

ADMINISTRATION COMMITTEE MEETING NOTES

Wednesday, June 12, 2024; 8:00 AM

FPSC Boardroom

In Attendance: Commissioner Jerry Rostad, Commissioner Vicki Dawson, Broc Lietz, Carolyn Boutain, Susan Faus, Stacy Kruger, Amy Longtin, Tori Benders, Kylie Kanwischer, Brianna Zenner, Cassie Doll, Kali Mork, Paul Grindeland, Brooklyn Ullrich

Introduced summer Marketing intern Brooklyn Ullrich

1. Marketing Review March 1, 2024-May 31, 2024; Carolyn Boutain, and Marketing Staff, presenters.

This is a review since the last Administration Committee meeting. The following are highlights from the report shared by marketing team members.

Marketing Accomplishments -

Website:

- Created the FPSC website and went live the end of May.
- Website users for the Fargo Park District- 203k users visited FargoParks.com during this time and 74k% were new visitors, 4.9k visited Valley Senior Services during this time. Courts Plus had 45k visitors with 13k new visitors.

Events & Programs:

- Created 25th anniversary logo for Midwest Kid Fest
- Marketed the first Fairy Fest at Yunker Farm with estimated attendance of 2000
- Developed branding for the FPSC and Grand Opening. Shared the success of the passport and 500 of 1000 were completed and returned for the prize drawings.
- Completed installation of signage and artwork in the Sports Center.

External Communications and Public Engagement:

- There were 27 videos uploaded to the Fargo Parks YouTube page.
 - 3 Valley Senior Services, 1 FORGE internship, 18 Edgewood videos.
- 15 news releases sent highlighting announcements and updates of the Fargo Park District and affiliated brands. 14 of the releases produced stories.

Broadway Square

Kylie and Cassie updated the commissioners on the meetings with the DCP and Folkways defining processes to update the Broadway Square website and promote the events on social media.

2. Administration Division Work Plan 2024; Susan Faus, presenter.

Susan introduced again the administration division work plan for 2024 and each department director presented.

IT Department

- Amy reviewed the IT goals completed and the goals that need to be accomplished by Q3 and Q4.
- Amy also discussed how IT worked with Fortinet and created a fault tolerant topology

with current VPN connections.

HR Department

- Stacy reviewed the HR goals completed and the goals that need to be accomplished by Q3 and Q4.
- Stacy discussed the 2025 budget, expanding leadership training, technology solutions for budgeting, payroll, HR, and financial management.

Community Relations (Marketing, Golf, and Sales)

- Carolyn reviewed Community Relation goals completed and the goals that need to be accomplished by Q3 and Q4.
- Carolyn discussed the research, selection, and implementation of a project management software for the department.
 - Commissioner Rostad asked if that is something that is needed.
 - Cassie Doll stated they have hundreds of projects they get asked to do and they need to keep track of these projects. They are using Trello right now for free.
 - Kylie mentioned that if their department keeps going and growing, they would like the consideration of possibly and project manager at some point.
- Carolyn mentioned developing a comprehensive golf department which would include hiring a golf director and player development position.

Finance

- Broc reviewed the Finance Relation goals completed and the goals that need to be accomplished by Q3 and Q4.
- Broc discussed refining the annual budget process, evaluating potential technology solutions for budgeting, payroll, and financial management.
- Broc talked about how he worked with the leadership team to establish prioritization, funding model, definitions for capital, equipment, and operational maintenance.

Valley Senior Services

- Paul reviewed the VSS goals completed and the goals that need to be accomplished by Q3 and Q4.
- Paul discussed plans for expansion of meal services into SW Fargo, Horace, and Casselton. There is discussion to include the use of the Sports Center facilities for meal preparation and staging.

Fargo Parks Sports Center

- Kali stated she updated the board the previous night at the monthly board meeting.

3. HR Policy Review; Stacy Kruger, presenter.

Policy No. 320 – Safety Policy

- Change the word “should” to “must” in the language of the policy.

- This policy will be going to consent agenda.

Policy No. 473 – Paid Family Leave Policy

- This is a new policy.
- There was concern on verbiage, it was discussed and there will be changes made and brought back to the Administration Committee.

Policy No. 480 - Confidentiality

- During the review of this policy, we wanted to better explain the purpose, policy, procedure, and action to help employees get a better understanding of what is expected of them regarding confidential information, and how to protect the information and the process to follow if a breach occurs.
- There was concern about “what” is considered confidential, verbiage will be changed and brought back to the Administration Committee.

Policy No. 530 – ADA/ADAAA & Accommodation Policy

- This policy is federally mandated.
- This policy will be brought to the consent agenda.

Policy No. 535 – Pregnancy Workers Fairness Act & Accommodation Policy

- This is a new policy. The final rules and interpretive guidance go into effect on June 18th, 2024.
- This policy will be brought to the consent agenda.

Policy No. 472 – Minnesota Earned Sick & Safe Time

- Minnesota recently passed a law that requires all employers to provide paid leave to employees working in Minnesota.
- For our full-time MN remote employees, we meet the requirements of the leave with our current employees.
- We do not meet the requirements for the MN part-time VSS van drivers. We will have to offer MN Earned Safe & Sick Leave to those employees.
- Valley Senior Services gets full funding back from the State of MN for their MN van driver program and will get payment back for this leave as well.
- This policy will be brought to the consent agenda.

With no further items, the meeting was adjourned at 9:34 AM

Notes submitted by: Carmen Johnson, Administrative Specialist.