



Sun Valley G.I.D. Special Workshop Minutes of January 26, 2010

Board Members Present:

Patricia Lancaster	Chairperson
John Jackson, Sr.	Vice-Chairperson
Margaret Reinhardt	Secretary
Linda Woodland	Treasurer
Robert Fink	Trustee

Board Members Not Present:

Staff Present:

Darrin Price	SVGID, General Manager
Mike Ariztia	SVGID, Public Works Director
Jennifer Merritt	SVGID, Staff
Stewart White	SVGID, Legal

Others Present:

Barry Brouchard	NorthValley's.org
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The meeting of the Sun Valley GID was called to order by Chairperson Patricia Lancaster at 6:00 p.m. in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd, Sun Valley, NV.

Item#1. Approval of the agenda.

Linda Woodland made a motion to approve the agenda. John Jackson, Sr. seconded the motion. The motion carried unanimously.

Item#2. Certified posting of agenda. Jennifer Merritt certified the posting of the agenda.

Item#3. Public comments for items not on the agenda.

None

Item#4. Discussion and possible motion regarding:

A. Job Descriptions of the General Manager, Office Manager, and Public Works Director.

Patricia Lancaster commented she would like to consider modifying the Office Manager position to help reduce District expenses.

Darrin Price provided a sample Indian Hills GID job description, given by the Pool Pact, for a District Analyst – Community & Human Resource position. Darrin commented this position has similar human resource and public relations duties as the District's Office Manager. One of the additional duties Darrin liked from Indian Hills GID job description that he would like for the board of trustees to

consider, is the responsibility and overseeing of recreational events for the District. This includes identifying recreational plans, projects and needs. Review and conduct special recreational events, in addition overseeing scheduling of all park areas for recreational purposes. Darrin reported he does not have a problem with eliminating the Office Manager position at this time, but he would like to see someone designated as the lead person for the office staff in Darrin's absence.

Linda Woodland agreed with Patricia, she does not feel the District needs an Office Manager at this time, but does feel it is important that a staff member should be given authority to make decisions when Darrin is out of the office.

Patricia commented she likes the sample job description that Darrin provided. Patricia would like staff to evaluate both District's Office Manager and the Indian Hills District Analyst – Community & Human Resource job descriptions, to come up with one job description for possible approval.

Margaret Reinhardt inquired what Human Resource responsibilities would the position have.

Patricia commented she thinks Human Resources should be divided up between Darrin Price and Mike Ariztia and the new position.

Stewart White suggested all job descriptions approved by the District board should also be reviewed by the Pool Pact to make sure there are not too many duties being placed on one position.

Robert Fink commented he thinks the District should keep the Office Manager position vacant and have the General Manager continue to fill those duties until the District Board decides there is a need to fill the Office Manager position.

Both Patricia and Linda didn't recall assigning the Office Manager duties permanently to the General Manager. They both feel that is too much responsibility on one person.

Darrin commented he performs all the duties of the General Manager, and was recently assigned the Office Managers duties until the District board decides what they want to do with the Office Managers position. That is the purpose of this workshop. Darrin commented he can still assist with the Office Managers duties, but due to majority of his regular duties requiring him to be out of the office, Darrin suggested a lead office person. Someone that could be in charge and make day to day decisions when both he and Mike are out of the office. This person would be the point of contact when someone calls in sick, they can rearrange schedules to make sure there is customer service coverage at all times.

Linda commented she would like to see an Office Supervisor for now and if things change in the future, the board can decide to bring back the Office Manager position. Linda also commented the chain of command should remain the same with no changes.

Mike Ariztia commented he is in favor of hiring someone to be in charge of the recreation coordination. He believes having one person dedicated the scheduling

and coordination of recreational events will make the recreation side of the District a success. Mike also commented he thinks human resource responsibilities should be performed by one person to make it easier on the employees and he could assist as a back up.

Margaret commented she is still in favor of changing the District organization chart due to recent events. Margaret also commented one of the responsibilities of both the Office Manager and the Public Works Director is to report to the board.

Mike commented when both the Office Manager and Public Works Director report to the board it is for the purposes of giving office and field updates and reporting on any agenda items that require board approval. Mike also commented he reports to the General Manager on a daily basis and so did the Office Manager.

The board of trustees gave staff direction to draft a new job description to bring back for review, to include the following; Conduct new employee orientation; Responsible to plan, develop and conduct quarterly classes and training regarding appropriate workplace behavior and laws affecting the workplace; Responsible to follow up on District personnel policies, procedures, and documentation; Identify recreational plans, projects, and needs in prepared monthly reports to the General Manager for board meetings, propose and develop action plans to mitigate such needs and generate alternative solutions for consideration; Collaborate, assign, review, and conduct special recreational events for the District. Responsible for overseeing scheduling of all park areas for recreation purposes. Responsibility extends to permits, use approvals/discussions, fees and all paperwork and coordination needed to successfully hold such event; Assists, upon request, in the development of grants and special studies by maintaining, compiling, analyzing and coordinating materials from various sources. Write reports and grants as requested; Assist with public relations performed by Public Relations consultant; Supervisor authority and provide assistance to office staff; Provide recommendations ways to improve policies to the General Manager; Any other duties related to Recreation, Human Resources, and Supervisor/Lead position as see fit. Other duties from the Sun Valley GID Office Manager position and the Indian Hills District Analyst – Community & Human Resource position to be divided between the General Manager and Public Works Director.

Linda commented she likes the wording of the Indian Hills degree responsibility and would like to see it on the draft job description.

Patricia commented she would like to see better coverage of the front office and a better chain of command when Darrin is out of the office.

Darrin reported all of the office staff is cross trained, the only position that is not crossed trained is the accounting department. Darrin commented there is a temporary accounting company that could come in and perform the accounting duties temporarily if needed, but it is very expensive.

John Jackson, Sr. suggested training someone as backup for the accounting department.

Robert agreed with John Jackson, Sr. and suggested using a current staff member as long as the accountant is ok with it.

John Jackson, Sr. commented we would like to see the District continue to be proactive with planning for the future.

B. Sun Valley Organization Chart.

Both Patricia Lancaster and Linda Woodland think the organization chart should remain as is, with the General Manager in charge and having to report to the board of trustees.

Darrin commented anytime an employee(s) does not agree or is not satisfied with decisions made by their supervisor and/or the General Manager, they still have the right to address concerns to the board of trustees.

Patricia commented if the new position does not meet the needs or can not perform the duties of human resources, the Public Works Director should be used as a back up. Patricia also commented she thinks both the General Manager and the Public Works Director should become Human Resource certified.

Mike Ariztia commented he took a six week course provided by the Pool Pact related to Human Resources and received a certificate of completion. He also assisted both Karen Burbidge and Martha Boyce with some of the past and current Human Resource processes.

John Jackson, Sr. commented he thinks the new position should be certified in Human Resources and the certification must be recognized by the Pool Pact.

C. Sun Valley GID Chain of Command.

Postponed until February 11, 2010 scheduled meeting.

Item#5. Public Comments.

None

Item#6. Board Comments.

Linda Woodland reported she will be attending the Washoe County Board of Equalization meetings and requested for any board training be scheduled in March to accommodate her schedule.

John Jackson, Sr. reported both he and Patricia Lancaster attended the groundbreaking ceremony for the LDS Church on east 4th Avenue.

Item#7. Adjournment.

Linda Woodland made a motion to adjourn the workshop at 7:10 pm. Margaret Reinhardt seconded the motion. The motion carried unanimously.