

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** *Bereavement leave for Maintenance Supervisor*

<b>Department</b>	Symons Rec. Complex	<b>Presented By:</b>	Tracy Gobin
<b>Date of Meeting:</b>		<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open	<b>Authority:</b>	Committee Structure E +O
<b>Date submitted:</b>	13 October 2021	<b>Referred by:</b>	Symons Natatorium Board

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Symons Natatorium board made a motion to Recommend to the Richland County Finance and Personnel committee to allow Mark Thomas to use his bereavement leave days per requested for the celebration of life in September 2021.

**Background:** *(preferred one page or less with focus on options and decision points)*

Mark Thomas is the maintenance supervisor at Symons Recreation Complex. Mark's father passed away in October 2020. His father lived in Tennessee, with COVID 19 the family decided not to have a funeral/celebration of life. This September Mark took a week vacation to visit his step mother in Ohio, where he picked up some of his father's items and as a family celebrated his father's life. After Mark returned from his vacation he stated he didn't get to use his bereavement leave. Director Gobin was not aware of the celebration of life until after payroll had been submitted using vacation time. The Symons Natatorium Board didn't know how you define celebration of life and with the extreme circumstances of COVID-19 the board felt this was within reason and made a motion to bring this to the Personnel and Finance committee.

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#### Attachments and References:

Minutes from October 11, 2021 Natatorium Board	

#### Financial Review:

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

Action results in some reduction s in expenditures:

**Approval:**

**Review:**

*Tracy Gobin*

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Department Head

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Administrator, or Elected Office (if applicable)

## **Symons Recreation Complex Natatorium Board Minutes October 11, 2021**

The Natatorium Board met in person and virtually via Zoom on October 11, 2021 at 7:00 pm. The following people were in attendance: Marty Brewer, John Cler, Todd Coppernoll, Michael Compton and Grant Worthington. Tracy Gobin was also present.

1. Call to Order- Grant Worthington called the meeting to order at 7:01pm.
2. Proof of Notification- Proof of Notification was met, per Gobin.
3. Approve Agenda- *Marty Brewer made a motion to approve the agenda. John Cler seconded. The motion carried.*
4. Approve Minutes – *John Cler made a motion to approve the minutes from the August 9<sup>th</sup>, 2021 meeting. Marty Brewer seconded. The motion carried.*
5. Approve Bills for October – Invoices were presented in the amount of \$2,476.04. *John Cler made a motion to pay the monthly bills. Michael Compton seconded the motion. The motion carried.*
6. Budget Overview - Gobin stated September was a slow month at the start, COVID cases in the area were starting to really increase. Towards the end of September attendance has picked up and are seeing folks coming back now for the fall/winter. Gobin is optimistic for October. Day passes seem to be the most unaffected by COVID. Key fob sales have been up and continue to go well. Expense are down a large portion of that is due to going eight months without an assistant director. Membership statistics reflect the revenue and are still below 2019, pre-pandemic.
7. Assistant Director Position Update– Gobin stated Keagan Drea is the new assistant director. He is still learning however he just finished lifeguard training class last week and will be able to assist with lifeguard hours as needed. He has learned how to work the front desk as a receptionist, which is helpful to have him be available if someone calls in sick. Drea has also been able to show new members how to use the equipment in the exercise room. Worthington stated he has seen Drea at the front desk and he has been friendly and welcoming.
8. Symons Roof Replacement Project Update- Gobin stated the roof is about 98% completed. However, on Thursday last week the new roof was leaking in two different spots. On Friday last week Maly Roofing sent a guy over to fix the problems but as of Friday night the leak in the Atrium was still leaking.
9. Symons Lobby Air Conditioner – Gobin stated there is nothing for here, didn't receive bids and will re-bid out the lobby air conditioner project.
10. Bereavement Leave – Gobin read the county bereavement leave policy. Gobin explained that Mark Thomas's father who lived in Tennessee passed away last October and because of COVID-19 there was nothing planned. Tami Hendrickson stated that going to get some of his father's items didn't qualify for bereavement leave, there needed to be a funeral or celebration of life. Gobin was informed after Thomas returned from a vacation in September that he went to visit his Step Mother to collect some of his father's items and that while there they went out and raised a toast to his father. Mark Thomas didn't understand why he couldn't use his bereavement leave for that. Gobin was directed by Hendrickson to bring this matter to the finance and personnel board. Brewer stated he didn't know how you define celebration of life and thought this could qualify. Coppernoll stated that if something similar was brought to him at the City he would likewise recommend it to the Finance and Personnel committee. *Todd Coppernoll made a motion to recommend to the Finance and Personnel Committee allow Mark Thomas to use his bereavement days per requested celebration of life in September 2021. Marty Brewer seconded. The motion carried.*
11. Director's report – Gobin stated Symons hosted a fun run/walk last weekend there was a good turnout, however some choose to do the race virtually. Classes are starting up again in Muscoda and Viola, both locations have good class numbers. Gobin stated she is looking to see if how Symons Recreation Complex can safely have an open house.
12. Future Agenda Items - No items
13. Schedule Next Meeting- November 8, 2021 in person in at the UWP-Richland campus and virtually via Zoom.
14. Adjourn—*Todd Coppernoll made a motion to adjourn at 7:35pm. Marty Brewer seconded. The motion carried.*