



**Sisters Park and Recreation District
Board of Directors Special Meeting
5:30pm Tuesday, April 2nd, 2019**

1. Call Meeting to Order:

The Board of Directors meeting was called to order by President Tryens at 5:40pm on April 2nd, 2019 at the Coffield Center located at 1750 W McKinney Butte Road.

Board members present Jeff Tryens, Bob Keefer, Heath Foott. Jayne Simmons arrived at 5:47pm and Peggy Tehan arrived at 5:50pm.

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

Visitors present: Sue Stafford

Board President Tryens acknowledged that the board is holding their meeting on Northern Paiute ancestral lands.

Reminders: None

Adjustments and/or approval of the agenda:

Vice President Foott moved to approve the agenda. Board member Keefer seconded. Motion carried unanimously.

2. Executive Session – In accordance with ORS 192.660(2)(a) the Board will meet to consider the employment of a public officer, employee, staff member or individual agent:

The Board went into executive session at 6:00pm.

The Board came out of executive session and back into the special meeting at 6:19pm.

The board is happy to announce to the public that they have narrowed the executive director candidate list down to four after phone interviewing seven candidates. Candidates will be invited to interview in person on Friday, April 12th. They must each bring 3 letters of recommendation with them. Their day will start at 9am and end around 6:30pm, where the Board will hold an executive session



to discuss the interview day. There will be both board and panel interviews, along with a staff meet and greet, as well as facility and community tours. They will have 30 minutes to complete an activity that will be presented to the board during their panel interview. There will be a community meet and greet at 5pm that evening. Strengths and weaknesses from the staff, community and panel will be considered in the board's discussion of candidates. Reasonable travel costs will be reimbursed for those out of the area.

3. Scholarship Program Guidelines (Interim Executive Director Snead):

Scholarship program draft attached.

Interim Executive Director Snead provided an overview of the proposed scholarship guidelines. Scholarships will now be available at the start of the fiscal year, making it easier to track for the budget. Anyone who qualifies and has proof of government assistance or lives in a Housing Works apartment in Sisters Country is eligible to receive funding. The maximum amount is \$500 per household, per year and anyone in the household is eligible to use the scholarship. Applicants with a balance on their account must bring their balance to zero before they can apply. It will now be on a first come first serve basis due to budget. We will maintain the 50% maximum use per activity. Those without proof of government assistance must write a hardship letter and it will be up to the Executive Director to approve or not. Preschool will no longer be eligible for an exception to the \$500 annual limit. Treasurer Tehan offered to reach out to Bonnie Malone regarding having her name on the scholarship fund.

Board Member Keefer would like staff to track how many foster children we serve and if we could change the guidelines to make it easier for them to gain access to the scholarship. Family Access Network families should be added to the list of automatically qualified individuals.

Board President Tryens asked about work credits and our liability around them. Are there opportunities for other agencies to fill the gap if families can't afford the 50% required?

Interim Director Snead indicated that the work credits program is difficult to administer, but that staff could look at other opportunities for families to access scholarship funding.

Staff indicated they would bring the scholarship program back to the Board for approval at the April 16, 2019 business meeting.



4. Guidance for the FY2019-20 Budget (Interim Executive Director Snead):

Interim Executive Director Snead stated that there are four budget priorities that staff would like to include in the 2019-2020 year, including:

I. Marketing and Communications:

Interim Executive Director Snead says that staff would work with a local marketing expert on developing a marketing and communications plan. Additionally, the budget would include funds to upgrade the website (including making it mobile friendly). The marketing plan would also be supported with implementation funds.

II. Administrative Infrastructure:

Interim Executive Director Snead states that there are various system upgrades that are needed, including RecTrac, ADP, and Quickbooks, as well as system improvements for human resources and finance processes for compliance with our FY2017-18 audit deficiency improvement plan. A pay equality law went into effect on January 1, 2019 and requires employees with like jobs get paid a comparable compensation, which will require an equity analysis that staff will conduct with assistance from SDAO's HR Answers service. There will also be funds budgeted in case we require outside assistance with developing the cost recovery plan.

Board President Tryens asked how jobs in this agency are like others in the field and that we should coordinate efforts with them.

Board Member Keefer suggested mentioning this to whoever is going to help us with the pay equity analysis because they should about salary compensation equity as well. Interim Executive Director Snead says that we could do a compensation study, but we would want to do that separately from the pay equity analysis.

III. Facility Beautification:

Interim Executive Director Snead says that improving the building and surrounding area is a top priority this upcoming fiscal year. We would like to improve the landscaping in the front, enhance the office space to include replacing furniture that is broken. A local artist has come forward wanting to put a mural on the external wall facing the bike park. Staff is looking into creating a summer camp for middle school kids to help us design the artwork



and do the artwork itself. Staff is planning to provide camps for all non-school days next year, and toddler playtime will continue. We continue to work with the school district regarding our lease, and we will budget for middle school sports, but will be able to transition that budget authority for other programming if the school district creates a middle school sports program.

Board Secretary Simmons suggested we make the landscaping project line up with arbor day.

Board Member Keefer suggests making the back of the building a priority as well. He also says that the needs assessment is part of our promise to bring new recreational programs but wonders if there is something else that we could do above that. Could we pull together new opportunities and form better relationships sooner?

IV. Rental Fees:

Interim Executive Director Snead looked for a resolution regarding fees but was unable to find one.

Board member Keefer asked if it was appropriate to have the vans listed as available for rent on the fee schedule.

Interim Director Snead indicated that she will remove the vehicles from the rental list, with the understanding that will work with partners who want to make donations for use of SPRD vehicles.

V. Cost Recovery:

Staff is proposing a 200% cost recovery for adult programs, 100% for special events, 150% for youth programming, and 85% for educational programming. Staff will utilize this methodology for pricing programs for FY2019-20, recognizing that a comprehensive cost recovery plan should be developed next year in preparation for the FY2020-21 budget.

Board Member Keefer said that the fitness room should cost more than classroom rentals due to its size. Due to liability, we should dispose of the bounce house. We should also look at more than cost recovery regarding the tent. We'll explore other tent costs in the fall. He noted that typically a cost recovery plan takes into account that the more personal benefit you have in a program, the more costs you should be recovering.



Board President Tryens asked Interim Executive Director Snead to email a copy of the ballot language for the levy to the board and add it to the budget packet as an appendix. He also stated that he supported and liked Board member Keefer's statement about the more personal benefit you have in a program, the more you should be recovering.

5. Strategic Plan (Recreation Programs Director Rush):

Board President Tryens led the Board in a review of the 2017-19 strategic plan.

Vice President Foott asked if/how we would collect information about what to include in the new strategic plan.

Recreation Programs Director Rush says that we will proceed with the needs assessment between now and June. We will use the current strategic plan analysis as a conversation for our next plan. Each objective on the plan was discussed.

Board President Tryens suggest that there is a strategic plan retreat in the summer or fall. Items 2.1 and 4.1 should be yellow (in progress) instead of pink (not completed) as they are currently being worked on. We should re-word goal #6 to utilize current park facilities.

6. Vision Action Plan (Interim Executive Director Snead):

Interim Executive Director Snead shared a document staff put together identifying different strategies from the Horizons Vision action plan that align with the mission of SPRD.

The board asked which strategy staff is most excited about and the general consensus was the potential for a multi-use community center, specifically as it relates to moving to the elementary school.

7. Needs Assessment (Recreation Programs Director Rush):

Recreation Programs Director Rush reviewed an outline for a proposed needs assessment that will be conducted over the next couple of months and will serve as a community engagement process to identify unmet needs or gaps. This is an exciting opportunity to see where we can go in the future. It will align with both the strategic plan and the Horizon Vision. This will be a great opportunity for



board members to get involved as a subcommittee. We are looking for input on the data collection plan, survey questions, and the partners we've identified.

Board Vice President Foott wants to make sure we reach out to folks who aren't in our RecTrac email database.

Board President Tryens suggested reaching out to Rotary, the city parks advisory board, Citizens for Community, Circle of Friends, Family Access Network, and Kiwanis. He would like demographic data that we can use. Staff should look for more ways to get data and ask questions like what programs they would like to see in the future and what areas we should focus on.

8. Other (Courtney Snead, Interim Executive Director):

Interim Executive Director Snead provided a list of project shipshape accomplishments. Board President Tryens will turn that into an article for The Nugget. She also provided a packet of all SPRD event flyers for 2019.

9. Adjourn Meeting:

The meeting was adjourned at 8:05pm.

Respectfully submitted,

Mandee Seeley, Recording Secretary

Approved by the Board of Directors on April 16, 2019.