



**Sisters Park & Recreation District
Board of Directors Business Meeting
Tuesday, July 28, 2020- 4:30 p.m. to 6:30 p.m.**

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

President Tryens called the meeting to order at 4:34 p.m.

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

Rosemary Vasquez, Board Secretary arrived at 5:05 p.m.

Absent Board Members: Heath Foott

Visitors: Carissa Gascon

Executive Director Holland requested one adjustment to the agenda, asking the board to consider approving the May financials, not the June financials. Treasurer Tehan moved to adopt the agenda as corrected, Vice President Keefer seconded. Motion carried unanimously.

2. Welcome visitors- Jeff Tryens, Board President.....5 min.
 - a. Public comment period
 - i. No public comment received via email or mail.

3. Consider approval of meeting minutes- Rosemary Vasquez, Board Secretary 5 min.

Board Secretary Vasquez was not present at the beginning of the meeting. President Tryens asked that we move the approval of the meetings to later in the meeting.

Secretary Vasquez requested that the June 23, 2020 minutes be approved at the next board meeting.

4. Election of board officers- Jeff Tryens, Board President.....10 min.

At the first business meeting of the new fiscal year, the board of directors holds officer elections for the following positions: President, Vice President, Secretary, and Treasurer. The board members elected into an officer role will serve in that position for FY20/21.

President Tryens opened nominations for president. Treasurer Tehan nominated Jeff Tryens for president. President Tryens nominated Bob Keefer for president, Peggy Tehan for treasurer and Rosemary Vasquez for secretary. Treasurer Tehan moved to appoint Bob Keefer as Board President, Jeff Tryens as Vice President, Rosemary Vasquez as Board Secretary, and herself as Board Treasurer. Bob Keefer seconded. Motion carried unanimously.



5. Consider approving resolution 2021-01, establish annual procedures for Sisters Park & Recreation District- Jennifer Holland, Executive Director10 min.

At the first meeting of the fiscal year, the board of directors establishes the annual procedures for the upcoming year, this includes specific designations, authorizations, and a meeting schedule.

President Keefer recommended that under the 'board financial oversight' to add Vice President Tryens just in case another signer is needed. Treasurer Tehan agreed. Vice President Tryens moved to adopt resolution 2021-01 as amended. Treasurer Tehan seconded. Motion carried unanimously.

6. Consider accepting May financials- Sarah Hyatt, Business Operations Manager10 min.

Business Operations Manager Sarah Hyatt reviewed the May 2020 financials, noting that there has not been a significant change since April as the district continues to issue refunds. Additionally, the district anticipates receiving their SDAO grant check in August to help cover costs associated with COVID. The board would like to see another cash-flow analysis prior to the next board meeting.

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

7. Receive update and provide direction for preschool state certification- Jennifer Holland, Executive Director & Carissa Gascon, Care Programs Site Coordinator.....20 min.

Executive Director Holland reviewed the history and background of the district's certification regarding preschool. Executive Director Holland and Carissa Gascon are proposing to the board that the state preschool certification be discontinued.

Treasurer Tehan asked if discontinuing the certification would limit the reimbursement from DHS and other agencies. Executive Director Holland stated that it would not, the district would continue to receive reimbursement for afterschool, preschool and summer camp programs. Vice President Tryens was concerned that the program would not be regularly validated and would like to ensure the programs are being reviewed by an expert/ third-party. Executive Director Holland stated that as a care provider this is still a requirement. Carissa Gascon added that the district receives two external audits annually, by the state and the health department, and this would continue without the certification.

Vice President Tryens moved to accept staff recommendations and proceed with the preschool as an uncertified preschool. Treasurer Tehan seconded. Motion carried unanimously.

8. Consider adopting resolution 2021-2, district scholarship policy- Jennifer Holland, Executive Director.....10 min.

Executive Director Holland provided a recap on the proposed updated scholarship policy. Vice President Tryens noted grammatical changes that need to be made to the policy. President



Keefe requested that the staff provide more data and information regarding scholarships i.e. types of scholarship, funding origin, denials, etc. This will help to make adjustments next year when we re-visit this. Treasurer Tehan agreed and requested that the staff provide details regarding other agencies that are supplementing registration fees. Executive Director Holland informed the board that the staff will be working towards creating a brochure of resources that provide scholarships for the local community but can also provide a quarterly report to the board with data.

Treasurer Tehan moved to approve resolution 2021-2, adopting the district scholarship policy as presented, with minor corrections. Vice President Tryens seconded. Motion carried unanimously.

9. Review proposed updates to Personnel Policies and Procedures Manual- Jennifer Holland, Executive Director.....10 min.

Executive Director Holland presented the key changes and updates within the new proposed Personnel Policies and Procedures Manual. President Keefe was concerned that there has not been a sufficient amount of time to review the new manual. Executive Director Holland agreed and stated that due to the nature of substantial changes and updates the staff is not looking for board approval at this meeting but instead at the following board meeting.

President Keefe asked if this has been reviewed by the HR sub-committee. Executive Director Holland stated that the committee has reviewed it, has some concerns, and would like for the committee members to present their concerns.

President Keefe would like the staff to further define seasonal employment in terms of benefits. Regarding the drug policy, the board would like to see the district be consistent with what like-organizations are doing within the region. Executive Director Holland stated she would look into it and update the board at the next meeting. Secretary Vasquez also noted that the reasonable suspicion policy is not clearly defined. Executive Director Holland stated that this will be clearly defined in the administrative policy.

Regarding the proposed leave policy, Vice President Tryens has two issues 1). He was surprised as the rewrite revisited benefits and 2). This policy essentially doubles leave for employees that have been here for a few years. He stated that this is the wrong time and the wrong process, Secretary Vasquez agreed. President Keefe stated that two weeks for vacation is not out of line and 40 hours for sick is required. He stated that the district's leave policy is lean when compared to other local agencies. He noted that SPRD has to be competitive and would like more information before accepting the proposed policies. Executive Director Holland asked the board to submit questions, comments, and concerns to the staff no later than August 14th.

President Keefe asked that there be a reminder in the weekly board update.

10. Executive Session: In accordance with ORS 192.660(2)(e) the board will meet to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

For the record, no members of the media are waiting to enter the Coffield Center. Secretary Vasquez motioned to enter into executive session in accordance with ORS 192.660(2)(e) to negotiate real property transactions. Treasurer Tehan seconded.



President Keefer moved out of executive session at 7:15 p.m.

- 11. Executive Director’s Report/Board Member’s Updates- Jennifer Holland, Executive Director.....10 min.

The SOAR Foundation submitted a grant to the city to fund the youth center that would begin in January. Executive Director Holland stated the staff is constantly trying to evaluate to figure out what we can and cannot do this summer. She also gave kudos and a shout out to the staff for their hard work and dedication through all of this.

- 12. Other Business

President Keefer asked Vice President Tryens to complete the annual evaluation for the executive director as he was the board president during the first year. Vice President Tryens acknowledged and accepted the request.

- 13. Adjourn Meeting

President Keefer adjourned the meeting at 7:20 p.m.

Respectfully submitted,
Sarah Hyatt, Recording Secretary
Approved by the Board of Directors on August 28, 2020