



*** ROCHESTER * AVON * RECREATION * AUTHORITY ***

Regular Board Meeting Minutes

Chairman:

Vice Chair: Mark Albrecht

RARA Board Members:

**Theresa Mungiola, Peggy McConnell,
Matthew McDaniel, John Muenk, Jill Sorensen, Emily Morlan**

500 E. Second Street	October 13, 2021	5:00 PM
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Regularly scheduled meeting of the Rochester Avon Recreation Authority.

Meeting called to order in the Conference Room located at 500 E. Second Street, at 5:00 pm on October 13th, 2021.

Present: Albrecht, McConnell, Morlen, Muenk, Mungiola, Sorensen (entered 5:03pm)

Absent: McDaniel (absent excused), Jewell (on leave)

Also present: Word, Hale, Ramsey, Snyder

Minutes:

Minutes (September 15, 2021) motion by Albrecht, seconded by McConnell to approve the minutes for the Regular Board meeting on September 15th, 2021 as presented.

Yes: Albrecht, McConnell, Morlen, Muenk, Mungiola

No: None

Motion carried. 5-0

Agenda:

Motion by Mungiola, seconded by McConnell to approve amended October 13th, 2021 RARA Board Meeting agenda by adding Record Retention policy and Long Term Leave of Absence policy to New Business and remove Rochester Hills RARA Board vacancy from Miscellaneous.

Yes: Albrecht, McConnell, Morlen, Muenk, Mungiola

No: None

Motion carried. 5-0

Public comment: No comments at this time.

Communications:

Communications from Secretary of the Board: No

Communication from Members of the Board: No

Other Communications: No

Communications from citizen's present: Board requested to remove this item from the agenda going forward.

Enter Sorensen 5:03pm

Financial Reports:

Bills (general) motion by Albrecht, seconded by Mungioli to approve the invoices paid in September 2021 totaling \$84,541.94.

Yes: Albrecht, McConnell, Morlen, Muenk, Mungioli, Sorensen

No: None

Motion carried. 6-0

Monthly Budget Reports – September 2021

Mr. Word submitted the budget report for September 2021 for Board review. Discussion followed regarding 4th quarter amendments. Mr. Word and Mr. Snyder indicated that the budget was looking good for September.

Administrative Report Highlights:

Mr. Jewell - No report/LOA.

Dave submitted the meeting minutes with OHM regarding the location of the HVAC system at the 500 building. Discussion followed regarding putting out bids for the 500 building alone with the 480 building as an additional option.

Mr. Word also noted that September registrations doubled from last year but as fall progresses we are noticing a downtick in registrations as covid variants are on the rise. We are still having problems with staffing in dance and the 480 building.

Mrs. Word's report submitted

Elizabeth Walker-Kreutziger's report submitted.

Mrs. Ramsay noted that the coordinator for the Adaptive Basketball let her know that he doesn't feel comfortable with covid and instructing basketball at this time. Coach Steve has been with RARA for a long period of time and has decided to step down from his position with the Adaptive program and RARA. Mrs. Ramsay is currently looking for his replacement.

Mrs. Kroening's report submitted

Discussion followed regarding the dance program and the staffing problems that Miss Walker-Kreutziger is currently having due to illness and car accident injuries.

Unfinished Business

HVAC unit/480 Building Bid Update - Discussion followed regarding roof repair on the buildings.

Update on - Request for facilitation - Moved to closed session.

Policy & Procedures Manual review - Discussion followed regarding moving the review and approval of the Policy and Procedures Manual to the beginning of 2022 while continuing to add policies to the manual. The Board also requested to have the HR Committee meet and discuss the Employee manual.

HR Documents: discussed and removed from agenda.

New Business

Sponsor process to solicit/leverage tabled until December meeting and moved to Unfinished Business.

Record Retention policy: Discussion followed regarding the employment records of RARA's employees and how and where the records are retained. Chairman Muenk suggested bringing in a locksmith to open the safe in the Director's office.

Long Term Leave of Absence policy: Discussion followed regarding having the Policy & Procedure Committee meet to discuss the policy for short term and long term leave of absence

Miscellaneous: Update on executive director leave status - Closed session

Motion by Albrecht, seconded by McConnell to go into closed session at 6:16pm for item 11b with the intent to not return.

Yes: Albrecht, McConnell, Morlen, Muenk, Mungioli, Sorensen

No: None

Motion carried. 6-0

Adjournment:

Secretary of the Board: _____

Date: _____

Distribution:

Members (7)

Ron Jewell, RARA Executive Director

David Word, Assistant Recreation Director

Rochester Hills Mayor & Council

Rochester City Administrator

Dr. James Schwarz, Avondale Schools

Robert Shaner, Superintendent, Rochester Community Schools

Yeo & Yeo, CPA

Original to File