

METROPARKS OF BUTLER COUNTY
BOARD OF PARK COMMISSIONERS
REGULAR MEETING MINUTES
January 29, 2020

The MetroParks of Butler County Board of Park Commissioners met in regular session on Wednesday, January 29, 2020, in the Trophy Room - Ronald Reagan Lodge at Voice of America MetroPark, 7850 VOA Park Drive, West Chester Township, OH 45069-2938.

I. - Call to Order

The meeting was called to order at 8:30 a.m. by President Cynamon Trokhan.

II. - Roll Call and Agenda

Members present for purposes of roll call were Park Commissioners Gregory T. Amend, Cynamon T. Trokhan and Daryl Nelson.

The Board worked from the following agenda:

AGENDA

- I. Call to Order –8:30 a.m.
- II. Roll Call
- III. Public Comment Regarding Agenda Items *
- IV. Approval of Minutes - December 12, 2019, Regular Meeting
- V. Consent Agenda **
 - a. Financial Reports
 - (1) Cash Summary Report
 - (2) Cash and Expenditure Forecast
 - (3) Donations Report for September
 - (4) Summary of Transfers and Budget Modifications
 - (5) Revenue Summary and Commentary
 - (6) Expenditure Summary and Commentary
 - (7) VOA Cost Center Receipts and Disbursements Monthly Statement
 - b. Schedule of Payables
 - c. Employment Activity Report
 - d. Special Event Contracts and VOA Athletic Complex Licenses
 - (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits Pending Board Action – NONE
 - (2) Approved Special Event Contracts – Information Only
 - a. Bodies Race Company LLC - Candy Cane Course - December 22, 2019 - VOA
 - (3) Approved VOA Athletic Complex License Contracts – NONE

- e. Standard Annual Resolution for Delegating Authority to the Executive Director to Make Payments Related to the Contractual Obligations of the Board, Budget Modifications and Employment Actions Between Meetings of the Board
- f. Standard Annual Resolution Delegating Authority to the Executive Director Regarding Capital Improvement Contracts, Etc.
- g. Notification of Re-Opening of VOA Fishing Dock - Cancellation of Closure Order
- h. Approve Purchase and Payment for Equipment and Other Budgeted Major Expenses in 2020 as Listed
- i. Revise Credit Card Policy
- k. Extend Partnership Agreement with City of Fairfield Regarding Programming Through 2020
- l. Extend Use of VOA Cricket Field Usage Through 2020 - Agreement with Cincinnati Cricket Club
- m. Notice of Cancellation of MOU with Butler Philharmonic
- n. 2020 Dates, Rates and Vending (Sales) Arrangements for Major MetroParks Programs and Special Events

VI. Old Business

- a. Bi-Monthly Capital Projects Update
- b. Monthly Public Safety Activity Summary Report
- c. Monthly Community and Enterprise Initiatives Summary Report
- d. Monthly Operational Services, Park Connections, and Visitor Services Summary Reports
- e. Monthly Workplace Talent Management Summary Report
- f. Progress Toward RFP for Multiple Year Tournament Contract(s) for VOA Athletic Complex
- g. Other – Miscellaneous from Board or Administration

VII. New Business

- a. Election of 2020 Board Officers - President and Vice President
- b. Financial Review - 4th Quarter of 2019
- c. Tuition Reimbursement Policy
- d. Strategic Planning - Financial Resources Review
- e. Other – Miscellaneous from Board or Administration

VIII. Executive Session

- a. Land Acquisition/Purchase and/or Sale of Real Property
- b. Personnel Matters – Employment and Compensation
- c. Pending Litigation

IX. Miscellaneous Relative to Executive Session

X. Adjournment

III. - Public Comment Regarding Agenda Items

None.

IV. - Approval of Minutes

December 12, 2019, Regular Meeting

MOTION: To approve the minutes of the December 12, 2019, Regular Meeting as presented by staff to the Board. Mr. Nelson moved, seconded by Mr. Amend . *Motion No. 01.20*
(see documents in Proceedings Book)

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President declared the motion carried unanimously.

I. - Consent Agenda

MOTION: Following discussion, to enact the **blanket approval, acceptance, acknowledgment of receipt, and/or ratification of all items listed** in the Consent section of the meeting agenda for the January 29, 2020, Board meeting; including, but not limited to, motions listed and any modifications to those motions made during this meeting; including any actions on budget modifications (account transfers within a Fund) and/or changes to employee status or compensation previously taken by the Executive Director and the Executive Director's previous actions related to payments and/or contracts all as recorded in the minutes adopted by the Board or on documents referred to in these minutes hereinafter, **including Agenda Items V.a. through V.n.** (a.k.a. the Consent Agenda); and finally, instructing the Executive Director to take such actions as are necessary to implement the intent of the Board in any and all of these matters. Mr. Nelson moved, seconded by Mr. Amend.

Motion No. 02.20

(see documents in Proceedings Book)

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President declared the motion carried unanimously.

Discussion During the Meeting: Executive Director Jonathan Granville explained that the Credit Card Policy which was included on the Consent Agenda had to be updated to conform to current state regulations.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that Board approval, ratification and/or acknowledgement of receipt is required for most items included on the Consent Agenda section of the meeting agenda if only so that the official record reflects Board intent and/or compliance with internal and external rules or policies. However, any Consent agenda item may be removed from group approval at the request of any Board Member and considered separately.

- V.a. - (1) Cash Summary Report - Approved - no separate action.
- V.a. - (2) Cash and Expenditure Forecast - Approved - no separate action.
- V.a. - (3) Donations Report for September - Approved - no separate action.
- V.a. - (4) Summary of Transfers & Budget Modifications - Approved - no separate action.
- V.a. - (5) Revenue Summary & Commentary - Approved - no separate action.

- V.a. - (6) Expenditure Summary & Commentary - Approved - no separate action.
- V.a. - (7) VOA Cost Center Receipts & Disbursements Mthly. Statement - Approved - no separate action.
- V.b. - Schedule of Payables - Approved - no separate action.
- V.c. - Employment Activity Report - Approved - no separate action.
- V.d. - Special Event Contracts & VOA Athletic Complex Licenses Approved by Administration & Provided for the Official Record - **Approved** - no separate action on items in the V.d. section.

To ratify and place on file:

- (1) Special Event Contracts and/or Associated Sales or Commercial or Other Permits Pending Board Action – NONE
 - (2) Approved Special Event Contracts – Information Only
 - a. Bodies Race Company LLC - Candy Cane Course - December 22, 2019 - VOA
 - (3) Approved VOA Athletic Complex License Contracts – NONE
2019 and Friday, November 22-Sunday, November 24, 2019-VOA
- V.e. Standard Annual Resolution for Delegating Authority to the Executive Director to Make Payments Related to the Contractual Obligations of the Board, Budget Modifications and Employment Actions Between Meetings of the Board

MOTION: To delegate to Executive Director of the MetroParks or in his/her absence, the Deputy Director of the MetroParks, on behalf of the Board, authority to execute and to submit to the Butler County Auditor and/or other governmental offices all necessary documentation required to encumber or unencumber funds, to order expenses paid as necessary to meet the contractual obligations of the Board and/or take actions as allowable pursuant to the By-laws or other actions approved by the Board, and to authorize and order account transfers and budget adjustments within each Fund of the MetroParks between meetings of the Board on behalf of the Board as allowed by law and as he/she deems necessary.

Further, that the authority extended by this action of the Board shall include authorization to order and/or adjust MetroParks employee compensation (including separation expenses) and fringe benefits paid or provided, to complete and file Payroll Adjustments Report Forms (PARF) or an equivalent document or documents and to add or remove employees from payroll. And additionally, that this resolution of the Board shall be effective during a period from January 31, 2020, through February 1, 2021, unless otherwise amended or superseded by an official action of the Board. Further, that the Executive Director, or the Deputy Director acting in the absence of the Executive Director, is instructed to take such actions as are necessary to implement the intent of the Board in this matter.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that in order to avoid the need to hold frequent official meetings of the Board more than once a month solely for the purpose of acting on routine matters, every year at this time the Board has delegated certain limited authority to its Executive Director (or the Deputy Director upon the absence of the Executive Director) to take routine and/or necessary, time-sensitive actions during the course of the coming year. He noted that the Auditor of State regulations provide that such authority may be delegated for no period longer than one year at a time and added that all actions taken by the Executive Director or the Deputy Director pursuant to this delegated authority are soon thereafter presented to the Board for its knowledge, consideration, ratification, and/or other action at its discretion.

V.f. Standard Annual Resolution Delegating Authority to the Executive Director Regarding Capital Improvement Contracts, Etc.

MOTION: In order to expedite planned Capital Improvement Projects the Executive Director, or the Deputy Director in the absence of the Executive Director, is hereby authorized by the Board of Park Commissioners, effective February 1, 2020, through January 31, 2021, to enter into capital-improvement-related contracts, approve Change Orders to contracts, and/or to authorize payments for work or for services completed and/or for items delivered related to Capital Improvement Projects between meetings of the Board without additional, specific or individual action of the Board provided that all of the following conditions are first met as affirmed by the Executive Director or Deputy Director if the Executive Director is absent:

- When the amount to be committed or paid by the MetroParks is less than \$50,000.00; and
- When the Capital Improvement-related contracts do not require a state-mandated formal bidding or a Request for Proposal (RFP) process; and
- When funding for the expense has been provided for in an applicable Board-approved appropriations budget or a current revised appropriations budget; and
- When the expense is/has been provided for in the most recent budget narrative upon which the Board relied for its most recently approved appropriations budget; and
- When competitive prices have been compared and best pricing and/or value can be reasonably assured; and
- When there are sufficient funds (cash flow) available; and
- When the insurance protecting the MetroParks against any wrongful acts of the Executive Director or, as the case may be the Deputy Director who has taken action in the absence of the Executive Director, is maintained at a level of at least \$50,000; and
- When the MetroParks Park Planner/Project Manager, MetroParks legal counsel, the project Engineer and/or the project Architect, as the case may be, have recommended or certified the pending action of the Executive Director or as the case may be, the Deputy Director, who will take the pending action; and; finally,

- When all expenditures made under the preceding conditions are reported to the Board of Park Commissioners in as timely a fashion, as that required for all current routine expenditures.

Further, that the authority herein delegated does not negate or replace the authority previously delegated by Board to any employee, but is additional in nature. And finally, that the Executive Director, or the Deputy Director in the absence of the Executive Director, is instructed to take such actions as are necessary to implement the intent of the Board in this matter.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that the proposed motion renews the same annual standing authority previously extended by the Board during the last 4 years. He said that due to the number of improvement projects planned, the ability to make decisions and take specific actions between meetings of the Board is expected to be a valuable tool to expedite and most efficiently manage improvement contracts during 2020. He added that without this additional delegated authority, project-related actions costing over \$15,000 will have to wait to be acted upon by the Board at its next usual monthly meeting.

V.g. Notification of Re-Opening of VOA Fishing Dock - Cancellation of Closure Order

MOTION (if an individual motion is required): **To acknowledge receipt of a re-opening notice detailing the cancellation of a closure order** made by the Executive Director pursuant to MetroParks Rule 1545.09 and to place such notice on file. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that while being remodeled, the floating fishing dock at VOA had been closed for safety reasons. He noted that the work has been completed and the dock is again safe for public use. He further added that MetroParks Rules and Regulations require that the Board be informed when the Executive Director opens or closes an area or facility. Acknowledgement of receipt of notice by the Board ensures that proof of property procedures were followed should enforcement actions ever become necessary in or at an impacted facility and provides evidence that public safety is a priority at the park system, he said. A Notice of Re-Opening had been provided to the Board in the pre-meeting Board packet.

V.h. Approve Purchase and Payment for Equipment and Other Budgeted Major Expenses in 2020 as Listed

MOTION: **To approve the budgeted and listed items provided by Administrative Staff**

and authorize the Executive Director or his/her designee to take such actions as he/she deems necessary to order, purchase, and make payment when due for any or all items specifically listed. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that in past years at the time the final budget is approved, the Board has also approved a specific list of budgeted items/expenses which exceed the Executive Director's standing authority to handle without specific Board action to approve each expense (generally, Board By-laws state that the Executive Director may make obligations and make payments of up to \$15,000 per invoice without prior specific Board authorization. However, Mr. Granville continued, due to annual resolutions of the Board, this limit does not apply currently to budgeted expenses of under \$50,000 for capital improvements or to payments required by contract if the Board itself awarded the contract for which payment is made.) He noted that when the final 2020 budget was passed on December 12, 2019, the 2020 list had not yet been prepared. A list of Items (goods or services) had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further commented that given the provisions of the Board By-laws and other actions of the Board, authority to purchase and pay for items on the list has not been delegated to the Executive Director even though they have been included in the current approved 2020 budget. He added that the ability to purchase between meetings of the Board when cash flow and staff time allows for competitive quotations will permit for efficient use of staff and Board time.

V.i. Revise Credit Card Policy

MOTION: To adopt the revised Credit Card Policy dated 1/29/2020 as presented by Administrative Staff. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that changes to the Ohio Revised Code have been made which render our current policy obsolete. He said that in order to retain credit card use as an option for MetroParks purchases, our policy needs to be updated ASAP and that the only way to purchase certain goods and/or services and at the best prices increasingly requires use of a general-purpose credit card. He added that a growing number of vendors and service providers will only accept credit-card facilitated purchases. A Draft Revised Credit Card Policy and ORC Section 1545.072 for Reference had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further noted that the Revised Code now mandates specific credit card policies be approved by the Board and that creation of such policies cannot be delegated

to staff or managed through administrative directives.

V.k. Extend Partnership Agreement with City of Fairfield Regarding Programming Through 2020

MOTION (if an individual motion is required): **To approve a new Memorandum of Understanding between the City of Fairfield** and the MetroParks of Butler County as presented by Administrative Staff for the purpose of providing certain programs at designated times and locations within the City of Fairfield between January 1, 2020, and December 31, 2020, and authorizing the Executive Director to extend the agreement, or an agreement which he/she deems is substantially similar, to future years one annual period at a time without specific Board action so authorizing. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that the recently expired MOU provided well-received programming opportunities to City residents who are also MetroParks constituents. He noted that the costs are minor and covered in the approved 2020 Budget of the MetroParks. Mr. Granville added that specific authority to renew the 2019 MOU for the same purposes was not delegated by the Board when it approve the first year of the MOU (2019). A draft New MOU and Memo had been provided to the Board in the pre-meeting Board packet.

V.i. Extend Use of VOA Cricket Field Usage Through 2020 - Agreement with Cincinnati Cricket Club

MOTION (if an individual motion is required): **To approve the agreement as presented by Administrative Staff, thereby allowing the Cincinnati Cricket Club** use of an area of VOA MetroPark during 2020 in return for certain services. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that in 2016 the annual automatic renewal provisions of this long-standing relationship were removed to facilitate the future potential movement of the existing cricket field at VOA MetroPark to a new location within the park. He said that since 2016, the Board must take action annually to authorize the continuation of the relationship. He noted that the proposed 2020 contract is identical to the 2019 version except for the dates within it. A draft Agreement had been provided to the Board in the pre-meeting Board packet.

Mr. Granville further added that authority to renew or enter into a new a annual agreement was not delegated by the Board to Administration nor was delegated authority sought

since as improvements are made at VOA MetroPark, it is inevitable that a least the relocation of the cricket field will need to be made in the future.

V.m. Notice of Cancellation of MOU with Butler Philharmonic

There was no motion for this agenda item. *In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that this item was being provided for Board information only. The Butler Philharmonic made notice of their intention to terminate the current relationship with MetroParks pursuant to the provisions of the MOU. They had/have no obligations outstanding owed the park system at the time of termination. Mr. Granville noted that a future revised relationship is possible. A Memo with details had been provided to the Board in the pre-meeting Board packet.*

V.n. 2020 Dates, Rates and Vending (Sales) Arrangements for Major MetroParks Programs and Special Events

MOTION (if an individual motion is required): **To approve the arrangements and activities listed on the 2020 Dates, Rates and Vending Arrangements** for Major MetroParks Programs and/or Special Events dated January 15, 2020, as presented by Administration and, thereby, authorize the solicitation of donations, the commercial activities and other arrangements listed. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in this matter.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville recounted that Park Connections staff have planned special events and programming with various community partners for 2020 which largely build on the successful programs of the past several years. He noted that in order to comply with established Board policies and/or MetroParks Rules and Regulations, and to solidify arrangements with the other parties involved, early action to approve the aspects of planned events which require Board action were being presented for approval at this time. A chart of the programs and events had been provided to the Board in the pre-meeting Board packet.

VI. - Old Business

VI. a. - Bi-Monthly Capital Projects Update

Discussion During the Meeting: Park Planner/Project Manager Matt Latham who usually discusses this bi-monthly update was absent. In his absence, the Board President Cynamon Trokhan briefly looked over the material that Mr. Latham had provided to the Board in the pre-meeting Board packet and commented regarding the red, yellow, and green areas on the provided chart which indicate project status. (see documents in Proceedings Book)

Regarding the pending improvements to the VOA Athletic Complex, there was then brief discussion of the June 21, 2021, President's Cup and the changes that the Butler County Visitors Bureau wants before the event takes place. The comment was made that the Visitors Bureau has proposed that it will pay for the sod to get the new field playable and available by the time of the event. Mr. Granville said there was need to develop a contract regarding the sod for the additional field. He noted that once developed, the Agreement will be presented to the Board for action at a future meeting.

VI.b. - Monthly Public Safety Activity Summary Report

Discussion During the Meeting: Chief Ranger David VanArsdale had provided a monthly Division of Public Safety Report which had been included in the Board's meeting packet for this meeting. He commented that the parks had been safe during the month of December, 2019, with no unusual issues to report. (see document in Proceedings Book)

VI.c. - Monthly Community and Enterprise Initiatives Summary Report

Discussion During the Meeting: Division of Community and Enterprise Initiatives Supervisor Kelly Barkley had submitted the monthly Division Report which had been included in the Board's meeting packet for this meeting. (see documents in Proceedings Book)

VI.d. - Monthly Operational Services with Status Chart, Park Connections and Visitor Services Summary Reports

Discussion During the Meeting: In addition to providing the monthly Operational Services, Visitor Services, and Park Connections Summary Report which had been included in the Board's meeting packet for this meeting, Deputy Director Chad Smith said that new siding had been placed on the west face of the barn at the Forest Run Operations Center off New London Road and that the new grant-driven Pollinator Garden near Forest Run Welcome Center is almost completed. (see document in Proceedings Book)

VI.d. - Monthly Workplace Talent Management Summary Report

Discussion During the Meeting: Supervisor of Workplace Talent Management Jaime Kimbrough had submitted the monthly Division Report for the Workplace Talent Management Division which had been included in the Board's meeting packet for this meeting. A Board member asked about how long it takes the MetroParks to fill open positions and Ms. Kimbrough said she didn't know if there was that particular information available for before she came to MetroParks, but that she would check to see if statistics could be assembled during her tenure. (see document in Proceedings Book)

VI. f. - Progress Toward RFP for Multiple Year Tournament Contract(s) for VOA Athletic Complex

Discussion During the Meeting: Mr. Granville explained that both soccer groups (Kings Hammer and Cincinnati United) with whom dialogs had been under way for the last few months had declined to enter contracts with MetroParks for one year of tournament use at the VOA Athletic Complex at this time. The Board, by consensus, said a policy needed to be developed that gives some kind of preference to the "in-county" teams or leagues. Mr. Granville commented there needed to be a public process with a policy developed offering all interested parties the opportunity to know the award criteria and an equal chance to participate. A Board member commented that a new policy should include a first-choice local preference when there is a conflict between requests for the same dates and Athletic Complex facility. Mr. Granville indicated that staff would work to create a new policy which provides for a local preference factor in the award of playing fields for practice use within the VOA Athletic Field Complex during times when the fields there are not reserved for tournament use and all playing fields outside of the Athletic Complex at any time. During the remaining years of the existing years of the current contract with the Butler County Visitors Bureau (BCVB), he noted, a local preference for weekend tournament play inside the Athletic Complex would conflict with the terms of the BCVB contract.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that no motion was anticipated as this agenda item was for discussion purposes only. He said that staff was seeking direction from the Board regarding scoring methodology, timing, and content of a publicly announced RFP for the purpose of entering into one or more multiple year tournament contract(s). He recounted that factors to be considered include, but are not limited to: the provisions of the contract with the Butler County Visitors Bureau; whether or not scoring of RFP responses should include local preference factors; length of time (years) of contract; and required minimum amount of contribution toward capital improvements (a.k.a. inducement fee).

VI. g. - Other – Miscellaneous from Board or Administration

There were no items/topics discussed or acted upon by the Board in this section of the meeting agenda.

VII. New Business

VII.a. - Election of 2020 Board Officers - President and Vice President

MOTION: To nominate a slate of officers consisting of Gregory T. Amend as President and Daryl Nelson as Vice President to serve through 2020 or until his or her successor is

elected, whichever occurs later, to close nominations and to cast a unanimous ballot for the slate of officers as proposed. Mr. Nelson moved, seconded by Mr. Amend. Motion No. 03.20

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President declared the motion carried unanimously.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that at the first regular meeting of the new business year (a.k.a. the "Organizational Meeting"), like most political subdivisions, the Board of Park Commissioners elects the new officers of its governing board who serve in those rolls through to the next year or until their successors are elected. He recounted that as established by the Board of Park Commissioners' By-laws, this means a President and a Vice President need to be selected from the membership of the Board for 2020. He added that Fiscal Officer and Treasurer duties are handled by the County Auditor, the County Treasurer, or MetroParks Financial Services staff while the MetroParks By-laws state that the Board Secretary/Clerk functions are assigned to the Executive Director and who is supported by his/her Executive Assistant who also serves as Assistant Secretary to the Board.

At this point in the meeting, newly-elected 2020 Board President Gregory T. Amend assumed the duties as President for the remainder of this Board meeting.

VII.b. - Financial Review - 4th Quarter of 2019

Discussion During the Meeting: In addition to the monthly Financial Reports which had been included in the Board's meeting packet for this meeting, Supervisor of Financial Services Yamini Patel reviewed for the Board the 4th Quarter Financials about which there were no issues. A Board member asked for a report on the amount of total debt currently being carried by the MetroParks and said that now was the time to refinance any debt. Davidson Woods was specifically mentioned. Mr. Granville noted that a detailed review of outstanding MetroParks debt will be covered in an upcoming strategic planning session.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that the Board has requested standing quarterly reviews regarding finances at the Board meeting following the end of each quarter. He said that Yamini Patel, Manager of Financial Services, had prepared the financial status of the park system information and would answer questions posed to her by members

of the Board. He noted that cash flow, revenue and expenditures as measured against annual budget is important to insure liquidity so that improvement projects, as well as regular operational expenditures, are sufficiently provided for within the present financial year and beyond.

VII.c. - Tuition Reimbursement Policy

MOTION: To adopt and approve an Employee Tuition Reimbursement Policy as presented by Administrative Staff. Further, that the Executive Director is instructed to take such actions as are necessary to implement the intent of the Board in these matters. Mr. Nelson moved, seconded by Ms. Trokhan. (see documents in Proceedings Book) Motion No. 04.20

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President declared the motion carried unanimously.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that based on employee interest and Board input at the December 12, 2019, Board meeting, a draft policy was developed by Jaime Kimbrough, Supervisor of Workplace Talent Management. Mr. Granville said that Tuition Reimbursement programs or other similar employee benefits are increasingly common in our current tight labor market as they serve to facilitate staff recruitment and retention. Mr. Granville noted that given the potential for approval, \$10,000 was reserved for this purpose in the final 2020 budget. A Memo and Draft Policy had been provided to the Board in the pre-meeting Board packet.

VII.d. - Strategic Planning - Financial Resources Review

Discussion During the Meeting: There was general agreement among the Board members that the proposed presented schedule for reviewing the MetroParks' financial resources was satisfactory.

In written information about this agenda item that had been prepared and provided to the Board in the current pre-meeting information packet, Mr. Granville wrote that although he had planned to spend more time on this topic at the January Board meeting, an outline of how the

voluminous information that should be reviewed and organized as part of the Strategic Planning - Financial Resources Review should be handled first. Mr. Granville referred to the "Proposed Discussion Schedule for Strategic Planning -- Financial Resources Review" which had been presented to the Board.

VII.e. - Other – Miscellaneous from Board or Administration

Discussion During the Meeting: Mr. Granville pointed out that there had been a revision to the first page of the Schedule of Payables as one invoice had been added since the Board packet had been presented a few days ago.

VIII. - Executive Session

MOTION: To enter into Executive Session at 9:45 a.m., Mr. Nelson moved, seconded by Ms. Trokhan, for the purpose of discussions involving:

- a. Land Acquisition/Purchase and/or Sale of Property
- b. Personnel Matters – Employment and Compensation
- c. Pending Litigation

and to call for a roll call vote in order to do so.

Motion No. 05.20

Vote: Mr. Amend - Aye
Mr. Nelson - Aye
Ms. Trokhan - Aye

The President declared the motion carried unanimously.

The Board returned from Executive Session at 10:11 a.m.

IX. - Actions Relative to Executive Session

None. No Board action was taken following Executive Session other than Adjournment.

X. - Adjournment

MOTION: To adjourn the meeting at 10:12 a.m., Mr. Nelson moved, seconded by Ms. Trokhan.

Motion No. 06.20

- Mr. Amend - Aye
- Mr. Nelson - Aye
- Ms. Trokhan - Aye

The President declared the motion carried unanimously.

Adoption: The above minutes are a true and accurate record of the meeting as adopted by the Board of Park Commissioners, MetroParks of Butler County.

Approved:

Attest:

Presiding Officer of the Board

Executive Director/Secretary

Date

Title

Unless rescheduled or relocated, the next regular business meeting of the Board of Park Commissioners is scheduled for 8:30 a.m. on Thursday, February 20, 2020, in the Welcome Center, Forest Run MetroPark, 1976 Timberman Road, Hamilton, Ohio 45013.