

NOTICE: JCPRD open meeting agendas are subject to change prior to and/or during the course of the meeting.
ADA NOTICE: Persons needing accommodations or having questions should contact ADA Coordinator Jo Ann Courtney prior to three (3) working days (M-F, 8:30am-5:00pm) in advance of the meeting at joann.courtney@jocogov.org or 913-826-3405.



BOARD OF PARK AND RECREATION COMMISSIONERS

Steven Baru, Chair
Leslee Rivarola, Vice Chair
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Paul Snider, Treasurer
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Heather Rubesch, Assistant Treasurer
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ADMINISTRATIVE SERVICES (ASV) COMMITTEE

Jeff Meyers, Chair
Heather Rubesch
George Schlagel
Steve Baru, Board Chair Ex Officio Member

MEETING AGENDA

JCPRD Administration Building Boardroom
7900 Renner Road, Shawnee Mission, KS 66219

September 9, 2019
7:00 pm

CALL TO ORDER/ROLL CALL

DISCUSSION & ACTION

- A. Request for Proposals Draft for Total Compensation Study – David Grant, Human Resources Director
- B. Human Resources Policy 101 – Authority of the Executive Director – David Grant, Human Resources Director

OTHER BUSINESS

ADJOURNMENT



**JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS**

BRIEFING SHEET

Presented to: ASV Committee **Meeting Date:** 09/09/2019

Project Name/Identification: Request for Proposals (RFP) Draft for a Total Compensation Study

Contact: David Grant, Human Resources Director **Phone:** 913-826-3410

Name & Title

ISSUE: Consider the proposed text of a Request for Proposals (RFP) to be issued on October 1, 2019, seeking a total compensation study of agreed-upon private and public sector employers. The RFP submission deadline will be October 31, 2019.

BACKGROUND: During ongoing discussions regarding the philosophy of the JCPRD Board (Board) related to employee benefits, the topic of total compensation among and between private and public sector employers has frequently arisen. As a result, the Board has requested that JCPRD staff issue an RFP so that a third-party entity can research and compile a total compensation study of agreed-upon local, regional, and nationwide private and public sector employers to help determine JCPRD’s total compensation competitiveness.

ANALYSIS: The data provided by the study will assist the Board in considering its benefits philosophy related to total compensation provided by JCPRD.

FUNDING REVIEW: Are there funding implications involved? No Yes *If Yes, explain:* The firms responding to the RFP will be asked to quote their fees for conducting the study. The RFPs will be presented to the Board at its Regular Board Meeting in November.

ALTERNATIVES:

Staff Recommendation

- Recommend consent approval as recommended by staff.....
- Recommend consent approval as determined/modified by committee.....
- Recommend discussion and action by the full Board at Board Meeting.....
- Recommend denial of request.....
- Table for additional consideration
- Take no action.....
- Other:.....

If other, explain:

Consequences or additional information (if any):

LEGAL REVIEW: Is legal counsel review required? No Yes *If yes, explain:* Legal counsel will be asked to review and approve any resulting contract.

SUGGESTED RECOMMENDATION/MOTION:

It is the consensus of the Administrative Services Committee to recommend Board consent approval to issue an RFP for a total compensation study of local, regional, and nationwide public and private sector entities.

SUPPORTING DOCUMENTATION:


- Draft of the Request for Proposal (RFP) document



PRK 2019-0015

Total Compensation Survey
Request for Proposal

RFP EVENT SUMMARY
Vendor Response Required - Signature

 <p>JOHNSON COUNTY PARK & RECREATION DISTRICT Administration Building Shawnee Mission Park 7900 Renner Rd Shawnee KS 66219</p>	<p>RFP NO: PRK 2019-15 DATE: October 1, 2019 JCPRD REPRESENTATIVE: Rebecca Hart PHONE: (913) 826-3424 EMAIL: Rebecca.Hart@jocogov.org</p>	
<p align="center">Submit RFP Online NO LATER THAN: Thursday, October 31 at 11:00 am (CST)</p> <p>RFP CLARIFICATION DEADLINE: October 15, 2019 at 11:00 am (CT) RFP OPENING DATE: October 31, 2019 RFP OPENING TIME: 11:00 am (CT) at Shawnee Mission Park, Administrative Building, Board Room Local Time on a clock designated by JCPRD Representative.</p>	<p>RETURN RFP TO: Submit bid proposal electronically on IonWave: https://jocogov.ionwave.net following instructions in this document. Note that supplier must be registered at least 2 days prior to bid submission to successfully upload.</p>	
<p align="center">DESCRIPTION: Total Compensation Study</p>		
<p>The vendor hereby agrees to furnish items and/or services, pursuant to all requirements and specifications contained in this Invitation for RFP including the attached Standard Terms and Conditions, Special Conditions, and RFP Specifications, all of which are hereby incorporated by reference. The vendor further agrees that the language of the Invitation for RFP and attached documents shall govern in the event of a conflict with vendor's response.</p>		
<p align="center">MUST BE SIGNED TO BE VALID</p>		
<p>COMPANY:</p>	<p>DATE:</p>	
<p>MAILING ADDRESS:</p>	<p>PHONE:</p>	
<p>CITY:</p>	<p>STATE:</p>	<p>ZIP:</p>
<p>E-MAIL:</p>		
<p>TITLE & SIGNATURE OF AUTHORIZED REPRESENTATIVE:</p> <p>_____ Date _____</p>		

1. INTRODUCTION

Johnson County Park and Recreation District Information:

Located in the Kansas City metropolitan area, Johnson County Park and Recreation District (JCPRD) is a nationally award-winning Special Park District providing daily services to over 560,000 residents. For the past 60 years, JCPRD has been enhancing the lives of the citizens of Johnson County through its parks, quality programs, professionalism, and responsiveness to developing trends. Each year, JCPRD records more than 7 million park visitors and over 2 million recreation participations in over 4,000 programs. Please refer to the JCPRD website for additional information www.jcprd.com.

Additional information about our county and Johnson County Government can be found at www.jocogov.org.

Request for Proposals Information:

The Johnson County Park and Recreation District (JCPRD) seeks proposals for a Total Compensation Study. The vendor selected will be responsible for the gathering of total compensation data for agreed-upon local, regional and national private and public entity agencies to include the following: Salaries, Health, Dental and Vision Insurance Plan premiums (percentages paid Employer vs. Employee in all plans and across all tiers within each plan); Retirement plan options and employer contributions to these plans-to include state pension plans; 457 and 401a matching plans (public sector employers only); 401k and associated matching plans (private sector employers only); Leave accruals (to include military, bereavement; FMLA; ADA Accommodation leave; jury duty/civic leave; personal leave; vacation leave; sick leave; paid holiday leave; maternity/paternity leave or any other employer-provided paid or unpaid leave); Tax-advantaged Medical and Dependent Care Flexible Reimbursement Accounts (FSAs); Employer Contributions to Health Savings Accounts (HSAs); Employee Assistance Program (EAP) offerings; Life Insurance/Accidental Death & Dismemberment insurance; Short- and Long-Term Disability Insurance; All supplemental insurance plan offerings regardless of whether employer or employee paid, such as wage insurance through a company such as Aflac, access to college savings 459 plans, pet insurance, on-site health clinics, on-site day-care centers, etc.

2. EXHIBIT B. FORM 6, PROPOSED COST

(Form 6 will only be required of finalists and is due at the time of the interview. **DO NOT SUBMIT WITH PROPOSAL**).

SUBMIT THIS FORM IN A SEPARATE SEALED ENVELOPE

FORM 6

PROPOSED COST

Click here to enter text.

SUBMITTED

Signature

Title Authorized Representative of

Firm Name

Address

City and State

Telephone No.

Date

Note: Consultants shall provide their proposed fees as a not-to-exceed figure in a sealed envelope. Fee proposals shall include a breakdown of fees by major work tasks in addition to the not-to-exceed total.

Failure to state all costs associated with the service being provided (e.g. implementation, training, support, & all subscription/pricing options (e.g. revenue, transactional, etc.), including disclosure of any anticipated travel, printing, or other miscellaneous costs may result in such fees not being honored or paid by JCPRD.



**JOHNSON COUNTY PARK AND RECREATION DISTRICT
BOARD OF PARK AND RECREATION COMMISSIONERS**

BRIEFING SHEET

Presented to: ASV Committee **Meeting Date:** 09/09/2019
Project Name/Identification: Human Resources Policy 101 - Authority of the Executive Director
Contact: David Grant, Human Resources Director **Phone:** 913-826-3410
Name & Title

ISSUE: Consider staff’s recommended revisions to Human Resources (HR) Policy 101 - Authority of the Executive Director to affirm the JCPRD Board’s compensation philosophy related to its Executive Director.

BACKGROUND: During the recent hiring process to fill an upcoming vacancy in JCPRD’s Executive Director position, a request was made by the JCPRD Board to formally document JCPRD’s philosophy when it comes to the compensation associated with the position. The Authority of the Executive Director Policy is an exception to the HR Policies of Johnson County Government (County) and has been previously approved by the JCPRD Board in its current form. A comparable County policy is the Authority of the County Manager Policy.

ANALYSIS: Per JCPRD’s state statutes, the Executive Director position is appointed by the JCPRD Board and serves at the pleasure of the JCPRD Board. All other JCPRD staff are comprised of hired employees. Per the Johnson County Home Rule Charter, JCPRD maintains its HR Policies in accord with those of County unless exceptions are necessitated. As such, JCPRD maintains the Authority of Executive Director Policy in consideration of its statutory Board appointment authority. The Executive Director position’s pay remains structured within the County’s established pay ranges per the County’s established grade classification system.

FUNDING REVIEW: Are there funding implications involved? No Yes *If Yes, explain* Recommended revisions address JCPRD’s protocol within the County’s pay structure for salary decisions as determined by the JCPRD Board related to its appointed position of Executive Director.

ALTERNATIVES:

Staff Recommendation

- Recommend consent approval as recommended by staff.....
- Recommend consent approval as determined/modified by committee.....
- Recommend discussion and action by the full Board at Board Meeting.....
- Recommend denial of request.....
- Table for additional consideration
- Take no action.....
- Other:.....

LEGAL REVIEW: Is legal counsel review required? No Yes *If yes, explain:*

SUGGESTED RECOMMENDATION/MOTION:

It is the consensus of the Administrative Services Committee to recommend Board consent approval of staff’s recommended revisions to Human Resources Policy 101 – Authority of the Executive Director.

SUPPORTING DOCUMENTATION:

- Human Resources Policy 101 - Authority of the Executive Director with recommended changes noted.

POLICY 101 - AUTHORITY OF THE EXECUTIVE DIRECTOR

PURPOSE

The purpose of this Policy is to describe the role of the Executive Director for the Johnson County Park and Recreation District (JCPRD) in the management and administration of the agency.

POLICY

It is the policy of the Johnson County Park and Recreation District (JCPRD) that the Executive Director is the chief administrative official of JCPRD.

Per Kansas State Statutes, it is the policy of the Johnson County Park and Recreation District (JCPRD) that the Executive Director is the chief administrative official of JCPRD and the Executive Director is an appointed position that serves at the pleasure of JCPRD Board of Park and Recreation Commissioners (Board). The Executive Director shall act for the Board in matters of intergovernmental coordination; shall be responsible for implementation of Board policies, directives, and actions; and shall provide administrative assistance and recommendations to the Board. Due to the scope of responsibilities of JCPRD's Executive Director position, including the vast diversity of services of the agency, scale of staff, and the large budget this position oversees, the Board views this position as being on par with, if not greater than, local and regional City Manager or County Manager positions. As such, the Board's compensation philosophy related to this position will be approached accordingly.

Per the Johnson County Home Rule Charter, the Executive Director administers the operations of JCPRD in cooperation with and under the general supervision of the County Manager for Johnson County Government. ~~Per Kansas State Statutes, it is the policy of the Johnson County Park and Recreation District (JCPRD) that the Executive Director is the chief administrative official of JCPRD and serves at the pleasure of JCPRD Board of Park and Recreation Commissioners (Board). The Executive Director shall act for the Board in matters of intergovernmental coordination; shall be responsible for implementation of Board policies, directives, and actions; and shall provide administrative assistance and recommendations to the Board.~~

The Executive Director shall ~~appoint~~ employ, evaluate, compensate, suspend, and dismiss all JCPRD employees, subject to budget approval by the JCPRD Board and the Board of County Commissioners unless otherwise provided by law, JCPRD Human Resources Policies, or JCPRD resolution. The Executive Director may delegate any such authority as he/she deems appropriate for the efficient and effective management of JCPRD, subject to the Human Resources Policies. All JCPRD employees shall be responsible to the Executive Director through the organizational structure for all matters of administration. The Executive Director may, subject to his/her authority and supervision, authorize any staff member to exercise such duties and powers and to sign documents for JCPRD divisions, departments, programs, and offices under his/her supervision as he/she deems appropriate for the efficient administration of JCPRD, consistent with Board policy and direction unless otherwise provided by law.

The Executive Director shall carry out the following duties and responsibilities in conformance with the requirements of the Kansas State Statutes, Johnson County Home Rule Charter, JCPRD resolutions, and Board-approved policies:

- A. Bear responsibility for the daily administrative functions of JCPRD;

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- B. Organize the administration and the organizational structure of all divisions, departments, and any subgroups and the employees of JCPRD, except as otherwise provided by law or as provided in the County Charter;
 - C. Appoint an administrative team to operate under the direction of the Executive Director in the administration and management of JCPRD and its operations and properties;
 - D. Execute the policies of the Board through the divisions and departments of JCPRD;
 - E. After appropriate considerations and approval of the Board, prepare and submit a recommended annual budget, including all revenue sources, to the Johnson County Board of County Commissioners for final adoption and administer the budget after its effective date;
 - F. Submit reports or information to, confer with, assist, and advise the Board Chair and make recommendations to the Board on all matters concerning the welfare of JCPRD;
 - G. Ensure that all resolutions, codes, regulations, rules, policies, directives, and actions of the Board are faithfully enforced, administered, and executed;
 - H. Attend or provide appropriate staff to attend and participate as necessary and advisable in all official JCPRD meetings, except any meeting in which the continued employment of the Executive Director is the business under consideration;
 - I. Assist the Board Chair and the Board in the preparation of meeting agendas, resolutions, rules, regulations, policies, and all such other matters as may be requested by the Board;
 - J. Submit to the Board and make available to the public periodic annual reports of the financial administrative affairs of JCPRD and keep the Board advised of the financial conditions and needs of JCPRD;
 - K. Prepare and submit to the Board recommendations for a capital improvements and financing program for JCPRD;
 - L. Present recommendations for and draft policies that have agency-wide impact for review, revision, and approval by the Board;
 - M. Sign contracts and other such documents as authorized by and under the supervision of the Board necessary to ensure implementation of Board policies, directives and resolutions; and
 - N. Establish management and administrative practices through leadership actions to enhance the organizational effectiveness and accountability, to develop continuous improvement practices, to create organizational standards, and build cooperation among all units of JCPRD.

The Executive Director shall perform other duties as may be prescribed or authorized by the Board, by law, or as otherwise required to fulfill the responsibilities of the position.

Approved: January 16, 2012

Revised: September 15, 2019