

**Leadership Staff Meeting  
Zoom Conference Call  
April 1, 2021  
8:30 a.m.**

Present: Shauna Lewallen, Lindsey Whitley, Gary Schussler, Mary Beth O'Dell and Shayna McConville

Absent: Rachel Sherwood

Update of the Full Time and Regular Part-Time Job Order

O'Dell stated I talked to Mark at length yesterday. We have a clerk position at KRC. We have 32 applications. We hope to fill 3 clerk positions. Peggy Ingram is retiring at the end of May. I need to follow up on Claire's job. I talked to Jenny Smith yesterday briefly and need to follow up. O'Dell stated I think it needs to be a conversation between HR and Claire. 2 Supervisor positions open for Jake and Addie. O'Dell stated I am not sure what HR's capacity is for all of these positions. The good news is we are moving forward.

American Rescue Plan Funds for Kettering \$14.6 million

O'Dell stated there was a lot of media on this. The City of Dayton gets \$100 million and we get \$14.6 million. The treasury hasn't released all of the eligibility requirements. There are 4 distinctive buckets that the money can go for. It would be a huge reach for Parks and Recreation to get money from. There will be a council ½ day retreat in May. One of the things Mark talked about was shifting money in CIP. The PowerPoint breaks it down easier. They are expecting the treasury to release the eligibility requirements in April.

2022 Personnel Request Approach

O'Dell stated there are a couple of requests in 2019. Tom Dues and Sara Thomas were not approved. We would like to move forward in 2022. O'Dell asked Gary to talk about what the Parks plan will be. Lewallen stated the part-time sports positions it would be better to combine into 1 full time position. Kelly has only released the CIP. O'Dell is expecting the budget calendar in a month or so. We can talk individually at our next one on ones.

## Balanced Scorecard Next Steps

O'Dell sent the short term tactics and initiatives. If you have any comments we discuss at our one on ones. I am presenting the short term tactics at the April 8<sup>th</sup> QSFOC meeting. I think we are doing a lot of the tactics right now. IF everyone has any heartburn on the short term please let me know. I will be giving generalities and let them know you will be meeting divisionally. What are your thoughts. Lewallen stated I am comfortable with you presenting. The messaging would be still we are moving. O'Dell stated the short term ones we selected are supporting them with morale and communications. O'Dell stated Recreation is going to have new team members this will be good. O'Dell talked to PRCA One and reminded them we will have quite a few new staff members to keep that in mind. Lewallen stated I liked that you said this is in support in you. McConville stated the PRCA One group are thoughtful to include new people and welcome that is meaningful.

QSFOC Zoom – April 8<sup>th</sup> at 10:00 a.m.

O'Dell stated next week Gregg Gorsuch will give us an Economic Development update. We will do the Balanced scorecard, PRCA One, Jake Hensel goodbye. If you choose not to do anything let Whitley know.

We have Park Board today. PAC will be short. Lewallen please show the menus. The survey monkey we sent out for Park Board/PAC we had 17 responses. I will send the responses. We will have a conversation about the survey with Park Board/PAC. People are comfortable coming back. Lewallen asked how PAC is getting the menu. O'Dell stated we will talk about it today. O'Dell stated we can talk about emails/ mailing with PAC. O'Dell will continue to be the communication liaison to PAC until we hire the Communications/Marketing position. O'Dell and Lewallen can talk offline.

## Round Table

Schussler stated we finished the interviews up for the tree committee. Thank you to McConville and Thomas on the interview process and how to apply. We had 10 or 11 applicants.

McConville stated I wonder if we can have marketing on a standard item on leadership. O'Dell and I met with Azbill on Monday. Yard signs and banners have been suggested. No updates on this. O'Dell and Maggie talked yesterday. Maggie is looking at the legal standpoint based on COVID. We are in a different situation than the normal situation. McConville we are putting the plan in motion. Bike summit that is taking place I am working with the Arts Council on making videos. Public Survey put that back out there. We will put this on our home page and up until the end of April. O'Dell asked if Thomas is going to do a Facebook update? McConville I can ask her. Our highlighted marketing themes are Thomas and George are going to interview lifeguards. We will also talk about the Arber award.

Lewallen stated Jarosik can't MC Go 4<sup>th</sup> this year. O'Dell sent me a few other ideas. Be looking for an outgoing person for the event. O'Dell recommended Jack Pohl. O'Dell stated John Seibel may be a good one. McConville suggested Zach from living Dayton. Someone who has been vaccinated and test positive I will send the information out from Mark.