 2019
- February 5, 2019

Board President Tryens noted minor grammar and spelling edits to three of the minutes.

Treasurer Tehan noted the February 5, 2019 work session minutes should reflect that the wellness incentive was increased to \$500, not \$600.



Board member Keefer moved to approve the minutes as amended. Treasurer Tehan seconded. The motion carried unanimously.

5. Financials

- November 2018 financials
- December 2018 financials
- 2nd Quarter financial report

Treasurer Tehan reviewed the second quarter financials as a comprehensive summary of the two monthly financials on the Board agenda for approval.

Board member Keefer moved to accept the 2nd quarter financial report, including the November and December financials. Secretary Simmons seconded. The motion carried unanimously.

6. Old Business

- Consider approval of the SPRD Committee Guidelines Policy.

Interim Director Snead reviewed the proposed policy as reflective of the work session discussion the Board had on February 5, 2019.

Treasurer Tehan noted that the two changes included from work session feedback should be adding dissolution language and SPRD branding of committee activities. Interim Director Snead indicated that those changes are included in the draft before the Board this evening.

Board member Keefer requested the language around SPRD committee staff be updated to reflect that they are “SPRD assigned staff”. Interim Director Snead noted the change would be made in the final document.

Board President Tryens asked for clarification on the official name of the Ford Foundation/Labyrinth Committee. Interim Director Snead said she would look into it.

Treasurer Tehan moved to approve the policy as amended. Vice President Foott seconded. The motion carried unanimously.

- Consider approval of the SPRD Personnel Policy manual

Interim Director Snead reviewed the changes made to the proposed policy manual based on the Board work session on February 5, 2019.



President Tryens asked to make it clear and consistent which employee groups are eligible for benefits. Interim Executive Director Snead agreed to make changes to the language to make it clear.

Board members discussed the wellness incentive and directed staff to indicate that full time regular employees were eligible for 100% of the benefit and part time regular employees are eligible for 50% of the benefit. Other employee groups are ineligible for the wellness incentive benefits.

The Board also directed staff to ensure that classes held on SPRD recognized holidays would be held.

Board Secretary Simmons inquired about Martin Luther King, Jr. holiday and asked if the Board would consider offering Veterans Day as a holiday to all staff instead.

Board member Keefer said that the floating holiday was intended as an option for staff to use for Veteran's Day if they wish, that the policy included a paid holiday benefit for Veterans on Veteran's day, and that the goal of the holiday schedule was to mirror the school district calendar as closely as possible.

Board Secretary Simmons asked the record to reflect that she understands Board member Keefer's explanation, but would have preferred staff have Veterans Day as a holiday instead of Martin Luther King, Jr. Day.

Board member Keefer noted that the Board President should utilize SDAO legal counsel where appropriate, and ensure that a meeting of the Board is called in a reasonable timeframe should the issue warrant it.

Board Secretary Simmons asked if it would be appropriate for the HR sub-committee of the Board to be consulted.

Board President Tryens indicated that it would be the Board President's discretion to choose the best path forward.

The Board discussed the dispute resolution policy on page 27 and made minor language adjustments to clarify the resolution process if the staff had issues with the executive director.

Board President Tryens asked if the document could be renamed to reflect that it is an employee handbook rather than personnel policies?

After discussing it, the Board agreed to name it "SPRD Employee Handbook: Personnel Policies of SPRD".



Board member Keefer moved to approve the SPRD Employee Handbook: Personnel Policies of SPRD as amended during the board meeting and directed the Interim Executive Director to work with the Board President to finalize the document language and grammar. Vice President Foott seconded. The motion passed unanimously.

- Consider approval of the Executive Director recruitment materials

Interim Director Snead presented the recruitment materials for the executive director position as discussed at the Board work session on February 5, 2019. The only change from the meeting was amending the dates for the in person interviews.

The Board requested that two items under knowledge, skills and abilities be amended to reflect that they are preferred, and that they get moved to the bottom of the list. Interim Executive Director Snead said the changes would be reflected in the final job description.

Secretary Simmons moved to approve the job announcement, recruitment calendar, salary range, and job description as amended by the Board of Directors. Treasurer Tehan seconded. The motion carried unanimously.

7. New Business

- Report on Special Districts Association of Oregon (SDAO) conference

Chad Rush, Recreation Programs Director, Bob Keefer, Board member, and Courtney Snead, Interim Executive Director talked about the conference and the sessions they attended, and shared with the Board various take-aways from the conference.

- Other business – none.

8. Executive Director Report

- Update on the FY2017-18 audit
- Update on budget committee vacancies

Interim Executive Director Snead indicated that the auditors would be presenting to the Board at the March 5, 2019 work session. No applications have been received for the budget committee. She also reviewed the proposed alternative meeting agenda and asked the Board if they were okay moving to the new format. Board members indicated they were supportive of the proposed format changes.



Vice President Foott asked if there is a policy on referee harassment and controls for protecting officials, coaches and patrons at events like the shootout tournament?

Recreation Programs Director Rush said that he was unaware of a written policy, and that he would work on developing procedures, including code of conduct expectations for spectators, coaches and players as well as response protocols for staff, volunteers and referees.

9. Board Reports

Treasurer Tehan reported on the mid-year budget adjustments having been made in Quickbooks. She also reported on the SOAR foundation as a viable organization and talked about the potential for using it as a vehicle to support the Horizons Vision. Board President Tryens indicated he had spoken with the City of Sisters about it.

10. Adjourn Meeting

The meeting was adjourned at 7:30pm

Respectfully submitted,

Courtney Snead, Recording Secretary/Interim Executive Director

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