



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

September 9, 2019
7:00 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	Ted Tartenaar, Information Tech. Services Manager
Jeff Stewart, Deputy Director	Richard Smalley, Marketing & Communications Mgr.
Jennifer Assmann, ASV Sr. Administrative Assistant	Susan Mong, Superintendent of Culture
Jo Ann Courtney, Administration & HR Manager	Shannon Sonnier, Asst. Supt. of Recreation
Noelle Testa, Chief Financial Officer	Katie Baergen, CUL Sr. Administrative Assistant
Jay Hinrichs, Development Director	Rhonda Pollard, Superintendent of Recreation
David Grant, Human Resources Director	

DISCUSSION & ACTION

A. Request for Proposals Draft for Total Compensation Study – David Grant, Human Resources Director

Mr. Grant presented the request for proposal (RFP) for total compensation study. He explained that during ongoing discussions regarding the philosophy of the JCPRD Board related to employee benefits, the topic of total compensation among and between private and public sector employees has frequently arisen. He noted the scope of the RFP to ensure all elements requested by the JCPRD Board had been captured in the proposal. In response to Mr. Schlager's question, Mr. Grant explained all tiers within the medical plan would be captured in the study and that the percentages of employer subsidies would be compared. Ms. Rubesch suggested including employee discounts in the study. Mr. Schlager questioned whether JCPRD would be able to use or review a study done by another municipality. Mr. Stewart explained that while job titles are similar, the duties of the job are often different, making it difficult to compare. Ms. Geller noted the National Recreation and Park Association does a salary comparison, however, it focuses on salaries with little consideration of benefits.

It was the consensus of the Administrative Services Committee to place the matter on the Discussion & Action Agenda for additional consideration at the upcoming Regular Board Meeting on Wednesday, September 18, 2019.

B. Human Resources Policy 101 – Authority of the Executive Director – David Grant, Human Resources Director

Mr. Grant explained that during the recent hiring process to fill a 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. Mr. Grant presented a revised policy, noting the added wording that reflects the Board's view that this position is on par with local and regional City Manager or County Manager positions; therefore, the Board's compensation philosophy related to this position will be approached accordingly. Mr. Grant clarified that he spoke with County HR to advise that this policy was being discussed.

It was the consensus of the Administrative Services Committee to place the matter on the Discussion & Action Agenda for additional consideration at the upcoming Regular Board Meeting on Wednesday, September 18, 2019.

OTHER BUSINESS

No other business was discussed.

ADJOURNMENT

Mr. Meyers adjourned the meeting at 7:09 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 September 18, 2019*