

MINUTES
SPECIAL BOARD MEETING of the
WESTERN ELMORE COUNTY RECREATION DISTRICT (WECRD)
June 29, 2016 at 10:00 AM at WECRD Building

1. Quorum: Pres. Art Nelson called the meeting to order at 10:05 AM with three directors present.

DIRECTORS: Art Nelson, Judy Mayne, Connie Clark

SECRETARY: Judy Mayne

LEGAL: Mike Crawford (arrived at 12:05 for the Executive Session and the remainder of the Special Board Meeting)

Trainer: Jim Mc Nall, Risk Management Specialist, ICRMP

Public: None in attendance

2. ICRMP Training – Conducted by Jim Mc Nall with all three directors in attendance. Training started at 10:06 AM. Topics covered included Governance and Liability; the Role of ICRMP; Open Meeting requirements and various types of meetings; Minutes; Public Records – Requests and Retention; Published Budget and Budget Workshop. Discussion was held throughout the training session; questions were asked and answers provided. Training ended at 12:05 PM followed by a short break.

3. EXECUTIVE SESSION MOTION AND ORDER: Art Nelson, President, MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE 74-206, CONVENE IN EXECUTIVE SESSION PURSUANT TO:

Idaho Code 74-206 (a) and (b), consider personnel matters and to communicate with legal counsel regarding pending/imminently-likely litigation (Idaho Code 74-206 (f).

Purpose/Topic Summary (required): Issues related to Idaho Code 74-206 (a) & (b) & (f).

2ND by Judy Mayne, Director. Motion passed. AND THE VOTE TO DO SO BY ROLL CALL.

CONVENE AT: 12:13 PM

RECONVENE AT: 2:06 PM

	YES	NO	ABSTAIN
<u>Art Nelson</u> , President	<u>X</u>	_____	_____
<u>Judy Mayne</u> , Director	<u>X</u>	_____	_____
<u>Connie Clark</u> , Director	<u>X</u>	_____	_____

4. Reconvene: Motion to Reconvene at 2:06 PM by Director Connie Clark; 2nd by Director Judy Mayne. Motion passed by a roll call vote. All three directors voting “aye”. No decisions made.

5. Treasurer – Judy Erwin received a credit card bill for GoDaddy in the amount of \$929.05 for a 5 year contract. Discussed options; tabled decision to continue with a five year contract and pay the full amount pending further investigation.

6. Cleaning Service – Reviewed revised contract; amendments made as suggested by attorney. Staff Member/Treasurer Judy Erwin, has been searching for prospective cleaning contractors and has two possibilities. Director Nelson made a motion to accept the Cleaning Contract as amended and delegate the authority to hire the contractor to Judy Erwin. Motion 2nd by Director Clark and passed unanimously.

7. Grant Proposal Policy – Discussed draft of the WECRD Grant Request Policy and attachments. Two draft attachments, WECRD Grant Request Application vs WECRD Request for Funds need further work; changes suggested. Director Clark volunteered to revise this attachment and Attorney Crawford will make final changes to the policy. The Grant Request Policy and attachments will receive further review at the July 20, 2016 regular board meeting.

8. Grant Approval Policy – This is a draft titled “Grant Approval Notification” and is another attachment to the Grant Request Policy. Document discussed and changes suggested. Attorney Crawford will fine tune this attachment for further review at the July, 2016 meeting.

9. Treasurer Job Description – Discussed but tabled. Awaiting staff input.

10. Personnel Handbook - The WECRD Personnel Policy Handbook was written in conjunction with ICRMP personnel. Based on the sample provided on the ICRMP website, it was modified to fit our needs. Our attorney and all Board members reviewed the handbook prior to the meeting. Discussion ensued. Only addition, the Board agreed to set a maximum accumulation of 20 hours of compensatory time (added “20” to page 13). Director Clark moved that we approve and adopt the Western Elmore County Recreation District Personnel Policy Handbook as of today’s date (June 29, 2016). It was seconded by Director Nelson and the motion passed unanimously. The Handbook was then signed and dated by all Board members and is in effect.

11. Adjourn: A motion was made by Director Mayne to adjourn at 3:22 PM with a 2nd by Art Nelson, Director. Motion passed. Meeting adjourned at 3:22 PM.

Judy Mayne, Secretary

APPROVED as written

Art Nelson, President

Date

as amended

Date