



BOARD OF PARK AND RECREATION COMMISSIONERS

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ADMINISTRATIVE SERVICES (ASV) COMMITTEE

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

MEETING MINUTES

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

August 5, 2019
5:00 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, Heather Rubesch, George Schlager

Committee Members Absent: None

Guests Present: None

Staff Members Present:

Jill Geller, Executive Director
Jeff Stewart, Deputy Director
Jennifer Assmann, ASV Sr. Administrative Assistant
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.
Susan Mong, Superintendent of Culture
Shannon Sonnier, Asst. Supt. of Recreation
Rhonda Pollard, Superintendent of Recreation
Jane Lickteig, REC Sr. Administrative Assistant
Jim Wilson, Project Manager III
Bill Leek, Project Manager III

DISCUSSION & ACTION

A. Employee Benefits 2020 – Jeff Stewart, Deputy Director/David Grant, Human Resources Director

Mr. Stewart gave a presentation highlighting the 2020 employee benefits as recommended by the Administrative Team and in consultation with Lockton, JCPRD's benefits broker. He explained JCPRD will continue with three medical plan offerings: Preferred Provider Organization (PPO), Exclusive Provider Organization (EPO), and the High Deductible Plan (HDHP) as negotiated by Lockton at an 8.4% overall increase in 2020. He went on to present proposals for Dental, Vision, Life Insurance, Flex Spending Account, Employee Assistance Plan and Short-Term Disability plans. He noted the total net increase of \$2,338 for all plan changes, based on current enrollment. The proposed plan changes fit within the 2020 budget. Ms. Rubesch asked for clarification as to whether the changes being presented affected the employee only or all tiers. Mr. Stewart confirmed the changes being presented are across all tiers. In response to Mr. Meyers' question, Mr. Stewart explained the Board had not set a term for how long the Health Savings Account (HSA) seed money for the HDHP plan will be offered. Ms. Rubesch explained, in her experience, the employers' contribution to an HSA account is an ongoing incentive. Mr. Schlager noted previous board conversations regarding overall employee

benefit philosophy. With new board members in place, Mr. Schlager suggested the item be placed on the upcoming Regular Board Meeting agenda to allow for full board discussion.

It was the consensus of the Administrative Services Committee to place 2020 employee benefits on the Discussion & Action Agenda for additional consideration at the upcoming Regular Board Meeting on August 21, 2019.

B. Cedar Niles Rental House Revenue Sharing with Foundation – Noelle Testa, Chief Financial Officer

Ms. Testa explained during a review of Foundation assets, including two rental houses on JCPRD property, inequities existed related to rental income. The houses have been rented to outside parties since 2015. The MOU between JCPRD and the Foundation allows JCPRD to collect rental income and transfer net proceeds to the Foundation at the end of each calendar year, deducting any expenses incurred. Currently the rental revenue from the Cedar Niles rental house has remained with JCPRD. Rental net revenues from the second home, located near Kill Creek Park, have been transferred to the Foundation at the end of each year. At its meeting on July 23, 2019, the Foundation Board requested the net income for the Cedar Niles property be transferred to the Foundation. The rental income from August 2015 through December 2018 totals \$27,410.86.

ASV-1 It was the consensus of the Administrative Services Committee to recommend Board consent approval to transfer the net rental income for the Cedar Niles Park house for calendar years 2015 through 2018 to The Parks and Recreation Foundation of Johnson County in the total amount of \$27,410.86 and to annually transfer the net rental proceeds from JCPRD to the Foundation for this property, in addition to the net rental proceeds from the property near Kill Creek Park, at the end of each calendar year beginning in 2019.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

Mr. Meyers adjourned the meeting at 5:20 pm.

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

[Signature on file]

JEFF MEYERS, *Committee Chair*

PREPARED BY Jennifer Assmann, ASV Sr. Administrative Assistant

Approved August 21, 2019