

TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

Jeri Frangello-Anderson,
President

Board Members: ▶ **Ellen Gengler** ▶ **Christine Neuffer** - Clerk
▶ **Vanessa Zaputil, Charles Tyson**

Thursday May 11, 2017
5:30 – 7:30 PM

BOULEVARD PARK LIBRARY – 12015 ROSEBERG AVE S, SEATTLE WA 98168

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL		
2. APPROVE AGENDA		
3. CITIZEN COMMENTS <i>(Limited to 4 minutes)</i>		
4. BUSINESS ITEMS	a) Executive Director Transition	
5. MISCELLANEOUS		
6. EXECUTIVE SESSION The TPMPD Board of Commissioners may recess into Executive Session to consider the employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate or other matters per RCW 42.30.110		
7. ADJOURNMENT		

Executive Director Transition

5/10/17

Vanessa Zaputil- *Initial thoughts* (Not comprehensive)

1. Staff (Most Important)
 - a. Ensure path and actions are clearly communicated with schedule for updates (min. weekly)
 - b. Provide and ensure *two way* path of communication throughout transition
 - c. Ensure expectations of staff are clearly communicated
 - i. Staff will only be expected to perform their own jobs
 1. Can Operations take over Paychex- new beta version?
 2. Can Operations take over scheduling?
 3. Can Operations take over Rec.1?
 4. Can Operations take over Rentals?
 - ii. Exec. Dir. Jobs will be covered by the Board
2. Board assumption of ED duties interim
 - a. Board related
 - i. Noticing
 - ii. Packets
 - iii. Minutes/recordings- coordinate and communicate with transcriber
 - iv. Records (Retention, posting and perform any record requests)
 - v. Election 2017 coordination (Nov. and Aug. primary if needed)
 - vi. Policy review and editing
 - vii. Procedure review and editing
 - viii. TPAC Support and clear communication
 - ix. Girl Scout project support
 - b. Finance Related
 - i. Budget including mid-year review /amendment
 - ii. SAO report filed May 2017
 - iii. SAO Audit coordination
 - iv. Voucher signatures and KC Finance coordination
 - v. Bookkeeper coordination and direction
 - vi. Oversight of bills
 - vii. Credit Card review
 - viii. Quickbooks & assigning of GL codes

- ix. Paychex (if not assumed by Operations)
- x. King County Grant deadlines
- xi. Ensure cash handling/till/bank deposits

c. IT related

- i. Passwords/access for all software/hardware/systems
 - 1. Computers
 - 2. Websites (WCIA, SAO, etc)
 - 3. Pool Operations
 - 4. Security/Fire
 - 5. Valley View
- ii. Rackspace maintenance
- iii. ED Email monitoring and response
- iv. Website updates – District and Operations
- v. Weekly back up - server/hard drive

d. Operation related

- i. ILA Agreement & Communication
- ii. Contract review
- iii. Contract/work approval
- iv. HR record and file maintenance
- v. Scholarship review and approval

3. Path Forward

a. Creation of position

- i. Review of current job description
- ii. Clear path of reporting

b. Transition Committee

- i. Work with ED to Identify current and needed duties
- ii. Create plan to transition to and train new employee in all aspects including time line
- iii. Create Exit plan for ED
 - 1. Create document identifying all relevant information and status
 - 2. Ensure complete contact list and status of outstanding work items is provided
 - 3. Coordinate and conduct Exit Interview
 - 4. Inventory Assets
- iv. Update and inform contacts as appropriate/needed
- v. Post and review employee candidates

4. Model

a. Retain and review current model

- i. Review job duties and description and amend as necessary
- ii. Review other substantially similar models for best practices

1/29/16

Administrative Director Exit Interview
Kim McCoy

Commissioners Gengler & Zaputil

Questions:

1. What was most satisfying about your job?
 - *Helping people. Helping staff and patrons. Ability to use languages. Learning new things. Seeing how decisions are made.*
2. What was least satisfying about your job?
 - *Misunderstandings and communication issues.*
3. What would you change about your job?
 - *Organization of the District with Roles and Responsibilities clarification. Occasional clerical support.*
4. What would you improve to make our work space better?
 - *Quieter meeting space. More cross training and team building for staff.*
5. Were you happy with your pay/benefits/incentives?
 - *Used to be paid more. \$30-35/hour would be reasonable.*
6. Based on your experience with us, what do you think it takes to succeed at this organization?
 - *A willingness to work hard and to play well with others. A knowledge of aquatics, administration, laws, and rules. Some IT skill.*
7. What did you like most about this organization?
 - *Swimming, people and proximity of community.*
8. What did you like least about this organization?
 - *Commissioners frustration due to OPMA and how compliance requirements led to lack of functionality.*
9. What do you see as important attributes/skills for an Executive Director position?
 - *Make good friends with the Aquatics Manager and work together.*

Program/Hardware/ Facility	Password	Changed (Date)
Computers	Password document given to Dave Perkins 2/1/16	
Rackspace	Password document given to Dave Perkins 2/1/16	
Server	Password document given to Dave Perkins 2/1/16	
MS 365, Office, etc.	Not included in list	
Tukwila Pool Website	Password document given to Dave Perkins 2/1/16	
Tukwila Pool Facebook	N/A	
Sonic Wall	Password document given to Dave Perkins 2/1/16	
Anti Virus/Firewalls, etc.	N/A	
WRPA	Emp. will verify on list	
WCIA	Emp. will verify on list	
Pool Alarm Systems	Separate Password document given to Dave Perkins 2/1/16	
Valley View Alarm/Access Code	N/A	
Broadview	Password document given to Dave Perkins 2/1/16	
Comcast	Password document given to Dave Perkins 2/1/16	
HVAC	Software on Admin. Director's local PC	

- Passwords are protected in a password document on the Server
– protected directory: KMcCoy

Record	Hard Copy (Where?)	Digital Copy (Where?)	Backed Up (Where?)	Posted on Web
Agendas (2015-16)	Admin. Director Office	Documents/TPMPD /Packet/Parts/	Server, Cloud, PC	√
Resolutions (2015-16)	Admin. Director Office (Unsure if complete)	Documents/TPMPD /Packet/Parts/	Server, Cloud, PC	
Contracts (2015-16)	Admin Director & Aquatics Manager Offices (Unsure if complete)	Documents/TPMPD /Packet/Parts/	Server, Cloud, PC	
Minutes (2015-16)		Documents/TPMPD /Packet/Parts/ Some Recent ones separate	Server, Cloud, PC	
Notices (2015-16)		Documents/TPMPD /Packet/Parts/	Server, Cloud, PC	
Budget 2016	Admin. Director Office	Documents/TPMPD /Packet/Parts/	Server, Cloud, PC	
Policies		Documents/TPMPD /Packet/Parts/	Server, Cloud, PC	
Photos		Cloud		
Permits	Aquatics Manager Office			
Audits	Admin. Director Office	Documents/TPMPD /Audit	Server, Cloud, PC	
RFQ	Admin. Director Office	Documents/TPMPD /Maintenance/Floors	Server, Cloud, PC	

- Scan Folder: All important records backed up on Server & Cloud
- Admin. Director's Office – Left side of desk Contracts, Records, etc. - Right Side of desk previous Asst. Manager's files.
 - Unsure if Valley View, Attorney & CPA 2016 Contracts were signed.
- 2016 Budget – Unsure if sent/filed with WA Auditor's Office & Association of WA Cities. - Emp. will verify.
- Contact list contained in Outlook, but incomplete- Outlook corrupted in late Dec. 2015

Equipment	Brand	Location	Manual (Located Where?)	Software
PC	HP	Admin. Director Office		Office 365
Laptop	SUS	Returned 2/1/16		Office 365
Server	Lenovo	Front Desk		
Telephones	Mitel		Box labeled Mitel in Admin. Director's Office	
Thumb Drive (Possibly 2)		Pending Return		
Printer	Ricoh & HP	Office & Front Desk		
External Hard Drive	Seagate	Aquatic's Manager's Office		
Security System		Equipment Room	KMcCoy File in Documents	
Fire System		Equipment Room	KMcCoy File in Documents	
Microsoft Cloud				Included in 365
Record Searching	PowerG rep4	Admin Director PC		1 person license

- Office 365 on Admin Director PC and Laptop auto synced to Cloud.
- Server and external Hard Drive not synced to Cloud – Once/Month Back up external Hard Drive to Server, and Server to Cloud.
 - Recommend set up Server to sync to Cloud.
- Aquatic's Manager's Computer not backed up to Cloud
 - Recommend to work through Cloud so it will auto back up to PC.

Project	Status	Deadline
Scholarship	6 Page Document given to Aquatics Manager. Went over with Brooke & Kendell. Rec1 has issue with reporting that all family members using all scholarship \$\$	01/29/16
Alarm Radio	Radio Installed. 2 Tel.Lines are not disconnected <i>-2/2/16 Aquatics Manager completed-</i>	01/29/16
WCIA Rider	Gave partially completed hard copy to Aquatics Manager. Emp. will provide Electronic Copy	01/29/16
Statement from Flooring Consultant	Emailed document to Commissioners	01/28/16

Returned to TPMPD 2/1/16:

1. 1 "BA" Key (Master)
2. 1 "A" Key (Old Master – currently for rods on doors)
3. 2 staff locker room keys
4. 1 Valley View Passcard
5. Laptop

Additional Notes

1. **PTO Time due 5 days (Sept.-Jan.)**
2. Employee swim punch card credit during employment. 40 punches issued 2/1/16.
3. Employee will charge \$50/hour for subsequent consultation/questions.
 - 1 hour no charge consult with Aquatics Manager to provide District password access/keys/laptop, etc. and answer remaining questions. - Completed 2/1/16