

Board of Directors
Regular Work Session & Business Meeting

Monday, December 19, 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 in person. Board member Jillisa Suppah joined via zoom and departed the meeting at 7:34pm. Vice Chair Lindsay Foster-Drago was absent.

Staff Members present:

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

Visitors:

Alexa Gassner attended in person, departed the meeting at 6:52pm and Brenda Bartlett, joined at 6:50pm via zoom.

Work Session, 6:00 PM

1. Chair Lewis convened the work session at 6:04pm.
2. Interview applicant(s) for budget committee vacancy, position #9

The executive director reviewed the history, including that the board adopted the timeline and process for filling the vacancy at their November 19, 2022 board meeting. The MACRD received one application, and she is here tonight for the board to conduct an interview.

Alexa Gassner was welcomed to the meeting by Chair Lewis, who asked what inspired her to apply to serve on the budget committee.

Gassner said that she saw it on the website while she was researching a partnership agreement that MACRD has with another organization, and has wanted to be more involved on the board and thought the budget committee would be a good start.

Chair Lewis noted that she has experience with budgets and reviewing financials in her board member role at CLC. She asked if there was a separate budget committee there, and Gassner responded that no, it was the responsibility of the board of directors.

Chair Lewis asked what the challenges have been in developing and approving a budget at CLC.

Gassner replied that there's never enough money, and that their budget is entirely dependent on the State's biennial budget, so it is difficult to balance that with cost-of-living increases needed due to inflation and balancing the needs of recruitment/retention with budget realities.

Secretary/Treasurer Seibold asked if the dates and term work, or if she sees any issues/conflicts with them. Gassner said she is good to serve through 2025 and as long as the meetings are not on Wednesday mornings she should be fine to attend them.

The board thanked Ms. Gassner for applying and participating in the interview and explained that action would be taken during the business meeting.

3. Standing updates
 - a. Ongoing policy updates

Executive director Snead explained that the policies on the November work session are being finalized by the attorney's office, all of whom have taken ill, so the policies are being postponed to the January 2023 board work session and business meeting. She reviewed the cover memo associated with the Paid Family Leave Program and reminded the board that a decision needed to be made tonight on the MACRD's approach to contributions, as contributions to the state begin January 1, 2023.

Board member McCloskey stated that she is supportive of following the state mandate for 1% of gross wages contributions at the rate of 60% deduction from employees and 40% contribution from the MACRD as the employer.

Secretary/Treasurer Seibold said she was struggling with this, and is leaning toward the MACRD making 100% contributions and reviewing it again during budget discussions.

Chair Lewis said that turnover at the MACRD has been super high historically, and that the board has worked over the last two years to

bring salaries up to a higher level to provide stability and an incentive for employees to stay.

Board member McCloskey stated that she didn't think anyone would leave employment over the state mandating new taxes.

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

Secretary/Treasurer Seibold said she is concerned about staff morale and potentially losing staff members.

Chair Lewis returned to the meeting at 6:31pm. She said she was leaning toward 100% employer contribution for now and then moving toward a 60/40 split in the future.

Executive director Snead reminded the board that the decision is on the business meeting agenda, and that there are multiple options/approaches listed in the cover memo that they can consider.

b. MACRD Master Plan

Executive director Snead reviewed the draft scope of work for the Master Plan project that is in development with the University of Oregon Institute for Policy Research and Engagement. The project kick off is scheduled to occur in March 2023 with the final plan being adopted by the board of directors in October/November 2023. Snead encouraged the board to read through the document and provide any thoughts/feedback to her. The board will consider approving an official contract with the University of Oregon at their January/February board meeting.

Board member McCloskey said she read the draft scope and thinks the project will be helpful in getting community input and feedback on programs and services.

c. FY2023-24 budget development

Executive Director Snead reviewed the board meeting schedule for the remainder of the fiscal year, including the budget-related actions scheduled for each upcoming meeting.

d. Capital improvements and other maintenance projects

Executive director Snead reviewed the section of the executive director report regarding the control system and upgrades needed.

BUSINESS MEETING, approximately 7:00 PM
(immediately following the work session)

1. Convene meeting

The Chair called the business meeting to order at 6:51pm.

Roll Call: Chair Jinnell Lewis, Secretary/Treasurer Deanna Seibold, and Board member Jean McCloskey were present in person. Board member Jillisa Suppah joined via zoom and departed the meeting at 7:34pm. Vice Chair Lindsay Foster-Drago 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. Receive and accept the FY2021-22 audit

a. Presentation by Brenda Bartlett, Sensiba San Filippo

Brenda Bartlett, Sensiba San Filippo presented the FY2021-22 audit. She indicated that it was completed with an unmodified opinion and walked the board through the letters and audit document.

Board member McCloskey asked for clarification on the activities identified as significant risks in the letter to the board.

Bartlett explained that GAAP standards require auditors to highlight risk areas for the board to be aware of, and any time there is a point of sale system that manages cash payments there is an element of risk for auditors. As a result, they do extra testing in those areas identified to document proper internal controls.

Board members expressed their satisfaction with the second clean audit in a row, and thanked Bartlett and staff for their work on the audit.

6. Receive and accept the November 8, 2022 election abstract results

Board member McCloskey moved to accept the election abstract results. Secretary/Treasurer Seibold seconded. The motion passed 3-0, with no audible vote from Board member Suppah on zoom.

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

8. 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.

9. Financial reports

- a. November 30, 2022 balance sheet
- b. November 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.

10. Consider appointment to vacant position #9 on the MACRD Budget Committee

Board member McCloskey moved to appoint Alexa Gassner to budget committee position #9. Secretary/Treasurer Seibold seconded. The motion passed 3-0.

11. Consider approving an approach to deductions for Paid Leave Oregon program contributions

Board member McCloskey moved to adopt the state mandated guidelines for deductions/contributions and revisit it during the budget process and/or in November annually. Motion failed due to a lack of a second.

Secretary/Treasurer moved to fully fund employee and employer contributions to the program through June 30, 2023 and review the contributions as part of the budget development process. Chair Lewis seconded. Motion passed 2-1.

12. Executive director report

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

13. Board member highlights

Secretary/Treasurer Seibold said that she has been lap swimming in the morning and it seems much busier and that a lot of people seem to be swimming and working out, and it's great to see.

Board member McCloskey said she zoomed into an ORPA Aquatics administrators section meeting on December 7. She heard a number of directors report similar challenges that we have at the MAC and shared that Molalla has a similar approach to retaining staff as what was described during the executive director's report.

Board Chair Lewis said that her 13-year old was here for a birthday and said that she wants to work at the MAC as a swim instructor and lifeguard when she is old enough. She mentioned that it excited her that she was planning for that, and assumes other young teens are also encouraged to consider working here when they have a positive experience at the MAC.

4. Adjourn

Board Chair Lewis adjourned the business meeting at 8:08pm.

The next board work session and business meeting is scheduled for Monday, January 16, 2023 at 6:00pm.

Respectfully submitted, C. Sneed 01/16/23
Courtney Sneed, Executive Director Date

J. Lewis 1/16/23
Jinnell Lewis, Board Chair Date