



## **BOARD OF PARK AND RECREATION COMMISSIONERS**

Michael Pirner, Chair  
Steven Baru, Vice Chair  
Leslee Rivarola, Secretary  
George Schlagel, Treasurer  
Paul Snider, Asst Secretary  
Jeff Meyers, Asst Treasurer  
Nancy Wallerstein, Past Chair/Board Member  
Steven C. Klika, Board Member

## **ADMINISTRATIVE SERVICES (ASV) COMMITTEE**

Leslee Rivarola, Chair  
Steve Baru  
Nancy Wallerstein  
Mike Pirner, Board Chair Ex Officio Member

## **MEETING MINUTES**

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

February 11, 2019  
5:30 pm

### **CALL TO ORDER/ROLL CALL**

The meeting was called to order by Ms. Rivarola, and roll call was taken as follows:

**Committee Members Present:** Steve Baru, Leslee Rivarola, Nancy Wallerstein

**Committee Members Absent:** None

**Guests Present:** None

**Staff Members Present:**

Jill Geller, Executive Director  
Jeff Stewart, Deputy Director  
Jo Ann Courtney, Administration & HR Manager  
Noelle Testa, Chief Financial Officer  
Jay Hinrichs, Development Director  
David Grant, Human Resources Director  
Ted Tartenaar, Information Tech. Services Manager  
Richard Smalley, Marketing & Communications Mgr.  
Jennifer Assmann, ASV Sr. Administrative Assistant

Susan Mong, Superintendent of Culture  
Katie Baergen, CUL Sr. Administrative Assistant  
Rhonda Pollard, Superintendent of Recreation  
Jane Lickteig, REC Sr. Administrative Assistant  
Tim Bair, Fine and Performing Arts Manager  
Katie Kelley, System Administrator  
Lee Warren, System Administrator  
Jim Wilson, Project Manager III

### **DISCUSSION & ACTION**

#### **A. Recreation Management Software – Ted Tartenaar, ITS Manager**

Mr. Tartenaar presented a recommendation to issue a request for proposal for recreation management software. He explained JCPRD entered into a five-year agreement with PerfectMIND in 2016. He went on to note software implementation generally takes 18 to 22 months. With the PerfectMIND agreement entering its fourth year, implementing a new software program would occur at approximately the same time the agreement with PerfectMIND is expiring. Mr. Tartenaar explained PerfectMIND has posed many challenges for JCPRD. From a financial and administrative perspective, the software requires a significant investment of staff time to research and remediate issues. In response to Ms. Wallerstein's question, Mr. Tartenaar explained there are software solutions on the market that appear favorable.

**ASV-1 It was the consensus of the committee to recommend Board consent approval to issue a request for proposal for recreation management software.**

**B. Board Officer Nominations – Jo Ann Courtney, Administration & Human Resources Manager**

Ms. Courtney presented a request for the committee’s recommendation of a nominated slate of JCPRD Board officers. The need for the nominated slate is subject to BOCC action at its February 14, 2019, meeting appointing two new Board members for District 1 and District 4 on the JCPRD Board. The resulting effect of such action by the BOCC will replace Mike Pirner and Nancy Wallerstein on the JCPRD Board. Accordingly, as Mr. Pirner currently serves as Board chair, that position will be vacated necessitating an officer election for it and any ensuing vacancies such action may create. Ms. Wallerstein questioned if the election of officers should be held a month following approval of a nominated slate, as is done with the annual election of Board officers. Ms. Courtney explained that per protocol when officer vacancies occur separately from the annual election of officers, approval of the nominated slate has been considered as a part of the Consent Agenda, unless otherwise directed by the committee, with elections taking place later in the same meeting. She informed if the committee so chose for the nominations and elections to be separated into two different meetings, per JCPRD’s statutes, the vice chair would serve as chair until elections take place, so there would be continuity of Board officer authority.

**ASV-2 Subject to BOCC action at its February 14, 2019, meeting to appoint two new Board members to District 1 and District 4, replacing JCPRD Board Members Nancy Wallerstein and Mike Pirner, respectively, effective February 21, 2019, it was the consensus of the committee to recommend Board consent approval of a slate of nominated Board officers as follows:**

- Chair ..... Steve Baru**
- Vice Chair..... Leslee Rivarola**
- Secretary ..... George Schlagel**
- Treasurer ..... Paul Snider**
- Assistant Secretary ..... Jeff Meyers**
- Assistant Treasurer ..... TBD**

**OTHER BUSINESS**

No other business was discussed.

**ADJOURNMENT**

Ms. Rivarola adjourned the meeting at 5:42 pm.

**BOARD OF PARK AND RECREATION COMMISSIONERS  
ADMINISTRATIVE SERVICES COMMITTEE**

[Signature on file] \_\_\_\_\_  
**LESLEE RIVAROLA, Committee Chair**

*PREPARED BY Jennifer Assmann, ASV Sr. Administrative Assistant  
Approved February 20, 2019*