

Wednesday, October 28, 2015  
Green Oak Township Offices  
10001 Silver Lake Road  
Brighton, MI

## MINUTES

2:00 PM

### **Call to Order**

*Mr. St. Charles called the meeting to order at 2:02 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  
John Hines, CYSA, SLARA Sports Coordinator  
John Pfeffer, Pfeffer\*Hanniford\*Palka Certified Public Accountants  
Mr. Jeff Eason*

### **Approval of the Agenda**

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

### **Approval of September 23, 2015 Meeting Minutes**

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

### **Approval of Bills – 9/16/15 thru 10/20/15**

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

### **Financial Report**

- a. General Fund Balance – \$591,091.35
  - b. Capital Improvements Fund Balance - \$245,674.84
- Mrs. Allen informed the board that the SLARA is very close in line with where they were at financially at this time last year. She also made the board aware they received two refund checks from First Comp Insurance for the SLARA workers compensation policy. One check was for overpayment of the premium from 2014-2015 based on the actual audit numbers. The other check was for overpayment of this year's premium based on adjusted projections.*

### **Correspondence**

*None at this time*

### **“Call to the Public”**

*No comments*

**D) Old Business****1. SLARA Office Updates/Upcoming Events****a. Candy Cane Hunt – Saturday, December 5<sup>th</sup>****b. CPRP Certification – MMRMA Grant Received**

*Mrs. Allen made the board aware that a grant was received in the amount of \$195 from the MMRMA. This grant covers 75% of the cost of the CPRP Certification for Mrs. Allen. She submitted the forms in June of 2015 after completing and passing the CPRP exam.*

**2. SLARA Bookkeeper Position Update**

*Mr. St. Charles and Mrs. Carcone updated Ms. Ladner about the interview done with Mrs. Pierce in regards to the Bookkeeper position. The board felt that Mrs. Pierce was qualified for the position and would be a good fit for the SLARA office.*

***Motion by Mrs. Carcone to direct the Chairperson, Mr. St. Charles, to contact Mrs. Pierce to offer her the position of Bookkeeper as a third party contractor at the rate of \$22 per hour. 2<sup>nd</sup> by Ms. Ladner, motion passes.***

*Mr. St. Charles will contact Mrs. Pierce and offer her the position right away. He will tell her that the board would like her to start as soon as possible. Mrs. Allen asked the board to clarify how the contractor would be paid. The board will request that Mrs. Pierce invoice the SLARA for services either weekly, bi-weekly or monthly. Mrs. Pierce had informed the board that her preference is to work one day a week with Thursday being the preferred day.*

*Mr. St. Charles said he will get a 3<sup>rd</sup> party agreement together and send to John Pfeffer for approval. He will then forward this to Mrs. Allen to present to Mrs. Pierce.*

**3. SLARA Banking Options Update**

*Mrs. Allen presented the board with information that she had collected from both Flagstar Bank and Comerica in regards to checking and savings account rates. In comparing the two options, Mrs. Allen made a recommendation to the board that the SLARA opens a savings account with Flagstar Bank and deposits the rollover funds from the last fiscal year (2014-2015) to be determined by the audit presentation into that savings account. Mrs. Allen also recommended that the SLARA not change banks for checking account purposes.*

*Mrs. Carcone recommended that we look into CD rates at Flagstar too. Mrs. Allen made the board aware that those rates were included in the board packets in the proposal from Flagstar. It was determined that a motion in regards to the accounts would be made after the audit presentation so that the board has actual amounts from the fiscal year to use in making those motions.*

**4. Member Updates**

*South Lyon – has been updating their park/field use policies and procedures and will possibly be adding in a reservation fee.*

*Lyon Township – recently met with the water authority to discuss cost to bring Detroit water to Lyon Township.*

*Green Oak – Green Oak will be creating their own Parks and Recreation Master Plan. In the past they have utilized the SELCRA Master Plan. However, since the longevity of the SELCRA organization has been in discussion lately, Green Oak has decided it was time for them to create their own plan to work from. This is especially important since they are beginning to submit grants to the DNR for park land and trails. There will be a Community Engagement Meeting on Monday, November 9<sup>th</sup> from 7:00 – 9:00 pm at Green Oak Township Hall where the public can give their input.*

## **II) New Business**

### **1. Audit – Pfeffer \* Hanniford \* Palka Report**

*Mr. Pfeffer presented the SLARA 2014-2015 audit to the board. He shared with the board that he has been impressed with the SLARA office and how well they have been handling the financials and programs in the past few years. He enjoys working with the SLARA.*

*Motion by Mrs. Carcone to accept and approve the 2014-2015 SLARA Audit as presented by Pfeffer, Hanniford & Palka.*

*Ms. Ladner seconds the motion, motion passes.*

### **2. Recommendation to transfer funds from General Account to Capital Improvements Fund.**

*Motion by Mr. St. Charles to move the entire balance of the Capital Improvements Fund currently held at Comerica over to Flagstar Bank into a Savings MAX account which is currently at a rate of .45%. The total amount to transfer will be \$245,674.84. 2<sup>nd</sup> by Mrs. Carcone, motion passes.*

*Motion by Mr. St. Charles to withdraw \$145,000 out of the general fund at Comerica Bank and open a cd at Flagstar not to exceed 17 months. 2<sup>nd</sup> by Ms. Ladner, motion passes.*

### **3. Aquatics Part Time Incentive Pay Discussion**

*Mrs. Allen shared with the board that the Aquatics Coordinator, Mrs. Fitzpatrick, has asked for help in ideas for retaining staff. Mrs. Allen has met with her and discussed options. They researched via the MRPA and NRPA websites, online information and reached out to other departments to see what they do to retain staff. The idea that Mrs. Fitzpatrick likes the best is the idea of doing a “performance” pay.*

*Performance pay entails giving an end of season “bonus” of sorts to employees with perfect attendance, outstanding performance and other positive reviews. A point system would be created designating what would qualify as positive points and what*

would qualify as negative points. Examples of positive points would include covering a co-workers shift, being on time, not requesting days off, etc... Examples of negative points would include things like arriving late to work, calling in without 24 hour notice, etc... At the end of the season the points would be totaled up. If a certain point value is reached you would give that staff member a "bonus". A specific amount is designated beforehand (for example \$.25/hr). For each hour that the staff member worked during the season, they would receive a check at the end of the session at the rate of .25 x total hours.

The board advised Mrs. Allen to discuss more options with Mrs. Fitzpatrick. They would like to see the current staff surveyed to determine what types of incentives they would like to see. Mrs. Allen will research some more options to present to the board at the next meeting.

**4. 7<sup>th</sup> & 8<sup>th</sup> Grade Volleyball Discussion**

Mr. Eason attended the meeting so he could express his concern with the SLARA in regards to how teams are created in the volleyball league. His daughter has enrolled and this is her first time playing in an organized sport. After attending the first practice, Mr. Eason was very concerned with the skill level discrepancy between the teams. The other team practicing at the same time as his daughter's team seemed to be much more advanced. Mr. Eason expressed concern that teams were being "stacked" and that this was unfair to players. He feels his daughter's team will not have any chance at winning any matches this season. Mr. Eason contacted Mr. Hines and Mrs. Allen both to discuss this issue. He was told that that SLARA takes requests from parents in regard to scheduling and carpooling. Some parents cannot get kids to practice on certain nights due to conflicts. The SLARA advises parents that they do their best to honor requests, but does not guarantee requests can be honored.

Mr. Eason felt that requests should not be taken from parents, that the teams should be comprised only by random draw. Mr. Hines and Mrs. Allen explained that the SLARA had tried doing that before and many parents complained. Numbers for the program dropped significantly. When registering the SLARA is not able to tell parents what nights their kids will be practicing on because it depends on the number of kids enrolled, how many gyms are needed and how many sites are available to schedule. When schedules come out, parents may notice their kids are scheduled to practice on a night where the child has a previous commitment. When this happens, parents contact our office to request changes. We do our best to honor those requests. If we were to do a completely random draw for teams, parents would have to keep the entire week open from other activities for their kids. This creates many problems for parents. The SLARA understands that some of these requests given may be for the sole purpose of having kids play with specific friends, however the SLARA has no way to confirm the information that parents are giving at the time of the request. We rely on parents to be honest with requests. Mr. Hines and Mrs. Allen feel that more people would lose out on the opportunity to play with a random draw than would benefit from it.

*Mr. Hines also wanted to ensure the board and Mr. Eason that the coaches cannot request specific players on a team. Requests are only taken from parents at the time of enrollment. Mr. Eason wanted to know how the SLARA created the teams. Mr. Hines informed him that the first step is to try to plug in requests that were received. From there he looks at ages and shirt sizes to spread between teams. Mr. Eason questioned what shirt sizes had to do with anything. Mr. Hines said that smaller sizes usually was indicative of shorter players. The SLARA did not want to have all the girls on one team be the smaller, shorter girls and the other team comprised of taller girls. The SLARA has no way of knowing what the skill levels are of these kids, so shirts sizes is the indicator we go with that will ensure at least height is taken into account.*

*Mr. Eason suggested that 4 of the girls from his daughters team be moved to Team 10 (the team that he saw practicing) and 4 of the girls from Team 10 be moved to his daughters team. He felt this would even out the skill level. Mr. St. Charles informed him that this would then cause the other 8 parents to be upset with changes and that this was not something the SLARA was going to do.*

*The board directed Mr. Hines and Mrs. Allen to spend some time looking at ways to ensure that teams are as random as possible and to ensure that policies are being followed by the SLARA office in regards to team requests.*

*There was a discussion between the Board and Mr. Hines and Mrs. Allen before the conclusion on the meeting in regards to how they responded to the situation with Mr. Eason. The Board expressed their frustration with the situation and how it was handled.*

***Adjournment at 3:47 p.m.***

Next Meeting: Wednesday, November 25, 2015 @ 2:00pm

Location: City of South Lyon

355 South Warren

South Lyon, MI 48178

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Chair Signature

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Secretary Signature

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Approval Date