



AGENDA
Board of Directors
Special Work
Session

Tuesday, February 25, 2020 8:00am.

Madras Aquatic Center
1195 SE Kemper Way
Madras, Oregon 97741

- I. CALL TO ORDER**
- II. ROLL CALL**
Chair Lewis; Vice Chair Foster-Drago, Secretary Greg Williams, Director Rabi, Director Lark
- III. ADJUSTMENTS TO THE AGENDA**
Chairperson Lewis
- IV. Working Session regarding the revised HR Manual**
- V. Conclusion of District Retirement Plan: Opinion from Jeremy Green regarding the legal issues of moving to a 401k vs 457b.**
- VI. Audit submission by 3/2/20**
- VII. ADJOURNMENT**

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the board to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The public will not be permitted to attend the executive sessions; provided, however, representatives of the news media and designated staff will be allowed to attend the executive sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive sessions, except to state the general subject of the executive sessions as previously announced. No decision will be made in the executive sessions. The regular meeting is open to the public and interested citizens are invited to attend.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Trudy (541-475-4253) from 8:00 am. to 5:00 pm., Monday through Friday, to arrange this service.



MINUTES
BOARD OF DIRECTORS WORK SESSION
Tuesday, February 25th, 2020, 8:00 a.m.

Staff Members Present:

Jim Weyermann, Executive Director; Trudy Haugen, Office Manager, and Gregg Markwardt, Director of Recreation & Aquatics

Visitors:

None

I. CALL TO ORDER:

The regular meeting of the Board of Directors was called to order at 8:00 a.m. by Chair, Jinnell Lewis.

II. ROLL CALL:

Present; Jinnell Lewis, Chair; Greg Williams, Secretary; Taylor Lark, Director and Martti Rahi, Director (joining by phone). **Absent:** Lindsay Foster-Drago, Vice Chair.

III. ADJUSTMENTS TO THE AGENDA

There were no adjustments. Greg Williams, Secretary, moved to approve the agenda. Seconded by Taylor Lark, Director. Motion carried 4-0.

IV. HR MANUAL WORK SESSION:

The board members were able to review the draft manual prior to the meeting. Courtney Snead walked the group through the following:

- This is our 7th Draft of a policy manual template taken from the SDAO website and matched with our current manual adopted by the Board of Directors in 2014.
 - Other board policies and resolutions were unearthed that had not been updated in the manual from 2014.
 - We have had three 4-hour work sessions with staff.
 - The draft manual has gone through a review with Spencer Rockwell, attorney at SDAO, and HR Answers. Their suggestions and changes have been incorporated in this final draft.
 - This is a living document with needed updates as things change either in law or board adoption. The board should expect to see the manual come to them annually for approval.
 - A number of things have changed substantially due to law since 2015.
 - Another goal was to make the manual more user-friendly with indexes and page numbers.
- Some noted updates:
 - Many updates are based on legislative change. There were many from the 2019 session.

- Employee time off (vacation, sick leave and holidays).
 - Equal Opportunity Statement.
 - Employee status.
 - Wellness Benefit.
 - Leaves of Absence.
 - Anti-discrimination, anti-harassment and anti-retaliation (all out of legislature).
 - Harassment Policy Receipt Acknowledgement Form.
 - Whistleblower policy.
 - Dispute Resolution Process.
 - Pre-employment drug testing.
- The board was given time to ask questions. Discussion lead to the following changes in the draft:
 - There is reference to a Finance Coordinator and HR Coordinator throughout. These will be changed to Office Manager so there is not any confusion.
 - The Dispute Resolution Process will be changed to involve the entire board, not just the board chair.
 - The goal is to bring the final draft to the March board meeting for final approval. If there are any questions or concerns between now and then the board members are encouraged to schedule one-on-one's with Jim, Trudy and/or Courtney.

V. **CONCLUSION OF DISTRICT RETIREMENT PLAN:**

- Jim Weyermann, Executive Director, updated the group with the following:
 - As of yesterday, once receiving the professional opinion of Jeremy Green, we have separated discussions of entering into a 401K retirement program with Mid Oregon Personnel.
 - Sam at Mid Oregon Personnel is again working with his legal counsel on how our current 457(b) plan can be funded with our current arrangement. He feels he might be making some headway.
 - Jim's biggest concern as that we can't go back and terminate Mid Oregon Personnel at this point. He feels that things are going awesome right now. The way the Aquatics Manager search is being conducted is way more efficient and expedient than he could have done. Not moving forward would be a huge impact to us. We would have to rebuild everything and he cannot see us doing that. He understands that Jeremy has a fundamental problem with Mid Oregon Personnel.
 - Jinnell Lewis reminded the group that the concern is about our liability and risk and it is the same concern also shared by Spencer Rockwell at SDAO. She is not aware of getting rid of the arrangement but simply reviewing the agreement and rewriting it as necessary. Jeremy didn't offer recommendations, just that he had concerns. We did not ask his opinion. Jim stated that he doesn't think we should. Jinnell stated that Spencer from SDAO had similar concerns, which is why he went to Jeremy with it.
 - Greg Williams added that as a good attorney he would have to find an issue or he wouldn't be doing his job.

- Jinnell Lewis asked if we would not care about what the possible issues or liability risks are? It all falls on us, that is Jeremy's concern.
- Jim Weyerman added that there is no physical way to go back and find a new health plan that we can convert to. We are not in the position to continue to pay attorneys to make decisions for our board.
- Jinnell Lewis stated that discussion needs to happen at a board meeting as there are two board members currently not in attendance.
- Greg Williams asked why the Mid Oregon Personnel contract was sent to Jeremy for review. Jinnell stated that when Jim contacted the attorney regarding the retirement plan it was reviewed then. Jim stated that he did not provide the contract to Jeremy, nor was he asked for it. He did give permission to SDAO to review the contract, but he did not give permission to anyone for the contract to be sent to Jeremy.
- Courtney stated that she has a different position about SDAO and understands their concern from a risk perspective as our liability insurance carrier. She shared her concerns of the Mid Oregon Personnel arrangement with staff prior to the board decision. The board did make a 5-0 vote. She reminded the group that this conversation is more about the retirement portion of the agreement. The board had determined to try the approach with Mid Oregon Personnel, review the arrangement at the half-way point and proceed accordingly. If something happens between now and July 1 there are open insurance enrollments with opportunity to change directions.
- Trudy stated that she is just hoping that all parties are working seriously on a resolution on our behalf. We have write-ups on our audit for our benefits management in the past, to include retirement. By not actively participating in a retirement plan since January, she is just concerned. If Sam again comes to a standstill we will need to come up with a definitive conclusion.

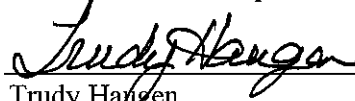
VI. AUDIT SUBMISSION BY 3/2/20

Jim Weyermann reported that the audit is in the final print and submission phase. Brenda Bartlett from SGA will give a report to the board at the next meeting.

VII. ADJOURNMENT:

The meeting was adjourned by Chair, Jinnell Lewis, at 9:06 a.m. The next regular Board Meeting will be **Monday, March 16th at 6:30 p.m.**

Respectfully Submitted,


 Trudy Hangen
 Office Manager

3-9-20
 Date


 Jinnell Lewis, Board Chair

3/9/20
 Date