

**Board of Directors
Work Session and Business Meeting**

Monday, September 20, 2021 6:00 pm

**Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741**



Board members present:

Jinnell Lewis, Deanna Seibold, and Jillisa Suppah attended in person. Lindsay Foster-Drago joined the meeting via zoom at 6:08pm. Teresa Baggett was absent.

Staff Members present:

Courtney Snead, Executive Director, Gregg Markwardt, Rec Programs and Facility Director, and Payton Kryla, Aquatics Manager.

Visitors:

Jeff Rasmussen (via zoom)

WORK SESSION, 6:00PM

1. Chair Lewis convened the work session at 6:06p.m.
2. Update on maintenance projects during September planned closure

Executive director Snead reviewed the projects to be completed during the September planned maintenance closure, including refurbishing the slide, replacing the filter medium for the first time, various annual inspections/preventative maintenance of systems, and deep cleaning the facility.

3. Consider a proposed process for the executive director's annual evaluation (*on 09.20.21 business agenda and on October 2021 board meeting*)

Chair Lewis led the board in a discussion regarding the annual evaluation of the executive director. Snead has been in the position for one year, the first half of which was as a consultant as interim director and officially as a staff member since April 2021. The employment contract stipulates a review is due in October 2021.

The board members reviewed a proposed timeline and discussed a 360-degree evaluation, including various partners and staff members who would be included as well as questions to ask. They agreed that a 360 evaluation is preferred and generally liked the 360-degree evaluation questions as drafted.

A final decision on the evaluation timeline and process is on the agenda for the business meeting for the board to take action.

4. Discuss capital projects and budget impacts *(on 09.20.21 business agenda)*
 - a. Scoreboard replacement project
 - b. Swim meet technology replacement project
 - c. Review proposed FY2021-22 budget adjustment

Executive director Snead described the plan for partnering with the Madras Swim Team and a local foundation to replace the scoreboard and swim meet technology. Due to the unplanned nature of the project, it was not included in the adopted budget and, as a result, a budget adjustment is on the business meeting agenda to account for the revenues and expenditures associated with the projects.

Chair Lewis stepped out of the meeting at 6:28pm and returned at 6:30pm.

5. Consider updates to the 457b retirement plan *(on 09.20.21 business agenda)*

Executive director Snead explained that the 457b retirement plan summary needs to be updated to reflect the current practice of new employees being eligible upon hire for the employer match. Snead recommended that the board consider changing the current summary, which has employee match eligibility at 12 months after hire. The proposed summary is on the business meeting for board action.

- ~~6. Consider approving an information technology acceptable use policy *(on 09.20.21 business agenda)*~~
 - ~~a. Cover memo~~
 - ~~b. Proposed policy 2022-02, Information Technology~~

This item was removed from the agenda because of timing and it not being finalized in time for it to be included in the board packet. It will be on the October meeting agenda.

7. Review draft organizational chart changes/updates *(on 09.20.21 business agenda)*

Executive director Snead reviewed an updated organizational chart that reflected changes in the reporting structure for aquatics programming. The goal of these changes is to alleviate pressures on the Recreation and Aquatics Facility Director's time so they can focus on growing land-based programming. Congratulations to Payton Kryla, who has been promoted to Aquatics Manager as part of this organizational change.

8. Discuss staffing shortage, proposed schedule changes effective 09.28.21, and a proposed recruitment incentives policy *(handed out at board meeting)*

The executive director apologized for the late notice on this item, but due to the lifeguard class resulting in two certifications, including the executive director and one high school-aged student, as well as unplanned staff medical leaves, the MAC is in dire straights for staffing. The shortage is impacting the MAC's ability to maintain

planned business hours, and staff has developed a couple options for managing through the lifeguard staffing shortage while we attempt to recruit new staff.

The first option is to close in the mornings and maintain hours in the afternoons and Saturday. This option does not provide any lap swim/independent work out/toddler time opportunities for patrons. It would impact the St. Charles Health System voucher program patrons, who depend on week-day morning availability to maintain their health. The second option, preferred by staff, is to close on Saturdays and maintain the Tuesday-Friday schedule, moving all staff to a 4-tens work schedule temporarily, until enough staff are hired to re-open on Saturdays. Staff prefers this option because it maintains availability for patrons who swim in the mornings, both as members and voucher program members. It is a more predictable/stable source of funding, as recreation swims on Saturdays are not always full, and week-day patrons are extremely predictable and consistent.

Board members discussed the options, and executive director Snead reminded them that ultimately it was an operational decision, but that she was seeking their input and guidance before she made a final decision. Snead said that her goal was to try and maintain a 40-hour work week for staff during this lifeguard shortage, recognizing that salaried staff would most likely be putting in more than 50 hours a week during this time, and that she didn't want to burn everyone out. She also noted that, due to staff members being in the lifeguard chair, regular duties and expectations would need to shift to allow for their focus on lifeguarding rather than doing their regular duties.

Board members discussed the proposed incentives and retention policy, as well as other ideas for incentivizing current employees to recruit new staff. A lifeguard class will be offered on Saturdays and Sundays for three weeks in October with the hopes of hiring at least two full-time and several part-time/seasonal lifeguards.

BUSINESS MEETING, approximately 7:15PM, following the work session

The business meeting began at 7:17pm.

1. Roll Call: *Chair Lewis, Secretary/Treasurer Seibold, Board Member Suppah attended in person. Vice-Chair Foster-Drago (via zoom). Board Member Baggett was absent.*
2. Pledge of Allegiance
3. Adoption of the Agenda

Executive director Snead asked the board to adopt the revised agenda that was posted earlier in the day with the lifeguard shortage incentive and recruitment policy added.

Secretary/Treasurer Seibold moved to adopt the agenda as amended with the new #12 regarding the lifeguard shortage incentive and recruitment policy. Vice Chair Foster-Drago seconded. Motion passed 4-0.

4. Visitors section/public comment

Members of the public are welcome to speak to the board of directors during this time. They should sign in at the beginning of the meeting to be recognized by the board chair. Speakers are asked to limit comments to three minutes.

No visitors wished to speak.

5. Financial update
 - a. August 2021 balance sheet
 - b. August 2021 Month end profit and loss budget vs actual
 - c. FY2021-22 profit and loss budget vs actual
 - d. Draft FY2021-22 JASON cash flow analysis

Executive director Snead reviewed the August financial reports with the board of directors.

6. Consider approval of the consent agenda:
 - a. Approve Board work session and business meeting minutes, August 16, 2021
 - b. Receive and acknowledge financial reports for August 2021
 - c. 457b Retirement Plan summary
 - d. MACRD Organizational chart

Secretary/Treasurer Seibold moved to approve the consent agenda. Vice Chair Foster-Drago seconded. Motion passed 4-0.

7. Consider approving a process for the executive director's annual evaluation
 - a. Timeline and process

Chair Lewis stated that the process and timeline as discussed in the work session needed to be adopted by the board at this time.

Vice Chair Foster-Drago moved to approve the annual performance evaluation of the executive director process and timeline. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

Chair Lewis and Vice Chair Foster-Drago will serve as the board members managing the evaluation process and will present a summary to the board in executive session at the October 20, 2021 meeting for the board to review and delivery to the executive director.

8. Consider approving Resolution #2022-03, approving budget adjustments for the FY2021-22 budget period beginning July 1, 2021
 - a. Cover memo
 - b. Resolution 2022-03, approving budget adjustments for the FY2021-22 budget period beginning July 1, 2021

Secretary/Treasurer Seibold moved to approve resolution# 2022-03, approving budget adjustments for the FY2021-22 budget period beginning July 1, 2021. Board Member Suppah seconded. Motion passed 4-0.

9. Consider authorizing the executive director to execute a contract with Daktronics not to exceed \$99,950 for the scoreboard replacement project
 - a. Cover memo
 - b. Quote solicitation summary
 - c. Quote from Daktronics

Secretary/Treasurer Seibold moved to authorize the executive director to execute a contract with Daktronics not to exceed \$99,950 for the scoreboard replacement project. Vice Chair Foster-Drago seconded. Motion passed 4-0.

10. Consider authorizing the executive director to execute a contract with Daktronics not to exceed \$25,000 for the swim meet technology replacement project
 - a. Cover memo
 - b. Quote solicitation summary
 - c. Quote from Daktronics

Secretary/Treasurer Seibold moved to authorize the executive director to execute a contract with Daktronics not to exceed \$25,000 for the swim meet technology replacement project. Board member Suppah seconded. Motion passed 4-0.

- ~~11. Consider approving an information technology acceptable use policy
 - a. Cover memo
 - b. Proposed policy 2022-02, Information Technology~~

12. Consider approving a recruitment incentives policy (*handed out at board meeting*)

Vice Chair Foster-Drago moved to approve the proposed Emergency Lifeguard Recruitment and Retention Policy. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

13. Executive director report

Executive director Snead reviewed the report included in the board packet.

14. Board member highlights

Secretary/Treasurer Seibold shared that she was in a meeting in Bend and someone said that Madras has the best pool facility in central Oregon.

Vice Chair Foster-Drago said her highlight was seeing all of the kiddos out playing soccer and flag football. She also thought it was really neat that Gregg was coaching a team when there weren't enough volunteers. Our staff are awesome for going above and beyond.

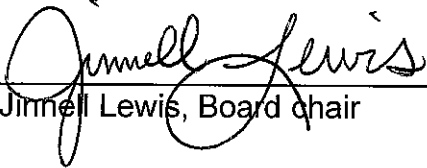
Board Chair Lewis said that her highlight was flag football, and that she loves that the cheer group performs during the games. She was also super impressed that 4-6 year olds were running/designing plays!

Board member Suppah said that summer swim lessons and scholarships were her highlight, as a number of families participated in the Saturday swim lessons and it was neat to see families and siblings involved in swim lessons. She also had the chance to be at Juniper Hills park on Saturday and see the kids playing, which was fun.

15. Adjourn

Chair Lewis adjourned the meeting at 7:48pm. The next meeting is on Monday, October 18, 2021 and it will include a work session, business meeting and executive session for the executive director's performance review.

Respectfully submitted,  10/18/21
Courtney Snead, Executive Director Date

 10/18/21
Jimnell Lewis, Board chair Date