

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

**Monday, November 15, 2021 6:00 pm**

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



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**Board members present:**

Deanna Seibold attended in person. Jillisa Suppah and Teresa Baggett attended via zoom. Lindsay Foster-Drago joined the meeting in person at 6:10pm.

**Staff Members present:**

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

**Visitors:**

Brenda Bartlett, SGA Consultants

**WORK SESSION, 6:00PM**

1. Secretary/Treasurer Seibold convened the work session at 6:05p.m.
2. Update on lifeguard shortage/Emergency Lifeguard Recruitment Retention Policy adopted and activated at the September 20, 2021 board meeting (verbal)

Executive director Snead shared that staff has hired three new lifeguards, all of whom had impressive interviews and have either started and/or completed their shadows. As a result, staff will declare an end to the lifeguard shortage officially during the board meeting. Staff was very appreciative of the retention bonus for lifeguards, which Snead thanked the board for supporting. As a result of the policy, two current staff became certified and three new guards were hired.

3. Discuss draft public complaints policy (*on business agenda, but can be tabled to future meeting if the draft needs additional discussion/changes*)
  - a. Cover memo
  - b. Draft policy #2022-04, public complaints policy

Executive director Snead reviewed the cover memo and draft public complaints policy. She asked that the board consider approving it tonight if there are no substantive changes, and suggested that that board could table it to a future meeting if they wanted to make changes. Board members were generally supportive of the current draft, and would discuss it during the business meeting.

4. Updates on partner activities and projects (verbal)
  - a. Every Kids Sports COHC grant application
  - b. Scoreboard project and advertising policy with MST
  - c. 509J intergovernmental agreement activities
  - d. Jefferson County Public Health wellness & healthy living campaign partnership

Executive director Snead updated the board on the various partnerships that are in progress with regional and community partners.

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

The Vice Chair called the business meeting to order at 6:36pm.

1. Roll Call: *Vice-Chair Foster-Drago and Secretary/Treasurer Seibold attended in person. Board Member Suppah and Board member Baggett attended via zoom. Chair Lewis joined the meeting via zoom at 7:22pm.*
2. Pledge of Allegiance
3. Adoption of the Agenda

**Secretary/Treasurer Seibold moved to adopt the agenda as presented. Board member Suppah 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

None to report.

Vice Chair Foster-Drago skipped item 12 and moved to item 13 until the auditor joined via zoom. Executive director Snead reviewed the financial reports included in the board packet (through item 13b) until 6:45pm when Brenda Bartlett joined via zoom.

12. Presentation of the FY2020-21 audit by SGA Consultants
  - a. FY2020-21 Audit report

Brenda Bartlett provided the board with a verbal report on the FY2020-21 audit. She reviewed the independent auditor's report, the responsibilities of management and

the auditors, and provided an unmodified opinion. She reviewed the secretary of state compliance letter and management comment letter. She noted that the only issue they noted is that the executive director has signing authority on the bank account, which they prefer to be segregated completely from the person who is managing the books. Having said that, she noted that there are a number of internal controls in place that alleviate their concerns, but that they felt it was important to note it in their report to the board. Bartlett noted that the audit went well, that she was pleased with the progress that has been made, particularly with the internal controls and reports.

The board members thanked Brenda for the report, and she exited the zoom meeting at 7:01pm.

13. Financial update

- a. October 2021 balance sheet
- b. October 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 continued reviewing the financial reports included in the board packet.

Vice Chair Foster-Drago requested that the board have a discussion at a future work session about long-term planning and future financial projections. Executive director Snead said that it would be in the December or January board meeting, and staff would also include an update on what staff has been 'dreaming' about for the future of programming, facilities, etc.

Board Chair Lewis joined the meeting via zoom at 7:22pm. Vice Chair Foster-Drago continued chairing meeting in case Board Chair Lewis needed to excuse herself from the meeting.

14. Consider approval of the consent agenda:

- a. Approve Board work session and business meeting minutes, October 18, 2021
- b. Receive and acknowledge financial reports for October 2021

**Secretary/Treasurer Seibold moved to approve the consent agenda as presented. Board member Suppah seconded. Motion passed 4-0.**

15. Consider approving the executive director's annual evaluation and corresponding contract amendment

- a. Board memo documenting the annual evaluation (*handout at meeting*)
- b. Proposed contract amendment

Board Chair Lewis reviewed the summary of evaluation feedback.

Secretary/Treasurer Seibold noted that her scores had been omitted on the first two questions, and Board Chair Lewis said she would fix that before it is finalized for Courtney's file.

Board Chair Lewis reviewed the proposed employment contract amendment, providing for Courtney to join the employer provided life insurance/STD/LTD plan with the district. The board agreed that it should be made effective as of November 1, 2021.

**Secretary/Treasurer Seibold moved to approve the executive director's evaluation and proposed contract amendment #1 as presented. Board member Suppah seconded. Motion passed 5-0.**

16. Consider approving policy# 2022-04, Public complaints policy
  - a. Cover memo
  - b. Policy#2022-04, Public complaints policy

**Secretary/Treasurer Seibold moved to approve policy# 2022-04, Public complaints policy as presented. Board member Suppah seconded. Motion passed 5-0.**

17. Consider authorizing the executive director to sign a renewal with PacificSource Health Plans through the Bend Chamber of Commerce Association Plan for 2022 health insurance coverage
  - a. Cover memo
  - b. Group Renewal Confirmation Form

**Secretary/Treasurer Seibold moved to authorize the executive director to sign a renewal with PacificSource Health Plans through the Bend Chamber of Commerce Association Plan for 2022 health insurance coverage. Board Chair Lewis seconded. Motion passed 5-0.**

18. Executive director report
  - a. Declare an end to the lifeguard shortage/emergency lifeguard recruitment and retention policy

Executive director Snead reviewed the report included in the board packet. She also noted, for the record, that she was declaring an end to the lifeguard shortage/emergency lifeguard recruitment and retention policy.

19. Board member highlights

Secretary/Treasurer Seibold noted that they paid their property taxes, so that revenue must be coming in to the MACRD. She also shared that, as a substitute teacher for the 509J school district, she has had a few board member children in her classes the last couple of weeks.

Chair Lewis shared that they have been swimming a lot over the last few weeks, and one of the days the aquatics classes were happening for seniors at the same time as

toddler time. She noted that everyone seemed to be having a lot of fun, and that it has been busy every time she has been at the MAC.

Vice Chair Foster-Drago said she enjoys hearing about the future plans with partners, like during the work session update earlier in the meeting. It's a positive trend, and she shared that during a meeting about non-MACRD business, folks were sharing about their partnership with us and they were excited about the positive things happening. We should all take a lot of pride in that.

Board member Suppah shared that she was excited about the partnership with the Papalaximisha Program, and hopes that they can help support elders getting back in the pool since Kahneetah has been shut down.

Board member Baggett shared that her grandsons loved their swim lessons, and that she was able to come with them a couple of times and was impressed.

20. Adjourn

Vice Chair Foster-Drago adjourned the business meeting at 7:47pm.

Respectfully submitted, C Snead 12/20/21  
Courtney Snead, Executive Director Date

Jinnell Lewis 2/1/22  
Jinnell Lewis, Board chair Date

