

Thursday, December 13, 2021 @ 2:00 pm
Zoom Meeting

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, participating from Green Oak Township

Paul Zelenak, participating from the City of South Lyon

Patricia Carcone, participating from Lyon Township

Absent

None

Also Present

Amy L. Allen, CPRP, SLARA Director, participating from Lyon Township

Approval of the Agenda

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

Approval of November 24, 2021 Meeting Minutes

Motion to approve the November 24, 2021 Meeting Minutes by Mr. Zelenak, seconded by Ms. Carcone, motion approved

Approval of Bills 11/13/2021 – 12/3/2021

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

Financial Report: AS OF NOVEMBER 30, 2021

- a. General Fund Cash TOTAL - **\$121,202.84**
 - a. Flagstar Primary Checking Account, 0.7% Interest Rate
\$121,202.84

- b. Capital Improvements Fund Cash TOTAL - **\$584,263.98**
 - a. Flagstar Savings Account, 1.39% Interest Rate
\$183,197.43
 - b. Oakland County Local Government Investment Pool
\$401,066.55

Correspondence

None

I)

Old Business

1. Directors Memo

Mrs. Allen made the board aware that the SLARA office will only have 2 employees working the short week between Christmas and New Years. Mrs. Schoonover offered to work full-time on a temporary basis if needed during this transition. Mrs. Schweitzer has offered to work full-time temporarily until the board reaches a decision about the open Recreation Coordinator position, but she would like the board to re-evaluate her salary and come to an agreement. Mrs. Fitzpatrick continues to run Aquatics programming until a new person is brought on board.

2. Archery Grant Update

USA Archery has replied back to Mrs. Allen about the grant that SLARA had been awarded this winter. They have contacted a local representative from Farmington Hills who has agreed to accept the shipment of archery equipment and hold it for SLARA until March. By that time SLARA needs to have a new staff trained in the required USA Archery courses. After the training is completed SLARA can collect the grant equipment for the program.

3. South Lyon DDA Farmers Market Contract Update

Mr. Zelenak said that the DDA board is still deciding if they want to move forward with the agreement for SLARA to manage the Farmers Market. At this point it may be too late to happen this season as much of the training takes place in January. Mr. Zelenak will keep the board updated.

II) New Business

1. SLARA Director Job Posting

Mrs. Allen has posted the job on MParks, SLARA social media sites, the SLARA website and Indeed. Mr. St. Charles has shared the posting with MTA and Mr. Zelenak has shared the posting with MML. Mrs. Allen will collect the applications, keeping them sealed and contact the board weekly to let them know how many applications have been received. Both Mr. Zelenak and Mr. St. Charles will arrange to pick up applications and distribute to the rest of the board depending on their schedules. Application deadline was posted as 1/7/22.

2. SLARA Enrichment and Aquatic Coordinators discussion

The board discussed Ms. Schweitzer's offer to stay on and serve as the Interim Recreation Coordinator until a new Director is brought on board and decides how to handle the hiring of that position. The board agreed to offer Mrs. Schweitzer \$15.50/hour and allow her to work up to 40 hours a week until further directed.

Motion to direct Mrs. Allen to offer Ms. Schweitzer a salary of \$15.50/hour to serve as the Interim Recreation Coordinator until further notice by Ms. Carcone, seconded by Mr. Zelenak, motion approved

The board also requested Mrs. Allen send them the postings for both of these positions along with the application time frame so the communities can share them. Both positions will be posted at \$37,500 with Health, Vision, Dental benefits and retirement. Applications for these positions will be accepted thru January 28, 2022.

3. SLARA Director Transition Plan discussion

Mrs. Allen discussed with the board options on how to handle the transition until a new Director is hired by SLARA. The board agreed to move Mrs. Allen to a part-time employee effective 12/18/2022 at a rate of \$30.60/hour. Mrs. Allen will work hours both remotely and in-office to maintain her Director responsibilities during this transition and will submit a weekly log of her hours worked and what tasks were addressed. Mrs. Allen agreed that she will not work more than 20 hours a week and will try to remain between 10-15 hours per week. She has discussed with her new employer this plan and assured the board that new

new employer will work with SLARA to ensure a smooth transition. The board agreed to allow Mrs. Allen to remain with full benefits until the end of December. During this transition, Mrs. Allen will try to ensure that any tasks that can be done by other SLARA staff will be given to them in order to keep her hours at a minimum.

4. Board member comments

Ms. Carcone shared that the Township is still doing some hiring for their Treasurer's department.

Mr. St. Charles shared that Green Oak is looking to hire someone for their Assessing department.

Adjournment at 3:10 pm

Next Meeting: Wednesday, January 26, 2022 @ 2:00 pm

Meeting will be held at SLARA Office

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

Chair Signature

Secretary Signature

Approval Date