

**Chisholm Trail Recreation Commission
Meeting Minutes
September 23, 2024
6:00 PM, Clearwater Public Library**

1. Call to Order

Chairman Germann called the meeting to order at 6:00PM.

2. Confirm a Quorum is Present

Amanda Germann, Jamie Tjaden, John Hurley, and Landon Doll were present. Layne Pike was absent.

Others present: Jason Crist, Interim Director and Courtney Zollinger, City of Clearwater.

3. Approval of Agenda

MOTION: *Hurley* moved, *Doll* seconded to approve the agenda as presented. Voted and passed unanimously. 4-0

4. New Business

a. Certified Official Definition:

At the August 17, 2024 Special Meeting the Commission wanted to know the difference between a KSHSAA Certified and a Certified Official.

KSHSAA – is required by USD for referees who are hired to ref/ump for Highschool games. It is only governed by the Unified School District and does not apply to any other recreation programs outside of the school system. The Rec departments we contacted do not require it since they are outside of the USD. Cheney was the only director that was KSHSAA certified but it's not required by their Rec Commission.

Being a KSHSAA certified official is required only if officiating high school games in Kansas.

- Certification process
 - To become a KSHSAA Certified Official, you must register through ArbiterSports. You will receive rule books in the mail to study for an open-book rules test. In addition, applicants must attend an annual Rules Meeting to learn the latest rule changes and interpretations. Other meetings include Area Supervisor meetings as well as additional clinics.
- Registration
 - The registration fee for a KSHSAA Certified Official is \$60 for one sport and \$25 for each additional sport. There is a \$20 late fee if you register after the deadline.

** KSHSAA has adjusted how they are labeling officials nowadays too. Anyone can be a "registered" official with KSHSAA more or less just by paying the fee and signing up.*

Certified Official – The Rec departments contacted do not require all their officials to be certified through KSHSAA. Maize utilizes 1 for basketball and older age baseball games and then certified high school students for all other sports. They use "Ump-App" for baseball and softball training (on-line) and will hold in-person training for all sports on a weekend. For basketball training they will have a KSHSAA certified officiator come and do in-person training. The in-person training includes officiating scrimmages and going over rules for each individual sport. Hutchinson provides training and does background checks but not for all the sports. Their training is done for basketball and put on by a high school coach for a 1-day clinic. Hutchinson is currently looking into utilizing a program called National Alliance for Youth Sports (NAYS) for training and background checks for their officials. Cheney is much

like Maize where they have a mix of KSHSAA officials and high school kids and do in house training for the high school kids. Cheney mentioned a program called “Ref Reps” for the on-line training portion.

A “Certified Official” designation is governed individually by each Rec Department and the Rec determines how and if they want their refs/ umps to be certified.

The Commission discussed the benefits of requiring KSHSAA certification, but Crist stated that you must be certified annually, attend clinics, and certifications are by sport so it can be pretty expensive to be certified in all sports when it’s not required. The Commission had a consensus to possibly partner with high school coaches to help certify referees when needed and not require a director to be KSHSAA certified.

MOTION: *Hurley* moved, *Tjaden* seconded to remove the requirement of KSHAA certified from the Recreation Director job description. Voted and passed unanimously. 4-0

b. Benefits and Compensation for Director Position:

Amanda Germann and Jamie Tjaden were appointed to the benefits review committee. They met to review benefits for the Recreation Director. Here are the options:

- Salary Range for job posting: \$50,000 to \$75,000

Germann stated the range presented was what they were able to find with other Rec Director job postings and though to be a fair range. The consensus was that the Commission agreed with the proposal.

Benefits to Consider

- PTO or Vacation and Sick Leave
- Holiday Pay
- Medical, Dental and Vision insurance
- KPERs Retirement and Benefits
- Continuing Education reimbursement
- Wellness Program Reimbursement
- Phone reimbursement

Holidays to Consider– 10 Holidays per year

- New Years Day
- *Martin Luther King Day
- *Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

*Floating Holiday

The Commission discussed whether to offer Non-Federal holidays such as the Day after Thanksgiving and Christmas Eve and instead offer Veteran’s Day or Columbus Day. The other considerations brought up were the employees birthday and/or Good Friday. The discussion included if they offered Veteran’s Day and Columbus Day would those be “floating holidays” as well. After discussion about the different options the consensus was to keep the recommended holidays that were presented.

Paid Time Off (PTO) option

Years of Continuous Employment	0-10	10-15	Over 15
Hours Earned per Pay Period	6.16	7.69	9.23
Equivalent Workdays	20	25	30
Equivalent Weeks	4	5	6
Maximum Hours Used at once	80	80	80
*Exceptions can be made for major medical issues			
Maximum Hours Accumulated	320	400	400
Maximum Days Accumulated	40	50	50
Maximum Weeks Accumulated	8	10	10

Vacation and Sick Leave Option

Years of Continuous Employment	0-10	10-15	Over 15
Vacation			
Hours Earned per Pay Period	4.62	6.16	7.69
Equivalent Work Days	15	20	25
Equivalent Weeks	3	4	5
Hours allowed to be carried over	40	40	40
Maximum Hours Used at once	80	80	80
*Exceptions can be made for major medical issues			
Sick			
Hours earned per month	8	8	8
Days per year	12	12	12
Maximum Weeks Accumulated	6	6	6

The Commission discussed the differences between PTO and Vacation and Sick Leave. PTO would be easier to track and less confusing on whether leave time was either sick or vacation for the employee. Commission commented about the high number of accumulated hours within 10 years. Germann explained the PTO leave hours includes both sick and vacation and the proposal Tjaden and her put together was trying to fairly incorporate the same amount as if it were separated. The other option they considered was 0-5 years, 5-10 years, and 10 years +, but settled on the years of continuous employment because they felt it was a better benefit for employees to offer. After considering options that other organizations offered the consensus was to move forward with the proposed PTO and not Vacation/ Sick Leave.

The Commission also considered the option of "compensation time" but decided not to consider it since the position they are hiring for is a salaried position.

Medical Benefits

- Medical, Dental and Vision – 85% covered by employer

Germann stated that the Commission has offered 100% medical, dental, and vision coverage for their employee. The City pays 90% of medical and dental only and the vision is paid solely by the employee. The school has a set flat dollar contribution amount based on the size of

family. The percentage that it covers depends on the plan the employee chooses. The school does not offer to pay any portion of dental or vision.

Germann is still waiting on information about the Rec Commission medical plan.

The consensus was to offer benefits but continue to explore how much and what plans the Rec Commission will contribute to.

KPERS

- Kansas Public Employees Retirement System

Chisholm Trail Recreation Commission is a KPERS covered employer. The rates are set by KPERS and this is not an optional benefit. This will be a requirement.

Continuing Education Reimbursement

- Will offer this benefit. Details will be worked out when we put together the complete Clearwater Recreation Commission Employee Handbook and Policies.

Germann explained that the details of the continuing education will be worked out in the Personnel Policy but wanted to make sure the Commission wanted to offer this benefit. There was a consensus to offer the benefit and work out the detail in the Personnel Policy that will still need approved by the Commission.

Wellness Center Reimbursement

- Reimburse 25% of wellness center/gym membership.

The Board discussed different options for a program. In the past the Rec offered \$15 towards a membership to the Clearwater Wellness Center only. Germann and Tjaden presented an option to offer a percentage of any gym membership to an employee. Rec discussed whether to include a gym membership with the salary but there was a consensus to offer a percentage or flat amount only. After discussion the Commission had a consensus to support the local gym Clearwater Wellness Center and continue with the \$15 reimbursement they already have in place.

Phone Reimbursement

- Reimburse 75% of personal phone plan if chose to use for business.
 - Must provide personal number to be contact number

Germann stated that many Recreation Commissions offer a stipend for their director to use their personal number, so they don't have to carry two phones. The question was brought up whether the other Rec departments have landlines or not. Clearwater Rec does not have a landline and asked Zollinger what the city pays for a landline. Zollinger stated it is \$22 a month but the city has a new VoIP system and it's part of our contract. She believes the library is still on POTs lines and the phone cost for that is around \$55 per month. The Commission discussed and the consensus was to not offer a phone reimbursement now but if better options are available in the future they can revisit the subject.

MOTION: *Germann* moved, *Hurley* seconded to set the salary range for the job posting at \$50,000 to \$75,000. Voted and passed unanimously. 4-0

MOTION: *Germann* moved, *Hurley* seconded to offer the following benefits to advertise with he job posting; Paid Time Off (PTO), 10 Paid Holidays (New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day), Medical, Dental and Vision insurance

offered, KPERS Retirement and Benefits, Continuing Education Reimbursement, Clearwater Wellness Center Membership Reimbursement of \$15. Voted and passed unanimously. 4-0

c. Issue a Credit Card for Interim Director:

The Interim Director, Jason Crist, will need a credit card in his name to make purchases on behalf of the Rec's programs. 1st Bank and Trust is the bank the Rec has a credit card through, and they require approved minutes stating the authorization and the spending authority.

Also to consider is: Does the Rec Commission want a credit card in a member of the Commissions name for emergencies? If so, who would the card be issued to?

The Commission agreed that one Commission member should have a credit card in their name for emergencies or if they are ever in a situation like this again.

Germann stated she was able to cancel the credit card in Rebekah Zook's name, so the Commission does not have a credit card issued right now.

The Commission discussed getting a debit card instead of a credit card, but since the interim is not a signer on the account that probably wouldn't be possible. The Commission also discussed applying for a credit card through Emprise Bank and cancelling with 1st Bank and Trust since their bank accounts are with Emprise and they are local.

Crist was directed to use petty cash or open charge accounts the Rec has to make purchases.

MOTION: *Hurley* moved, *Doll* seconded to cancel the credit card with 1st Bank and Trust, apply for a credit card from Emprise Bank and have cards issued to Jason Crist and Amanda Germann on behalf of the Recreation Commission. Voted and passed unanimously. 4-0

Germann stated she would cancel the credit card with 1st Bank and Trust. Tjaden said she would follow up with Emprise Bank. Germann asked Zollinger to send Tjaden all the minutes to provide to Emprise Bank.

d. Form a Committee to Review Applicants:

The Commission needs to form a small committee to review submitted applications and resumes and make initial contact with potential applicants over the phone as a screening process. Germann asked if anyone would like to serve. Hurley stated he would like to, and Doll stated Layne would be a good person too.

The Commission discussed what would be involved in the committee. The committee would review applications/ resumes. If an applicant seems promising, they are to make an initial contact with them over the phone. Any applicants that are not brought forth for an interview are to be provided to the entire Commission, in case another member of the Commission would like an applicant to be considered that wasn't. Full interviews would be conducted by the entire Rec Commission if available. The Commission will work on specific questions to ask during the interview process.

MOTION: *Hurley* moved, *Doll* seconded to nominate himself (Hurley) and Pike to do the initial screening of applicants on behalf of the Rec Commission. Voted and passed unanimously. 4-0

5. Executive Session

There was no executive session

Hurley asked if the severance package was accepted by Ms. Zook. Germann stated that she hasn't responded yet. She has 21 days to accept the package. It was mailed on September 16, 2024, and delivery confirmed receipts on September 17, 2024.

6. Adjournment With there being no further business Germann adjourned the meeting at 7:27PM

APPROVED: _____ DATE:

Amanda Germann, Chairman