

OFFICIAL



OFFICIAL

W.C. Walker Senior Center
505 Sunset Avenue, Shafter, CA 93263

February 28, 2022

1. CALL TO ORDER:

The Regular Board Meeting of the Shafter Recreation & Park District (SRPD) was called to order at 6:00 pm by Director Rodriguez.

2. FLAG SALUTE AND INVOCATION:

Director Rodriguez led the flag salute and Secretary Chambers led the invocation.

3. ROLL CALL:

BOARD MEMBERS PRESENT

Gary Rodríguez
Brent Cummings
Antoinette Johnston
Johnny Yanez

BOARD MEMBERS ABSENT

Lorena Ayon

4. POSTING OF THE AGENDA:

The posting of the agenda was declared on Friday, January 29th, 2022, at 5:00 p.m.

5. PUBLIC COMMENTS: No public comments.

6. CONSENT OF THE AGENDA- **ACTION ITEM**

Director Johnston **MOVED** to approve the consent agenda with the deletion of the repeated phrase "to approve" in section G of the January 24, 2022, Special Board Meeting minutes. Director Yanez **SECONDED**.

AYES 4 (Yanez, Johnston, Cummings, Rodriguez)

NAYS 0

ABSENT 1

ABSTAIN 0

MOTION CARRIED

7. STAFF AND CONSULTANT PRESENTATION:

DISTRICT MANAGER: Mr. Jimenez gave his monthly report.

PROGRAM COORDINATOR: Mr. Gonzales gave his monthly report.

CONSULTANT: Mr. Garcia gave his monthly report.

746 SPORTS FOUNDATION: Update regarding the 746 Sports Foundation.

8. OLD BUSINESS:

A. OPENING PROCEDURES – **INFORMATION/ACTION ITEM** (Mr. Jimenez)

Information regarding the opening procedures for the district during the COVID-19 pandemic. **NO ACTION TAKEN**

B. **GROUNDBREAKING CEREMONY – INFORMATION/ACTION ITEM** (Mr. Jimenez) Groundbreaking date will be set once a construction timeline is established. **NO ACTION TAKEN**

C. **700 FORMS – INFORMATION/ACTION ITEM** (Mr. Jimenez) Noted that forms must be turned in but are filed locally at SRPD. **NO ACTION TAKEN**

Director Ayon arrived at 6:40 pm.

Director Cummings left at 6:42 pm.

D. **UPDATED ORGANIZATIONAL CHART– INFORMATION/ACTION ITEM** (Mr. Jimenez) Mr. Jimenez presented the updates to the organization chart. Director Johnston **MOVED** to accept the amended chart and Director Ayon **SECONDED**.
AYES 4 (Ayon, Yanez, Johnston, Rodríguez)
NAYS 0
ABSENT 1
ABSTAIN 0
MOTION CARRIED

E. **CLERK II JOB DESCRIPTION – INFORMATION/ACTION ITEM** (Mr. Jimenez) Recommend approval of Clerk II job description and salary scale. Director Yanez **MOVED** to approve the description and salary scale. Director Ayon **SECONDED**.
AYES 4 (Ayon, Yanez, Johnston, Rodríguez)
NAYS 0
ABSENT 1
ABSTAIN 0
MOTION CARRIED

9. **NEW BUSINESS**

A. **CODE OF OPERATIONS REVISION - INFORMATION/ACTION ITEM** (Mr. Jimenez) Present changes to the Code of Operations for review. **NO ACTION TAKEN**

B. **REVIEW OF SALARY SCHEDULES - INFORMATION/ACTION ITEM** (Mr. Jimenez) Previous salary schedules for updating by the board. **NO ACTION TAKEN**

C. **4TH QUARTER 2021 BUDGET VS. ACTUAL REPORT - INFORMATION/ACTION ITEM** (Mr. Jimenez) Presentation of budget report for review. Board members requested YTD Budget vs Actual Reports in the future. **NO ACTION TAKEN**

10. **STANDING COMMITTEE REPORTS**

PROGRAM AND PROGRAM POLICY: Plan to meet on Mondays as necessary.

PERSONNEL AND PERSONNEL POLICIES: No further information

FACILITY ACQUISITION AND DEVELOPMENT: No further information

BUDGET AND FINANCE: Plan to set up a Monday meeting.

SAFETY: No report

AD-HOC: Groundbreaking Ceremony – Need to set meeting time.

11. BOARD MEMBER REPORTS

Director Yanez commented that he had personally been to several basketball games and practice, received feedback from others and from the perspective of the school district, in spite of a few delays the season was successful and the staff did a good job.

Director Ayon commented on upcoming loosening of mask requirements in schools.

Director Johnston noted that her flagpole was being installed on March 1st and suggested that we develop a SRPD flag.

Director Rodriguez mentioned the following areas of concern:

- Process of evaluation and feedback (even creating a survey site) from parents, coaches and even kids. This project can begin with the program committee.
- Audit of our programs and services to determine the value added of each (for example, how many people participate in A3 to justify its cost) This project can be handled initially through the budget committee.
- Also, the board should be receiving preliminary budgets for each sport/program and final profit/loss reports at the end of each sport/program.
- Concessions: Whether the cost of concessions' staff are paying off and how to improve returns. The possibility of a dedicated staff member to ensure profitability.
- Program committee to consider softball tournaments as moneymaking activities.
- Senior adults who could participate in Senior Center activities if transportation was provided using our vans, which are not being used at this time.
- SRPD Board Planning Retreat: Need to have a retreat to talk not just about the complex but about the future of SRPD. Consider using an organization like Rauch Communications Consultants, Inc. that helped with the creation of the Mission Statement to look at our values and the atmosphere we wish to create with employees.
- Board Member Compliance with AB1234 and training requirements such as Sexual Harassment Prevention and Brown Act Training.
- Commendation to staff on basketball season; encouragement to continue this with Flag Football and with preparation for Baseball/Softball.
- Focus on making money and sticking to our budgets.

Director Yanez left at 7:45

12. FUTURE AGENDA ITEMS:

Opening Procedures

Groundbreaking Ceremony

Code of Operations

Salary Schedules

Protected Player Policy

Ordiz & Melby Visit – New Complex Meeting

Executive Session – Preparation for District Manager's Evaluation

13. EXECUTIVE SESSION: No executive session

14. ADJOURNMENT:

The meeting was adjourned at 7:49 by Director Rodriguez.

