

MINUTES

1. Call to Order: Paula Beck called the online Board Meeting via Google Meet to order at 7:00 pm.

1.1 Roll Call:

Board of Directors (BOD):

Paula Beck, Board President Chair (PB)
Rick Gano, Board Vice-President Chair (RG)
Teresa Steinbock, Board Treasurer (TS)
Claire Ferlan, Board Secretary (CF)
Neal Lucht, Board Member (NL)

Staff:

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

2. Consent Agenda

2.1 Approval of the Minutes: The Board Minutes were included in the Board Packet, which was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. NL moved to approve the August 25, 2020 Board Minutes as presented. RG seconded. Motion carried, unanimously, 5-0.

2.2 Approval of the Minutes: The Board Minutes were included in the Board Packet, which was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. RG moved to approve the October 13, 2020 Board Minutes as presented. TS seconded. Motion carried, unanimously, 5-0.

3. Public Comments:

3.1 None

4. New Business

4.1 TeleCommuting Equip: PB is very interested to learn more about the iPads. She sees the BOD struggling with different equipment. She is also concerned about storing MAD documents on her personal computer and the potential of it being seized if there ever was a lawsuit. MG explained there are other agencies that have used the Cares Act to get reimbursement for telecommuting equipment for those directly affected by COVID-19 and the stay home and stay safe policy. MG knows MAD will not always have the same five BOD, but the devices can be checked out and returned. MG and JS will be able to help with setup and troubleshooting since the devices will be uniform (same). PB asked the BOD for comments. RG currently uses a PC Windows based computer and doesn't know much about Apple. PB has the same. NL uses an iPad, Chromebook, which the school provides as a school board member. He confirmed PB's concern stating if you have public information and material on your personal device it would be subject to being seized. NL recommends moving forward, which will bring MAD to that next level of compliance. RG asked about using personal computer for emails and printing. JS explained they can get MAD emails instead of using their personal emails; plus, they can setup the iPads to their printer network. MG also told the BOD they could email documents they need printed to the pool. The pool staff could print them and put them in their boxes. TS said originally she thought no, but now thinks it is a good idea and believes MAD should get the most current up to date device. PB asked what devices MG is recommending. NL recommended large iPad with full keyboard to attach. MG is looking at the iPad Pro that has a large screen with a keyboard. RG moved to buy the iPad Pro for all the BOD using the Cares Act for reimbursement. NL seconded. Motion carried, unanimously, 5-0.

5. Old Business

5.1 Screening Policy: JS screen shared the Screening Form, which was edited by Eileen Eakins, the pool lawyer. This document was included in the Board Packet which was emailed to the BOD and uploaded to Google Drive the Friday prior to the Board Meeting. MG told the BOD the screening questions will be asked anytime anyone enters the facility. The lawyer explained in an email, which was included in the Board Packet, that if the staff writes down answers MAC will have to keep the documents locked up. MG has the screening questions laminated for the Front Desk staff to verbally ask those entering the pool, but first the person gets their temperature taken. MG expects as regular patrons come they will be familiar with the process, they still will get their temperature checked and then will be able to tell the Front Desk if they have any or no changes to the screening questions.

There was much discussion over the Screening Form questions. MG told the MAD BOD they need to decide at what point will MAC turn away a swimmer.

1A. There were different situations given for question 1A. Some people are tested regularly at work, while others choose to get tested without having symptoms because they are curious. The BOD decided to add 1C. *Why did you get the test?*

TS asked if these answers will be documented and saved or will the screening be verbal so nothing will need to be kept. PB wondered if MAC needed to document the screening for contact tracing. MG explained MAC tracks all patrons through our reservation system. All patrons have accounts and check-in every time they come in to swim. If we have people fill out the Screening Form we would need to have paper and pens where everyone will be touching. Then do they fill the forms out every time they swim? NL asked if they will be checking temperatures. MG said it is up to the BOD. She further stated 100.4 is the cutoff for running a fever.

2A. TS said some of these are regular symptoms for seasonal allergies. If they answer yes, they go to *If Yes C*. MG said this Screening Form is a wellness check. NL said we need to keep staff uniformly trained that any symptoms of illness has to be turned away coupled with temperature. MG agrees with NL the staff needs to be uniformly trained. MG needs to know from MAD when to turn someone away. RG said you shouldn't swim if you have a temperature. TS agrees with RG and added if you have diarrhea or are vomiting stay home. RG said if you are sick with the flu or anything else stay home. MG told BOD that JS found a paid service for fill-in forms we can provide to patrons prior to swimming.

MG shared less is more, but safe is best. MG assumes the patrons will be truthful and don't want to see MAC shut down. They agreed the first step is taking the person's temperature. If they have a fever, the Front Desk will ask them to leave. If their temperature is ok then the next step is the Screening Form. The Front Desk person will ask the person all the questions. If the person is experiencing two symptoms, the Front Desk will tell them they are sorry but they will not be allowed to swim, unless 2C they have an explanation for the two symptoms and no fever.

3A. The BOD made changes to 3A adding *in the last 14 days* which now reads, *Are you currently or regularly in close contact with anyone, such as a friend, family member, or roommate, who has been confirmed positive in the last 14 days with COVID-19?*

4A. TS asked what is the point in the travel question and why does it ask if traveled outside of Oregon. MG explained there was an example of a person's work not allowing them to be in contact with people that have traveled outside of Oregon. NL said it should ask how travel rather than where. TS agreed and added mass transit is with many people versus traveling in your own vehicle in a controlled space. NL suggested change to 4A, *Have you traveled using any form of mass transit (bus, train or plane) in the last 14 days?* TS likes NL's suggestion. RG agrees. PB likes the way it is.

4B. If answer is no on 4B can't allow the person in.

4C. PB believes it is relative. TS said you are more susceptible if you have more than 30 minutes of contact with someone that is positive with COVID-19.

4D. TS asked "How would you know?" MG said the question is referring to people you may be traveling with. The BOD agreed to remove 4D because it is redundant. See #3 Close Contact.

5.2 Employee Return to Work Acknowledgement: MG suggested having the Employee Return to Work Acknowledgement. The pool lawyer previewed and approved the acknowledgement. This is another step taken to keep safe and to move forward. MG explained lifeguarding has inherent levels of risk. They have a duty to act or be held negligent. This document is so staff acknowledges the changes when coming back to work. Several of MAC's staff are high schoolers. MG wants parents of minors to have this document. MG said MAC does not need to require the signature part, this document was taken from N. Clackamas Aquatic Park and edited for MAC's use. NL says this acknowledgement promotes a level of accountability. PB likes that it states the screening requirements.

Sick Leave Act: MG asked the lawyer to put together the Sick Leave Act Policy to be adopted into MAC's personnel policy. MG read the policy out loud to the BOD. This policy was taken from FFCRA (Families First Coronavirus Response Act: Employee Paid Leave). MG pointed out 3.C. *For C of this Section* part-time eligibility. Most of MAC's staff are part-time. This provides an assurance for someone. CF concerned why MAC would pay up to 12 weeks. MG referred to lawyer's letter, which was emailed to the BOD and uploaded to Google Drive prior to the Board Meeting. The letter states it applies to all public employers who have at least one employee. PB reiterated this medical leave is part of FFCRA, which is cut and dry. We need to take care of our staff. PB stated we all agreed with the two weeks. RG agreed if it's in the law then we need to do it for both the full time and part-time staff, like it or not. RG wants to treat employees well. NL explained if a female employee has a child, but no childcare is available due to COVID, there are other grants to apply for relief; however, you can't apply beforehand. MG doesn't want to lose people that have worked for MAC for some time. Currently we have very quality staff. PB asked for clarification on #5. NL says you cannot use PTO. PB pointed out #6 expiration date is December 31, 2020. RG moved to approve the Supplemental Sick Leave Policy for COVID-19. NL seconded. Motion carried, unanimously, 5-0.

6. Committee Reports and Updates

6.1 Financial Report: MG screen shared the Financial Report, which was included in the Board Packet that was emailed and uploaded to Google Drive the Friday prior to the Board Meeting. CF asked why MAC had a garbage bill. MG explained yes there was still garbage even though the facility is closed there was construction and upgrades. MG further explained MAC still had bills through the summer.

6.2 Operations-Management Report: JS screen shared the Fall Schedule. The pool opens Monday. The lineup is very conservative. MG explained the different programs and times: Lap Swim, Water Fitness, Family Swim, and Tot Time. There will be no rentals for birthdays or private parties. JS will be sending an email blast with more information.

7. Upcoming Meeting

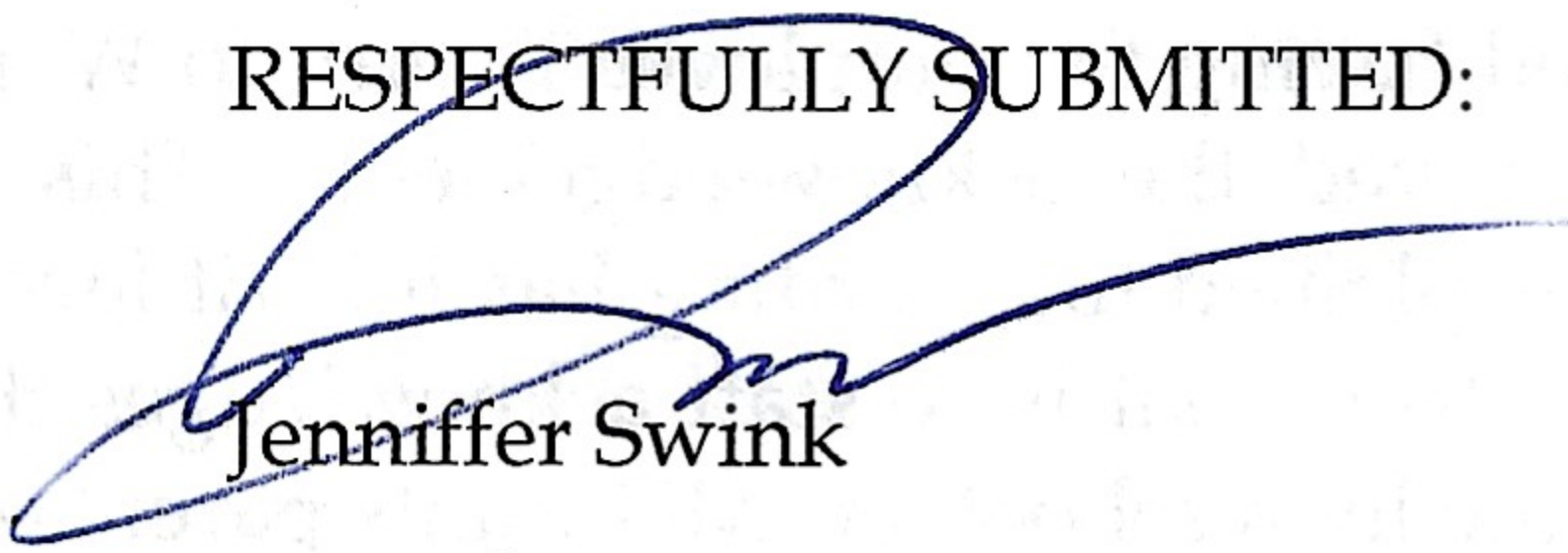
7.1 Recommend next Board Meeting November 17, 7:00 pm as November 24 is Thanksgiving week. NL said that is a great idea. CF is okay with the date. PB thinks it's a good idea, too.

7.2 Re-Schedule MAD Annual Retreat: MG suggested new date in February 2021 to coincide with SDAO virtual conference. November seems a little forced with MAC's re-opening. PB says it makes good sense to reschedule. PB further shared BOD can hangout together during the annual retreat. RG may be gone to Hawaii, but can join virtually. CF is fine with the change; it makes sense. TS may have moved by that date and may not be on the Board at that time.

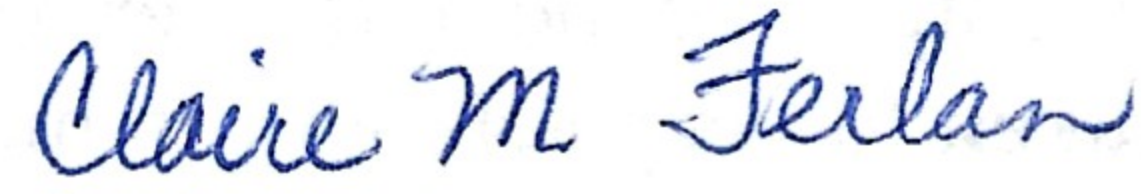
8. For the Good of the District - None

9. Adjournment - NL moved to adjourn the meeting at 8:53p.m. RG seconded. Motion carried, unanimously.

RESPECTFULLY SUBMITTED:



Jenniffer Swink
Recording Secretary



Claire Ferlan
Board Secretary