

**1. Call to Order:** Paula Beck called the meeting to order at 7:02 pm.

1.1 Roll Call:

Board of Directors (BOD):

Paula Beck, Board President Chair (PB)  
Rick Gano, Board Vice-President Chair (RG)  
Hendy Appleton, Board Treasurer and Secretary (HA) via Google Meet at 7:26 pm  
Neal Lucht, Board Member (NL) via Google Meet  
Claire Ferlan, Board Member (CF)

Staff:

Melissa Georgesen, Aquatic Director (MG)  
Jenniffer Swink, Recording Secretary (JS)

Guest:

Greg McKenzie (GMc)

**2. New Business**

2.1 Director Review with Greg McKenzie: The Director Review draft was included in the updated Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. MG screened shared the document. PB introduced GMc. GMc gave a quick history explaining different ways to evaluate. He told the BOD you can't evaluate things that aren't in place. Current items in place to evaluate are job description, personnel manual, job contract. GMc pulled from those items. He met with MG to pair-down to certain items for evaluation. Today he explained the draft is the current stage of the journey. An earlier version was given to the work group (MG, PB and NL) who met and further narrowed, edited and added to the draft. They commented on continued refinement. The goal was six to eight basic categories to evaluate the Executive Director's (ED) performance using measurable points. CF asked how the BOD will use some categories if they are unaware of the ED's performance. GMc said those series of questions will go to the staff; like asking staff how they think things go at the pool on a day-to-day basis. BOD will have their own series of questions. PB added the staff questions will be different from the BOD's but similar and will support the BOD questions. GMc moved along to the end of the draft, which is the rating scale with samples. The work group added sample #4, which is a more casual response. There is a 5 point or a 4 point scale. The staff and BOD scale will be the same. MG thinks we are on the right path with this draft. She further stated all eight competencies using a five point rating scale are a good amount for considering the job description and duties. Of the eight competencies:

#2 will not be on the staff questionnaire.

#4 may not apply to staff

#7 will have some questions for staff

GMc said if it is okay with the BOD he will move forward with the draft for this year. He will meet with MG and come up with a series of questions and present the whole package to the BOD at the February Board meeting. Then he will collect data in March in order to meet the April 15 deadline. PB asked for clarification on the term 'student'. GMc said a student can be an adult or child, could be water safety or water fitness. CF said she is interested in hearing from the staff on #6, because it is not something the BOD will know. RG added, as a volunteer and BOD, he can attest to #6. MG does a

great job in training her lifeguards. GMc is sensing the five point rating scale is the BOD's preference. He asked which sample.

Those attending the meeting shared their preference:

CF #2 OR #4

PB #1 OR #2

NL #4, He likes it because it is direct.

JS #4, She said you need to know your audience. A lot of the staff are teenagers and #4 seems closer to their language.

RG #4

NL further shared his reason for coming up with #4. A lot of data driven information is about understanding the terminology and that everyone understands the words to mean the same thing. To make sure everyone is on the same page. He believes people can interpret words differently on samples #1, #2 and #3.

GMc pointed out this is the pilot year and the BOD can make changes for the next year. The other questions GMc had for the BOD was whether they want to rate each core competency (emphasis on competency) using the bullet points to help think about the rating. Or, rate each bullet point (emphasis on the bullet points) under the competency? CF said just the competencies, but she would like to have a place to comment. GMc said there is a place at the end of the evaluation for comments. MG pointed out the evaluation questionnaire is 100% confidential (anonymity). GMc pointed out that since there are only five BOD it may be possible to determine who answered what. MG said if something egregious is shared GMc will let the BOD know, otherwise the answers are anonymous. MG said the questionnaire should only take about 30 minutes. The staff will be paid for their time to fill it out. PB asked how do you know who to pay if it is anonymous? MG is not concerned about that, she has a great communicative staff. She believes they will complete the evaluation. GMc said the evaluation is a good planning tool to use to celebrate successes and where to go next year for improvements. PB said this year will be the BOD and staff to complete the evaluation. They could expand to a larger audience next year. GMc told the BOD MG gathered other evaluations from other aquatic districts and MAD will have the best, which they could share with other aquatic districts. PB asked if there were any other questions. BOD said let's move forward and put GMc as a guest for the 4<sup>th</sup> Tuesday in February Board meeting. MG, RG and the rest of the BOD thanked GMc.

2.2 Budget Officer: PB proposed to appoint MG again as the Budget Officer. RG moved to approve MG as Budget Officer. CF seconded. Motion carried, unanimously, 5-0.

2.3 SDAO Conference- Virtual Now: PB asked MG to share the SDAO Conference email. MG said SDAO has changed the conference to be virtual and free due to low staffing and safety again COVID. She encouraged the BOD to sign up online for the conference. The conference dates are February 9 - 12. It will be recorded if those dates do not work with people's schedules. MG asked the BOD if they are on the SDAO list so they receive emails and announcements. MG can check to make sure the SDAO has everyone's correct email addresses. JS will email a new BOD directory to make sure the contact information is up to date, especially since Molalla Communication quit providing email services.

PB rearranged agenda items due to time restraints. She moved item #5 before #3.

5.1 Final Reading of updated new COVID policies: The new COVID policies were included in the updated Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. MG screened shared the COVID Prevention Practices document. PB read the final draft out loud. NL moved to accept the COVID Prevention Practices document as presented. RG seconded. Motion carried, unanimously, 5-0.

MG screened shared the Personnel Policies and Procedures, Addendum A: COVID Policy (Jan 1, 2022). PB read the final draft out loud. NL moved to accept changes to the Personnel Policies and Procedures, Addendum A: COVID Policy (Jan 1, 2022) as presented. RG seconded. Motion carried, unanimously, 5-0.

5.2 Automatic generator system to maintain the building when the power goes out: MG shared with the BOD it has come to her attention this project is big enough to require a proposal with design over \$10,000. It is not as simple as initially expected. It will require three RFPs (request for proposal); and will need to address where to put the generator and how to design it. If anyone has a person interested, MG can email them. MG reached out to the electrician with no response. We will need permitting from the county and an electrical inspection. RG added if you use propane both the line and tank need to be inspected; but, you wouldn't need an inspection with natural gas.

### **3. Consent Agenda**

3.1 Approval of the Minutes: The Board Minutes were included in the Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. NL moved to approve the December 28, 2021 and January 4, 2022 Board Meeting Minutes as presented. RG seconded. Motion carried, unanimously, 5-0.

### **4. Public Comments:**

4.1 PB asked Geri Monroe (GM) from FOMP (Friends of Molalla Pool) if she had any comments to share. GM said they currently just have three BOD. They want to generate a group. They are continuing their tennis show fundraiser. MG suggested the FOMP BOD ask three or so people (neighbors and/or friends) to join FOMP. MG will announce it to her fitness group.

PB rearranged agenda items due to time restraints. She moved item #5 before #3.

### **6. Committee Reports and Updates**

6.1 MAD Tasks: No discussion.

6.2 Financial Report: The Financial Reports were included in the updated Board Packet that was emailed and uploaded to Google Drive prior to the Board Meeting. MG screened shared the documents. MG told the BOD they can call or email her questions on finances prior to the Board meeting. CF had a question on computer leasing. MG asked CF to email her the line item.

6.3 Operations-Management Report: The Pool Attendance Report was included in the Board Packet which was emailed and uploaded to Google Drive prior to the Board Meeting. MG shared swim lessons are good; all sessions were full. The Before and After School program was approved by the DHS (Department of Human Services). MAC passed the inspection and will not receive funding. Currently the program has nine children. Lap swim is trending up. MG will slowly start adding back rentals and inflatables depending on staffing beginning in February.

### **7. Upcoming Meeting**

7.1 Next Board Meeting 4th week, February 22, 2022, 7:00 pm in person or via Google Meet. PB explained the new restraints from Google Meet for the free service; only allows for 60 minutes per meeting. MG and JS are researching options for virtual meetings. They are looking at each price point. They want to continue to offer the option of attending the meeting virtually. HA has a Zoom account and can host the next meeting if there is not an option in place.

### **8. For the Good of the District – None.**

9. **Adjournment** – RG moved to adjourn the meeting at 8:02 p.m. CF seconded. Motion carried, unanimously, 5-0.

RESPECTFULLY SUBMITTED:

Jennifer Swink  
Recording Secretary

Hendy Appleton  
Board Secretary & Treasurer