



BOARD OF DIRECTORS WORK SESSION MINUTES

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

September 14, 2021- 4:30-6:30 p.m.

- 1. Call meeting to order – Bob Keefer, board president.....5 min.
 - a. Adjustments and approval of agenda

Board members in attendance: Bob Keefer, board president, Heath Foott, board vice president, Peggy Tehan, board treasurer, Jeff Tryens, board secretary, Molly Baumann, board member

Staff attendees: Jennifer Holland, executive director, Sarah Hyatt, business operations manager, Tanner Cornwell, program supervisor

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

No reminders.

Executive Director Holland stated the adjustments are reflected on the new agenda provided to the board.

- 2. 5-year capital improvement plan discussion – Jennifer Holland, executive director30 min.

Executive Director Holland presented the 5-year capital improvement plan (reference the document located in the board packet). This includes an annual update process that will be included in the budget process. After reviewing the various projects in the plan, the board had questions about the skate park expansion regarding funding. Executive Director Holland explained that the Skate Park Alliance is working to receive fund the project through grants, but the line item sits under the district’s general fund. After the presentation, the consensus from the board is that these projects will need to be reviewed further in-depth. The board would also like to see which fund these projects will be funded out of.

- 3. High ambient heat and poor air quality draft policy discussion – Jennifer Holland, executive director.....15 min.

Due to the weather and decreased air quality within Sisters this past summer, Executive Director Holland presented draft policies and procedures for high temperature and air quality. She stated that these were drafted to align with current OSHA-NIOSH guidance, which were originally intended to protect employees, but also extend to the district’s patrons. Secretary Tryens requested that the verbiage be consistent, utilizing either ‘heat index’ or ‘ambient temperatures’. President Keefer requested that the staff revise and modify the policies and procedure prior to the approval during October’s business meeting.

- 4. COVID updates and discussion – Jennifer Holland, executive director.....30 min.

The updated infectious disease control policy was presented to the board by Executive Director Holland. She called out specific updates within the policy since its creation back in spring of 2020. Treasurer Tehan and Secretary Tryens both inquired about the definition of an in infectious disease outside of COVID and who determines if it is an infectious disease. Executive Director Holland stated that the local, state, or federal government will declare an outbreak. She then added that the language will be updated to include that. The board requested that the revised and modified policy be brought back to the board in October on the consent calendar.

- 5. Other business
 - a. Meeting schedule



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- b. Audit update
- c. Staffing update

After discussion with the board president prior to the meeting, it was determined that due to workload the September business meeting should be cancelled, and the strategic work session be postponed. The October business meeting will still occur. Executive Director Holland reported on the current district vacancies and how management is looking to restructure positions to fit the need of the district. The district is currently looking to hire an office coordinator, general accounting clerk, part-time athletic coordinator, and multiple care positions.

- 6. President Keefer adjourned the meeting at 6:23 pm.

Respectfully submitted,

Sarah Hyatt, Recording Secretary

Approved by the Board of Directors on 10/26/2021