

## INFORMATIONAL MEMORANDUM

### Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: September 18, 2014

SUBJECT: **Executive Director's Report**

#### **ISSUE**

Update on TPMPD operations

#### **FINANCIAL IMPACT**

None

#### **BACKGROUND**

This informational memorandum is to update the Board on the work of the Executive Director

#### **DISCUSSION**

Between August 21 and September 18, the following has been accomplished:

- a. Met weekly with City staff to review and discuss items on their portion of the transition plan.
- b. Participated in three meetings of the Hiring Committee
- c. Screened nine Aquatics Manager applicants by phone, held Skype interviews with five of them and prepared and distributed ratings sheets and hard copies of written notes on every interaction to the Hiring Committee members.
- d. Participated in three meetings of the Budget Committee
- e. Researched and created an information sheet on King County financial support services
- f. Created a Master Transition Task List and reviewed each financial or budgetary task with the Budget Committee
- g. Facilitated a meeting of the Logistics Committee and communicated resulting requests and recommendations to other committees
- h. Arranged for a Special Meeting of the Board to interview Aquatics Manager finalists
- i. Responded to a Public Disclosure Request
- j. Reviewed audio and revised minutes from the August 27<sup>th</sup> regular MPD meeting
- k. Drafted reports, memos & related documents for the September MPD meeting
- l. Created the packets for the 9/23 Special Meeting and the 9/24 Regular Meeting
- m. Facilitated the Executive Director Committee (EDC) meeting & prepared minutes
- n. Attended the monthly TPAC meeting

#### **RECOMMENDATION**

None

#### **ATTACHMENTS**

- ED Time Tracking worksheets for August 24 through September 14, 2014



**time tracking**

Name : Jennafer

Week of August 24 through August 30 (School Break)

Week Of	Date	Log in	Log Out	Total Hours	Day Total	What Was Done
25-Aug	Monday	2:30 PM	5:30 PM	3:00		Hiring Committee work & emails
	Monday				3:00	
26-Aug	Tuesday	7:30 AM	8:00 AM	0:30		Public Disclosure Request
	Tuesday	8:00 AM	9:00 AM	1:00		Hiring Committee work
	Tuesday	9:00 AM	10:00 AM	1:00		MPD meeting prep
	Tuesday	3:00 PM	4:00 PM	1:00		Met w/J. Duffie
	Tuesday	4:00 PM	6:00 PM	2:00		Hiring Committee work
	Tuesday				5:30	
27-Aug	Wednesday	8:00 AM	10:00 AM	2:00		Emails
	Wednesday	2:30 PM	4:00 PM	1:30		MPD meeting prep
	Wednesday	4:00 PM	5:00 PM	1:00		K. Kruller by phone
	Wednesday	5:00 PM	8:30 PM	3:30		MPD Meeting
	Wednesday			0:00	8:00	
28-Aug	Thursday	9:45 AM	12:15 PM	2:30		Transition Planning mtg.
	Thursday	3:30 PM	5:30 PM	2:00		Emails
	Thursday	12:00 AM	12:00 AM	0:00		
	Thursday	12:00 AM	12:00 AM	0:00		
	Thursday	12:00 AM	12:00 AM	0:00		
	Thursday			0:00	4:30	
29-Aug	Friday	8:00 AM	9:30 AM	1:30		Admin (Time tracking & finance paperwork for City)
	Friday	9:30 AM	10:30 AM	1:00		Budget Cmte prep
	Friday	2:30 PM	3:00 PM	0:30		D. Quinn by phone
	Friday	3:00 PM	5:30 PM	2:30		Hiring Cmte work
	Friday			0:00	5:30	
30-Aug	Saturday	8:00 AM	10:00 AM	2:00		Budget Cmte meeting
	Saturday	4:00 PM	6:00 PM	2:00		Hiring Cmte work
	Saturday	7:59 PM	11:59 PM	4:00		Hiring Cmte work
	Saturday			0:00	8:00	
<b>TOTAL</b>				<b>34:30</b>		
					<b>34:30</b>	

**time tracking**

Name : Jennafer

Week of August 31 through September 6 (Labor Day & School Break until 9/3)

**34:30**

Week Of	Date	Log in	Log Out	Total Hours	Day Total	What Was Done
31-Aug	Sunday	8:30 AM	9:30 AM	1:00		Hiring Cmte work
	Sunday	9:30 PM	10:00 PM	0:30		Hiring Cmte work
	Sunday				1:30	
1-Sep Labor Day	Monday	9:00 AM	12:00 PM	3:00		Hiring Cmte work
	Monday			0:00		
	Monday				3:00	
2-Sep	Tuesday	2:00 PM	5:30 PM	3:30		Hiring Cmte work
	Tuesday				3:30	
3-Sep	Wednesday	9:15 AM	10:45 AM	1:30		Transition Planning mtg.
	Wednesday	10:45 AM	12:45 PM	2:00		Phone screenings
	Wednesday	1:30 PM	2:00 PM	0:30		Emails
	Wednesday	2:00 PM	5:00 PM	3:00		Phone screenings
	Wednesday	5:00 PM	5:30 PM	0:30		Hiring Cmte mtg prep
	Wednesday	5:30 PM	7:00 PM	1:30		Hiring Cmte meeting
	Wednesday			0:00	9:00	
4-Sep	Thursday	9:15 AM	12:45 PM	3:30		Emails
	Thursday	2:00 PM	6:00 PM	4:00		Logistics Cmte prep
	Thursday	6:00 PM	9:00 PM	3:00		Logistics Cmte meeting
	Thursday			0:00	10:30	
5-Sep	Friday	2:00 PM	5:30 PM	3:30		Hiring Cmte work
	Friday			0:00	3:30	
6-Sep	Saturday	8:00 AM	10:00 AM	2:00		TPAC meeting
	Saturday	1:00 PM	3:30 PM	2:30		Budget Cmte meeting
	Saturday	6:00 PM	6:30 PM	0:30		Hiring Cmte work
	Saturday			0:00	5:00	
<b>TOTAL</b>				<b>34:30</b>	<b>34:30</b>	

**time tracking**

Name : Jennifer

Week of September 7 through September 14

Week Of	Date	Log in	Log Out	Total Hours	Day Total	What Was Done
7-Sep	Sunday	12:00 AM	12:30 AM	0:30		Hiring Cmte work
	Sunday				0:30	
8-Sep	Monday	9:15 AM	12:45 PM	3:30		Admin (software, time trackin
	Monday	2:00 PM	2:30 PM	0:30		King Co research
	Monday	2:30 PM	3:00 PM	0:30		Phone call w/D. Robertson
	Monday	3:30 PM	5:30 PM	2:00		EDC meeting prep
	Monday	5:30 PM	6:00 PM	0:30		Software issues
	Monday				7:00	
9-Sep	Tuesday	10:00 AM	12:45 PM	2:45		Budget Cmte work
	Tuesday	2:00 PM	5:00 PM	3:00		Hiring Cmte work
	Tuesday	5:00 PM	8:30 PM	3:30		Skype Interviews
	Tuesday			0:00		
	Tuesday				9:15	
10-Sep	Wednesday	10:00 AM	11:30 AM	1:30		Meeting w/D. Robertson
	Wednesday	11:30 AM	12:45 PM	1:15		Transition Planning mtg.
	Wednesday	2:00 PM	4:30 PM	2:30		King Co research
	Wednesday					
	Wednesday					
	Wednesday					
11-Sep	Wednesday					
	Wednesday					
	Wednesday					
	Wednesday			0:00		
	Wednesday				5:15	
	Thursday	9:15 AM	11:45 AM	2:30		Hiring Cmte work
11-Sep	Thursday	11:45 AM	12:45 PM	1:00		EDC meeting prep
	Thursday	2:00 PM	5:00 PM	3:00		Skype Interviews
	Thursday	5:00 PM	7:00 PM	2:00		EDC meeting
	Thursday				8:30	
12-Sep	Friday	9:15 AM	11:30 AM	2:15		Hiring Cmte work
	Friday	8:30 PM	10:00 PM	1:30		Hiring Cmte work
	Friday			0:00		
	Friday			0:00		
	Friday				3:45	
13-Sep	Saturday	3:00 PM	5:00 PM	2:00		Emails, MPD meeting prep
	Saturday	5:00 PM	7:00 PM	2:00		Draft response for BP
	Saturday			0:00		
	Saturday				4:00	
<b>TOTAL</b>				<b>37:45</b>	<b>37:45</b>	