

Wednesday, February 24, 2021 @ 2:00pm
Zoom Video Conference

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:01 pm

Roll Call of the Board

*Mark St. Charles, participating from Green Oak Township
Paul Zelenak, participating from the City of South Lyon*

Absent

Patricia Carcone

Also Present

Amy L. Allen, CPRP, SLARA Director participating from the SLARA office

Approval of the Agenda

Motion to approve the agenda by Mr. Zelenak, seconded by Mr. St. Charles

Roll Call Vote:	Ayes:	Mr. Zelenak, Mr. St. Charles
	Nays:	None
	Absent:	Ms. Carcone

Approval of January 27, 2021 Meeting Minutes

Motion to approve the January 27, 2021 Meeting Minutes by Mr. Zelenak, seconded by Mr. St. Charles

Roll Call Vote:	Ayes:	Mr. Zelenak, Mr. St. Charles
	Nays:	None
	Absent:	Ms. Carcone

Approval of Bills 1/8/2021 – 2/12/2021

Motion to approve the bills by Mr. Zelenak, seconded by Mr. St. Charles

Roll Call Vote:	Ayes:	Mr. Zelenak, Mr. St. Charles
	Nays:	None
	Absent:	Ms. Carcone

Financial Report: AS OF JANUARY 31, 2021

- a. General Fund Cash TOTAL - **\$188,958.44**
 - a. Flagstar Primary Checking Account, 0.7% Interest Rate
\$188,958.44

Ms. Carcone joined the meeting, participating from Lyon Township Offices

- b. Capital Improvements Fund Cash TOTAL - **\$582,316.16**
 - a. Flagstar Savings Account, 1.39% Interest Rate

\$217,768.38

- b. The State Bank, 90 Day CD, .35% Interest Rate, Maturity Date 3/10/2021
\$364,547.78

Motion by Mr. Zelenak, second by Mr. St. Charles

Motion to direct Mrs. Allen to have the full matured amount from The State Bank 90 Day CD that matures on 3/10/2021 deposited into the Capital Improvements Fund, specifically the Flagstar Savings Account.

Roll Call Vote:	Ayes:	Mr. St. Charles, Mr. Zelenak, Ms. Carcone
	Nays:	None
	Absent:	None

Correspondence

None

Call to the Public

None

I) Old Business

1. SLARA Office Updates

a. Winter Programming Update/Brochure

Mrs. Allen made the board aware that some onsite programming is being done with precautions taking place. No sports leagues are running currently due to lack of facilities. The schools are meeting again March 1st to discuss the possibility of opening facilities.

b. Spring/Summer Programming Update

Mrs. Allen shared a mock up of the Spring/Summer 2021 brochure with the board. Lots of great programs are being planned. A majority of the programs will be run outdoors or be limited with precautions. Mrs. Allen also discussed the upcoming special events. The board requested that Mrs. Allen get more information to them about how they would run with precautions. Mrs. Allen will present this information to the board at the next meeting.

c. Staffing Update

Mrs. Allen let the board know that Mr. Stanley, the Sports Manger has resigned and accepted employment elsewhere. She shared his letter of resignation.

2. Local Government Investment Pool Update

An update was given by Mrs. Allen that Oakland County has communicated that they feel SLARA would be able to invest in the pool as long as a resolution was passed with the required language included. Ms. Carcone brought to the boards attention that this investment pool is not insured. The board requested that Mrs. Allen reach out to the SLARA auditors to check to see if there were any issues with investing funds in this pool. She will share this information with the board at the next meeting.

II) New Business

1. Staffing Discussion

Mrs. Allen shared with the board a plan for staffing moving forward for SLARA. This plan involves making some changes to job descriptions and how the SLARA would rehire the Sports Manager position. She also shared ideas for the Office Administrator position and the Enrichment Manager position. Mr. Zelenak shared concern about changing job descriptions and expectations for current employees. Mr. St. Charles liked the ideas presented and felt it was a good solution to the Sports Manager overturn problem that SLARA has had in the past. Mr. Zelenak suggested including current staff in the conversation about how these job responsibilities would change moving forward. Mrs. Allen said she would gladly meet with the current Enrichment Manager to ensure that input was taken. The board requested that Mrs. Allen submit a proposal via email to the board to review in the upcoming weeks. This proposal should include the new job posting and recommended compensation for the position. Mr. Zelenak also requested a listing of current SLARA staff salaries for comparison.

2. SLARA Exit Interview Questions DRAFT

Mrs. Allen presented the board with a draft of an exit interview. The board directed Mrs. Allen to conduct the exit interview with Mr. Stanley unless there is a request from him to directly meet with the board for this purpose. Mrs. Allen will share the feedback with the board upon completion.

3. SLARA Investment Policies Review

Mrs. Allen sent the board copies of the current SLARA investment policies for them to review. She wasn't sure if the correct language was already included that would allow for SLARA to invest in a local government investment pool. She asked if the board could look these over and give feedback. At this time there is no rush since the CD that will be maturing soon will be deposited into the Capital Improvements Fund, Savings Account. This item will be placed under Old Business for discussion at the next meeting.

4. Board Member Comments

None

Adjournment at 3:25 pm

Next Meeting: Wednesday, March 24, 2021 @ 2:00 pm

Meeting will be held electronically via Zoom

Chair Signature

Secretary Signature

Approval Date

Procedures by which persons may contact members of a public body prior to the meeting:

Members of the public may contact members of the public body prior to the electronic meeting by e-mail. E-mail addresses for the SLARA Board Members & Staff may be found on the SLARA website at www.slrec.net