

Seneca County Park District Board of Park Commissioners

April 23, 2021 – 10:00AM

Roppe Lodge, FWNP, 10130 W. SR 18, Fostoria, OH 44830

Special Meeting Minutes

Lee Martin called the meeting to order at 10:00 AM.

Roll Call:	Jakob Boehler	<u>present (via Zoom)</u>	Sarah Betts	<u>present</u>
	Lori Hall	<u>absent</u>	Shelly Smola	<u>absent</u>
	Lee Martin	<u>present</u>		
	Bill McAllister	<u>present</u>		
	Janet Shutt	<u>present</u>		

Unfinished Business:

Organizational Structure Plan & Job Descriptions: Lee Martin brought the topic to the table for discussion. Sarah Betts provided background information from 2017, when the original organizational information was created by the Board and various sub-committees. The Governance, Policy, and Human Resource Committee generated the current job descriptions, starting pay schedules, and many organizational structure possibilities (including additional job positions not yet filled or approved) for the continued development of the organization. The documents presented for Board review now, were updated versions of these with some additional minor adjustments, based on knowledge that is available now, that wasn't available then. Sarah Betts continued that having all the job descriptions approved now, even though there is no plan to fill all at this time, allows for the plan to be in place so timely staff adjustments and additions can be made in the future, when the organization is ready.

A motion was made by Bill McAllister, seconded by Janet Shutt, and was approved unanimously in a roll call vote by the four members present to approve the presented organizational plan, starting pay rates, and all job descriptions included. A complete copy of all items are attached.

New Business:

Resolution 4-23-2021 #1: Purchasing Vehicle. Lee Martin requested some background information on the need for purchasing the vehicle and who would be utilizing it. Sarah Betts explained that there are only 2 vehicles right now for 8 employees. During the extra busy season, the two trucks are needed as a first priority for operations staff, often leaving program staff and office staff without access. The van would be dedicated for program use as a first priority. A motion was made by Jakob Boehler, seconded by Bill McAllister, and was approved unanimously in a roll call vote by the four members present.

Executive Session: There was no business that needed to be discussed, so executive session was not entered into.

Adjournment: Motion to adjourn was made by Bill McAllister, seconded by Janet Shutt, and was approved unanimously. Meeting adjourned at 10:38 AM.

Next Meetings:

9am	May 11	Roppe Lodge, FWNP, 10130 W. SR 18, Fostoria, OH
9am	June 8	Roppe Lodge, FWNP, 10130 W. SR 18, Fostoria, OH