

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

Monday, October 18, 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 in person at 6:09pm. Teresa Baggett was absent.

Staff Members present:

Courtney Snead, Executive Director and Gregg Markwardt, Rec Programs and Facility Director

Visitors:

None.

WORK SESSION, 6:00PM

1. Chair Lewis convened the work session at 6:02p.m.
2. Update on lifeguard shortage/Emergency Lifeguard Recruitment Retention Policy adopted and activated at the September 20, 2021 board meeting

Executive director Snead reviewed a presentation on the current status of the lifeguard staffing shortage.

Vice Chair Foster-Drago is concerned that wages are too low for the lifeguard positions and wondered if they need to be higher. Executive Director Snead said that she did not think the budget could handle another increase in wages for the positions and is concerned about compression with supervisor positions. She indicated she would analyze the budget impacts and bring a report to the board at the November board meeting.

3. Update on capital improvements (in-progress)

Executive director Snead shared that there are three capital projects in progress. The first is the scoreboard replacement project, for which a 30% down payment was made to get the scoreboard ordered. Due to supply chain issues, the project is projected to be completed in January 2022. In addition, the same timeline is in place for the swim team technology replacement project. The third project, which was planned with the OCF grant, is replacing the ADA lift. The lift has been ordered, but again due to supply chain issues, it is not scheduled for delivery for up to 90 days. In the meantime, staff have manual methods for assisting patrons into the water, should it be needed.

4. Discuss Every Kid Sports Central Oregon Health Council grant project
(on 10.18.21 business agenda for action)
 - a. Cover memo
 - b. Draft letter of support

Executive director Snead reviewed the cover memo included in the packet and discussed the partnership with Every Kid Sports to expand physical activity opportunities for 8th and 11th graders in Jefferson County. Staff is bringing a letter of support to the board during the business meeting for Every Kid Sports application to the Central Oregon Health Council for grant funding to support the project throughout central Oregon.

5. Review proposed information security and acceptable use policy
(on 10.18.21 business agenda for action)
 - a. Cover memo
 - b. Proposed policy 2022-03, Information Technology

Executive director Snead reviewed the cover memo and draft policy that will be presented to the board during the business meeting for approval. This policy is beneficial in many ways to the district operationally, but it also provides us with an additional 2% credit on our liability insurance, bringing our total credit for the upcoming fiscal year to 10%, the maximum credit. The credits are part of the SDIS best practices program, which incentivizes special districts to adopt best practice policies and attend trainings throughout the year on specific topics, for which this year's focus is cyber security.

The work session topics were completed at 6:50pm and the board recessed to ensure that any public planning to attend had an opportunity to participate at 7:15pm, the posted start time for the business meeting.

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

The Chair called the business meeting to order at 7:14pm.

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

Secretary/Treasurer Seibold moved to adopt the agenda as presented. 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 at the meeting.

5. Correspondence
 - a. Patron comment card(s) and email(s) communications to the board of directors

Chair Lewis read the patron correspondence into the record.

6. Financial update
 - a. September 2021 balance sheet
 - b. September 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 September financial reports included in the board packet with the board of directors.

Vice Chair Foster-Drago shared her concerns about the projects that are not happening due to staff sitting in the lifeguard chair rather than focusing on their regular duties (due to the staffing shortage). She used the business payroll deduction program that was planned for roll out this winter but is on hold due to lack of time to do the project. She is concerned that revenue-generating projects are not getting done, but also noted that she recognizes that keeping the pool open and lifeguarding is what needs to be done right now.

7. Consider approval of the consent agenda:
 - a. Approve Board work session and business meeting minutes, September 20, 2021
 - b. Receive and acknowledge financial reports for September 2021
 - c. Authorize the board chair to sign a letter of support for Every Kid Sports in support of a grant application with Central Oregon Health Council

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

8. Consider approving an information security and acceptable use policy
 - a. Cover memo
 - b. Proposed policy 2022-03, Information Technology & Acceptable use policy

Vice Chair Foster-Drago moved to approve policy#2022-03, Information Security and Acceptable Use Policy. Secretary/Treasurer Seibold seconded. Motion passed 4-0.

9. Executive director report

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

Vice Chair Foster-Drago asked what the enrollment is for fall golf. Executive director Snead shared that 19 junior golfers participated in the fall program.

10. Board member highlights

Vice Chair Foster-Drago said her highlight continues to be seeing all of the kiddos out playing soccer and flag football. She shared that this season has a good atmosphere, with lots of adults coming out to cheer on the players, and loves the cheer squad being

there as well. It reminds her of the purpose and mission of the district. She also noted that every season she sees improvements and progress, which is also great to see.

Board Chair Lewis said that her highlight continues to also be flag football, and the collaboration with cheer and with Sisters Park and Recreation. It was fun to see the Sisters kids out playing our kids last weekend.

Board member Suppah said that it's been a very busy fall and she hasn't had the chance to get out and see programming as much as she would like to but hopes to get out more down the road.

Board Chair Lewis also noted, for the record, that her family came to the recreation swim last Friday and the kids came home excited that Courtney was their lifeguard during the session.

Vice Chair Foster-Drago asked if staff was planning to bring back tackle football next year. Executive Director Snead reminded the board that it was cancelled this year due to our partners in La Pine and Prineville not having the staffing to run the programming, but that we are planning to bring it back in fall 2022.

11. Adjourn the regular business meeting

Chair Lewis adjourned the business meeting at 7:57pm and began the executive session.

12. **EXECUTIVE SESSION, approximately 8:00PM, following the business meeting,**

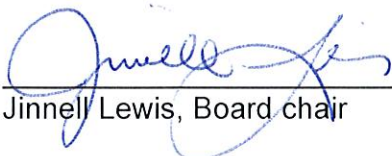
The board of directors will meet in executive session pursuant to ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The executive session is not open to the public. However, representatives of the news media and designated individuals will be allowed to attend the executive session. All other members of the audience will be asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision may be made in the executive session.

13. Adjourn the executive session

Chair Lewis adjourned the business meeting at 8:37pm and began the executive session.

Respectfully submitted,  11/15/21
Courtney Snead, Executive Director Date

 11/15/21
Jinnell Lewis, Board chair Date