

**Bayshore Gardens Park & Recreation District
Personnel & Salaries Committee Meeting Minutes
Monday; July 26, 2021 @ 7:00PM**

In Attending: Committee Members - Terry Zimmerly (Committee Chair) and Sharon Denson and guest Barbara Susdorf

1. The Meeting was called to Order at 7:00 PM by Terry Zimmerly

Agenda Items Discussed

2. We need to generate a new hire checklist.
3. We reviewed all maintenance time sheets. We now need employees to keep track of how long it takes to set up the hall and take down and clean. Also, how long each job on the pool takes. What are they doing on the grounds.
4. Each board member needs to generate a list of all the jobs to be done at the recreation center.
5. We should hire someone a few hours be week to learn the office procedures and be able to fill in when Gia is ill, on vacation or training.

Meeting Adjourned at 8:20 PM.

Terry Zimmerly