

**Springfield Township
Park & Recreation Commission Special Meeting
Friday, April 10, 2015**

I. CALL TO ORDER

The April 10, 2015 Special Meeting of the Springfield Township Parks and Recreation Commission was called to order at 6:04 pm. by Chairperson Danishevskaya at the Springfield Township Civic Center, 12000 Davisburg Road, Davisburg, Michigan 48350.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Commissioners Present

Diane Baker
Roger Bower
Lisa Christensen
Elena Danishevskaya
Angela Spicer
Jean Vallad

Staff Present

Kathy VanGilder

Others Present

Sarah Richmond
Nicole Arnold
Kyle Ryan

Commissioners Absent

Dennis Omell with notification

IV. PUBLIC COMMENT

None

V. NEW BUSINESS

A. Interviews for Three Candidates

Chairperson Danishevskaya stated that there was originally supposed to be three interviews this evening but one of the candidates had sent a letter removing himself from consideration.

It was explained that the Commission would hold the verbal interviews first and then the candidates would have fifteen minutes to perform their budget presentation on how they would reduce the budget by ten percent.

The first candidate for the evening was Sarah Richmond. The Commission asked all of their questions and Mrs. Richmond began her presentation on her recommendations for reducing the budget by ten percent.

The second candidate for the evening was Nicole Arnold. The Commission asked all of their questions and then Mrs. Arnold presented her budget recommendations for reducing the budget.

B. Director Selection Discussion

Commissioner Vallad stated that, in her opinion, Sarah Richmond with her working knowledge of the Department, is the ideal candidate. Nicole Young had some great knowledge of marketing; however she did not have strong knowledge on stewardship. For those reasons her vote is for Sarah Richmond.

Commissioner Bower stated that stewardship was a concern for him and that while Sarah Richmond may not be an expert she does have working knowledge of it and she is willing to learn even more. Commissioner Bower stated that with that in mind, to him, it is an obvious choice for Sarah Richmond.

Commissioner Christensen stated that her vote would absolutely go for Sarah Richmond. Commissioner Christensen stated that what she had liked about Nicole Arnold in the first round of interviews, and again this evening, was her energy and that she was charismatic. Commissioner Christensen stated that she was originally hopeful that Nicole's chamber experience would be relatable but it was not even comparable to Sarah Richmond's experience.

Commissioner Spicer stated that Sarah Richmond has her vote as well. Sarah has the experience and she has been acting Director for these last several months and in her opinion she is doing a great job.

Commissioner Baker stated that Sarah Richmond had the best score for the interview. If the Commission ever had a Public Relations position she would choose Nicole Arnold for it. Commissioner Baker stated that her vote for the Director's position would be Sarah Richmond, because in her opinion she stood out head and shoulders above the other candidates and she was very well prepared. Mrs. Richmond's love of the job, the people she works with, and the community came through.

Chairperson Danishevskaya stated that she too felt that Sarah Richmond was the clear choice for the position. In her opinion some of the experience that Nicole Arnold lacked was her experience of parks and recreation and stewardship. Chairperson Danishevskaya stated that in her opinion a Director candidate should know some parks and recreation trends, but that does not mean that they have to be in the field to know it but they need to be aware of it. Nicole Arnold has a great experience with marketing.

Commissioner Vallad moved to offer Sarah Richmond the position of Director of Parks and Recreation effective at 7:30 pm tonight. Commissioner Vallad was supported by Chairperson Danishevskaya. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Spicer, and Vallad; No: None; Absent: Omell. The motion carried by a 6-0 vote.

Commissioner Vallad moved to set the annual salary for the exempt Director's position at \$53,000.00 a year. Commissioner Vallad was supported by Commissioner Christensen. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Spicer, and Vallad; No: None; Absent: Omell. The motion carried by a 6-0 vote.

Commissioner Vallad wanted to know if the offer needed to be in writing.

Sarah Richmond stated that she should have the offer with an official effective date in the form of a letter to be put in her employee file and to provide to the Township for their records.

Sarah Richmond stated that she also wanted to clarify with the Commission that since she is a current employee, all of her benefits and vacation schedule will remain the same.

Sarah Richmond stated that she appreciates all the feedback, trust and support that the Commission has given to her. It truly means a lot. Sarah Richmond also stated that all of the support that she has received over the last fifteen years from the community and those that she works with also means a great deal to her.

C. Discussion of Hiring Recreation Superintendent

Chairperson Danishevskaya asked Sarah Richmond to update the Commission on the process for hiring the Recreation Superintendent.

Sarah Richmond stated that, in the Park Commission packets for the regularly scheduled meeting on Tuesday, April 14, 2015, is the job description for the position. The position has been posted on both the Michigan Recreation and Parks Association website as well as the Township's website. As of that evening there had been at least five or six applicants that have applied. The posting currently has applications being received until Friday, April 24, 2015.

Sarah Richmond stated that, as had happened when holding interviews for the Park Superintendent, a panel will be formed to do the verbal interviews. She is anticipating that there will be first and second interviews for the position.

D. Discussion of Employee Positions Based on Organizational Chart

Chairperson Danishevskaya wanted to discuss what would make sense moving forward for the employee positions based on the organizational chart.

Commissioner Vallad stated that this is a good time to re-evaluate whether it is necessary to keep the Deputy Director position or have it go back to an Administrative Assistant position.

Commissioner Christensen stated that when the organizational chart was revised at the beginning of the year some of the positions were adjusted based on some of the individuals that were in the positions since those employees had taken on additional responsibilities and duties. She stated that she had no issue with now revisiting the chart.

Chairperson Danishevskaya stated that she feels that you need to have a Deputy Director position, a position that is above the other positions that can make decisions if the Director is gone. She does not know if the title of Administrative Assistant will convey that authority.

The Commission discussed what Sarah Richmond's previous position would be called and the possible duties for the position.

It was decided that this item would be discussed at the May meeting after Sarah Richmond is able to look at the previous Administrative Assistant position's job description.

Commissioner Vallad moved to table the Discussion of Employee Positions Based on Organizational Chart to the May regularly scheduled meeting. Commissioner Vallad was supported by Chairperson Vallad. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Spicer, and Vallad; No: None; Absent: Omell. The motion carried by a 6-0 vote.

VI. PUBLIC COMMENT

None

VII. ADJOURNMENT

Chairperson Danishevskaya moved to adjourn the Special Meeting of the Springfield Township Parks and Recreation Commission at 8:17 pm. Chairperson Danishevskaya was supported by Commissioner Baker. Vote on the motion: Yes: Baker, Bower, Christensen, Danishevskaya, Spicer, and Vallad; No: None; Absent: Omell. The motion carried by a 6-0 vote.