

St. Andrew's Parish Parks and Playground Commission

May 24, 2018 Meeting Minutes

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Present:

Commission: Mike Eykyn, John Johnston, Ron Bailey and David Glover

Staff: Kevin Walsh, Joddi Collins-Gray, Brian Burke, Susan Klugman and Randy Hibbard

Public: *None*

Call to Order: Mr. Eykyn called the meeting to order at 7:11 pm

Invocation and Pledge of Allegiance to the Flag: Mr. Walsh led the Commission in the Pledge of Allegiance to the American Flag.

Public Comments: None

New Business:

A. Commission Policy Review:

1. *Employee Corrective Action (FKA Disciplinary) Policy:* Not ready at this time.

2. *Substance Abuse Policy:* Mr. Walsh presented a proposed change to the post accident testing which now states that all employees are subject to post accident and random testing in addition to clarification for who is subject to pre-employment. Mr. Bailey made the motion to approve the policy as presented. Mr. Johnston seconded and the motion passed unanimously.

Approval of the April 26, 2018 Minutes: Mr. Johnston made the motion to approve the minutes. Mr. Bailey seconded and the motion passed unanimously.

Approval of the April Financial Statements: Mr. Bailey made the motion to approve the financial statements as presented. Mr. Johnston seconded and the motion passed unanimously.

Executive Director's Report: Mr. Walsh introduced Mr. Randy Hibbard our new Customer Service Director who comes to us from Seattle, Washington. He has worked in the school system as both a teacher and administrator. Mr. Walsh received a call from the City of Charleston regarding an error in annexation reimbursements. We are unsure of the fiscal impact at this time, but we have removed any income projections from the FY 2018-19 Budget and we are proceeding with caution.

Parks and Playground Report: Camp is going strong. Ms. Collins-Gray reported that her team is back to full strength with David Campbell starting on May 30th and Josh Singleton starting on June 19th.

eTrak-plus Report: Mr. Walsh reported that Hobbs, NM had a soft go live May 14. He noted that travel demands have eased a bit but noted that he and Mr. Stefan will be in Colorado next week. The development team has been doing a great job getting through issues and tickets. Mr. Eykyn asked about webinars for new clients.

General Manager's Report: Mr. Burke is still working with Windstream to fix the bad connection on the phone lines through the VOIP T1 line. Mr. Burke noted that the women's sauna project is

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complete. We have extended an offer to an applicant for a new Fitness Director with a potential start date in mid-August.

Department Proposals - New:

A. FFP Membership Proposals: Mr. Burke would like to extend the current promotion to include a donation of \$35 for music equipment. The current promotion is \$29.99 per month per adult with a 1 year agreement, which will then roll month to month. The second promotion is \$60 per month for each adult membership with a one year commitment, which will then roll month to month. Two 30-minute non-transferable massages per month are included in this promotion. Mr. Johnston made a motion to approve the promotions as presented. Mr. Bailey seconded the motion. The motion passed unanimously.

Unfinished Business:

- A. *Annexations:* None at this time.
- B. *Capital Improvements Plan:* We are still in negotiations with the Insurance Reserve Fund regarding the replacement of the FFP roof. The new Jump Castle and the John Deere mower have been received and paid for.
- C. *Forest Acres Drainage Improvement Project:* No update at this time.
- D. *FY 18/19 Revised Budget:* Mr. Walsh noted that the revised budget presented includes \$184,424 as contingency for the enterprise funds and there are no revenue projections for City Annexation reimbursement. Mr. Johnston made a motion to approve. Mr. Bailey seconded and the motion passed unanimously.
Mr. Johnston made a motion to authorize the Executive Director to communicate via email with the county budget office that the budget was approved prior to the approval of the May minutes. Mr. Bailey seconded and discussion followed. Mr. Johnston made a motion to amend the prior motion to include the **Approval of the revised February 22, 2018 Minutes**. Mr. Bailey seconded the amended motion and the motion passed unanimously.
- E. *Workers Compensation Claim Update:* No update on the outstanding claim at this time.
- F. *Julianne Griffin v. St. Andrew's Mediation:* A mediation has been scheduled for late June.

Adjournment: Mr. Eykyn adjourned the meeting at 8:41 pm.