

Greater Toledo Pool Recreation District
Board of Directors
Meeting Minutes
March 1, 2021

Directors present: Melinda Baxter, Rachael Wallace, Peter Vince, Kay Chambers

Directors absent: Roy Kinion

Staff present: Paul Steenkolk

Visitors present: Melany

1. **Call to Order:** The meeting was called to order at approximately 6:10 by PVince. A quorum was established.
Adjustments to the Agenda: Addition under unfinished business
F. Report on programming
G. Work hours of employees
2. **CONSENT CALENDAR:**
 - A. It was moved and seconded (MBaxter /KChambers) that the Minutes of the February 15 meeting be approved. Motion passed unanimously.
3. **UNFINISHED BUSINESS/INFORMATION**
 - A. Financial Report – \$20,000.00 was transferred from the LGIP to the checking account. The transfer will cover payroll and other monthly expenses. The pool is currently on budget this year with Material Services and is under budget on Personnel Services. The pool is working with FEMA to help satisfy a grant SDAO could not provide. Rewards for this grant if approved my take 2-3 months. Billie Jo and I had a meeting last week to discuss possible grant opportunities. We compiled a list of contacts and will meet periodically to discuss progress and to formulate new directions is needed.
 - B. Handbook/Manual – The Board reviewed the new Employee Handbook. The handbook is a work in progress. A history of the pool needs to be added to the handbook. The history writeup will be brief and focus on exactly what the pool is as a government agency. The current handbook will be renamed the Operations Manual to help differentiate the two. Additional revisions of the Employee Handbook will be needed over the next several weeks. A resolution will be needed to approve the Handbook when it's completed. Mindy did an amazing job constructing this Handbook for the District.
 - C. Employee Benefits Package – A family pass will be added to the employee's benefits package. An employee will have the option to opt out of this package if they choose. Paul will write up the terminology of this package for approval by the Board. Also, it was agreed that lifeguards will be allowed 1-hour of paid swimming per week as professional development. Paul will write a policy for this added benefit as well.
 - D. Human Resources – It was moved and seconded (MBaxter/RWallace) that the Board transfer the human resource responsibilities from Paul to the Board of Directors in relation to Melany. Motion passed unanimously.

E. Website – The Board reviewed the website and made suggestions for improvements. Better communication needs to be outlined on the website (free admission, aerobics class, newsletter, no rec swim, no rentals, widget to Facebook, swim club, etc.). It was also discussed that pictures on the classes page be replaced with our own and that the testimonials be updated.

F. Report on Programming – Melany gave the Board a programming report. There is discussion about Nyles adding a masters swim 2-3 days a week, water mediation to be taught by Ryan and Erin to teach another type of exercise class during spring break. There was discussion about the introduction of a gateway program to get kids started at the pool and then promoted into a lifeguard position. Staffing is number 1 on the agenda moving forward. There is a need for additional staff before programming can be added. A programming update will be presented at the next board meeting on the 15th.

G. Employee Hours – A report to be presented to the Board regarding the individual hours the guards are working per week.

4. REPORTS AND COMMENTS

District Manager – None

5. Visitors Comments – None

6. Board Comments – It was mentioned that Paul research the ORS for Executive Session with SDAO and to add Paul’s COLA to the next agenda. Another big thank you to Mindy for the putting together the handbook.

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7. Adjourn: PVince adjourned the meeting at 8:00 p.m.

Respectfully submitted,
Paul Steenkolk, District Manager