

Jefferson County Parks and Recreation
Minutes
October 15, 2008

I. Call to Order: President Jacobs called the meeting to order at 7:02 p.m.

II. Roll Call: Present at meeting were: Lou Tiano, Dan McVicar, Bobby Shirley, Mike Jacobs, Bill Hoak, George Nichols, Cheryl Roberts, Toni Milbourne, Paul Marshall and County Commissioner Dale Manuel

Matt Knott arrived at 7:09 p.m.; Shawna Molina arrived at 8:30 p.m.

III. Public Comment: There were no members of the public giving comment.

IV. Election of Officers: A motion was made by Paul Marshall, second by Cheryl Roberts to move elections to the end of the meeting. Unanimous vote to move election.

V. Approval of Minutes:

- September Minutes: Motion to approve minutes with change to include change of language in public comment section of September minutes having sentence read: "Richard clarified his opinion that the bargain between CT/R and JCPR was lights by the Little League and concession stand handled by JCPR."

Further correction made under Director's Report to include the statement "This is the first formal notification of an intention to propose a bylaw change." This follows discussion of hiring practices.

Motion to approve minutes with changes made by Dan McVicar; second by Paul Marshall. Unanimous approval.

- May Minutes have never been approved. Need to have copies as originals were tabled for inaccuracy. Consensus to place this item on the agenda of November meeting.

VI. Treasurer's Report:

- Mr. Marshall reported that a Profit and Loss Statement was provided to the county commission without board approval and without treasurer review. The Finance Committee will review at their next meeting so the full board can approve after the fact.

- Mr. Marshall reported that the commission's financial records may be accessed online via Quick Books with granted access.

- Mr. Marshall provided monthly financial statements.

Motion by Roberts to accept Treasurer's Report. Second by McVicar. Unanimous vote to accept.

VII. Director's Report: Director Barr was not present for the meeting as he was attending a seminar. Barr presented a written report to the Commission which included a break out report of each park and a list of all employees by category of the department.

Discussion followed among commissioners on format of future Director's Reports. A sample report was provided by Commissioner Tiano.

Motion by Tiano to have Director's Report sent electronically to commissioners on Monday prior to next Wednesday meeting. Second by Roberts.

McVicar moved to amend motion to include that hard copies be made available to the public at the community center. Tiano and Roberts accept amendment. Vote 10-0 with Molina abstaining.

Molina points out that someone needs to attend P&R meeting to represent staff. Both Director and Assistant Director are absent.

Motion to accept Director's Report, noting it is incomplete by Roberts; second by Knott. Vote 10-0 with Molina abstaining.

VIII. Committee Reports

A. Executive: No report

B. Finance

- CTRL Project: Finance Committee met; Rob Richard attended and provided invoices, volunteer hours, etc. Marshall working on Finance Committee minutes. Marshall said full commission will need to vote on final report of volunteer hours, etc. Manuel pointed out that once approved, the information will be used to reevaluate impact fees for Parks and Rec in the county.

- Audit solicitation schedule: Marshall reported the bid package will be out by December 1. Marshall acknowledged that Director Barr has concerns over cost; however, treasurer believes it is necessary.

- CIP/Budget Schedule: CIP is due to county in January. The Finance Committee will work on at their November meeting. Operating budget due in February; committee will work on in December and have ready for approval in January.

- Access to QuickBooks: Marshall says commissioners have access to Quick Books. Currently Tom Diehl is administrator; Marshall advocates treasurer be made administrator.

Motion by Marshall to have Director Barr prepare CIP budget for review by Commission at regular November meeting. Second by Molina. Unanimous Vote of approval. Marshall will notify Barr of this request.

C. Facilities: McVicar sets regular Facilities meeting schedule for last Tuesday of each month beginning in November. October meeting scheduled for October 22. All meetings to begin at 7 p.m.

Motion by McVicar to enter Executive Session to discuss land purchase negotiation. Second by Hoak. Unanimous Vote to go into Executive Session.

Motion by McVicar, second by Milbourne to come out of Executive Session. Unanimous Vote to come out of executive session.

Motion by Marshall: JCPRC member Dan McVicar, as chair of land committee, will cause a formal offer to be drawn and presented regarding the 119 acres which will specify the dollar amount discussed in executive session and will contain an expiration date of two weeks subsequent to the offer. This offer will be contingent upon acceptance by the JCPRC and approval of the Jefferson County Commission. Motion seconded by Knott. Unanimous vote to approve motion.

IX. Unfinished Business

- Sample Director's Report: Motion by Tiano to use the format of the attached sample Director's Report. Second by Roberts with insertion of "payroll employees" in Item #II. Unanimous vote to approve the use of this format.

Motion by McVicar to have Director Barr provide hiring policy and sample contract for non-payroll employees on Monday before November meeting. Second by Shirley. Unanimous vote to have Barr provide the information.

Motion by Tiano to approve new format for Director evaluation. Second by McVicar. Unanimous vote to approve.

Motion by Molina to have Director complete goals and objectives for remainder of 2008 to be provided to the board prior to November meeting. Second by Nichols. Motion amended by Molina to provide goals for 2009 at the January 2009 meeting. Amendment accepted by Nichols.

Unanimous vote to have Barr provide 2009 goals prior to the January 2009 meeting.

- The second formal notification was made with an intention to change the bylaws of the Commission regarding hiring of contract employees such as program instructors and to further clarify the need for board approval of hires in the department.

X. New Business

Elections of 2008-09 officers.

President: Nomination of Paul Marshall by Tiano, second by Milbourne. Nomination of Mike Jacobs by Nichols, second by Hoak. Roberts moved to close nominations. Vote: Marshall-7; Jacobs-4.

Vice President: Nomination of Cheryl Roberts by Nichols, second by Tiano. Hoak moved to close nominations. Vote: 11-0.

Treasurer: Nomination of Matt Knott by Marshall, second by Robert. Milbourne moved to close nominations. Vote: 11-0.

Secretary: Nomination of Toni Milbourne by Shirley, second by Molina. Hoak moved to close nominations. Vote: 11-0.

XI. Meeting adjourned at 8:55 p.m. Next regularly scheduled meeting on November 19 at 7 p.m.

Respectfully submitted:
Toni Milbourne
Secretary