

WCER JOINT POWERS BOARD MEETING

July 25, 2014

Members Present: Bonnie Pehrson, Darin Strand, Pablo Obregon, Andy Boersma, Tim Johnson
Audrey Nelsen, Scott Guptill and Rachel Skretvedt

Staff Present: Steve Brisendine, Rob Baumgarn, Tammy Rudningen and Troy Ciernia

Vice Chair Strand welcomed and thanked the members for attending today.

1. Introductions

Darin Strand acknowledged our two newest members in attendance at today's meeting. Rachel Skretvedt is a City of Willmar appointee and has lived in Willmar for about 4 years. She is married and has 3 children and has a strong interest and background in Parks. Scott Guptill is a School District appointee. He lives just outside of Willmar with his wife and has two grown children. Scott has been an active member of the Willmar Curling Club and also has been involved with the Vision 2040 process.

2. CER Updates

Steve Brisendine gave the board a couple of updates that they would be interested in. LeAnne Freeman-Recreation Supervisor has submitted her retirement notice. Staff is researching the needs for her replacement and will meet soon with the City Administrator and School Superintendent to iron out the details. The joint powers agreement states that going forward this would become a school position with the City reimbursing the School for these services. Park planning process will begin next Tuesday with SRF Consulting leading a process interviewing a number of focus groups. The focus groups are; Vision 2040 Robbins Island Committee, Diversity, CER Joint Powers Board, Youth Associations, Dog Park Enthusiasts and 55+ residents.

3. Strategic Planning Session

Steve Brisendine recapped to the board the process and past steps taken that have led us to the work the board should do regarding a Strategic Plan for the Board and Staff. For the two new staff members that process started last fall with Dr. Worner completing an organizational study of WCER. One of the conclusions of this study was that the board and staff should create a strategic plan for the organization. In late May David Unmacht of Springsted Inc. led the Board and Staff through a visioning process. The paperwork from that meeting gave some specific guidelines for us to follow regarding this process.

The first step was the Strategic Planning Objectives of which three were determined to be important;

- Move forward with an engaged board
- Create a consensus-based direction
- Provide a written strategic plan

Lists of board and staff roles were also identified in our planning session in May. We also identified a list of strategic elements that create the foundation for WCER and this strategic plan.

- Sponsor City/School District
- Advisory Board Governance
- Program Staff
- Financial Resources
- Facilities
- Programs
- Communication

Out of these 7 items we have created some topics to discuss and the need for the board/staff to create goals or action steps related to these areas.

Sponsor City School District

- Execute the joint powers agreement
- City Council and School District support for the strategic plan
- Explore ideas on how to finance WCER programs
- Benchmark other community education and recreation program business models
- Ensure Advisory Board expectations are clear and established

Action Steps Created

- 1. Have the City Council/School Board approve the Joint Powers Agreement.** Audrey Nelsen, Tim Johnson, Liz VanDerBill, Eric Banks and Darin Strand should lead this initiative and try to accomplish it by August 2014. The one change to this document that was recommended was to increase the written notification of withdrawal of the agreement from six months to 12 months.
- 2. Review the process utilized to reconcile the financials for WCER.** Currently staff for the City, School and CER reconciles expenses and revenues on a monthly basis. It was discussed as to how labor intensive this is and that we should find a more efficient way to conduct this business.
Have City/School Leadership team review this process and propose a new process by December of 2014. Steve Okins, Pam Harrington, Charlene Stevens, Jerry Kjergaard and Steve Brisendine should have discussions regarding this issue.
- 3. Finalize the Joint Powers Board Members Job Description.** Eric Banks, Darin Strand, Audrey Nelsen, Liz VanDerBill and Steve Brisendine should complete the draft of this document for submittal to the board at the August 2014 meeting.
- 4. Present the Strategic Plan to the City Council and School Board.** Eric Banks and Darin Strand should present a final document to the policy makers upon completion of the plan.
- 5. Benchmark other community education & recreation programs for processes and programs that could be replicated.** The whole board and all staff should continue to look into other programs for areas of improvement. This will be an ongoing activity.

The meeting was adjourned 1:15pm and at our next meeting we will begin work on the next items.

Next Meeting is scheduled for August 22nd 12:00noon Jefferson Learning Center

