

Present: Mike Eykyn, Ron Bailey, Anthony Gibbs and Chris Burgess

- I. **Call to Order:** Mr. Eykyn called the meeting to order at 7:04 pm.
- II. **Invocation and Pledge of Allegiance to the Flag:**
- III. **Public Comment:** none
- IV. **New Business:**
 - A. **FYE June 30, 2021 Audit:** Chris Kerr from the audit firm of Veris LLC (formerly Wilson & Quirk) presented his findings for the fiscal year ending June 30, 2021. Although there were no significant findings reported, Mr. Kerr did recommend that the Commission consider moving to fund-based accounting for the fiscal year ending June 30, 2023.
- V. **Approval of the Minutes:** A motion was made to approve the October 28, 2021 minutes by Mr. Gibbs. The motion was seconded by Mr. Bailey. The motion passed unanimously.
- VI. **Financial Report:** A motion to approve the October 2021 financial statements by Mr. Gibbs was made. Mr. Bailey seconded. The motion passed unanimously.
- VII. **Executive Director's Report:** Ms. Klugman noted that HR Director, Donna Crafton, is on leave at the moment so she is temporarily stepping into the HR role while she is out. Ms. Kapuscinski is also working in a greater HR capacity and learning lots of new things. The whole team has been very busy training and getting our new software up and running.
- VIII. **Department Reports:**
 - A. **HR / Finance:** There is a pending worker's compensation case that is on-going. More details can be provided upon request. There are four (4) full time teammate positions open right now.
 - B. **Recreation Report:** Basketball practices have started and are going well. Saturday games will be a very long day with the final games not ending until 6:30pm. Holiday Camps are coming up and we have one week of camp that is full and other weeks of camp that are getting close. We are working hard on PerfectMind and getting ready for January when we go live.
 - C. **Operations Report:** Frank is working hard on PerfectMind and is doing a fabulous job training our teammates. We are using a "Train-the-Trainer" approach, and he has definitely stepped up as the trainer.

D. **Family Fitness Plus Report:** The phones have been down at the Fitness Center for about a week and the internet is currently down as well. Windstream is very difficult to work with. Mr. Burke and his team are planning a \$24.99 promotional membership for January 2022.

IX. **Department Proposals:** Ms. Klugman proposed a revision to Policy 1, Section 7: Hours. The staff would like to standardize the opening hours of the Fitness Center and bring holiday closures in line with current practices. With this revision, the Fitness Center will be closed on the following holidays: New Years Day, Easter Sunday, Thanksgiving Day, Christmas Eve and Christmas Day. On other commonly observed holidays, the Fitness Center will open at 8:00AM rather than 5:00AM. Mr. Bailey made a motion to pass the proposal; Mr. Gibbs seconded the motion. The motion passed unanimously.

X. **Unfinished Business:**

A. **COVID Response:** No update at this time. Status remains unchanged.

B. **Capital Improvement Plans:** Basketball scoreboard has been installed and looks great.

C. **Forest Lakes Greenbelt Project:** No report at this time.

D. **Forest Acres Drainage Easement:** No update at this time. Status remains unchanged.

E. **St. Andrew's Parks Foundation:** No report at this time.

XI. **Adjournment:** The Commission voted unanimously to adjourn the meeting at 8:05PM.