

Wednesday, October 24, 2012
Green Oak Township Offices
10001 Silver Lake Road at 2:00 pm

MINUTES

2:00 PM

Call to Order

Patty called the meeting to order at 2:01 pm

Roll Call of the Board

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

Also Present

*Amy L. Allen, SLARA Director
Peter Albertins, Fabrizio & Brooks P.C.*

Approval of the Agenda

Motion to approve by Mr. St. Charles, 2nd by Mr. Murphy, motion passes

Approval of September 26th, 2012 Meeting Minutes

Motion to approve by Mr. Murphy, 2nd by Mr. St. Charles, motion passes

Approval of Bills – 9/20/12 thru 10/17/12

Motion to approve by Ms. Carcone, 2nd by Mr. St. Charles, motion passes

Correspondence

NONE

“Call to the Public”

No comments from the public

I) Old Business

1. Community Center Committee

The community center link will be inactive as of November 1st. Please ask your IT contacts to take down the link at that time. Mrs. Allen gave out a copy of the latest survey results to share with the board. The next committee meeting will be on November 13th at 7 pm at South Lyon City Hall. Mr. Murphy asked if Mr. St. Charles could attend. He could not but will try to send a representative of Green Oak in his place. The board also discussed having SLARA add a line item to their budget for expenses for the Community Center Committee. This will be addressed in more detail at the next meeting.

2. Community Contributions for 2013-2014

Mrs. Allen presented the board with two options for contribution amounts for 2013-2014. The board discussed each option.

Mr. St. Charles made a motion to set the contribution amount at \$59,385.96 for the 2013-2014 fiscal year for SLARA. Based off of participation numbers for each community averaged for the past 3 years, each community will be responsible for the following percentage of that total contribution. Mr. Murphy 2nd the motion. Motion passes.

*The City of **South Lyon** has 55% participation (x \$59,385.96) = **\$32,662.28**
Lyon Township has 31% participation (x \$59,385.96) = **\$18,409.65**
Green Oak Township has 14% participation (x \$59,385.96) = **\$8,314.03***

Each board member will talk to their auditors to get ideas about what to charge joining municipalities for SLARA. Mrs. Allen will look up past contributions for each community to present to the board at the next meeting.

3. Employee Handbook

The board went through the latest copy of the proposed Employee Handbook, Code of Conduct, Volunteer/Coaches Application and Service Contract Agreement from Mr. Albertins. The only change made was in the Code of Conduct.

Mr. Murphy made a motion to adopt the SLARA Employee Handbook as presented. Mr. St. Charles 2nd the motion. Motion passes.

Mr. Murphy made a motion to adopt the Code of Conduct as presented (after one modification was made by the board). Mr. St. Charles 2nd the motion. Motion passes.

- *Under Section IV of the Code of Conduct, Suspension Policy and Review Procedure, Item B, Section 3.*
- *At its next scheduled meeting, the Recreation Board will review the request for review of suspension, and any prior determination made under section IV(A) and related information, and publish their decision. The deliberations of any request for review shall be done in a closed session **at the request of the individual**. Persons requesting a review are not allowed to address the board unless requested by the board in advance.*

Mr. St. Charles made a motion to adopt the Service Contract Agreement as presented, Mr. Murphy 2nd the motion, motion passes.

Mr. Murphy made a motion to adopt the Volunteer/Coaches Application as presented, Mr. St. Charles 2nd the motion, motion passes.

4. 2012-2013 Budget Amendments

The board decided to table Budget Amendments until after the 6th month of this year has passed so that all amendments are more accurate and reflect any changes yet to be made.

II) New Business**1. Payment for Employee Handbook Updates**

The board asked Mrs. Allen to contact Mr. Albertins to see how many hours were spent on the Employee Handbook updates to decide what payment the board will approve for this expense. Mrs. Allen will email the board and update as soon as she gets the information together.

2. Pay Scale Proposal

The board asked Mrs. Allen to present a current listing of employee pay rates to review for comparison. This item will be tabled until next months meeting.

3. SLARA Office Updates

- The board decided to cancel the December 26th meeting. A notice will go out.*
- There was a discussion pertaining to re-hiring a past employee. Mrs. Allen was asked to recruit more information about their employment while with SLARA and how that ended before the board can make a decision.*
- Pumpkinfest was a success. Because of donated prizes from Walmart the only expenses was the \$50 table fee and staffing. Over 550 tickets were collected. However, this event did not really promote our department. Because of how the event was organized, SLARA was put with other groups and businesses and the crowds did not linger long at tables or collect information. SLARA would like to continue to get involved with Pumpkinfest but may choose another avenue to do so.*
- Fall numbers as of right now have surpassed the entire fall 2011 registrations! We are very happy with how the staff have continued to promote programs and offer more variety in programs. Great job!*
- Mrs. Allen inquired from the board information about insurance reimbursement if opting out of the offered plan. Currently staff are provided with 50% of the premium for individual insurance payable in 12 monthly installments. The board has asked Mrs. Allen to contact our current carrier to find out if there are additional reinstatement fees if a future employee were to need coverage. Mrs. Allen will bring back information for the board to the next meeting.*

Adjournment at 3:45 pm

Next Meeting: Wednesday, November 28th @ 2:00pm
South Lyon City Offices
335 S. Warren, South Lyon

Chair Signature

Secretary Signature

Approval Date