

Monday, September 27, 2021 @ 2:00 pm
Zoom Conference Meeting

MINUTES

2:00 PM

Call to Order

Mr. St. Charles called the meeting to order at 2:10 pm

Roll Call of the Board

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

Also Present

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

Approval of the Agenda

Motion to approve the agenda by Ms. Carcone, seconded by Mr. Zelenak, motion approved

I) **New Business**

1. Discussion of SLARA Employment Proposals

Mrs. Allen began by presenting her proposal for hiring specifications for the Administrative Assistants positions. Mr. Zelenak questioned if the additional 16 hours from the previous position was indeed needed at this time. Mrs. Allen said that the office can use the assistance in answering phones and helping with walk in customers so that other staff are able to focus on their tasks at hand. Ms. Carcone voiced that she liked the idea of having a front-line person in the office during all business hours.

Motion by Mr. Zelenak to approve allowing the Director to immediately begin the process of interviewing and hiring 2 Administrative Assistants for SLARA at a starting salary of \$13 per hour for a total of 20 hours a week for each position to begin in November. Second by Ms. Carcone, motion passes.

Mrs. Allen presented the board with her hiring proposal for the Recreation Coordinator, Enrichment Focus position. The board had discussion about the proposed salary and benefits. It was requested that Mrs. Allen reach out to other departments within Southeast Michigan to get comparisons for salaries for positions similar to this one. Mrs. Allen was also requested to inquire as to education and experience requirements for these positions. After this information is collected the board asked that Mrs. Allen send the collected information to the board and then the board will meet to discuss this position further.

The board elected to table this agenda item at this time along with the approval for the hiring proposal for the Aquatics Coordinator position.

2. **Board Member Comments**

There were no board member comments.

Adjournment at 2:38 pm

Next Meeting: Wednesday, October 27, 2021 @ 2:00 pm

Meeting will be held at SLARA Office

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