



**BOARD OF PARK AND RECREATION COMMISSIONERS**

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**ADMINISTRATIVE SERVICES (ASV) COMMITTEE**

Jeff Meyers, Chair  
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**MEETING MINUTES**

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

July 15, 2019  
5:45 pm

**CALL TO ORDER/ROLL CALL**

The meeting was called to order by Committee Chair Jeff Meyers, and roll call was taken as follows:

**Committee Members Present:** Jeff Meyers, George Schlagel

**Committee Members Absent:** Heather Rubesch

**Guests Present:** None

**Staff Members Present:**

Jeff Stewart, Deputy Director  
Noelle Testa, Chief Financial Officer  
Jay Hinrichs, Development Director  
Ted Tartenaar, Information Tech. Services Manager  
Richard Smalley, Marketing & Communications Mgr.

Susan Mong, Superintendent of Culture  
Katie Baergen, CUL Sr. Administrative Assistant  
Rhonda Pollard, Superintendent of Recreation  
Jane Lickteig, REC Sr. Administrative Assistant  
Mary Eads, Administration Assistant

**DISCUSSION & ACTION**

**A. Petty Cash and Start-up Cash Fund Dollar Amounts – Noelle Testa, Chief Financial Officer**

JCPRD departments request start-up cash funds for various summer activities at the beginning of each season. The funds are returned to the Finance Department and deposited in the bank upon completion of the season. A limited number of JCPRD departments maintain ongoing petty cash funds that are used to manage cash transactions with patrons and small dollar amount employee reimbursements. Per County Policy 120.400, an agency's independent board must approval all new requests for petty cash and any increases exceeding \$200.00.

Ms. Testa explained that numerous JCPRD departments maintain petty cash funds year round or on a seasonal basis for business purposes. In order for the JCPRD Finance Department to fund these requests it requires approval by the JCPRD Board. In 2012 a listing of all departments and the dollar levels they require for business was brought to the JCPRD Board, and at this time an update is needed in order to maintain a current approval. Moving forward, JCPRD staff will bring this request to the JCPRD Board every two years, and any special exceptions can be made on a case by case basis if there is a need, for example, the addition of facilities, change in business practice, etc. The presented site listings are currently funded at the minimum balance, but a flex in the dollar amount has been requested, as it is helpful in case there is a last minute business need to increase

the JCPRD site's money on hand. In response to Mr. Schlager's question, Ms. Testa explained the JCPRD deposit process and noted the Finance Department periodically performs surprise audits in order to be sure each JCPRD facility is following proper protocol. If petty cash is spent down at a site, receipts are submitted by staff which are reviewed by the Finance Department prior to funds being replenished. Mr. Schlager asked if these audits produce balanced accounts in most cases, Ms. Testa indicated yes. Every day JCPRD departments follow procedure to balancing their cash drawers and the Finance Department audits these deposits daily to ensure the dollar amounts agree. There are certain levels of disparity which must be approved by a Manager. If balance issues are identified, the Finance Department will provide further training to identified staff. If inconsistencies persist, the Finance Department identifies the staff member(s) who may need to have their cash handling duties relinquished. Ms. Testa indicated this is a rare occurrence.

**ASV-1 It was the consensus of the committee to recommend Board consent approval of the department petty cash and start-up cash minimum and maximum funding levels as presented.**

#### **B. JCPRD Mission & Vision Statements – Jeff Stewart, Deputy Director**

Consider new JCPRD Mission and Vision Statements.

Mr. Stewart explained that the current JCPRD Mission and Vision Statements have been in place for over twenty years. They have served JCPRD well, however the JCPRD Administrative Team in partnership with the Steering Committee felt it was time to review both statements. Recommendations were made by the Steering Committee, and additional input was provided by all staff in attendance at a JCPRD LEAP Live event prior to the Administrative Team's review. Mr. Stewart displayed the two previous statements in comparison with the proposed new statements. The current Vision Statement includes a bulleted list, and a shorter sentence format is desirable moving forward. Mr. Schlager indicated "land use innovation" and "steward of our resources" in the current vision statement are two bullet points he finds very valuable. Mr. Schlager suggested that the proposed new vision statement would read better if "pursuing innovation and stewardship to sustain land and resources" were included. Mr. Schlager indicated he believes the word being defined, in this case "Pursuing innovation", needs to come from some place since innovation is no longer part of the proposed new Mission statement.

Mr. Stewart recommended that the item be placed on the agenda as a discussion item for the July Board meeting. Mr. Schlager asked how JCPRD staff would like to move forward. Mr. Stewart indicated that suggested edits could be made prior to the meeting or discussion could be opened at the JCPRD Board meeting. Mr. Schlager indicated proposed edits from JCPRD Board members could be made prior to the July 24, 2019 JCPRD Board meeting in order to generate conversation, and he requested for staff to show tracked suggested changes for discussion at the meeting. Mr. Meyers likes the idea of the Vision Statement being condensed so that eventually JCPRD employees can commit the statement to memory, this will keep the JCPRD Mission and Vision in mind on a daily basis and it can become an expectation that staff can recite these statements when asked. Mr. Meyers believes bullet points become difficult to remember. Mr. Stewart reiterated this philosophy is what the exercise with staff revealed, brief and meaningful statements are the intent. Mr. Meyers reiterated, as long as the meaning of the statements get across and JCPRD staff can recite them when asked, it should be a good fit. Mr. Meyers says he likes what he sees, but there will be further discussion with the full JCPRD Board in order to come up with a definite vision statement. He warns that it could become a drawn out session to wordsmith the statements, however he hopes this will lead to final updated Mission and Vision Statements. Mr. Schlager indicated he will provide his edits to Mr. Stewart prior to the July 24, 2019 JCPRD Board meeting. Mr. Stewart reiterated JCPRD staff intend this to be a discussion item in order for the full JCPRD Board to feel comfortable with the proposed changes.

**ASV-2 It was the consensus of the Administrative Services Committee to recommend approval as a part of its Discussion & Action agenda of new mission and vision statements as follows:**

**Mission Statement:** *To enrich our community through excellence in parks, recreation, culture, education, and public service.*

**Vision Statement:** *Pursuing innovative means to sustain and enrich a thriving park and recreation system that inspires healthy and fulfilling lives for all.*

**OTHER BUSINESS**

No other business was discussed.

**ADJOURNMENT**

Mr. Meyers adjourned the meeting at 5:59 pm.

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

[Signature on file]

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**JEFF MEYERS, *Committee Chair***

*PREPARED BY Katie Baergen CUL Sr. Administrative Assistant  
Approved July 24, 2019*