



Sisters Park & Recreation District
Board of Directors Business Meeting
Tuesday, August 25, 2020- 4:30 p.m. to 6:30 p.m.

1. Call meeting to order – Bob Keefer, Board President.....5 min.
 - a. Adjustments and/or approval of agenda

President Keefer called the meeting to order at 4:30 p.m.

Attendees: Bob Keefer, Board President, Jeff Tryens, Board Vice President, Peggy Tehan, Board Treasurer, Jennifer Holland, Executive Director, Sarah Hyatt, Recording Secretary

Absent Board Members: Heath Foott and Rosemary Vasquez

Visitors: None

President Keefer stated the meeting will proceed with the agenda as posted.

2. Welcome visitors- Bob Keefer, Board President.....5 min.
 - a. Public comment period
 - b. Read any public comments submitted via email or mail

No public comment was received

3. Consider approval of meeting minutes- Rosemary Vasquez, Board Secretary..... 5 min.
 - a. June 23, 2020- Board Business Meeting
 - b. July 28, 2020- Board Business Meeting

President Keefer and Vice President Tryens provided minimal corrects for the June 23rd Board Business Meeting minutes. Business Operations Manager Hyatt acknowledged and will make the corrections.

Vice President Tryens moved to approve the June 23, 2020 and July 28, 2020 minutes with corrections as noted. Treasurer Tehan seconded. Motion carried unanimously.

4. Consider accepting June financials- Sarah Hyatt, Business Operations Manager.....10 min.

Business Operations Manager Hyatt presented the June financials for review and acceptance, which have been reviewed by Treasurer Tehan during the Month End recap. The numbers show that the district is ending the fiscal year in a healthy financial position due to the property tax income and the conservative spending from the staff.

The board had a consensus of wanting to see a 4th quarter financial report. Treasurer Tehan stated that she will check with the bank to inquire about renewing the annual line of credit.



President Keefer requested that the prior month's financials are also presented the following month. This will allow the board to make decisions based off recently updated numbers.

Treasurer Tehan moved to accept June 2020 financials. Vice President Tryens seconded. Motion carried unanimously.

5. Consider adoption of Resolution 2021-03 approving the Personnel and Procedures Manual- Jennifer Holland, Executive Director & Sarah Hyatt, Business Operations Manager.....30 min.
 - a. Cover memo
 - b. Resolution 2021-03
 - c. Personnel Policies and Procedure Manual

Executive Director Holland presented to the board the final draft of the Personnel and Procedures Manual, citing minor changes from the draft presented at the previous board meeting.

Vice President Tryens asked about the dispute policy, stating that the process should be more defined. Executive Director Holland stated that this policy was pulled from the old manual and continued to explain what that process should look like. Vice President Tryens was concerned about employees reaching out to the board president without clearly defined procedure put in place. Executive Director Holland suggested creating an email account that is managed by the board president, providing that contact information on the board of directors' web page. Treasurer Tehan asked if the policy covers the required sick leave per Oregon law. Executive Director Holland stated "yes," and the language has been updated to reflect that.

Vice President Tryens moved to adopt Resolution 2021-03 approving the Personnel Policies and Procedures Manual as presented by staff with minor corrections as discussed. Treasurer Tehan seconded. Motion carried unanimously.

6. Receive midyear progress update on 20-22 Strategic Plan implementation- Jennifer Holland, Executive Director.....30 min.
 - a. Cover memo
 - b. 20-22 Strategic Plan Progress Update

Executive Director Holland provided the board an update on the progress of implementing the 20-22 Strategic Plan that was approved by the board January 28, 2020. Executive Director Holland told the board that staff are working to complete 2020 and 2021 action items, however, due to COVID, seven action items have been delayed.

Treasurer Tehan commended staff for keeping the big picture in mind even with the current situation. Vice President Tryens agreed and stated that it is great the staff is sticking with this. He recommended a press release in the Nugget saying that SPRD is still here, providing services that the community needs. President Keefer stated the staff is doing tremendous work with the limited resources they have.



7. Executive Director Report

Executive Director Holland stated there are no updates from the report sent to the board. Treasurer Tehan mentioned that she had seen staff moving supplies and furniture to prepare for preschool and is excited to see this happen. Vice President Tryens asked if the staff could get pictures of the move or first day of school in a press release. Executive Director Holland claimed there is a press release scheduled for this week discussing the collaboration of SPRD and the church.

8. Board Member Updates

Vice President Tryens informed Executive Director Holland that a 360-performance assessment will be sent out to peers, current staff and leadership with regards to her annual evaluation. President Keefer stated that the board can go into executive session, if preferred, when discussing the results of the evaluation.

9. Board President Updates

President Keefer stated that he would like to discuss in-person board meetings at the next board meeting when all members are present.

10. Adjourn Meeting

President Keefer adjourned the meeting at 5:56 p.m.

Respectfully submitted,
Sarah Hyatt, Recording Secretary
Approved by the Board of Directors on