

Board of Directors
Regular Work Session & Business Meeting

Monday, November 21, 2022 at 6:00pm

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741



Board members present:

Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, and Board member Jean McCloskey were present. Vice Chair Lindsay Foster-Drago arrived at 6:04pm. Board member Jillisa Suppah was absent.

Staff Members present:

Courtney Snead, Executive Director, attended in person. Gregg Markwardt, Facilities and Safety Director and Shawna Hicks, Recreation Programs Director, attended via zoom.

Visitors:

None.

Work Session, 6:00 PM

1. Chair Lewis convened the work session at 6:03pm.
2. Review proposed policy & procedure updates:
 - a. Draft By-laws

Executive director Snead reviewed the by-laws with a focus on two questions before the board. The first question is whether the board would like to keep board terms to 4-years. The second question is whether the board wants to include language about board members being paid employees to remain consistent with the employee handbook or if they want to update the employee handbook and allow for employees to become board members.

Vice Chair Foster-Drago noted that she was in favor of a shorter term for elected board members. A discussion ensued, and Board member McCloskey and Secretary/Treasurer Seibold said they preferred the 4-year term. Chair Lewis was open to amending it to three years but did not think it should be any less than that.

On the question of employees as board members, the consensus of the board was that board members should not be paid employees of the district.

Chair Lewis requested that staff double check that the mission/purpose in section 1.2 is accurate.

Board members requested the word document version of the policies for their review. Executive director Snead said she would email them out this week and requested that board members provide their feedback by November 30 so she can work with legal counsel to revise and prepare final policies for the board to review at the December work session and also potentially approve at the December business meeting.

b. Draft Patron Rules and Regulations

Executive director Snead reviewed the policy included in the board packet. She will also provide this policy as a word document for the board to provide additional feedback.

c. Draft Volunteer policy

Executive director Snead reviewed the policy included in the board packet. She will also provide this policy as a word document for the board to provide additional feedback.

d. Paid Family and Medical Leave policy update

Executive director Snead reviewed the policy included in the board packet. She will also provide this policy as a word document for the board to provide additional feedback. The direction that staff needs from the board on this new state law is the level of contribution staff and the district/employer, as most of the policy is boiler plate from the State. The board discussed the contribution levels proposed in the policy.

Board member McCloskey indicated she favored following the state law as written, with a 60% contribution from employees and a 40% contribution from the MACRD.

Secretary/Treasurer Seibold indicated that she was concerned that staff would see a deduction as a pay cut, especially after working over the last months to increase pay to a competitive level.

Chair Lewis asked if the contribution level of 1% of salaries was set in the law. Executive director Snead noted that the Director of the Oregon Employment Department has the authority to set the contribution level annually. She noted that the board could review and change the policy annually as part of the budget cycle, considering the contribution of the district as part of the overall employee benefits package.

Vice Chair Foster-Drago was in favor of evaluating the cost of 100% contribution and then reducing the employee health insurance contribution cap commensurate with the cost of the family leave benefit contribution.

Executive director Snead noted that based on the FY2022-23 budget, the total district contribution at 100% would be approximately \$3,200 from January-June 2023.

The board did not reach a consensus on this issue. Board member McCloskey requested additional analysis of how a 60% contribution of employees would impact take home pay. Executive director Snead noted that she would send that analysis out to the board for their consideration.

3. Review employee health insurance renewal for 2023

Executive director Snead reviewed the cover memo included in the board packet. The current health insurance program is offered through the Bend Chamber of Commerce, who has selected a different provider for 2023. To reduce changes for staff, the recommendation is to work directly with PacificSource for health insurance, which equates to a 9% increase in premiums for the 2023 calendar year.

4. Standing updates

a. Local option levy

Chair Lewis noted that the levy passed with 60% voting in favor, and the board clapped and celebrated. Chair Lewis shared that she wrote a letter thanking the PAC members and community for their support. She is attempting to collect signs, and if anyone still has them please get them back to her for use in future campaigns.

b. Capital improvements and other maintenance projects

Executive director Snead provided the board with an overview of a potential grant with the DHS Office of Resiliency and Emergency

Management that could provide funds to upgrade the HVAC system to become a clean air shelter in the event of bad AQI in the area. Executive Director Snead asked if the board was supportive of continuing to explore this partnership, with the understanding that should the grant be received, the MACRD would agree to open at no cost to patrons during high AQI events. Staff shared that the board would need to adopt a policy, but before going down that path she wanted to make sure the board was supportive in concept.

The board was supportive of staff continuing a dialogue with the state on this opportunity.

- c. FY2023-24 budget development
 - i. Budget committee vacancy timeline and application
 - ii. Proposed FY2023-24 budget calendar

Executive director Snead reviewed the board packet materials related to the FY2022-23 budget development process.

Secretary/Treasurer Seibold noted that the February 2023 board meeting date is incorrect on the draft budget calendar.

The board was generally supportive of both the budget committee vacancy timeline and application as well as the draft calendar.

BUSINESS MEETING, approximately 7:30 PM
(immediately following the work session)

- 1. Convene meeting

The Chair called the business meeting to order at 7:12pm.

Roll Call: Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, and Board member Jean McCloskey were present. Vice Chair Lindsay Foster-Drago arrived at 6:04pm. Board member Jillisa Suppah was absent.

- 2. Pledge of Allegiance
- 3. Board Chair Lewis read the land acknowledgement
- 4. Adoption of the Agenda

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

5. Consider approval of Resolution 2023-06 recognizing November as Native American Heritage Month

Secretary/Treasurer Seibold moved to approve Resolution 2023-06, recognizing November as Native American Heritage Month. Vice Chair Foster-Drago seconded. Motion passed 4-0.

6. Correspondence
 - a. Patron comment card(s), email(s), and other communications regarding MACRD operations

7. 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 public were present to speak at the meeting.

8. Financial reports
 - a. October 31, 2022 balance sheet
 - b. October 2022 Month end & year to date profit and loss reports
 - c. FY2022-23 JASON cash flow analysis

Executive director Snead reviewed the financial reports included in the board packet.

9. Consider approval of the consent agenda:
 - a. Receive and acknowledge October 2022 financials
 - b. Approve Board work session and business meeting minutes, October 17, 2022
 - c. Authorize the executive director to sign the employee health insurance annual renewal with Pacific Source Health Plans

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

10. FY2023-24 budget-related actions
 - a. Consider approval of a proposed process and timeline for filling one budget committee vacancy, position #9
 - b. Consider approval of the proposed FY2023-24 budget calendar

Secretary/Treasurer moved to approve both budget-related actions as discussed in the work session. Board member McCloskey seconded. Motion passed 4-0.

11. Executive director report

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

12. Board member highlights

Board member McCloskey shared that she has been participating in aqua aerobics and enjoying it.

Secretary/Treasurer Seibold has been swimming laps in the morning and loving it. She said she loves how friendly patrons are in the morning.

Vice Chair Foster-Drago shared that her Mom has been swimming and she's enjoying it, and she is happy to see how much the MAC benefits patrons of all ages.

Board Chair Lewis is excited for club volleyball. She also shared that her teenager walked into the MAC for the first time in a while and immediately commented on the changes to reception and thinks it looks great.

Vice Chair Foster-Drago said she wasn't sure when was a good time to bring up some feedback she received during the levy campaign process, but wanted to make sure that it was discussed. She heard feedback regarding the lack of open swims in the evenings, and she noted she knows it is a staffing issue, but wanted to bring it up to see if there were any options moving forward. A discussion about the MAC schedule ensued amongst the board and staff members.

Director Hicks said that recreation program staff are exploring options, and have been thinking about a pilot program that might include testing being open later one or two days a week for a limited time.

Executive Director Snead shared that she has said no to previous requests from staff to stay open later due to the lack of management staffing availability. If every manager was always healthy and working (not taking vacation or sick leave) then it would be fine, but when one out of three lifeguard certified managers are out of the office it creates a staffing challenge, and managers end up working double shifts, burning out, and it compromises our ability to get our regular jobs done, as most management team staff have responsibilities outside of aquatic supervision. Based on data analysis of pool usage, it made sense to open earlier rather than staying open later, resulting in the current MAC pool schedule. Snead promised to take a harder look at staff's pilot program proposal, and identified feeling more comfortable with a pilot program that tests out the later swims rather than instituting a new schedule permanently.


Vice Chair Foster-Drago said she appreciates the comments, and hopes that the MACRD team can remain flexible and open to different ways of operating.

5. Adjourn

Board Chair Lewis adjourned the business meeting at 8:05pm.

The next board work session and business meeting is scheduled for Monday, December 19 at 6:00pm.

Respectfully submitted,  12/19/22
Courtney Shead, Executive Director Date

 12/19/22
Jinnell Lewis, Board Chair Date