JEFFERSON COUNTY PARKS & RECREATION

Minutes of September 16, 2015 Meeting

1. Call to Order: Meeting called to order at 7:05 p.m. by President Toni Milbourne
2. Roll Call: Present: Ann Mountz, Toni Milbourne, Jim Lee, Sarah Smith, Ranale Jones, Paul Marshall, Byron Royal.

Also present was Director Jennifer Myers and County Commissioner Dale Manuel

1. Approval of Minutes of July 2015 meeting:

Minutes not available. Carry over until October.

Approval of minutes of Special Meeting Aug 26, 2015.

MOTION by Jones to approve minutes of Aug. 26 special meeting with change of heading indicating special meeting rather than regular meeting. APPROVED.

1. Director’s Report: Written report emailed.
	1. Discussion of removal of chain link fence at Mt. Mission. No objection.
	2. Personnel: Notice that Stephanie Wells has left. Advertising for toddler learning time. Also seeking gymnastics instructor.
	3. Grants update.
	4. New website is now live.
	5. Master Plan Steering Committee to meet Sept. 22. Draft plan out soon.
	6. Myers reported Audit needs to be bid out. Bid has been sent out.
	7. Myers and Whittington registered for Quick Books class.
	8. Summer camp review handed out.
2. Standing Committee Reports:

Executive:

* 1. Committee met and discussed handbook changes; Special Events position and grant applications.

Finance:

a. No meeting.

Facilities

No meeting.

Fundraising

a. Mountz reported that committee is working to secure local groups to adopt events. A Bingo Blitz is scheduled for Jan. 3; Race on Nov. 7 with possible cost for timers of $500.

 VI. New Business

* Discussion and possible action on a Development & Special Events Coordinator position.

MOTION by Mounts to direct Myers to develop a job description and compensation structure for the contract position. APPROVED.

* Discussion and possible action on changes to employee handbook regarding absence time with pay.

MOTION by Mountz to change employee time with pay as delineated to match county policy effective Oct. 5. APPROVED

* Discussion and possible action on providing match with Summit Point Babe Ruth Baseball to place a flag pole at South Jefferson Park.

MOTION by Mountz to provide match up to $600 for flag pole. APPROVED.

* Discussion and possible action on 2016 Fireworks Event.

Some discussion held; however no decision reached regarding Fireworks Event. Move ahead to Oct. agenda.

 VII. Adjournment

* 1. MOTION to adjourn..

Respectfully Submitted by

Toni Milbourne, President (for Secretary McVicar)