

Tuesday, December 1, 2015
City of South Lyon
355 South Warren
South Lyon, MI 48178

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:14 pm

Roll Call of the Board

*Mark St. Charles, Green Oak Charter Township
Patty Carcone, Charter Township of Lyon
Lynne Ladner, City of South Lyon*

Also Present

Amy L. Allen, CPRP, SLARA Director

Approval of the Agenda

Ms. Ladner asked that the City of South Lyon Lease Agreement item be tabled from the agenda until the next meeting. Mrs. Allen requested that Security System Proposal be added as an agenda item under New Business as Item 4.

Motion to approve the agenda as amended by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of October 28, 2015 Meeting Minutes

Ms. Ladner pointed out a few corrections to the minutes. Mrs. Allen said she would correct these and have a new copy of the minutes at the next meeting for approval.

Motion to table the approval of the minutes until the next meeting by Mrs. Carcone, second by Ms. Ladner, motion passes

Approval of Bills – 10/21/15 – 11/19/15

Motion to approve the bills by Mrs. Carcone, second by Ms. Ladner, motion passes

Financial Report

- a. Comerica General Fund Balance – \$342,138.62
- b. Flagstar Capital Improvements Fund Balance - \$ 245,719.26
- c. Flagstar 12 month CD Balance - \$145,000

Motion to approve the financial report by Ms. Ladner, second by Mrs. Carcone, motion passes

Correspondence

Not at this time

“Call to the Public”

No comments

I) Old Business**1. SLARA Office Updates/Upcoming Events****a. Candy Cane Hunt – Saturday, December 5th****b. Office Holiday Party – Thursday, Dec. 10th (11 am – 1:00 pm)**

Mrs. Allen requested that the SLARA office have permission to close on this date to hold their annual holiday luncheon. The board agreed as long as it was posted and notice was given to the public via website and Facebook.

c. ITC Sponsorship Renewal

Mrs. Allen shared with the board that ITC will be renewing their sponsorship for 2016. The currently contribute \$1,000 to the SLARA.

d. Volleyball Update

Mrs. Allen notified the board that she and Mr. Hines have both been in contact with Mr. Eason since the last board meeting to see how things were going with his daughter in the volleyball program. She was moved to a new team with an opening due to a cancellation by another player. She is having lots of fun and enjoying the program. Mrs. Allen also shared that the SLARA is now collecting information regarding how much experience kids have in the sports they are registering for at the time of registration. This will help Mr. Hines in putting together teams to ensure that teams have equal experience level players.

e. New Enrichment Programs

Mrs. Allen shared information with the board in regards to all the new programs that Mrs. Hill has recruited for the 2016 Winter Brochure. This is perhaps the most new programs the SLARA has offered at one time. Mrs. Hill is actively seeking new programs instead of waiting to be approached by others. Mrs. Allen shared a document with board members that Mrs. Hill had created listing all the new programs in the next brochure.

2. SLARA Bookkeeper Position Update

Mrs. Allen wanted to let the board know that Mrs. Pierce has been doing very well in her capacity as Bookkeeper for the SLARA. She has completely taken over for Mrs. Johnson at the present time. She is doing well with her daily tasks.

3. Member Updates

South Lyon – Cool Yule is coming up this weekend. The Christmas House is now open year round. There is a new jewelry store that has opened downtown. Draft Street Bar and Grill is now open. The Center for Active Adults is staying busy.

Lyon Township – Saturday they will be hosting a visit with Santa at the Leo Coney Island Strip Mall from 12 – 3 pm. They will have a mailbox so kids can send letters to Santa. Leo’s will host a “Lunch with Santa”. The Lyon Township DDA is also hosting a networking event at Abby Park on December 10th.

Green Oak – The new bridge is in at Field Crest crossing the Huron River. People no longer need to move to the street to cross that bridge. The Lakeland trail connection is moving forward and construction should begin in the spring. There will be a clear shot all the way to Whitmore Lake Road. The trails at Island Lake State Recreation Area will connect to the Green Oak trails. Green Oak hosted a public meeting in regards to a Parks and Recreation Master Plan. Approximately 40 people attended and gave input. The residents would like to see more focus on passive recreation opportunities such as Dog Parks, Fishing Piers and Disc Golf. The next meeting will be scheduled on Dec. 14th to review the Master Plan. The goal is to have the plan turned into the state by March 1st.

II) New Business

1. South Lyon Community Schools Construction for Summer 2016

Mrs. Allen shared with the board that she had met with school staff to discuss the construction schedule for this summer and what buildings would be affected. Most programs will be able to be moved without major issues. The South Lyon High School Pool will be off limits this summer and that will be the biggest concern. Mrs. Allen has requested Mrs. Fitzpatrick to sit down and come up with a schedule at East that accommodates SLA and the Center for Active Adults so we can all offer programs from the one location this summer. The pool temperature will have to be a little lower than we typically like for swim lessons, but that is a compromise with SLA and their competitive swim team. We will have enough advanced notice to let people know the temperature will be lower than normal.

2. Volunteer Park Development

Mrs. Allen wanted to let the board know that she has been meeting with some parent run organizations in the community including South Lyon Junior League, Lacrosse, Soccer and the Panthers in regards to Volunteer Park Development. Mrs. Allen wanted to make sure that the board approved her spending time working with these groups to try to get fields built at Volunteer Park. Mr. St. Charles clarified that these are fields that the SLARA would have access to for future programs. The board did not see this as a conflict of interest.

3. January Meeting Date for SLARA Board

Mrs. Allen wanted to remind the board that the January board meeting had been moved this coming year due to possible conflicts with the MTA conference. Mr. St. Charles let everyone know that the MTA conference is now the third week in January instead of the fourth. The board decided to move the January 2016 meeting back to the 4th Wednesday so there would be no conflicts. Mrs. Allen will create a notice and send it out to board members along with an updated annual schedule reflecting this change.

4. Security System Proposal

Mrs. Allen shared with the board a proposal from DemNET for a security system to be installed in the SLARA office building. This system would include 3 cameras in total, one on the front door, one on the back door and one overseeing the counter. This system allows remote access to the camera feeds via an application that can be downloaded to a computer or phone. Ms. Ladner wanted to make sure the SLARA

would not be charged based on how many users downloaded this application to have access to the feeds. Mrs. Allen assured her this was not the case.

Ms. Ladner made a motion to accept the proposal for a security system from DemNET Technologies for a total cost for materials and installation not exceed more than \$1,578. Second by Mrs. Carcone, motion passes.

5. Future of Recreation – Chairperson

Mr. St. Charles shared with everyone that 2 of the 4 municipality members of SELCRA have made their opinions known that they would like the SELCRA to merge back under the Brighton Area Schools Community Education program. Green Oak is also getting a legal opinion on Public Act 321 and if a public vote is required to set up a recreation authority or if the municipalities governing boards vote is enough. Mrs. Allen has contacted other recreation authorities in the state and the consensus from other authorities seems to be that they were all incorporated with a vote by the governing bodies of each member municipality. Mr. St. Charles will be reaching out to get a legal opinion on this matter.

Each board member took an opportunity to share concerns with Mrs. Allen in regards to how the SLARA is being managed.

Ms. Ladner had some concerns in regards to Mrs. Allen's work schedule. The board told Mrs. Allen that she should not be adjusting her daily schedule to allow for evening meetings. As a salaried employee she will regularly work over 40 hours a week, this is to be expected. However, she is expected to be in during the weekday open hours for the SLARA office. Mrs. Allen expressed her apologies. She was following what the director before had done when evening meetings were scheduled. She assured the board that she will not continue to work any "shifts" to allow for attendance at these meetings.

Ms. Ladner also expressed concern over duplication of job responsibilities in regards to managing the website for the SLARA. She noted that there are two websites for the SLARA and wanted clarification on why this was the case and what was being done by Mrs. Allen in regards to updating these sites. Mrs. Allen informed the board that the slrec.com site is a part of the registration system we utilize and pay for. This site is managed by RECPro and we do not have very much freedom in formatting this site or putting complex forms online. Mrs. Allen approached the board a few years ago to ask for permission to commission the creation of a new website, slrec.net so that the SLARA could manage this page and create a more user friendly site. This site is updated daily with upcoming events, flyers, schedules, rosters, etc... In all publications and advertising the SLARA only promotes the .net site. If someone wants to register for a program, they click a button on the .net site that will redirect them to the .com site.

Ms. Ladner also expressed concern over the job titles of the SLARA staff. She said that in some places staff were referred to as "coordinators" and in some spots they

were referred to as “supervisors”. Ms. Ladner wanted clarification on to why this was happening and what exactly their jobs entail. Mrs. Allen apologized for the confusion. She noted that staff are defined as “Coordinators” in regards to Enrichment, Sports and Aquatics. This has not always been the case as there were different terms utilized at different times in the past. Mrs. Allen has been consistent in regards to referring to them as Coordinators and updating all publications to reflect that. Coordinators recruit program ideas, find teachers/coaches/instructors, deal with time cards, contracts, budgets, public relations and schedules for these classes. They also visit programs to ensure that everything is running smoothly. However, Mrs. Allen clarified that these staff are not at every program every night, therefore she feels they are less of a supervisor and more of a coordinator.

Mrs. Carcone expressed her concern with the safety of the programs the SLARA is offering. She feels that the Director needs to be more intensive in overseeing staff and making sure that all SLARA policies are being followed. She does not want any more instances where a person is coaching and does not have all the proper paperwork on file with the SLARA office, even if it is a last minute coaching conflict. This is a huge liability concern for the department. Issues like this cannot happen. Mrs. Carcone wanted to ensure that Mrs. Allen shared this view with the rest of the SLARA staff and that they were aware that items like this will be cause for termination of an employee. If a coach cannot attend practice or a game in the future, the practice or game must be cancelled unless a staff or volunteer already on file with the SLARA or Mr. Hines or Mrs. Allen can fill in. They are the only acceptable substitutions in these situations at this time. Mrs. Carcone did recommend that maybe they create a volunteer database that keeps track of volunteers that could fill in at times like this and already have all their paperwork on file with the SLARA. Mrs. Allen said she will bring this idea up with Mr. Hines.

Mrs. Carcone expressed concern over Mr. Hines and his interaction with Mr. Eason. She wanted to be assured that this was discussed with Mr. Hines and that at all times staff need to be professional and handle each customer with the respect they deserve. She also wants to be assured that the SLARA will in no way allow for stacking of any sports teams in the future. The SLARA needs to continually find ways to ensure that this is not happening and continue to improve on the interactions with coaches and volunteers moving forward. Mrs. Allen shared with the board that this will be discussed with other SLARA staff and that they have added a feature in the registration software that asks for years of experience for all players in youth sports leagues. This will help Mr. Hines in creating teams moving forward and allow for him to ensure that teams have equal amounts of experienced players on each team.

Mr. St. Charles agreed with all the previous points brought up. He has lost faith in the Director of the SLARA that policies are being followed and that the safety of the participants is the most important concern of the SLARA. He assured Mrs. Allen that he could have faith again but must see what strides are being taken to help rectify these concerns. He wants the SLARA to focus on the quality of the programs. If this

means spending more money to hire more staff to monitor programs, then the board is okay with this. Sometime needs to be done.

Mrs. Allen addressed the board. She assured the board members that she has listened to all the points they have brought up at the meeting. She loves her job and wants to continue on as the Director of the SLARA. She will be sure to work hard to improve the internal workings for the SLARA. She will spend time working on a set of expectations to share with programming coordinators. She will also address scheduling with staff, what their expectations should be with their part time staff, program safety and quality and the importance of following policies and procedures. She assured the board that she will make sure SLARA staff know how important these issues are and that they are grounds for termination.

Mr. St. Charles also requested that the board be kept abreast of happenings at the SLARA. He would like more detailed updates at each board meeting in regards to programs, staff interactions, scheduling, etc. Mrs. Allen agreed that the board does need more information each meeting in regards to what is happening at the SLARA office. She assured the board that she will take all these issues to heart and do her best to improve in all of the above areas.

Adjournment at 4:07 pm

Next Meeting: Wednesday, January 27th, 2016 @ 2:00pm

Location: City of South Lyon
355 South Warren
South Lyon, MI 48178

Chair Signature

Secretary Signature

Approval Date