

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: March 26, 2014

SUBJECT: **Executive Director Committee Report**

ISSUE

Report on the first meeting of the Executive Director Committee

FINANCIAL IMPACT

None

BACKGROUND

In February, Resolution #19 created the Executive Director Committee which was charged to provide review and oversight to issues brought forward by the Executive Director.

DISCUSSION

The Executive Director Committee (EDC) held its first meeting on March 4, 2014. Future meetings will be held on the 2nd Thursday of the month from 5:30pm to 7:00pm in the Hazelnut Conference Room at Tukwila City Hall. The meetings are defined as work sessions and the public is welcome to observe, however the meeting agenda does not include time for public comment. Members of the public are invited to suggest agenda items by contacting the Executive Director any time before 5pm the Wednesday prior to the meeting. Once approved, the summary minutes will be posted on the MPD records site.

ATTACHMENTS

-Agenda and Summary Minutes from EDC meeting 3/4/2014

TPMPD Executive Director Committee Meeting Agenda & Summary Minutes

(Approved unanimously via email)

March 4, 2014
6:30pm – 8:00pm

EDC members in attendance: De'Sean Quinn, Kate Kruller, Kathy Hougardy, Jennafer Price Cargill

Guests in attendance: Vanessa Zaputil & Ellen Gengler

I. Open issues

a) Identifying our purpose and processes of the Executive Director Committee (EDC)

1. Clarifying our role as an EDC (specifics) with the Executive Director (ED)

Providing oversight and direction, a sounding board, etc. as outlined in the Resolution.

2. Workflow, include TPAC input

ED will collect discussion items from various sources (e.g. Contract Operator Staff, TPAC, School Board, STP, or other citizen/citizen group input, etc.) and refer operational items to the operator and bring policy-related items to the EDC. Items that are unclear should come to the EDC for clarification. ED will call for agenda items via email, set agenda and make copies. Committee will approve agenda at the beginning of each meeting. ED will distribute Summary Minutes after the meeting. Meetings are intended to be work sessions and although public input may be requested it should not be extensive. Commissioners are responsible for informing the Board President and ED if they are going to be absent and finding an alternate Board Member to attend the EDC meeting in their place.

3. Process for vetting issues before they come to the full commission

It was generally agreed that the Board President (BP) has responsibility for setting the agenda for full commission meetings. Also agreed that the EDC should not make decisions for the whole Board and that operations should not drive the EDC agenda.

~~4. Review some of the agenda items in the last 6 months and see how we can improve the processes now that there is an EDC~~

b) Future schedule for regular meetings

Second Thursday of the month 5:30pm to 7:00pm

c) Retreat - setting the date

Saturday May 31, 2014 tentative date to be proposed to rest of Board

d) 3/6/14 meeting with David Cline discussion topics

1. *Update on website, addressing immediate needs and getting a status report on process. Also, possibility of developing separate websites for the pool and the MPD.*

2. *Update on preparations for upcoming staffing shortage with projected costs included*

3. *Following up on closures with reporting on financial impacts*

4. *Advice or input on retirement system from an implementation compatibility perspective*

e) March MPD meeting agenda item suggestions

1. *ILA draft language*

2. *Proposing a TPMPD emails for Commissioners*

f) Website

Included in item d

g) Anticipated staffing shortages

Included in item d

h) Suggestion box items for February

None

i) Protracted pool closure due to the power outage

Included in item d

j) TPMPD E-mail

Included in item e

k) Retirement system to replace PERS

Included in item d

II. Agenda Items for Next Month

Process for establishing policies and procedures for TPMPD and our operator

Retreat discussion topics

III. Action Items

Kathy will share her experience writing policies at the council level with Jennafer.

IV. Adjournment – 8:30pm