

Wednesday, June 29, 2016  
Green Oak Township  
10001 Silver Lake Road  
Brighton, MI

## MINUTES

2:00 PM

### Call to Order

*Mr. St. Charles called the meeting to order at 2:08 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 – ABSENT*

### Also Present

*Amy L. Allen, CPRP, SLARA Director*

### Approval of the Agenda

*Motion to approve the agenda by Mrs. Carcone, second by Mr. St. Charles, motion passes*

### Approval of May 25, 2016 Meeting Minutes

*Motion to approve the minutes by Mrs. Carcone, second by Mr. St. Charles, motion passes*

### Approval of Bills – 5/18/16 – 6/20/16

*Motion to approve the bills by Mrs. Carcone, second by Mr. St. Charles, motion passes*

### Financial Report

- a. Comerica General Fund Balance – \$503,287.53
- b. Flagstar Capital Improvements Fund Balance - \$ 246,351.84
- c. Flagstar 12 month CD Balance - \$145,151.85

*Mrs. Carcone advised Mrs. Allen to look into a special offered by Talmer Bank and Trust which gives a short term cd rate of .75% for 90 days. She recommended that we transfer some of the funds from Comerica into this short term cd to take advantage of such a good rate.*

*Motion to allow the Director to move up to \$250,000 from the Comerica General Fund account into a higher interest rate cd offered thru Talmer Bank & Trust not to exceed a term of 90 days. Motion by Mrs. Carcone, 2<sup>nd</sup> by Mr. St. Charles, motion passes.*

*Motion to approve the financial report by Mrs. Carcone, second by Mr. St. Charles, motion passes*

### Correspondence

*Not at this time*

**“Call to the Public”**

*No comments*

**I) Old Business****1. SLARA Office Updates****a. SLARA Staff Meeting Minutes**

*Mrs. Allen shared with the board items addressed at the last staff meeting including Petty Cash procedures, day camp registrations and updating households.*

**b. Building Improvements – Update**

*Mrs. Allen shared with the board that there has been no communication from the City of South Lyon yet on the priority list that was sent in on May 26<sup>th</sup>, 2016. Ms. Ladner is out on medical leave currently, so the board advised Mrs. Allen to send the list to Ms. Ladner again and ask her to forward to Bob Martin in her absence. Mrs. Allen will make sure the email goes out ASAP. A current employee has made a request that the lights in the back be fixed as they are experiencing headaches due to the flickering and the dark by the desk area in the back.*

**2. Member Updates**

*Lyon Township – Exciting things are coming up soon! Township is gearing up for elections. The building department has already surpassed the amount of work they had done the entire year last year!*

*Green Oak – Rushton Road work has started this week with taking out stumps. Soon it will be paved. The Township has purchased a parcel of land at Whitmore Lake and M36 to bring the trail to the intersection. The Township Large Item Clean Up day was a complete success. Lots of residents took advantage of this service.*

**II) New Business****1. Presentation of League Scheduling Module of ReCPro for 2016-2017 Fiscal Year**

*Mrs. Allen presented the board with information regarding a league scheduling module that ReCPro offers that she is recommending we purchase for the next fiscal year. This program will allow the SLARA to decrease the amount of time the Sports Manager will take to put together teams and schedules. This module can create schedules taking into account home games and away, it can random draw for teams and also has the ability to allow coaches to log on to view individual team rosters. The board felt this was a good investment and liked the idea of adding it to next year’s budget.*

**2. Usage of Personal Cell Phones for Coordinators**

*No action was taken at this time on this item.*

**3. Full Time Coordinators – Job Titles**

*Mrs. Allen discussed with the board what titles the board would like to see in regards to current program coordinators. She reminded the board that in the fall it was discussed by the board and she was advised to make sure all programming staff were referred to as “Coordinators” because of their specific job responsibilities. Ms. Ladner had at that time requested consistency with job titles for programmers.*

*Mrs. Allen was looking for guidance in regards to new job titles specifically requested by Mr. Hines. The board has advised her to update all information to reflect a change in job titles for programmers to “Managers”. The sports position will now be classified as the “Sports*

*Manager”, the enrichment position will now be classified as the “Enrichment Manager” and the aquatics position will now be classified as the “Aquatics Manager”.*

***Motion to keep position titles as presented by Mrs. Carcone, 2<sup>nd</sup> by Mr. St. Charles, motion passes.***

*Mrs. Allen also shared with the board legal advice that she recruited on request from the board in regards to these programming positions. The SLARA legal representative advised these positions that are full time to be classified as “salary” positions. Mrs. Allen wanted clarification on if they should be allowed to work “Flex Schedules” or if she should approve overtime if evening work is needed by these staff. Mrs. Allen reminded the board that in the Fall the board advised her as a full time, salary employee that she is expected to work a typical work day, from office opening at 8 am to closing at 4 pm. Any hours worked above that time are not considered approved overtime for the salary position. She was told not to adjust hours to allow her to work late, that she should still be present in the office during open hours.*

*The board advised Mrs. Allen to allow the programming full time staff to flex their schedules if they had to work evenings. The board advised Mrs. Allen to use her judgement to ensure that enough coverage was present in the office to ensure regular business is not affected on these days. No overtime should be approved for these staff unless unforeseen emergency circumstances arise.*

*The board also asked Mrs. Allen to reflect the job title changes in job postings, on the website and update the personal handbook with updated information and present to the board for approval.*

**4. Dental & Vision Insurance Quotes**

*Mrs. Allen presented the board with information in regards to pricing for Dental and Vision Insurance. The board advised Mrs. Allen to move forward with the recommended vendors for these benefits in the next fiscal year.*

**5. 2015-2016 SLARA Budget Amendments Presentation**

*Mrs. Allen presented a memo including all requested budget amendments for the 2015-2016 fiscal year.*

***Motion by Mrs. Carcone, 2<sup>nd</sup> by Mr. St. Charles to approve the 2015-2016 SLARA Budget Amendments as presented. Motion passes.***

**6. 2016-2017 SLARA Budget Public Hearing and Approval**

***Motion by Ms. Carcone to open the 2016 – 2017 SLARA Budget Public Hearing at 3:09 pm. Second by Mr. St. Charles, motion passes. Public hearing is open.***

*Mrs. Allen went thru the proposed budget to discuss any increases or decreases from previous years. She also highlighted any changes from the draft budget she presented at last month’s board meeting.*

***Motion by Mr. St. Charles to close the 2016 – 2017 SLARA Budget Public Hearing at 3:15 pm. Second by Mrs. Carcone, motion passes. Public hearing is closed.***

*Motion by Ms. Carcone to approve the 2016 – 2017 SLARA Budget as presented.*

*Mr. St. Charles seconds the motion, motion passes*

**7. Election of the 2016-2017 SLARA Board of Directors**

**a. Current Board Positions**

- i. Secretary - Mrs. Carcone**
- ii. Treasurer - Ms. Ladner**
- iii. Chair - Mr. St. Charles**

*Motion to approve the 2016-2017 SLARA Board of Directors as presented by Mr. St. Charles, 2<sup>nd</sup> by Mrs. Carcone, motion passes.*

**Adjournment at 3:18 pm**

Next Meeting: Wednesday, July 27, 2016 @ 2:00pm

Location: Green Oak Township

10001 Silver Lake Road

Brighton, MI

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Chair Signature

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Secretary Signature

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Approval Date