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
- i. Reviewed audio and revised minutes from the August 27th regular MPD meeting
- k. Drafted reports, memos & related documents for the September MPD meeting
- I. 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)

34:30

25-Aug Monday 5:30 PM 1003 House 1003 House What Was Done 25-Aug Monday 5:30 PM 5:30 PM 3:00 Hinds Committee work & emails 26-Aug Tuesday 8:00 AM 9:00 AM 1:00 Hill Committee work 1 Lesday 8:00 AM 1:000 AM 1:00 Hill Committee work 1 Lesday 8:00 AM 1:000 AM 1:00 Met w/l. Dufflee 1 Lesday 8:00 AM 1:000 AM 1:00 Met w/l. Dufflee 27-Aug Wednesday 8:00 AM 1:00 AM 2:00 Met w/l. Dufflee 28-Aug Mednesday 8:00 AM 1:00 AM 1:00 R/D PM 1:00 28-Aug Thursday 8:00 PM 1:00 AM 2:00 R/D PM 1:00 1 Thursday 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM 1 Thursday 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM 1 Thursday 12:00 AM 12:00 AM <th></th> <th>***************************************</th> <th></th> <th></th> <th>-</th> <th></th> <th></th>		***************************************			-		
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				TOTAL	34:30		

time tracking

Name: Jennafer

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

Week Of	Date	Login	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	90030000000000000000000000000000000000	Hing Cmte work
	Sunday				grad)	1:30
1-Sep	Monday	9:00 AM	12:00 PM	3:00		Hiring Cmte work
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	Monday				m	3:00
2-Sep	Tuesday	2:00 PM	5:30 PM	3:30		Hiring Cmte work
	Tuesday				m	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	1 5:00 PM	3:00		Phone screenings
	Wednesday	5:00 PM	5;30 PM	0:30		Hirring Cmte mtg prep
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	Saturday	6:00 PM	II 6:30 PM	0:30		Hiring Cmte work
	Saturday	and strong and		00:0		2:00

time tracking Name: Jennafer

Week of September 7 through September 14

37:45

Mont Of	Data	log in	I na Out	Total Hours Day Total	Day Total	What Was Done
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	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			King Co research
	Monday	2:30 PM	3:00 PM	0:30		Phone call w/D. Robertson
	Monday	3:30 PM	S:30 PM			EDC meeting prep
	Monday	5:30 PM	6:00 PM	06:0		Software issues
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6-Sep	Tuesday	10:00 AM	12:45 PM	2:45		Budget Crnte work
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	Tuesday	5:00 PM	8:30 PM			Skype Interviews
	Tuesday			00:00		
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	Wednesday	11:30 AM	12:45 PM	1:15		Transition Planning mtg.
	Wednesday	2:00 PM	4:30 PM	2:30		King Co research
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	Thursday	2:00 PM	5:00 PM	3:00		Skype Interviews
	Thursday	5:00 PM		2:00		EDC meeting
	Thursday			00:00	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			00:0		
	Friday			00:0		
	Friday			0:00	3:45	
13-Sep	Saturday	3:00 PM	5:00 PM	2:00		Emails, MPD meeting prep
	Saturday	5:00 PM	7:00 PM			Draft response for BP
	Saturday			00:00		
	Saturday			00:0		
			TOTAL	37:45	37:45	